



**CITY OF DOVER, DELAWARE
PLANNING COMMISSION
Monday, December 15, 2025 at 7:00 PM**

City Hall Council Chambers, 15 Lookerman 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 December 15, 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 December 15, 2025 at 7:00PM**

Join By Phone: Dial +1-650-479-3208
Access Code: 253 665 37347
Password from Phones: 3683772

Join Online: <https://bit.ly/PCMeeting12152025>
Webinar Number: 2536 653 7347
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 October 20, 2025

COMMUNICATIONS & REPORTS

Meeting Reminder: The next Planning Commission regular meeting date is Tuesday, January 20, 2026.

Update on City Council Actions

Department of Planning & Inspections Updates

- 2. Draft Schedule of Deadlines and Meetings for 2026

OPENING REMARKS CONCERNING MEETING PROCEDURES FOR APPLICATIONS

OLD BUSINESS

Requests for Extension of Planning Commission Approval

NEW APPLICATIONS

- 3. S-25-07 Revised The Old Post at 55 Loockerman Plaza – Public Hearing and Review of a Revised Site Development Plan Application and associated Revised Architectural Review Certification for redevelopment of the Old Dover Post Office property consisting of 1.267 acres for a mixed-use project known as The Old Post. The project involves the demolition of the rear warehouse portion of the existing building and adaptive re-use of part of the front 4,560 SF portion of the building for restaurant, commercial retail or business space and apartment units. In this Revision are proposed increases in apartment unit count from 36 to 42 units and architectural changes consisting of a second floor addition to the front wings of the building and a four-story 43,092 SF building addition proposed for a total forty-two (42) residential apartment units and with parking and other site improvements. The property is zoned C-2 (Central Commercial Zone), subject to the SWPOZ (Source Water Protection Overlay Zone), and subject to the H (Historic District Zone). The property is located on the north side of Loockerman Plaza and adjacent to Innovation Way. The owner of record is Old Post, LLC. Property Address: 55 Loockerman Plaza. Tax Parcel: ED-05-077.05-04-53.00-000. Council District 4. *For Consideration: Revised Parking Strategy Statement and Active Recreation Area Plan. This Revised project is the subject of HI-25-01 Revised The Old Post for Historic District Commission Review and Recommendation on the Architectural Review Certification on November 20, 2025.*

NEW BUSINESS

PUBLIC COMMENTS OPPORTUNITY

ADJOURN

Posted Agenda: December 5, 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
October 20, 2025

The Meeting of the City of Dover Planning Commission was held on Monday, October 20, 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. Roach (virtual), Mrs. Denney, Mrs. Maucher (virtual), Mr. Baldwin, Mr. Reaves (virtual), Mrs. Welsh and Mr. Witham. Mr. Lewis and Dr. Jones were absent.

Staff members present were Mrs. Dawn Melson-Williams, Ms. Sharon Duca, Mr. Jason Lyon (virtual) and Mrs. Kristen Mullaney.

APPROVAL OF AGENDA

Mrs. Welsh moved to approve the Agenda as presented, seconded by Mrs. Denney and the motion was carried 7-0 with Mr. Lewis and Dr. Jones absent.

APPROVAL OF MEETING MINUTES OF SEPTEMBER 15, 2025

Mrs. Denney moved to approve the Planning Commission Meeting Minutes of September 15, 2025, seconded by Mrs. Welsh and the motion was carried 7-0 with Mr. Lewis and Dr. Jones absent.

COMMUNICATIONS & REPORTS

Mrs. Melson-Williams stated that the next Planning Commission regular meeting is scheduled for Monday, November 17, 2025, at 7 PM. We will determine whether that meeting is necessary in early November. There is a chance that you may not meet that evening as currently there is not a new application to consider.

Mrs. Melson-Williams provided an update on the regular City Council and various Committee meetings held on September 22 & 23 and October 13 & 14, 2025.

Mrs. Melson-Williams stated that there is not much to report. We are trying to hang on. We have a variety of different position openings in our overall Department as does the City citywide. So, she encourages people to take a look at what those employment opportunities may be.

Mrs. Melson-Williams stated that the Institute for Public Administration at the University of Delaware has a Planning Education Certificate Series and that actually began last week. Unfortunately, that class filled rather quickly so hopefully they will re-do that one. It was one specifically on Planning Commission training. But they have the upcoming Tuesday series to be presented on various Planning topics. If you are interested in attending any of those training sessions, please alert Planning Staff as they will have to register you. You can join Mrs. Denney as she is going to be attending those.

As the Chair noted, the 2025 Delaware Planning Conference Annual Meeting that is presented by the American Planning Association's Delaware Chapter is scheduled for Wednesday, December 3, 2025. It is here in Dover and it is a one-day long Conference with various speakers. It is to be held at Bally's Dover Casino Resort in their Rollins Center. Likewise, there are a

number of registration options on that; so, see Planning Staff if you are interested in attending that Planning Conference.

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-23-20 Cold Storage Warehouse at 451 Garrison Oak Drive - Request for a One-Year Extension of the Planning Commission Approval granted November 20, 2023 of the Site Development Plan for a 165,000 SF Warehouse with associated site improvements. The site is located at Lot 8 of the Garrison Oak Business & Technology Park. The property is zoned IPM-2 (Industrial Park Manufacturing Zone – Business and Technology Center) and partially subject to the SWPOZ (Source Water Protection Overlay Zone: Tier 2 Primary Wellhead Protection Area). The property of 11.53 acres is located on the south side of Garrison Oak Drive. The owner of record is the City of Dover; and the equitable owner is SLS Equity Partners. Property Address: 451 Garrison Oak Drive. Tax Parcel: LC-05-068.00-02-08.00-000. Council District 3. *Waiver Requests Approved: Partial Elimination of Upright Curbing and Reduction of Parking Requirement. Approved: Performance Standards Review Application. The site was granted two variances to reduce setbacks related to building height and to increase the maximum lot coverage to 71% (Board of Adjustment Application V-23-05).*

Representative: Mr. Jonathan Street, Becker Morgan Group (virtual); Ms. Shira Weisz

Mrs. Melson-Williams stated that S-23-20 is for the Cold Storage Warehouse at 451 Garrison Oak Drive. That is Lot 8 within the Garrison Oak Business and Technology Park. The Planning Commission reviewed it back in November 2023 as a Site Development Plan for a rather large warehouse building and its associated warehouse improvements. At the time, waiver requests were approved related to the partial elimination of upright curbing and also a reduction in the parking requirement. The Planning Commission also approved a Performance Standards Review Application for the site as it is found in the IPM-2 (Industrial Park Manufacturing Zone – Business and Technology Center) and also partially subject to the SWPOZ (Source Water Protection Overlay Zone: Tier 2 Primary Wellhead Protection Area). It was previously the subject of a Board of Adjustment application. Since that time back in 2023, the applicant in the recent month has achieved Final Site Plan Approval for their project but is seeking additional time in order to proceed with moving towards construction and an end user for that site.

Mr. Street stated that they have no presentation other than that the project recently received Final Plan Approval and frankly they are just in need of more time to develop a list of contractors and pull permits. The time it took from the end result of Final Plan Approval, there isn't enough time to pull permits. They are requesting a one-year extension to the Planning Commission approval so the end user has time to develop those contracts and pull permits.

Mrs. Welsh moved to approve S-23-20 Cold Storage Warehouse at 451 Garrison Oak Drive for a one-year extension, seconded by Mrs. Denney and the motion was carried 7-0 by roll call vote with Mr. Lewis and Dr. Jones absent. Mrs. Welsh voting yes. Mr. Roach voting yes. Mrs. Maucher voting yes. Mrs. Denney voting yes. Mr. Baldwin voting yes. Mr. Reaves voting yes. Mr. Witham voting yes; the request appears to be reasonable under the circumstances.

S-23-21 BHD Operations Facility at 250 Garrison Oak Drive - Request for a One-Year Extension of the Planning Commission Approval granted November 20, 2025 of a Site Development Plan for a 6,000 SF Office Building with 4,000 SF Truck Maintenance Garage, parking and storage area for collection trucks and containers, a refueling station, and with associated site improvements. The site is located at Lot 11 of the Garrison Oak Business & Technology Park. The property is zoned IPM-2 (Industrial Park Manufacturing Zone – Business and Technology Center). The property of 10.755 acres is located on the west side of Garrison Oak Drive. The owner of record is Trash Gurls, Inc. Property Address: 250 Garrison Oak Drive. Tax Parcel: LC-05-068.00-02-11.00-000. Council District 3. Approved: *Performance Standards Review Application.*

Representative: Mr. Jim Eriksen, Solutions IPEM

Mrs. Melson-Williams stated that this is S-23-21 BHD Operations Facility at 250 Garrison Oak Drive, another lot in the Garrison Oak Business and Technology Park; this is specifically Lot 11. Likewise, it received Planning Commission approval back in November of 2023 for an office building and a truck maintenance garage combination along with a storage area for the trash/recycling collection trucks and containers. It is not a facility that would process trash. This is where the collection trucks live when they are not out collecting the trash. That Site Plan was approved also with a Performance Standards Review Application back in November 2023. Likewise, they have been moving through the Site Plan finalization process. They do actually have all of the agency approvals in hand and they are just waiting on a time on her calendar to grant their Final Plan Approval. We do have it in the Planning Office and they have already filed Building Permits. But in the interest of making sure the project stays alive, we suggested that they go ahead and seek an extension. Specifically, their letter requests a six-month extension but our standard approval time for an extension is one year just for tracking purposes.

Mr. Eriksen stated that he doesn't have a ton to add. Basically, we have been moving forward with the engineering process. We received most of our approvals back in January. We were waiting for some correspondence between the City and DelDOT to be able to move forward at that point. Once they received that, they moved forward with the Final Site Plan. At this point, they have the request for Final and they are just waiting for a little bit of time to finalize that Final Site Plan as well as establish the Building Permit and go through that process.

Mr. Witham asked if they have had any hiccups in the process. Responding to Mr. Witham, Mr. Eriksen stated that the biggest thing is just timing of agencies. We had a little hiccup with DelDOT. It took a few months to coordinate that and we were at the finish line back in June from a Final Site Plan standpoint and we submitted all of our sets for final approval. We just haven't heard anything back from the City at that point.

Mrs. Welsh moved to approve S-23-21 BHD Operations Facility at 250 Garrison Oak Drive for a one-year extension due to the timeline issues that they have experienced, seconded by Mrs. Denney and the motion was carried 7-0 by roll call vote. Mrs. Welsh voting yes. Mr. Roach voting yes. Mrs. Denney voting yes. Mrs. Maucher voting yes. Mr. Baldwin voting yes. Mr. Reaves voting yes. Mr. Witham voting yes; for the reasons set forth on public record.

NEW APPLICATIONS

Z-25-01 Lands of Bayhealth Medical Center, Inc. at 600 South State Street: Rezoning RGO/SWPOZ to IO/SWPOZ - Public Hearing and Review for Recommendation to City Council of a Rezoning application for a parcel of land consisting of 1.0053 acres +/- . The property is zoned RGO (General Residence and Office Zone) and partially subject to the SWPOZ (Source Water Protection Overlay Zone). The proposed zoning for the property is IO (Institutional and Office Zone) and partially subject to the SWPOZ (Source Water Protection Overlay Zone). The property is located at the southwest corner of South State Street and South Street. The owner of record is Bayhealth Medical Center, Inc. Property Address: 600 South State Street. Tax Parcel: ED-05-077.13-01-48.00-000. Council District 2. Ordinance #2025-15. *The First Reading of the Proposed Ordinance occurred on September 22, 2025 and Public Hearings are scheduled for Planning Commission on October 20, 2025 and City Council on November 10, 2025.*

Representative: Mr. Gregg Moore, Becker Morgan Group

Mrs. Melson-Williams stated that this is a Rezoning Application for the Lands of Bayhealth Medical Center, Inc.; specifically for the property located at 600 South State Street. The rendering shown on the screen kind of gives you a sense of where the property is located; it is shown in the center of the page shaded in yellow. It is at the corner of State Street which runs north/south and South Street which is on the north side of this property. It is a property just over an acre in size. Currently, there is a two-story brick building located on property which since having been acquired by Bayhealth has served as offices. They are seeking Rezoning because of future plans for the hospital expansion. The hospital is the remaining portion of that block that's bounded by South Street, South State Street, Hope Street and then South Governors Avenue. Currently, the property is zoned RGO (General Residence and Office Zone) so the office type use there is permitted. There is a portion of the property that falls within the SWPOZ (Source Water Protection Overlay Zone). That is the shaded green curve that kind of passes through this property. That is a zoning classification that helps protect our underground water resources. With this Rezoning, the property would remain subject to the SWPOZ (Source Water Protection Overlay Zone). They are making a request for rezoning to IO (Institutional and Office Zone). The IO (Institutional and Office Zone) has a variety of uses that are permitted in that zone. With a Rezoning application, we can't lock it in to any one of those in particular but for a sense of what can happen in the IO (Institutional and Office Zone), it's a series of different office types, banks, design and development laboratories, public and institutional uses and those would include things like hospitals, medical clinics, libraries, police stations, courthouses, schools colleges, universities, places of public assembly, philanthropic institutions, and other public uses. The IO (Institutional and Office Zone) also allows for things like child care centers, emergency shelters, transitional housing, and adult daycare facilities. Then there are other things that would be allowed through a Conditional Use which is a specialized review process and then other

accessory uses. With a Rezoning application, we have to look to the City's *Comprehensive Plan* and what does that say from a land use perspective about how the property should be utilized and in the *2019 Comprehensive Plan*, the Land Development Plan Map identifies this property as the Institutional land use category. The goals for Institutional land uses are specifically listed in the *Comprehensive Plan*. It is to maintain and improve the City's position as a center of government, education and medicine through support of existing institutions and encouraging well-designed campuses that are integrated into the community and have room to expand. The *Comprehensive Plan* also outlines the policies and recommendations and specifically speaks to the hospital complex that's found in this area of the City. With the *Comprehensive Plan*, the land use category of Institutional identifies the appropriate zoning district that it could be considered to be rezoned to and that is where we find the IO (Institutional and Office Zone). The next slide shows the location of this property that is shaded in the darker gray. You can see the balance of the property at the existing hospital location for Bayhealth.

As part of our Report, the Planning Staff must formulate a report and the Planning Commission members were provided that. In it, they discussed different zoning classifications and what it means for IO (Institutional and Office Zone) which is more truly an institutional zone here in the City. Staff is recommending approval of the Rezoning to IO (Institutional and Office Zone) noting that it is consistent with the *Comprehensive Plan* and that it's grouping is in the area of other similar institutional activities and we also recommend that it would remain subject to the SWPOZ (Source Water Protection Overlay Zone) recognizing that there are some exemptions for that zone in its requirements because of the location here in Downtown. The *Comprehensive Plan* encourages the long-term viability of our existing major institutions; so, we also note that. The Rezoning process does not grant approval of a specific use of the property but makes the use of the property subject to the list of permitted uses in the Zoning District that it is applied. Tonight, the Planning Commission, in looking at a Rezoning, will be making a recommendation that will move onto City Council. The Planning Commission is charged with considering this with three factors that are outlined in the Report. The first one being whether it is compatible with existing uses and zones in the area. The second one being whether adequate public services and infrastructure exists or can be created to serve the needs of any demand related to such change. And then, the third is whether the change is in accordance with the City's *Comprehensive Plan*. The Development Advisory Committee Report is made up of those background information provided by Staff, our Staff recommendation, and then the conditional comments from the Development Advisory Committee agencies. In this case, most of these agencies are identifying that they have no objection to the Rezoning and they provide some additional guidance about future endeavors should the property seek to redevelop. Those agencies include our Department of Water/Wastewater, Public Works, the City's Electric Department, Office of the Fire Marshal, the DelDOT and Kent Conservation District as well as the Dover/Kent MPO for this project.

Mr. Moore stated that Mrs. Melson-Williams' presentation was very complete. They agree with the Staff Report with all of the recommendations and all of the conditions that are there. A couple things that he does want to make clear. We do believe that there is a significant change in character of the neighborhood which would facilitate the Rezoning. That is the only parcel that Bayhealth owns in this area that is not IO (Institutional and Office Zone). All of the remaining parcels are IO (Institutional and Office Zone) including the parcel directly across State Street,

which is where the surgery center is and the parking lot. The property across South Street is their central utilities office building and parking is also IO (Institutional and Office Zone); as well as the properties that are on the opposite side of Hope Street, which houses some parking for the Bayhealth building on that side. In addition, Holy Cross is also IO (Institutional and Office Zone). So, we are almost completely surrounded by IO (Institutional and Office Zone) which is really why we think it's very compatible with the surrounding neighborhoods as Mrs. Melson-Williams pointed out. Also, the *Comprehensive Plan*, as Mrs. Melson-Williams pointed out, they are consistent with that. So, this is just allowing us to have all of the parcels of Bayhealth in the IO (Institutional and Office Zone) which makes perfect sense to us. They are planning a major renovation/addition to the entire campus. We are focusing on this very block. We own property around it, but the problem that we are having is that our hospital is starting to spread out too much. We are going to pursue a ten-story addition to the existing building, four stories of which were built in about 2010 and that was actually approved in this chamber for the ten-story tower in 2006. We will be coming back to this Board probably next year and presenting our Comprehensive Master Plan of the entire campus and you all will be seeing that. That ten-story tower addition is the focus of that. That will be what we call a bed tower where we are going to be adding up to in our first bays, about 100 beds and in total for a 30-year master plan, about 200 beds. Part of that is from growth of our community. We are the main health care provider and we are running low on beds and that has been since COVID. That is also presenting us problems in our Emergency Department where we are having problems finding beds for people who come into the Emergency Department. They can't get a bed and it becomes backed up causing wait times. We are trying to alleviate that for our community. A lot of the building is to the left. The tower is actually right in the center of the South Street block. You can see that there is a square and it is above that area where we are asking for Rezoning. Much of that area to the left is what we would call legacy buildings. Much of it is more than 50 years old. Our original hospital is embedded in there and because of the age, it does not meet current health care codes, it does not meet floor to ceiling distances, and we have a problem being able to repurpose some of those areas because of that. As a result, we are going to go vertically with ten stories and surround the area around the bed tower where people will actually be in rooms. We will migrate everything around there so that they are more efficient. If you have been in the hospital lately, when you go in the main entrance that is the existing four-story podium that was approved in 2006. That four-story podium will allow the six stories to be above it to get to ten stories. This is a very planned process. But if you go there now, many of our beds have locations to the left and there are two different banks of elevators. One is as far as almost 500 feet from the main entrance. We are seeing that our patients, health care providers, and others have confusion as to where they need to go and where are the rooms located. We have some elderly people who have a difficult time in actually making that walk down to the elevators. This will make it more efficient and will go straight up right behind the information desk at the front entrance. Eventually, under their Master Plan, they are going to be tearing down a lot of that component of the hospital that is 50 years and older and that would then become future growth but the hospital would be centered around the ten-story tower. So, that is kind of a snippet of our expansion and we will be bringing that back in detail and we will have all kinds of plans. We did appear before the Board of Adjustment last week with the ten-story tower and some of the details about the tower and with that, it allows us to finish our master planning so that we can submit that to the Planning Department. We have had a number of meetings with Mrs. Melson-Williams about that. This is somewhat of a house cleaning issue for us so that all of our properties are zoned similarly when we present a 30-year

master plan.

Mrs. Denney stated that when you say ten stories, there are already six floors. Responding to Mrs. Denney, Mr. Moore stated no. There are actually two buildings. When you go straight in the main entrance now, the desk is right in front of you. We call that the podium which is a four-story structure and we designed that to allow six stories to go on top. The elevators that you would go to to get into the second, third and fourth floors with the Cancer Center being one of them, that elevator will actually continue to stay in the current location and will go all the way to the top. That is what he is saying is the easy way to find everything. You will be able to walk directly behind the desk, go to the elevator and be able to go all the way to ten stories. You won't have as much having to walk distances to get to the green elevator or the yellow elevator.

Mrs. Denney stated that it is a good plan because she still goes over there frequently on a volunteer basis and it is usually it is about a five-mile walk by the time you go up. This will really make that a lot easier. Responding to Mrs. Denney, Mr. Moore stated that our Master Plan is a three-phase plan. The first phase will be that tower and it will probably take three to five years to execute that and the second phase, which is adding around the tower would probably be starting in five to seven years. The problem that we have is that it is very difficult to maintain healthcare process throughout the whole hospital and it is very difficult for us to make expansions.

Mr. Witham stated that from a personal standpoint and a public standpoint, the big issue here is the hospital business. In fact, the wait time in our trauma care and emergency services is absolutely outrageous. He recognizes the problems that they have that really need to be addressed. He realizes that your plan provides all of that but the sooner that issue can be addressed, the sooner it will help. Responding to Mr. Witham, Mr. Moore stated that part of our first phase is improvements both inside and to make some additions to the ED and the tower. That Emergency Department will go from one story to three stories surrounding that tower. We will be adding temporary beds there so that when you come in you will have a place to go, you will be seen. They can decide whether or not you need to get admitted, and then you can go to a room. The other thing that he didn't mention that they are going to be doing is that we have a number of rooms that are dual occupancy rooms where there are two beds in a room. His father was in one. It is difficult for the providers and it is difficult for the patients. It is not the best program for healthcare. We are going to eliminate all of them and then through our Master Plan, they will all be single person rooms which are more modern healthcare. Part of our two hundred (200) beds is because we have to do that. It is not a full add that we have to split, it's two hundred (200) rooms and that will give us the same amount of beds in single rooms. But we have nearly one hundred (100) that we need to add for exactly what you are saying for capacity; and part of that is our aging healthcare and our aging population and part of that is growth and part is just modern medicine. We hear your story. We have heard it many times. The hospital knows it well and they want to quickly get into the building phase so that we can address that.

Mr. Witham opened the public hearing.

Mr. Zach Prebula – Kent Economic Partnership 555 Bay Road Dover, DE 19901

Mr. Prebula stated that they are in support of this project. Part of our goal as the economic

development organization is to support businesses looking to expand and Bayhealth is one of our largest employers looking to do just that. By approving this Rezoning, you can help Bayhealth move this expansion forward more smoothly as they only have to focus on one zoning code rather than navigate multiple which will help them get this expansion through more timely.

Mr. Nate Attard – 452 East Loockerman Street Dover, DE 19901

Mr. Attard stated that he is the President of the group called The Friends of Old Dover. He is not here to voice his displeasure with this Rezoning. This Rezoning is consistent with the City's *2019 Comprehensive Plan* and it should be supported. He is; however, here to voice his displeasure that the City did not effectively utilize the H (Historic District) overlay for this and other adjacent properties. City Staff has not been willing to recommend this overlay in any meaningful way in any recent years to provide the community a voice and preservation and design outcomes with the exception of the nearby Family Court property where this was used after the demolition of the buildings on the site. The City has not sought to proactively use this overlay to provide a voice to the citizens in what our City will look like in the future. Better outcomes come with community support and involvement. With this Rezoning, it looks like we are going to get another parking garage at this location. He knows Bayhealth can do better so he is just hoping that with this, we get some more positive design outcomes, not just a single faceless parking garage. Many hospitals do this and he knows Bayhealth can do it. He knows their design consultants can rise to the challenge.

Mr. Thomas Smith – 126 Hampton Drive Dover, DE 19901

Mr. Smith stated that he is a member of the board called the Historical Society of Dover, aka The Friends of Old Dover. Our mission is to protect and preserve the historic buildings of our City and its wonderful architect. We also realize that rezoning will probably result in the demolition of certain properties that some people in the City consider historic because they knew the people who lived there as part of the community. Preserving our community is important to us. However, these properties that we are concerned with and that will change as the hospital expands are not in the Historic District and we fully realize that. What we want you to know is the expansion of Bayhealth Campus is necessary to the health of our community. We fully understand that and we fully support that. We do not want people to get the idea that we are always against something because we are not always against something. What we are against is the change in the community fabric that has a negative effect on our community. So, the Board of Directors wants Bayhealth and the City of Dover to know that we do not oppose this zoning change.

Ms. Laura Kaehler – 307 Merion Drive Dover, DE 19901

Ms. Kaehler stated that the house at 600 South State Street is the house that she grew up in. It is the house where her dad had his office. He was a general practitioner for 30 years and was also involved at Kent General from the 1960's to the 1990's. Her family had just heard about this just recently. They didn't know anything was planned for the house. When her mom sold the house, she was told that it would be a nice block or shield from the industrial look of the hospital next to the Historic District. The house itself is an old home at approximately 100 years old. But because Dover is a historic community and that's what kind of puts them on the map, she would ask them to reconsider getting rid of that house just because they make a nice shield. When you are coming down that main street, you would see the houses next to the Historic District. That is

what we were told it was going to be and now the family is saddened to hear this. She knows that the hospital needs to expand, but she would also ask for consideration of maybe starting a hospital zone 2; maybe something off campus. Just like churches when they expand, they end up having to go out of the City because they need so much room. With this being so close to Downtown Dover and the Historic District, it could be expanded without having to look outside of the main part of Dover and that way it would keep this house as a buffer. If you drive down the street and notice what it looks like, it does make it look much different. Dover is known as historic; it's what just kind of puts it there. She would just ask that they think about the idea and perhaps an off-campus location could be used to expand for what they need because they will have to do it again. Also, they are just going to become land locked; so, maybe they should just start their future where they can expand.

Ms. Anne DeMarie – 712 Oak Drive Dover, DE 19901

Ms. DeMarie stated that her question is since they are asking for the change; they probably have a pretty good idea of what they want to do. She knows that they have all of these options but she would like to know what they really want to do with the property. They probably already know what they want to do with it if they are requesting the zoning IO (Institutional and Office Zone). How many stories do they think they are going to make out of that space where the house is or is that going to be part of the emergency department? If they tear down that house, how many stories do you intend on building right there and what do you intend to do there? Are you considering adult day care? If you are, an adult day care facility wouldn't have to be there. An emergency shelter wouldn't have to be there. Are you considering transitional housing? Are you considering child day care centers? Because that doesn't have to be there and certain institutions don't have to be there; and if they are, are you going to be considering how close they are because they have to be within a certain number of feet or in close proximity to the two schools at Holy Cross and South Dover Elementary. You say you have plans, what are you plans right now for the property at 600 South State Street? She really hasn't heard what your intentions are there. She will be honest; she doesn't attend these things but she was kind of bewildered and disappointed that she has not heard questions from the Commission. She is shocked and annoyed and irritated and disappointed that she is not hearing questions. She is hoping that people listening online maybe will come to the next meeting and make a difference. She thought that was the whole idea; to come here and explain really what your plans are in a little more detail. Just these options aren't really telling the citizens really what you are doing. She is sure that most of the people surrounding that area have no idea that you are even having this meeting tonight. She knows that you sent letters to a certain group but she is thinking about the traffic. She hasn't even heard anybody interested in the amount of traffic this is going to involve. Just the things that you are allowed to do from the 10.1 until you get to the 10.2 where you need more approvals. But she is not hearing anything else. Like you said, you must have some idea if you want to go to an IO (Institutional and Office Zone), what else is in your mind that you want to do? She would just like to know from someone on the Commission or Staff. Responding to Ms. DeMarie, Mr. Moore stated that he needs to be very clear that they are here for a Rezoning tonight. The Rezoning has legal standard for its approval and that is that we have to prove that it's a change in character of the neighborhood, which his testimony was that over almost 100 years, the hospital has existed here and this neighborhood has changed as Bayhealth has grown and our community has grown. Thus, much of the property surrounding us is already IO (Institutional and Office Zone). We have to prove that we are compatible with surrounding uses.

We have coexisted with Holy Cross and the commercial zones around us for decades and we plan to continue to be good neighbors to them. We have to prove that we are consistent with the *Comprehensive Plan*. What we can't do legally is come here and show you plans of what they are doing and what they want to do and what it all looks like because that is called contract zoning and that is illegal in Delaware. We are very aware of our community making comments of what it's going to be. He was clear that what he said they were going to do was based on the presentation to the Board of Adjustment of last week; that is public information. We are beginning the process of outreach to our community. We started that with City Council in this Chamber trying to explain to them. We are in the process now establishing days to outreach to our neighbors in the surrounding area as well as The Friends of Old Dover so that people are aware. We are going to do a good job of that outreach and that has already started by our executive team establishing dates and locations so that when we do outreach, we have a good process to do that. With that, Bayhealth is not trying to be coy by not explaining and bringing drawings. That is not a legal standard that they have to prove and it is contract zoning. We want to make sure that they are proper to the process.

Mrs. Denney stated that for her last thirty to forty years of her career she spent in medical management. She has managed both a primary care and an orthopedic surgeon practice here locally. The one thing that she can tell everyone for sure is that for a long time there has not been enough beds in that hospital. It needs to expand in order to accommodate the general population as well as the aging population. While the comments and thoughts about perhaps having an annexed building, that doesn't really work. You can't have somebody and think oh we saw them in the emergency room but they have to have surgery so now they are going in an ambulance and ride down the street before their appendix bursts. When she saw this application and looked at it initially, it seemed to make common sense to her; the planning aspect is that the zoning should be uniform across the board so that you don't have just this one little piece standing out especially in that block. She is elated when she realizes that they are planning on going up as opposed to spreading way out. Especially at this point, we don't know what will happen. But the hospital is one of our biggest employers and it is very important to our community. It is very essential to the health of our residents. For those who know me and know that I speak very firmly about things that near and close to her heart, she is very adamant in declaring that this is the Capital City of the State that started the Nation and we do have to be careful when we start erasing history. She felt that with the Downtown development further up and she expressed that, but there is plenty of history north on State Street. Again, it would be very difficult to preserve that area and expand the hospital the way it needs to be done. It is not just the people who work there and separating rooms, there is a lot of behind the scenes that go on like JACO inspections and many other inspections and types of things that happen. For many years when she first started here, the hospital was very small and we had one insurance plan that would insure doctors here for people to see doctors here and that was the old Principal Health Care. Part of her job was to bring people here and expand. It was very hard to recruit doctors here. It is kind of crazy because you think when you are driving your beat-up old Volkswagen trying to get through med school and you're thinking "someday, someday, some day." Recruiting doctors, many of those wives want to live near Central Park in New York City; they don't want to live in Downtown Dover. They are disappointed with the restaurants and the shopping and that was a callus. For her, it was involving herself with the restoration of the Schwartz Center so we could bring some more and more arts down here. It is a very fine line and while she is certainly empathic to "I

grew up in a house there,” she really understands that and how it touches you but this expansion of this hospital which begins in a very small way with a Rezoning, needs to happen for the state of everyone’s health here. It begins with a lot of things and this is the first hurdle right now for us.

Mr. Richard Kosior and Mrs. Kathy Kosior – 12 Elm Terrace Dover, DE 19901

Mrs. Kosior stated that they have traffic concerns which are pretty standard in any building project and also the use of the corner lot where 600 S. State Street is now and what that would mean for it. She understands that it is not revealed at this moment but was it a parking garage, was it a parking area and how would it impact State Street to Elm Terrace where we live.

Mr. Moore stated that in a Rezoning is not appropriate to be addressing traffic. We are talking about a use and any project that goes on in Downtown Dover will go through the Department of Transportation and any Traffic Impact Studies will be done if needed. The beauty of this site for 100 years for Bayhealth is that we have two of the main feeders through the Downtown; both Governors Avenue and State Street to allow access from both sides of the hospital. It has functioned greatly there and that is a very good access to have. We have both Hope Street and South Street to give us feeders for that so we can manage traffic. We aren’t concerned about that. We know we have a lot of work to do to address traffic but that’s true of almost every function, whether it’s codes of the buildings or fire or emergency. All of those things will be addressed but the Rezoning is not the place to address them. We think that’s the Site Plan process when we are detailing all of our plans exactly. The public will have part of that process and it has worked well. The Commission has done a great job. He will end by saying that in 2006 he stood in this very Chamber getting a 10-story tower approved. This is not a surprise; this is not new. Being a Delawarean and knowing the growth that we have, 200 hundred beds are direly needed in this facility.

Ms. Laura Kaehler – 307 Merion Drive Dover, DE 19901

Ms. Kaehler stated that she just wanted to add that Bayhealth does have another location in Milford, DE. Just like there is another location, there could be another location for Dover. It would be like two locations for Dover, not for people to get sent from one location to the other but if half of the people attended one and the other half to the other. There wouldn’t be as much traffic going to each one. But also, eventually there needs to be something done in the future because Dover will keep expanding and it won’t physically fit there. If that is paid attention to now and planned for now, the second location outside of where the main area of Dover is and the historic area of Dover is, the extra beds and things could go somewhere else. Responding to Ms. Kaehler, Mr. Witham stated that you realize you will have an opportunity to come forward to comment during the Site Plan Development of this parcel.

Mr. Witham closed the public hearing.

Mrs. Denney moved to recommend approval to City Council for Z-25-01 Lands of Bayhealth Medical Center, Inc. at 600 South State Street: Rezoning RGO/SWPOZ to IO/SWPOZ as this is just a very small piece of what needs to happen here but it begins with Rezoning this small parcel from RGO to IO and all of the zoning in the block will now be equal, seconded by Mrs. Welsh and the motion was carried 7-0 by roll call vote with Mr. Lewis and Dr. Jones absent. Mrs.

Denney voting yes; in accordance with her motion and she does think that the Rezoning of this parcel needs to happen just to make that uniform. Mrs. Maucher voting yes; based on DAC comments as well as it being consistent with the Comprehensive Plan. Mr. Baldwin voting yes; based on aforementioned statements. Mr. Reaves voting yes; for reasons previously stated. Mrs. Welsh voting yes; she will state that we are just voting on the Rezoning at this point in time and she has seen many proposals from Becker Morgan Group to this Commission so she has no doubt that when they come back, we will see an excellent presentation that will let us all know what is planned for this site. Mr. Roach voting yes; he encourages the community to continue to show up to these meetings. He definitely understands their concerns and like everyone said, it's a Rezoning application so continue to come to the future meetings to state your concerns and things like that. Mr. Witham voting yes; the zoning is clearly compatible with the existing uses of the zones in the area. This property is completely surrounded by IO (Institutional and Office Zone) and it makes a lot of sense. There appears to be adequate public services and substantial infrastructure that already exists to meet the needs of future expansion of the hospital which is indicated by the comments. It is sorely needed and the change in the zoning is compatible with the Comprehensive Plan.

Mrs. Melson-Williams stated that the Planning Commission's recommendation will be forwarded along with your public testimony this evening. City Council will consider this Rezoning application at their meeting on November 10, 2025. The Council Agendas are posted about a week before and their meetings begin at 6:30PM.

S-25-12 Blue Hen Corporate Center Pad Sites Master Plan (as Revised) - Public Hearing and Review of a Site Development Master Plan application for three parcels of land with frontage on Bay Road consisting of a total of 23.61 acres ±. The properties are zoned SC-2 (Community Shopping Center Zone) and with certain areas subject to the SWPOZ (Source Water Protection Overlay Zone Tier 3 – Excellent Recharge Areas). The proposed project would set the sites for four 8,000 SF buildings (Buildings 1 – 4) and associated 450 parking spaces to be placed on the pad sites located at the Blue Hen Corporate Center. Development is proposed in no specific phase order because it will be built to suit as tenants approach the developer. The property is located on the east side of Bay Road and south of Blue Hen Boulevard. The owners of record is Blue Hen CC, LLC, and Blue Hen Mall, LLC. Property Addresses: 631 Bay Road and 655 Bay Road and another listed as 655 Bay Road (S-10). Tax Parcels: ED-05-077.00-01-19.08-000, ED-05-077.00-01-19.04-000, and ED-05-077.00-01-19.05-000. Council District 2. *Waiver Requested: Partial Elimination of Upright Curbing.*

Representative: Mr. Jonathan Richard, Becker Morgan Group

Mrs. Melson-Williams stated that this is a Site Development Master Plan. It involves three parcels of land that are part of the larger area known as the Blue Hen Corporate Center which is located on the east side of Bay Road. The overall Master Plan comes to the Planning Commission and then it identifies just general phases of a project. Then each phase would then be subject to an Administrative Site Plan Review process. The Planning Commission is charged with looking at the overall concept but then the finalized details will happen through an Administrative Site Plan Review process. As noted on their opening cover sheet, they are looking to place buildings, moving from the left, Building 1, Building 2 and then what had

initially been filed as a location for Buildings 3 and 4 on the far right, has been revised to just be a large parking area. That's the note for revision. The property is zoned SC-2 (Community Shopping Center Zone). We are dealing with three parcels of various sizes. The area that is to become the redeveloped parking lot is also subject to the SWPOZ (Source Water Protection Overlay Zone Tier 3 – Excellent Recharge Areas) and as such, has some limitations on its level of impervious surface coverage that they will have to make reductions in that area to achieve. The property as noted is zoned SC-2 (Community Shopping Center Zone) and that is described more fully in our Report as well. As noted, a Conceptual Master Plan outlines the general concepts for laying out a building and parking. Then the details are more fleshed out in the second step of the process with an Administrative Site Plan Review that involves the Planning Office and other regulatory agencies. For this project, they are providing parking spaces well above the minimum requirements based on the buildings that they hope to construct and then the additional parking area that will be established. They will have to provide bicycle parking at each of these locations and items related to lighting of those parking areas and for the building sites, things like dumpsters. The frontage of this property will need to be improved with a street frontage sidewalk and then connecting sidewalks from that sidewalk into the site to serve each of these areas. Since they don't know who the tenants of the individual buildings will be, there is no building architecture that is being presented to the Commission this evening. When they move into that Administrative Site Plan process, if this goes forward, they will have to revisit the Planning Commission with that architecture. As with any site development, there is some landscaping and tree planting requirements for the project site. There is tree planting based on the size of the areas of the development and then from a landscape requirement, this property is located where an arterial street buffer is required. That minimum buffer is thirty (30) feet in depth when measured from the right of way. Their initial proposal is showing that being implemented for the plan. The Planning Office provided review comments on the plan being revised for these two buildings and then the parking lot area. Key things for them to continue to work on will be bicycle parking, the overall pedestrian circulation for both along the frontage and then moving into this overall site area, and then greater details on the Landscape Plan to ensure that we are meeting our tree planting and the lot coverage limitations that may be proposed on the particular areas of the site. They did make one waiver request and that was for the elimination of upright curbing. Your *Zoning Ordinance* allows the City Planner to grant approval of that request and we have done so. It is the elimination of select areas of curbing related to what is anticipated to be their stormwater management design. So that will be looked at even more so when we get actual real buildings to be placed these locations. The other recommendations that the Planning Staff had made for this project are outlined on Page 9 of our DAC Report. They go onto discuss ensuring that pedestrian circulation is clearly delineated and that with landscaping that there would be a greater mix of tree species so that we don't see all of one type. Then if some bug likes that one type, then you have no trees. Certainly, with the area that is to be the redeveloped or improved parking lot, there are some landscaping requirements in the parking lot areas that they will have to ensure that they are meeting. Along Bay Road, for the installation of sidewalks, they will have to work with whether that happens on their property or within the available right-of-way along that street frontage. We do recommend in the area that is to be the parking lot, to implement parking lot islands with upright curbing in appropriate areas to help with traffic circulation and control in those areas to guide where the major circulation should be versus driving down a parking lot aisle. She will note that there is an opportunity for interconnection with this property and to the properties located just to the south. With the

development of the properties off of Stover Boulevard and Energy Drive there was a service road connection that stubbed into this Blue Hen Corporate Center property area. But it is not fully established because of lack of easements to do so and really the property design on the corporate center side. We also note that if they plan on having electric vehicle charging that is easier planned at the beginning rather than later. The various Development Advisory Committee participants have also provided comments and those coming from the typical agencies: the Department of Water/Wastewater, the Public Works Office, the Electric Department, the Fire Marshal's Office, DelDOT, the Kent Conservation District, the MPO and also from Chesapeake Utilities.

Mr. Richard stated that there is also an owner/representative from Pettinaro Construction Company online tonight in case there are any questions that arise for the owner itself. As Mrs. Melson-Williams previously mentioned, this is the Blue Hen Corporate Center with the pad sites being the three stars on your screen. The overall parcel in the middle happens to be about 18 acres, the one to the left is about 2.3 acres and the one the south which is on the right is about 3.1 acres, summing to just shy of 24 acres. The present uses are parking lots of the building which have not been utilized in probably several years just because of the lack of the parking necessary for the Blue Hen Mall or Corporate Center as it transitioned throughout the years. The Blue Hen Mall is a very old facility that was built before his time. Obviously, the proposed uses would be two commercial pad sites with a parking on the southern side, just kind of revamping that parking area on the south side there. That has a Source Water Protection Overlay Zone attached to that as well. With that, we will make the improvements necessary to comply with the SWPOZ (Source Water Protection Overlay Zone) which he believes is ultimately a reduction in impervious surface. The two buildings are 8,000 SF a piece holding about 16,000 SF and requiring about 54 parking spaces. As Mrs. Melson-Williams had mentioned, this is well over parked given the nature of this used to be the Blue Hen Mall with just over 500 spaces. The next slide gives a little more of a detailed view of what's going to happen for Building 1 and Building 2. Building 1 is the one to the left which is encompassed by the Firestone on the left-hand side and the Enterprise just on the right-hand side of that building. Then Building 2, which is directly adjacent to Way Back Burgers. The next slide shows a bigger view of the south parking lot. As Mrs. Melson-Williams had previously mentioned, nearby is the service road that was built with the Stover Professional Campus at that particular time. There is certainly a possibility to make a connection there to make that service road go all the way through. The next slide is a color rendering of this with the appropriate landscaping that is up there with the buffering that we are required given the fact that this is an arterial buffer. What was not shown on this plan at that particular time was the sidewalk interconnectivity. We do not have any opposition to that. It will kind of give it a better networking to access the Corporate Center itself. We actually have discussed that with Mrs. Melson-Williams and we are going to be working through that particular process with her when the Administrative Site Plans come through for these three parcels. The only waiver that we are requesting is the upright curbing waiver for stormwater management in certain areas. These pad sites all drain towards Bay Road. Therefore, they are going to be draining through the landscaped area and the necessary upright curbing waiver will really help the situation for sheet flow across the parking lot towards those existing storm drains that are out there adjacent to the right-of-way. They have reviewed Staff's Report and they are in agreement with everything that is mentioned in there and coming back for the Administrative Site Plan reviews and ultimately coming back for the building elevations to be reviewed by this

Commission to actually see the architectural elevations and so forth at that time. As previously mentioned by Mrs. Melson-Williams, we do not have a current tenant for this particular project itself. This is a Master Plan so we are just trying to strategically plan ourselves for the future for future development on this parcel itself. When that information becomes available, obviously the building elevations will show how the potential tenant could potentially be.

Mr. Witham opened the public hearing.

Mr. Zach Prebula – Kent Economic Partnership 555 Bay Road Dover, DE 19901

Mr. Prebula stated that as mentioned earlier, part of our role is supporting business expansion but our overall role is to locate and attract businesses to Kent County. This project here will help us do both and speed to the market with doing those. Attraction and supporting business expansion is vital as businesses are looking to move faster than ever now a days and by approving this, you can help get this one step closer to being ready for the market to attract and support our businesses and create jobs here in Kent County and Dover.

Ms. Andrea Fineroski – Pettinaro Construction

Ms. Fineroski stated that she just wanted to thank Mr. Richard for such a good presentation. I typically do attend these meetings myself; however, she is moving tomorrow and was unable to make the trip down to Dover tonight. If anyone has any other questions, she would be glad to answer them. She thinks Mr. Richard did a fantastic job on the presentation. We conferred on this during the day today and she thinks he touched on everything that we have done with this project so far.

Mr. Witham closed the public hearing.

Mrs. Welsh moved to approve S-25-12 Blue Hen Corporate Center Pad Sites Master Plan (as Revised) as presented to the Commission; it was well done and it seems like it's a good use for those vacant areas of the property.

Mrs. Maucher stated that she wants to make a friendly amendment to include the partial elimination of the upright curbing waiver request.

Mr. Witham stated that since she brought that up, he has a question for Mrs. Melson-Williams. Do we need to approve your action on the waiver? Responding to Mr. Witham, Mrs. Melson-Williams stated that in regard to the waiver request for upright curbing, the authority is granted to the City Planner but you can certainly recognize that in your motion. The other thing the Planning Staff would want to confirm with the motion maker and the seconder is whether or not they are referring to the Development Advisory Committee Report and comments as part of your recommendation of approval. Responding to Mrs. Melson-Williams, Mrs. Welsh stated yes.

Mr. Witham asked if Mrs. Welsh agrees with the amendment. Responding to Mr. Witham, Mrs. Welsh stated yes, she does.

Mrs. Welsh moved to approve S-25-12 Blue Hen Corporate Center Pad Sites Master Plan (as Revised) as presented to the Commission; it was well done and it seems like it's a good use for

those vacant areas of the property and to include the waiver request for the partial elimination of upright curbing and the DAC Report and comments, seconded by Mrs. Maucher and the motion was carried 7-0 by roll call vote with Mr. Lewis and Dr. Jones absent. Mrs. Welsh voting yes; for the reasons stated in the motion. Mr. Roach voting yes. Mrs. Denney voting yes; she is looking forward to seeing yet another Becker Morgan Group project come to fruition soon. Mrs. Maucher voting yes; based on the DAC comments. Mr. Baldwin voting yes. Mr. Reaves voting yes. Mr. Witham voting yes; based upon the comments tonight before the Commission and based upon the DAC comments as well.

S-25-14 LivSmart Extended Stay Hotel at 530 and 540 Bay Road – Public Hearing and Review of Site Development Plan for new 5-story hotel of 113 rooms as a Hilton LivSmart Extended Stay Hotel and with associated parking lot and site improvements. The project will involve the consolidation of two parcels totaling 2.20 acres +/- . The properties are zoned C-4 (Highway Commercial Zone) and are located at the southwest corner of Miller Road and Bay Road with Martin Street to the west. The owners of record are Bay Road Four, LLC and Bay Road Three, LLC and the equitable owner is Weathervane Capital Partners. Property Addresses: 530 Bay Road and 540 Bay Road. Tax Parcels: ED-05-077.00-01-45.00-000 and ED-05-077.10-01-10.02-000. Council District 2. *Waiver Requests: Reduction of Arterial Street Buffer and Elimination of Loading Berth. The most recent application was S-21-05 Bay Road Office Park Master Plan (Revised) granted conditional approval by the Planning Commission in May 2021; it is expired.*

Representative: Mr. James Curran, Century Engineering; Mr. Mike Murchie of Weathervane Capital Partners

Mrs. Melson-Williams stated that this is for a hotel project at 530 and 540 Bay Road. This request is made up of two parcels of land that are zoned C-4 (Highway Commercial Zone). This is a proposal for a five-story hotel consisting of about 113 rooms. It is an Extended Stay Hotel and along with that there is the associated parking lot that surrounds the building. The two parcels working together here make up the site and they will be combined as part of their project activities. The properties are located on the west side of Bay Road and is bounded by Miller Road which is on the right-hand side of this image and Martin Street which is at the top of the image and then the property to its south or left is other lands that are owned and already developed. There is an entrance drive that leads back to the office building that is currently occupied by Century Engineering. That entrance drive is important because it is one of the access points to this property along with an access point from Miller Road. With the property being zoned C-4 (Highway Commercial Zone), they have to follow those bulk standards. Parking for a hotel is based on a rate per guest room along with some additional areas. They include office space. Based on the rooms and that extra space, they would be required to have 117 parking spaces and they have above that. Also associated with parking, there would be a requirement for bicycle parking based on the number of spaces they are providing. They would be required to provide 7 bicycle spaces. We need to clarify with the applicant this evening if they are seeking a waiver of those bicycle parking spaces. Other site elements that we have on this plan include the required dumpsters, street lighting; and she did speak to access which comes from both an existing street there of Miller Drive and then the shared commercial existing driveway that leads from Bay Road basically back to a property in the rear. Other parking requirements include a waiver request for the elimination of the loading berth requirement. They do have kind of a drop-

off area at the front of the building, but our Code would require more than just one based on the size of the building. So, they are seeking relief from that. The applicant has presented building architecture and we will see more of that in their presentation. They have provided information about all sides of the building since it will be visible from multiple streets. With this property, they are required to have a tree planting requirement. There was some indication in a data column that there might be woodlands on the site and she thinks the applicant has been reevaluating whether or not the existing vegetation is truly woodland on this property or not. That has some implications on their tree planting requirements so we will hear about that. They are requesting a waiver for the reduction of the Arterial Street Buffer, seeking to go from the 30-foot requirement down to 20 feet. She will note that one of these properties at 540 Bay Road did previously receive that relief as it was proposed earlier for a different development scenario but that has since expired. Additionally, because this property is across the street from residential when you look at Martin Street, there are some parking lot screenings. They will be implementing that for those parking spaces that face that road. The Planning Staff has provided a number of comments. They are recommending approval of both the elimination of loading berths and the reduction of the Arterial Street Buffer to 20 feet. They are also asking them to clarify the cross-access easement to be able to utilize that shared entrance drive that was previously planned and exists on the adjacent property. Likewise, the Development Advisory Committee Report continues with comments from our regulatory agencies including the Department of Public Works, Department of Water/Wastewater, the Electric Department, the Office of the Fire Marshal, DelDOT, the Kent Conservation District, the Dover/Kent County MPO, and Chesapeake Utilities with those agencies providing technical review comments and advisory comments in other instances.

Mr. Curran stated that the LivSmart Extended Stay by Hilton is proposed at 530 and 540 Bay Road. The total area is 2.2 acres. It's a vacant lot. There is some vegetation down the center. We did look at that; it does not meet the qualifications or definition for woodland; it's a hedgerow so that will be revised on our plans. Water, sewer and electric are all available on the site. It is situated along Bay Road between Miller Road, Martin Street, and the Century Engineering entrance road. The existing concrete for the previous use that has been demolished will be removed. The zoning is C-4 (Highway Commercial Zone) and hotels are a permitted use. We are proposing a five-story extended stay hotel and the gross square footage is about 57,000 SF; 11,000 plus SF on each floor and 113 guest rooms. We are proposing sidewalks along Miller Drive and Martin Street and the connection of the existing sidewalk on the opposite of the Century Engineering entrance road, a shared use path along Bay Road connecting to our Miller Drive intersection with a crosswalk and handicapped ramp on the opposite side of Miller Drive. There is no access directly from Bay Road. Entry will be from the Century Engineering access drive and Miller Road. We did uncover the recorded plan that shows a 30-foot-wide shared access easement along the Century Engineering drive so that shouldn't be a problem. They are requesting three waivers as Mrs. Melson-Williams mentioned. They are asking for a waiver from the 30-foot Arterial Street Buffer requirement along Bay Road. We are providing 20 feet and can fit all of the required landscaping within the 20-foot buffer. No widening from DelDOT is required along Bay Road so that existing width will remain. They are requesting a waiver from providing an off-street loading berth due to the nature of this hotel. There are very few deliveries of linen and some concessions for vending machines and office supplies that will be done. There will be small box trucks that can be unloaded from the front entrance. They are also looking for a

waiver from the bicycle parking requirement. They do understand the importance of bicycles and adequate bicycle facilities; however, with an extended stay hotel, very few if any patrons require their bicycles to stay there. We have very few employees and any guests who do bring their bikes can keep it inside due to weather and other financial reasons. They add that there are no restaurants or bars, banquet facilities, or conference facilities in the hotel. It is generally the residence rooms, a small gymnasium for the guests, and a small laundry area for the guests. At an extended stay, you don't expect any other patrons other than the people staying at the hotel. They did receive all of the comments and letters. They do not agree with the recommendations from the Dover/Kent County MPO about extending the shared use path on other frontages north of the Miller Road intersection. There is drainage and other concerns about adding that along the frontage of other uses. They have the existing sidewalks along Martin Street for pedestrians if they would like to walk to Martin Luther King Jr Blvd. They have an existing sidewalk along the south side of the Century entry road and we are providing connections to there. There is very little traffic so adding sidewalk along the north side is not necessary. As he explained for the bike racks, they do not propose any bicycle racks outside for this use. The next slide shows a prototype of what the hotel will look like. Most of the parking is in the front; there will be some parking in the back. On the plan, we have 123 parking spaces. We may need to lose 2 of those to add an emergency generator; so, they will probably end up with 121 spaces which are still about four more than what's required per Code. The remaining slides are just the different views of the hotel: the front, the back, there is a small patio area in the back, and the two sides.

Mr. Witham stated that Staff notes that the plan itself is difficult to read the location and details of the sidewalk along portions of Martin Street at the intersection of Miller Road. Has that been explained? Responding to Mr. Witham, Mr. Curran stated that he doesn't think he touched on that but they will make the plans more legible. There is sidewalk from Miller Road to about halfway down Martin Street where the right of way ends. The sidewalk is along the curb line and they will tie into that sidewalk and extend it to the Century Engineering entrance drive. There is also sidewalk from about where our entrance is on Miller Road towards Bay Road. In between our entrance and Martin, there is not sidewalk and they will be adding sidewalk so that it's all interconnected.

Mrs. Maucher asked what is considered an extended stay. Is it weeks, months? Responding to Mrs. Maucher, Mr. Murchie stated that in the industry, an extended stay is considered for people generally staying more than a week and sometimes they may stay a few months. You might think about someone going through relocation and their home is not done yet so they will stay for a week or a few weeks. It could be a traveling contractor working at the Air Force Base. So, we do expect that a good percentage, probably more than a third of the people staying there, will be staying for more than 10 days.

Mrs. Maucher asked what the amenities were that they were including at the hotel. Responding to Mrs. Maucher, Mr. Murchie stated that the amenities that are being included are what is typically important by Hilton in today's environment and that is a really nice gym for people who work out and a really nice laundry room for people to do their laundry. Also, by the front desk there will be a really nice coffee bar for people to have their morning coffee in.

Mr. Witham stated that he anticipates that some of your cliental is going to be people who are

working at the Air Force Base. Responding to Mr. Witham, Mr. Murchie stated that they could be for sure. We work with Hilton on the location of our LivSmart and they have a kind of profile on what they think some of the residents will be and whether it could be Air Force Base. Traveling nurses or traveling doctors is also kind of common. He toured one of these LivSmarts in Tennessee and it was nurses and construction technicians.

Mrs. Welsh stated that she thinks she saw a colored rendering that was up on the screen. Could that be put up again? Just from the description of the colors, she was envisioning more black than that but that (image) answers her question.

Mrs. Melson-Williams stated that for those that have joined us online, the image that you are seeing on screen is also being presented on a board here in the room that shows a color palette that is more in the white and gray with a portion of it looking like it's somewhat charcoal or lead pencil color.

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

Mrs. Welsh stated that she heard the gentleman make the presentation, she believes he commented that they disagreed with the MPO comment on one of the issues. Can she be refreshed on that? Responding to Mrs. Welsh, Mr. Curran stated that the MPO requested that we extend the shared use path beyond our project another 500 feet towards Martin Luther King Jr Blvd. There are a lot of concerns with that. We are extending our shared use path to our frontage at Miller Road, a crosswalk at Miller Road, and a proposed handicap ramp for a future connection. There is drainage. There are like swales on the shoulder and grass that would have to be navigated in order to do that. In addition, along Martin Street, they have both sides of the road with sidewalks so he thinks it would be safer for pedestrians to walk along the back roads if they needed to get to Martin Luther King Jr Blvd. if they needed to do any shopping.

Mrs. Welsh moved to approve S-25-14 LivSmart Extended Stay Hotel at 530 and 540 Bay Road inclusive of the waiver requests for the reduction of the Arterial Street Buffer, the elimination of the loading berth, and in accordance with all DAC comments, seconded by Mrs. Denney.

Mr. Witham asked if she was including the waiver for the seven bicycle parking spaces. Responding to Mr. Witham, Mrs. Welsh stated yes.

Mrs. Welsh moved to approve S-25-14 LivSmart Extended Stay Hotel at 530 and 540 Bay Road inclusive of the waiver requests for the reduction of the Arterial Street Buffer, the elimination of the loading berth, and the elimination of seven bicycle parking spaces and also in accordance with all DAC comments, seconded by Mrs. Denney and the motion was carried 7-0 by roll call vote with Mr. Lewis and Dr. Jones absent. Mrs. Welsh voting yes; for reasons stated in the motion and she thinks it is a good use of the property. Mr. Roach voting yes. Mrs. Denney voting yes. Mrs. Maucher voting yes; based on DAC comments. Mr. Baldwin voting yes. Mr. Reaves voting yes. Mr. Witham voting yes; based upon the recommendation of Staff as well as the presentation tonight and he thinks he would agree with the comments from the applicant not to approve the extension of the walkway.

S-25-15 7-Eleven with Fuel Pumps at 736 and 738 N. DuPont Highway and 1021 & 1027 N. State Street – Public Hearing and Review of Site Development Plan for redevelopment of four parcels (to be consolidated) for a 4,816 SF convenience retail store with fuel pumps under a canopy and associated site improvements. The existing buildings on the properties will be demolished. The properties are located on the east side of North State Street and west of DuPont Highway. The properties are zoned C-4 (Highway Commercial Zone). The owner of record is Harrington Four Seasons, LLC and the equitable owner is Dover DuPont State, LLC. Property Addresses: 736 N. Dupont Highway, 738 N. DuPont Highway, 1021 N. State Street and 1027 N. DuPont Highway. Tax Parcels: ED-05-068.09-01-07.00-000, ED-05-068.09-01-06.00-000, ED-05-068.09-01-04.01-000 and ED-05-068.09-01-04.00-000. Council District 3. *Waiver Requests: Reduction of Arterial Street Buffer and Partial Elimination of Upright Curbing.*

Representatives: Mr. Mike Kaezyski, Atwell, LLC; Mr. Michael Harrington, Sr., Owner; Mr. Michael Harrington, Jr., Owner; Mr. Michael Carp, Dover DuPont State LLC; Mr. Edward D. Scott

Mrs. Melson-Williams stated that this is another Site Plan for us this evening found basically near the intersection of North State Street and North DuPont Highway. It encompasses a total of four parcels currently and she will just note those for the record: 736 and 738 N. DuPont Hwy, 1021 N. State Street, and 1027 N. State Street. These are properties that have existing buildings on them. We will see some more about that in the applicants' presentation but they are all zoned C-4 (Highway Commercial Zone) and the proposal is for a convenience store with gas pumps. Both of those are uses that are allowed in the C-4 (Highway Commercial Zone) zoning district. The gas pumps have some additional caveats to them as they are considered a motor vehicle service type activity. The surrounding use to the north of this is where you find the TD Bank and then there are other commercial properties located to the south of this collection of properties. As noted, the C-4 (Highway Commercial Zone) has bulk standards which they are meeting for the project. With the addition of the gas pumps, we have to look at the provisions for motor vehicles services in the C-4 (Highway Commercial Zone). They are complying with those and they have provided us with information regarding one of the things that they had concern which is when they have an entrance drive that has to be at least ten feet from the property line. There was some concern about the southern access point onto DuPont Highway but they believe that their design can be adjusted to accommodate that in particular. The property meets its parking requirements and is providing the associated bicycle parking. Site access to this site will be both from N. State Street and also from the southbound lanes from DuPont Highway. That will function as they are designed as a one-way circulation for a right-in and a right-out on that DuPont Highway side. They are proposing to construct the sidewalk on the property frontages making adjustments as necessary with their new entrance designs for that. The project does include the dumpster and then they do have a couple of wavier requests. Planning Staff has already recommended authorization of the partial elimination of upright curbing associated with some of their stormwater management planning and also for access immediately around the building so that it will be level entry from the parking areas that are already there which also include their handicapped parking locations. The building is further protected by a barrier system of bollards. The other waiver is related to a reduction in the Arterial Street Buffer going from 30 feet to less than that. That is required on the DuPont Highway frontage of the property. This project will be dedicating additional right-of-way to DuPont Highway so there may be additional green space

that is not physically on their property but within the right-of-way. They are asking for relief on that side but include landscaping in that area as required. They have presented building architecture for both the convenient store building and the separate gas canopy. We will see some more details about that in their presentation. This, again, has some parking that would be facing across the street towards residential. There is an apartment complex on the opposite side of N. State Street. They are implementing a hedge type planting to help screen that. As noted, the Planning Office has provided comments on the review of this application. They will have to include ultimately a Record Plan to combine all of these parcels together and also work with DelDOT on their entrance plan approvals, ensuring that they are meeting that code requirement in our *Zoning Ordinance* about distance to a property line for those entry/exit points. The Planning Staff, as noted, is in support of the waiver request for the Arterial Street Buffer and for the upright curbing that they already granted. They did, in their recommendations, note that they would like the applicant to look at the location of the bicycle parking. While they are providing it, it's currently located on the north side of the circulation drive and Staff thinks it would be better served and increase safety if they could be located in closer proximity to the building itself. With the building architecture, they did also note a concern on the elevation that faces N. State Street in that it appears to be a fairly blank building space with limited architectural relief. They ask that the applicant look to bring a number of the materials that animate the rest of the building facades onto that front of the building. It does have an entrance door on it as well from that small parking lot area. Likewise, the Development Advisory Committee Report continues on with the various agency comments from our Department of Water/Wastewater and Public Works, the Electric Department, the Fire Marshal's Office for the City, DelDOT, the Kent Conservation District, the MPO, and also from Chesapeake Utilities.

Mr. Kaezyski stated that tonight he has with him Mr. Michael Harrington, Sr. and Mr. Michael Harrington, Jr, the owners of the property. Online we have Mr. Michael Harp with Dover DuPont State LLC; he is the developer of the project and he is working on behalf of the 7-Eleven. The next slide shows an aerial context view overall. In the middle of the view, you see the rendering of the site itself. Across the street is the large area that was a project that is under construction. There is a shopping center in front with some apartment buildings in the back where the overflow of parking is off the right-hand side there. To the left-hand side, you can see the lake and the apartment complexes across the street on State Street. What you see is DuPont Highway which runs north and south kind of up and down through the middle of the plan view itself. State Street splits off towards the top and runs towards the lower left corner. Our property itself fronts on both State Street and DuPont Highway. The next slide shows an aerial view of the existing property itself. You can see the extent of the development on the site. As Mrs. Melson-Williams mentioned, this is the assemblage of four parcels that the Harrington's own. There are one or two different LLC entities that own the properties. We will consolidate that and complete the Consolidation Record Plan as we receive the final plans when we get to that point later. To the north, you can see the TD Bank as it exists and the drive through lanes that circulate around the property. They have an entrance off of State Street. For our site itself, we have a rather wide entrance off of State Street. The two properties are in the back. There are two parcels that front that you can see the two separate buildings: a kind of white shaded building on the upper side there and a darker smaller building in the lower left corner and two buildings that front along DuPont Highway that make up the four parcels. You can see how this is a rather extensive development on the site right now and the impervious coverage will show that we are actually

reducing the impervious coverage by about 10% from about 80% down to 70% overall and we are increasing the green space. There are two other features to point out on this plan. Along the State Street side just north of the white building that you see there on the TD Bank property is one of their larger stormwater facilities just south of their entrance and then over on the DuPont Highway side, there is a green wedge where the drive through lanes wrap around and are parallel to DuPont Highway, that is their other stormwater management facility. There is a comment that came through from the MPO that talked about a possible connection to each driveway. A presence of the existing stormwater facility and the type of circulation that you see there makes that impractical.

The next slide shows a plan view of the site as it would be developed. You can see in the green how much additional extents of green that we will have. As he mentioned, they are going from 20% open space to 30% open space. It is about 3/10 of an acre to about almost a half-acre of pervious coverage or open space coverage that you would see on the site. We do have two stormwater management facilities of our own that are situated in the back. You see the store building itself in the middle of the property. The lighter shade is the parking that already surrounds the building; that will be concrete. To the left-hand side, you see a rear parking lot. Just beyond that, there is a darker green that is kind of an almost triangular shape. That is a larger stormwater management facility. We have it mapped and likely in the bio-retention as it does have infiltration capability. The smaller facility on the north side essentially picks up the entrance driveway itself and a small part of the north side is stored there. You can see the fuel pumps facing DuPont Highway. This is what they recall a six MDP or manual dispensing pump facility with twelve fueling locations with one on either side of each dual island. So, you have twelve places where people can fuel up and be able to park and fuel. You will be able to get in between cars that are sitting there being fueled. The layout of the pumps themselves are laid out so that you have sufficient circulation and you are not blocked by somebody that is sitting there fueling.

There were two waivers that were mentioned here. The first is the flush parking that we have. As he mentioned, the light gray that surrounds the store will be concrete. You will have a concrete parking area that blends flush into the walkway of the building itself. There will be a series of bollards that are set about 4-5 feet apart around the facility. You typically see these at other similar convenient stores in the area that are constructed. We will call them the red stores and the blue stores; and you can probably figure out which ones they are as they are competitors here. But you will have that type of situation where you have ease of pedestrian traversing from the parking here into the store no matter where they are. This would include handicap accessibility from the pumps into the store itself which they typically try to locate the accessible pump location in line with where the handicap spaces are so that you have a straight walkway, but no matter where you are you have an ease of access into the store. The second waiver that we had is related to the required 30-foot buffer along DuPont Highway, this is physically possible. The width of that green space that you see there is close to about 50 feet. What we do have here, DelDOT requires up to dedicate right of way to a distance of 30 feet behind what they call a white stripe or the edge of the travel lane. So, the outer or southbound through lane, 30 feet off set from where the right-of-way sits. On this plan, they need to dedicate about 10 feet or so to DelDOT to meet dedication requirements for right-of-way. That leaves about 23-24 feet of actual green space behind that proposed right-of-way line. But effectively, the green space itself will be

well in exceedance of 30 feet. The next slide shows the landscaping around the site. You can kind of see behind the stormwater management facility; there is a green line that is a hedgerow line that they will have to shield the parking spaces themselves from the roadway. It will be hedge type planting and they will also have a whole series of street trees and lot trees surrounding that stormwater management facility back there. For the stormwater management facilities, the two bio-retention areas will be planted with wet tolerant perennials so you will see vegetation at this facility and some color seasonally as you would typically see there. Along the front itself, you will also see plantings there to kind of screen the front end off and not totally hide that but enough to block the view from the street. There were two comments that came in regarding the access for the site. It is a little difficult to see on this plan but you may see it on the copy that you did receive. The first comments came in from the Planning Department of the City. With the south entrance itself, the curb line needs to be 10 feet set off from the property line and we can adjust our curb line to meet that 10 feet. That will actually close off that access driveway and make that a little narrower. The intent here is to have a one way in and one way out access along DuPont Highway. That will be accomplished through signage and striping on the pavement. We will actually stripe it "do not enter" as well as provide a "do not enter" sign and one-way signs at both entrances. We will provide what they call core striping, the white striping at that northern entrance as well so that it appears to be channelized. The throat width itself is necessary to allow for delivery tractor trailers and fuel trucks and the product trucks that come into the store to be able to make the turn in off of Route 13 without having to cross into additional through lanes. They can make a right from the far-right lane of Route 13 to turn into the site. Our trucks typically enter from Route 13 through the site and then exit left or right onto State Street. They have also modeled where they can bring trucks in off of State Street and they can make the maneuvers on the site to then exit off of State Street as well depending on the time of day that they come in with backing maneuvers and things like that within the driveways onsite. The next slide shows the architecture for the elevations of the front and back of the store. You can see the front on the top shows a dual door entry and the storefront windows and the different materials on the façade. The high façade along the front is a parapet type of treatment along the front. The back wall is a little more plain as it was originally set up in the prototype and we are working with 7-Eleven to incorporate some of the features that you do see in the front in the back as well to kind of dress it up a little bit. We will provide those as we go through the Construction Plans to the City for review before Final Plans. The next slide shows either side of the building. What you see at the top should be the view as you are driving northbound on Route 13. The view on the bottom end would be as you are driving southbound on Route 13. You can see where there is differentiation in the architecture and there may be features that they can incorporate in the back as well to dress up that rear elevation. We have discussed the four parcels that will be combined here and the two waivers that we do have. The parking that they have proposed onsite is 30 parking spaces; 16 are required so we are well exceeding the parking requirements for the proposed use. We are working with DelDOT on the entrances themselves. They have forgone a traffic study for this property. The existing 7-Eleven that is just to the south of this will likely be relocated to this location here, especially with the addition of the fuel pumps. Operating two stores basically two doors down won't necessarily work so likely we will see that relocation. We are also working with the Kent Conservation District. We have had our presubmission meeting and discussed all of our stormwater. We are just about ready to submit final construction plans to the Kent Conservation District for review of the stormwater management facilities which have been designed in accordance with the infiltration testing that

they have received last month. So, we are proceeding as we go through Planning Commission here and then look to submit construction plans to the Kent Conservation District and DelDOT and then move towards final plan approvals this winter.

Mrs. Denney stated that there's the request from the Planning Office to move the bicycle parking. Can you tell me what's happened with that? Responding to Mrs. Denney, Mr. Kaezyski stated that it is one comment that the Planning Department did make that he did not mention in his presentation here. From the store itself, basically directly north kind of where the notch is in the paving; just after that notch is where the bicycle parking is located now. We are looking to bring that into the store area itself. Ideally, if he can locate it, there are typically islands on each corner where we don't have a parking space. They are a little tight on this site. We will see if we can make that work with 7-Eleven. The other option may be on the south side of the store where we can get parking but still have access to get the bikes there. One thing that we might do is remove one parking space to be able to physically get in there but he thinks that they could also shift parking to provide a driveway, essentially an access alley way to get into if we locate bike parking at that location, but we will get it as close to the store as we can.

Mrs. Denney stated that if it changes, you will not have to cross as a pedestrian in front of a car. So, we have eliminated that issue. Responding to Mrs. Denney, Mr. Kaezyski stated that it is correct, we can see if we can accommodate that. The other location that we may have is at the back on the far side where the parking spaces are towards the stormwater management area. You cross a driveway there but it's not a major driveway. You do have pedestrians that will be walking along the frontage on either side if they were walking in the provided walkways from both frontage sidewalks that we have. You still would have those and it wouldn't be much different if you had to cross a driveway with your bicycle. If we can make it easier and we are able to fit it up closer to the store, we will definitely do that.

Mrs. Welsh stated that she has looked at the MPO comments regarding the traffic in the ingress and egress. You did answer that in your presentation about one way in and one way out, but you kind of piqued her interest on the safety issue for ingress and egress on State Street particularly when you said trucks were going to be coming in and out of there. You said trucks would be using that entrance? Responding to Mrs. Welsh, Mr. Kaezyski stated yes.

Mrs. Welsh stated that she has driven that road 100,000 times and she just has concerns with a truck making a left hand turn out of that entrance to try to go south on State Street because the traffic coming off of Route 13 coming south on that road doesn't slow down. Even a car that would be coming south and trying to turn left into the 7-Eleven, is going to be crossing what she sees depicted as a double yellow line and then over two lanes of traffic going north which they don't really go too slow when they are trying to make the light there. So, she has serious issues there as far as safety concerns. Responding to Mrs. Welsh, Mr. Kaezyski stated that as he mentioned, we have been working with DelDOT on this and we are processing our construction plans for this now. They have examined the plans themselves. We do have a right in/right out, essentially access off of DuPont Highway that is split between the two access points one way in and one way out. We have full access at the rear. Right now, what are out there is just the through lanes themselves. We will construct the right turn lane into the site so that you will be able to pull off the roadway and make the turn into the site. We will also construct a dedicated

left turn lane within the existing median. That is out on State Street so you will have a place as you are looking to make the left to pull in there coming south off of Route 13. The posted speeds are low in that area; he believes that it is actually 25 MPH.

Mrs. Welsh stated that doesn't mean anything because no one follows that. It's just that it is so close to the intersection there. Responding to Mrs. Welsh, Mr. Kaezyski stated yes, they have been able to demonstrate that the turn lanes that we would need would fit within the existing lanes to the roadway that is already out there. We wouldn't have to encroach in either of the existing turn lanes so we are not modifying anything else. We are just adding for our site itself. As far as the truck movements, we would need to demonstrate that we have the turning templates for the various types of trucks that would access here for DelDOT to review. We have shown that the trucks can make the turns without encroaching onto oncoming traffic. If they make the right out in the right turn lanes or in the northbound through lane or if they make the left in, then they stay within the lane itself and they don't have to cross out. The same thing coming off of DuPont Highway, that they don't have to cross over additional through lanes to make the turn in. All of that they will need to demonstrate to DelDOT before final entrance plan approval is granted and they will certainly share that with the City as we process our DelDOT approvals for those.

Mrs. Welsh questioned whether DelDOT hasn't approved that yet, you are just presenting that to them as this point? Responding to Mrs. Welsh, Mr. Kaezyski stated that is correct. The MPO commented that they did have regarded the driveway on State Street for TD Bank and it suggested possibly combining the two driveways. There are existing stormwater facilities that TD Bank has on their property right there immediately off of that entrance. The dark green that you see right there that whole area is essentially one of their stormwater management facilities so that would be eliminated if you tried to shift the entrance itself and what we don't want to do is kind of intermix this site traffic with the bank traffic with the one-way circulation that they have. If we try to come into the TD Bank and work our way through again, we get closer and closer to the drive through lanes and it is just not feasible.

Mr. Harrington, Jr. stated that he wants to add one more point to give a little history of the property where you can see it on S. State Street. addressing your concern or your issue, a year ago they partnered with DelDOT for a pedestrian sidewalk and bike trail that leads from the south side going north where Planet Fitness is. They worked with DelDOT and they gave the land through eminent domain. They gave the land to DelDOT so that they could construct a 35 feet rights in/rights out no curb for pedestrians. If you go north where Planet Fitness is and you come to our property that is already constructed. So DelDOT has already approved it because they built the entrance. We thank DelDOT for doing that and they partnered with DelDOT to make things a lot easier in the future. Responding to Mr. Harrington, Jr., Mrs. Welsh stated thank you. She appreciates the information and the fact that you are working with DelDOT. She is still going to cross her fingers and hope that your plans work.

Mr. Harrington, Jr. stated that DelDOT made the construction and we agreed to it. Responding to Mr. Harrington, Jr., Mrs. Welsh stated that people don't always follow what you think they should.

Mr. Witham stated that he thinks the applicant is aware that there has to be a separate application for any signage. Responding to Mr. Witham, Mr. Kaezyski stated yes, that is correct. They wanted to show at least in context what it would look like. We understand that there is a separate permit needed.

Mr. Witham opened the public hearing.

Mr. Michael Carp of the Project Team

Mr. Carp stated that Mr. Kaezyski represented our case rather well and doesn't have anything to add.

Mr. Edward D. Scott of the Project Team

Mr. Scott stated that he wanted to thank you for your consideration.

Mr. Witham closed the public hearing.

Mrs. Welsh stated that the applicant did answer her other question that she didn't ask about the other 7-Eleven. So, do you anticipate that they will be moving to the new location? Responding to Mrs. Welsh, Mr. Kaezyski stated yes, more than likely. With a close proximity like that, you are competing with yourself.

Mr. Carp stated that 7-Eleven will close upon termination of their lease.

Mrs. Denney moved to approve S-25-15 7-Eleven with Fuel Pumps at 736 and 738 N. DuPont Highway and 1021 & 1027 N. State Street including the waiver request for the partial elimination of upright curbing as well as the reduction of the Arterial Street Buffer as they have already been approved by the Planning Office and as we have to allow DelDOT to make whatever recommendations or adjustments that need to be made to the ingress/egress because obviously it is not within our purview, seconded by Mrs. Welsh and the motion was carried 7-0 by roll call vote with Mr. Lewis and Dr. Jones absent. Mrs. Denney voting yes; she thinks it is a nice addition there and she thinks that it is in keeping with replacing the one that is currently out on the highway which she thinks will benefit many. If you just need a little something from there and you live on State Street, it's a little complicated to get out there and this will make it far more convenient for her. Mrs. Maucher voting yes; based on the DAC Report comments. Mr. Baldwin voting yes; based on previous statements. Mr. Reaves voting yes; for previously stated comments. Mrs. Welsh voting yes; based on the presentation and the information provided as far as our questions and issues and in accordance with previous comments. Mr. Roach voting yes. Mr. Witham voting yes; based upon the excellent presentation made to the Commission and for the reasons set forth on the record by the Commissioners as well as Staff and the DAC comments.

NEW BUSINESS

Update on Appointments to Architectural Review Oversight Subcommittee of Planning Commission

Mrs. Melson-Williams stated that with the Architectural Review Oversight Subcommittee, that is something that you were working on this summer to appoint as part of your Annual Meeting. The Commission members were appointed with Mrs. Kathleen Welsh and Mr. Kenneth Roach and you directed Staff to reach out to the two current design professional members to seek their availability to continue to serve. She has confirmed from Dr. Chandler that he is interested in continuing to serve and she is still waiting for a response from Ms. Keifer on her status. At this point, you can certainly recognize the ability of Dr. Chandler to serve and she will keep working on Ms. Keifer. She is hoping to have an answer from Ms. Keifer at your next meeting.

PUBLIC COMMENTS OPPORTUNITY – *There were no members of the public present wishing to comment.*

Mr. Witham stated that there has been a recent ruling in Sussex County Superior Court involving the Planning Commission. He wanted the Commission to be aware of it and if you want a copy of the editorial comments from the Coastal Gazette. Basically, what it is, the case was called *Smokey Hollow LLC v. Sussex County Planning & Zoning Commission*. In this case, the Superior Court reversed the Planning Commission based on the fact that they said the Planning Commission did not comply with the law and arbitrarily denied a project which exceeded their authority. It was a planned development before the Commission and they were requiring the developer to basically eliminate 8 lots based upon an alleged requirement for them to have a buffer zone next to their development but the law did not require that. Basically, the development got appealed and the Planning Commission's decision got reversed. The bottom line is that we have to comply with the law as structured and follow the *Comprehensive Plan* and the Zoning Law. When that Zoning Law gives that discretion, the Court also said that they would defer to the Planning Commission if they had that discretion. The Court felt that the Sussex County Planning Commission exceeded their authority. He doesn't think that it is anything for us to worry about but it's the latest court hearing on what a Planning Commission can and can't do. He did take the opportunity to talk directly to the Judge. He explained to him that he wasn't trying to change the law, but he thought that they were exceeding the law by arbitrarily making a decision without supporting facts.

Mrs. Denney stated that it makes perfect sense to her.

Meeting adjourned at 10:04 PM.

Sincerely,

Kristen Mullaney
Secretary



City of Dover, Delaware

APPLICATIONS TO PLANNING COMMISSION FOR CONDITIONAL USES, SITE PLANS, SUBDIVISION, & REZONING

Schedule of APPLICATION DEADLINES, DEVELOPMENT ADVISORY COMMITTEE Meeting dates, PLANNING COMMISSION Meeting dates, and CITY COUNCIL PUBLIC HEARING dates for 2026 filing deadlines. A Pre-Application Meeting must be conducted with Planning Staff prior to filing of an Application. The submittal procedures are outlined in *Zoning Ordinance*, Article 10 Sections 1, 2, 3, 4 and 5.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Application Deadline by 4:00pm	1/2/26	2/6/26	3/6/26	4/2/26	5/1/26	6/5/26	7/2/26	8/7/26	9/4/26	10/2/26	11/6/26	12/4/26 Rezoning 11/20/26
CITY COUNCIL Rezoning Ordinance First Reading	1/26/26	2/23/26	3/23/26	4/27/26	5/11/26	6/22/26	7/78/26	8/24/26	9/28/26	10/26/26	11/23/26	12/14/26
D.A.C. MEETING (STAFF ONLY)	1/28/26	2/25/26	4/1/26	4/29/26	5/27/26	7/1/26	7/29/26	9/2/26	9/30/26	10/28/26	12/2/26	12/30/26
D.A.C. MEETING (APPLICANT)	2/4/26	3/4/26	4/8/26	5/6/26	6/3/26	7/8/26	8/5/26	9/9/26	10/7/26	11/4/26	12/9/26	1/6/27
PLANNING COMMISSION Public Hearings, Rezoning Recommendation	2/17/26	3/16/26	4/20/26	5/18/26	6/15/26	7/20/26	8/17/26	9/21/26	10/19/26	11/16/26	12/21/26	1/19/27
CITY COUNCIL Action on Rezonings: Consideration of PC Recommendation and Public Hearing/Final Reading – Rezoning Ordinance	3/9/26	4/13/26	5/11/26	6/8/26	7/13/26	8/10/26	9/14/26	10/12/26	11/9/26	12/14/26	1/11/27	2/8/27

***Planning Staff will advise applicants as to the Committee Meetings schedule if applicable to the Application submission.

DRAFT 12.4.2025

For Information Contact:

City of Dover Department of Planning & Inspections, City Hall, 15 Lookerman Plaza P.O. Box 475, Dover DE 19903
 (302)736-7196 Phone (302)736-4217 Fax www.cityofdover.gov compplan@dover.de.us

DATA SHEET FOR REVISED SITE PLAN REVIEW & ARCHITECTURAL REVIEW
CERTIFICATION

DEVELOPMENT ADVISORY COMMITTEE MEETING OF December 2, 2025

PLANNING COMMISSION MEETING OF December 15, 2025

Plan Title: The Old Post at 55 Lookerman Plaza, S-25-07 Revised

Plan Type: REVISED Site Development Plan

Location: Northwest corner of Lookerman Plaza and Innovation Way in Dover, DE

Owner: City of Dover

Equitable Owner: Old Post, LLC

Address: 55 Lookerman Plaza

Tax Parcel: ED-05-077.05-04-53.00-000

Size: 1.267 acres +/-

Present Uses: Vacant Building – Former Dover Post Office

Proposed Use: Mixed-Use Commercial and Multi-family Housing (Apartments) and associated parking

Zoning: C-2 (Central Commercial Zone)
H (Historic District Zone)
SWPOZ (Source Water Protection Overlay Zone) – portion of site

Building Area: 47,652 SF

Off Street Parking: 62 provided on-site; 29 provided in proposed easement with City of Dover

Sewer & Water: City of Dover

For Consideration: Parking Strategy Statement (Revised)
Revised Architectural Review Certification
with parking to building separation reduction
Active Recreation Area Plan

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: December 4, 2025


 City of
Dover
Planning
Office
DRAFTAPPLICATION: Revised The Old Post at 55 Loockerman PlazaFILE #: S-25-07 RevisedREVIEWING AGENCY: City of Dover PlanningCONTACT PERSON: Dawn Melson-Williams, AICP PHONE: 302-736-7196

This Report for **Revised S-25-07 The Old Post at 55 Loockerman Street** was updated upon submission of an updated Site Plan set and associated Revised Architectural package.

Note: This original Review Report was initially prepared by Staff of the Rossi Group (under a Planning Services contract with the City of Dover). The Report of March 2025 was completed with additional review and editing by the City's Planning Office. This Revised Report utilizes that original Report as a starting point.

I. PLAN SUMMARY (Reviewed Revised Plan Sets of print date 11/6/2025 and updated set of print date 12/3/2025)

The Planning Commission will act on a REVISED Site Development Plan Application and associated Revised Architectural Review Certification for the redevelopment of the Old Dover Post Office property consisting of 1.267 acres for a mixed-use project known as The Old Post. The project involves the demolition of the rear warehouse portion of the existing building, reconstruction of the rear portion of the building into four-story apartment structure, and adaptive re-use of part of the front 4,560 SF portion of the building for restaurant, commercial retail or business space. The Revision includes proposed increases in apartment unit count from 36 to 42 units and architectural changes consisting of a second-floor addition to the front wings. The property is zoned C-2 (Central Commercial Zone), subject to the SWPOZ (Source Water Protection Overlay Zone), and subject to the H (Historic District Zone). The property is located on the north side of Loockerman Plaza and adjacent to Innovation Way. The owner of record is Old Post, LLC. Property Address: 55 Loockerman Plaza. Tax Parcel: ED-05-077.05-04-53.00-000.

The Project Site is subject of HI-25-01 Revised The Old Post. At the Historic District Commission Meeting of November 20, 2025, the Commission considered the Revised Application and have provided a Recommendation on the Architectural Review Certification for the project. (*See attached Recommendation Report (to be attached for Planning Commission Packet.)*)

The Site Plan S-25-07 The Old Post was granted conditional approval by the Planning Commission on March 17, 2025. This Application Revised S-25-07 will be subject to the same process with a public hearing before the Planning Commission.

Previous Applications

The existing structure was constructed in the 1960s and was in service as the Dover Post Office until the new post office location opened on Bank Lane in 2021. The property owner is the City of Dover. After the Post Office closed, the City initiated an RFP process to solicit proposals for redevelopment of the site. The equitable owner, Old Post, LLC was selected through this process. Application Z-24-01, approved by City Council on February 12, 2024, rezoned the property from IO (Institutional and Office Zone) to C-2 (Central Commercial Zone) with it remaining in the H (Historic District Zone) and SWPOZ (Source Water Protection Overlay Zone).

In February 2025, the Historic District Commission recommended approval of the Architectural Review Certificate for the proposed building renovations/reconstruction in HI-25-01. In March 2025, the Planning Commission conditionally approved the Site Plan S-25-07, inclusive of the Architectural Review Certificate. This submission seeks to revise the Site Plan and Architectural Review Certificate previously approved.

Preliminary Land Use Services Review (PLUS):

The PLUS Review is required by a City of Dover Memorandum of Understanding (MOU) for certain types of projects. Due to its Downtown Dover Redevelopment Target Area, this project was not required to complete PLUS Review process.

II. PROJECT DESCRIPTION

PROJECT PROPOSAL Revised (documents of November 2025 and Updated Set of 12/3/2025)

The REVISED application proposes the demolition of the rear portion of the existing structure and replacement of that structure with a new addition, while maintaining and rehabilitating the front of the present structure (4,560 SF). *Capital City 2030: Transforming Downtown Dover Master Plan* identified the Old Dover Post Office as a Project Site. The Master Plan proposes that a new mixed-use building could reactivate the site. This project is also identified as a Key Project within the City's Downtown Development District (Renewal) application of 2024.

The proposed development proposes a 4,560-SF restaurant space in the former Post Office front area. The rear warehouse portion of the building will be demolished and replaced with a new four-story structure comprised of 42 apartment (multifamily) units.

The Applicant's REVISED submission includes a Site Plan set and Architectural Graphics set with building elevations and 3-D views. The elements of the project are as follows:

1. Partial Demolition: The rear flat-roofed warehouse portion of the building is to be demolished as this is where the four-story building addition is proposed. The front gable roofed portion of the existing building is to remain in its same footprint.
2. Existing Building Renovations: New Azek trimwork is proposed to match the existing. It is unclear from the submission if the design includes dentil cornices. New replacement shutters, windows, and front door are noted to match the existing. The Revised Plan involves the demolition of the roof areas and paired chimneys of the one-story wings to add an additional floor to make them two story. The Revised Plan shows a new gable roof in asphalt shingles will be constructed over the original building front wings with two

dormers added over each wing. The Revised Plan shows that each wing of the front portion of the building will include paired sets of glass doors with Azek Trim.

3. Building Addition: The Revised proposed four-story addition will be located directly behind the front massing portion of building (main block). The proposed addition will be 43 feet 6 inches tall. The existing building is 33 feet 2 inches tall at the peak of its roof. The addition will feature a brick veneer and brick engaged pilasters with horizontal banding in brick detailing along all sides on floors two, three, and four, and floor one using EFIS in a white brick finish. The Revised roof features a wide cornice at the roofline. The east and west elevations include large glass windows (with door) for the apartments. Glass and black aluminum railings (black steel cable railing) will be used to enclose balconies. The Revised addition eliminates some exterior balconies and adds architectural relief by recessing balconies partially into the building.
4. Parking Lot: A parking lot will be developed along the west side and north side of the building with access from Innovation Way. This new parking lot will not have vehicular access from the large municipal parking lot at the Dover Public Library. The applicant is also working with the City in regard to the adjacent row of parking east of the Library. The parking lot is fenced with a black aluminum fence and appears to have narrow bands of grass at the perimeter on the west and north.
5. Sidewalks and Site Amenities: The proposal maintains connected sidewalks along Innovation Way and Loockerman Plaza. There are also sidewalks adjacent to the parking lot leading to the building and from the street frontage sidewalks. At some points, steps are necessary to ascend to the building. A ramp system is noted on the Site Plan for the north building elevation but not depicted in the renderings. A fenced Zen garden is proposed to abut the building addition along Innovation Way, but its details are unclear for this slightly sloped area. The Updated Plan shows a curving pathway in the East Zen garden with benches and a Yoga space.
6. Tree Planting and Landscaping: The February 2025 submitted project plan identified five existing trees on the current site. The Revised Landscape Plan identifies three trees to be removed and 19 trees to be planted. Please clarify on the site plan how many existing trees will be removed and whether any will be retained.

See the attached Revised Plan submission and associated graphics and drawings for detailed information on building dimensions, locations, and material choices.

Surrounding Land Uses

This subject property location at the northwest corner of Innovation Way and Loockerman Plaza is within the Downtown Development District. Properties immediately adjacent to the subject project location are zoned IO (Institutional and Office). The surrounding properties are also within the H (Historic Zone). The Dover Public Library and Dover City Hall are located west of the subject site. State offices are to the north and south of the subject site and a mixed-use building with offices and a restaurant are located to the east across Innovation Way.

III. ZONING REVIEW

C-2 (Central Commercial Zone)

The subject property is zoned C-2 (Central Commercial Zone); this zoning designation will remain in place. The description of the C-2 (Central Commercial Zone) zoning district is provided in Article 3 §13 of the *Zoning Ordinance* and provisions identify the allowable (permitted) uses and the related bulk standards for the C-2 zone. The C-2 zone allows for “retail stores, apartments and multi-family dwellings provided that now dwelling units shall be permitted on the first floor on the street frontage of Loockerman Street; uses accessory to the residential units such as lobby and amenity spaces are permitted on the first floor; live-work units; parking lots and parking structures” as principal uses. The subject property has frontage on two streets, Loockerman Plaza and Innovation Way. The C-2 zone requires a zero minimum front yard. No side yard is required; however, if one is provided then it shall be a 5-foot side yard minimum. A 20-foot rear yard setback is required above ground floor and 5-foot is required at ground floor. The maximum building height for this district is 10 stories or 125 feet.

Code Compliance for C-2	Required	Provided
Front yard (ft.)	0	0 feet
Side yard (ft.)	None required, but 5 feet minimum if provided	5 feet
Rear yard (ft.)	20 feet above ground floor; at ground floor 5 feet	20 feet
Off-street parking	0	62 new spaces (3 ADA), 29 shared with City of Dover (2 ADA)
Building height	10 stories/125 feet maximum	4 stories/45 feet
Lot Coverage	Not specified	80.11%
Floor Area Ratio	5.0	0.86

The building’s height and number of stories comply with the C-2 zone. The total lot coverage for the project is listed as 80.11%. The C-2 zone does not specify a maximum lot coverage requirement. The maximum floor area ratio (FAR) permitted is 5.0. The plan does not indicate the FAR, but based upon the building area presented for the existing building and proposed addition, the FAR is 0.86.

The C-2 zoning district also includes design standards provisions. See the code excerpt below:

Article 3 Section 13

13.5 Design standards. The following standards shall apply to the site and building development in the central commercial zone (C-2):

13.51 Façade articulation. Building facades should incorporate design elements to provide a base, middle, and top of the building to reinforce the pedestrian scale at the street level.

13.52 Height. For buildings greater than four stories in height, then the upper floors above the fourth story shall step back six feet for fifty percent of the width of the primary facade. For buildings greater than six stories, then the upper floors above the sixth floor shall step back an additional six feet on the primary façade. These step back areas may begin at a lower height than these minimums as part of the building design in order to be compatible with the character of the area.

13.53 Step back areas. The step back areas should be open to the sky and can be open air balcony spaces or other design architectural features that are not enclosed spaces.

13.54 Off-street parking. Off-street parking lots shall not be permitted to be situated between the street line and the primary facade of the principal building. Consideration should be given to locating parking to the side or rear of the building.

13.55 Screening. Any off-street parking lots provided shall be screened from the street line by buildings, landscaping, or other means. Off-street parking lots shall be screened from adjacent residential zones and residential uses. This screening provision does not apply to adjacent alleys.

The plan as presented complies with these design standards. Landscaping must be shown along Innovation Way to screen the parking area from this street. A Revision presented to the Historic District Commission proposed a design alternative to create an island between the parking lot entrances where landscape could be implemented.

The property is partially within the SWPOZ (Source Water Protection Overlay Zone) Tier 3 Excellent Recharge Area, but it is exempt from the requirements of this zone due to its location within the Downtown Redevelopment Target Area.

H (Historic District Zone)

The entire project site is located in the H (Historic District Zone) and subject to the provisions of the *Zoning Ordinance*, Article 3 §21 and referenced sections. The H (Historic District Zone) is described in *Zoning Ordinance*, Article 3 Section 21 with the following purpose statement:

Article 3, Section 21. - Historic district (H).

21.1 *Purpose.* The purpose of this historic district regulation is to preserve and enhance that unique character and value of the old portion of Dover as an area of special charm and interest. It is particularly intended that the regulations prevent, in the historic district, any change of conditions that would be deemed to be a disfigurement or degradation of the present unique visual and architectural qualities of the district.

IV. ARCHITECTURAL REVIEW CERTIFICATION

Zoning Ordinance, Article 10 §3.2 outlines the review process for Architectural Review Certification and related building height, bulk, and setback standards. This process begins with Review by the Historic District Commission.

Review of DESIGN STANDARDS AND GUIDELINES

Location within the H (Historic District Zone) requires proposals for demolition, new construction, additions, and certain renovation or rehabilitation activities to receive an Architectural Review Certificate. As stated in the *Design Standards and Guidelines for the City of Dover Historic District Zone*, an Architectural Review Certificate will be granted “if it is found that the architectural style, general design, height, bulk and setbacks, arrangement location and materials

affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district.” *Zoning Ordinance*, Article 10 §3.2 outlines the review process for Architectural Review Certification and related building height, bulk, and setback standards.

This proposal must be reviewed for conformity with the design criteria guidelines found in Chapter 4: New Construction, Additions, Demolition and Relocation. The *Design Standards and Guidelines* for New Construction (Chapter 4: pages 4-1 through 4-8) provide the design criteria and development guidelines. The guidelines specify a series of individual considerations for new construction to be considered in the review by the Historic District Commission (and Planning Commission) of the project for Architectural Review Certification.

The proposed project must also be reviewed for compliance with the standards established by the *Zoning Ordinance*. The standards include items such as setbacks from property lines, floor area ratio, height, etc.

HISTORIC DISTRICT COMMISSION – REVISED RECOMMENDATION

For The Old Post project, the Historic District Commission considered the revised application for HI-25-01 on November 20, 2025, for an Architectural Review Certificate for development of The Old Post and associated Site Improvements. **The Historic District Commission considered the proposal for construction and has provided a recommendation to the Planning Commission in regard to the Architectural Review Certification for the project. The specific recommendation involved consideration of the Design Standards and Guidelines. See attached Recommendation Report from the Historic District Commission.**

The Planning Commission should act upon the Architectural Review Certification as part of any motion to approve this project, or as a separate motion if necessary. In taking this action, the Planning Commission is to consider the standards and guidelines found in Chapter 4 of the Design Standards and Guidelines for the City of Dover Historic District Zone and other referenced sections.

V. PARKING SUMMARY

The C-2 (Central Commercial Zone) does not include a minimum parking requirement. Additionally, Article 6 §3 of the *Zoning Ordinance* states:

For new construction within the downtown redevelopment target area, as described in appendix C of the Dover Code of Ordinances, there is no minimum off-street parking requirement based on use. To utilize this exception, a parking strategy statement must be submitted for review as part of the site development plan approval required by appendix B, zoning, [article 10](#), section 2.

The applicant has submitted a Parking Strategy Statement for consideration with the Site Plan. The parking strategy indicates that 121 parking spaces are recommended. The Site Plan and parking strategy statement show 62 spaces on-site and proposes using 29 spaces on the adjacent parcel owned by the City of Dover under an easement. Based on the parking strategy statement provided the parking to be provided for the proposed site is as follows: 62 onsite parking spaces will be provided for use of the tenants of the apartment units; 29 parking spaces will be provided on the adjacent parcel directly to the west (Dover Library) through an existing easement with the City of Dover to support the apartments and proposed restaurant; and, an additional 180 public parking spaces are available to serve the patrons of the proposed restaurant use along Innovation Way,

Loockerman Plaza, and the Dover Library parking lot. A copy of the easement document is on file in the Planning Office.

VI. SITE CONSIDERATIONS

Lighting

The site plan and architectural package do not detail lighting for the site. Article 5, Section 7.1 details that lighting of commercial uses shall provide no less than 1½ footcandles at grade. Light shall be deflected away from adjacent residential areas and shall not be distracting to traffic on adjacent roads.

Dumpsters

Dumpster requirements are specified in Article 5, Section 6, with minimum number required specified below.

<u>Use</u>	<u>Dumpsters Required</u>
<u>Apartment complex or apartment building with over 10 units</u>	<u>Two required for the first 48 apartments; one required for each additional 24 apartments or fraction thereof</u>
<u>Nonresidential uses</u>	<u>Two required per property</u>

Based on this, two dumpsters are required. Two dumpsters are provided at the northwest corner of the parking lot to the rear of the building.

Sidewalks

There are existing sidewalks along the frontage of Loockerman Plaza and Innovation Way along the perimeter of the property.

VII. TREE PLANTING AND LANDSCAPE PLAN

Tree Planting Requirements

The *Zoning Ordinance* further requires a tree planting at a rate of one tree per 3,000 SF of non-woodland development area. Based on the total non-woodland area for the submitted plan of 1.267 acres, or 55,190.52 SF, 19 trees are required to be planted. Three trees exist along the frontage of the property, and the Landscape Plan shows removal of these trees and planting of 19 trees on the site.

VIII. OPEN SPACE and RECREATION PLAN

The proposed development qualifies for an exemption under Article 5, §10.515 *Residential developments located within the Downtown Redevelopment Target Area as defined in Appendix C*. Under this provision, the applicant must provide 75 square feet of active recreation per dwelling unit with a minimum of 2,500 square feet provided on site. The applicant proposes to provide two Zen Gardens and an indoor Gym on the proposed site. The Zen Garden on the west side of the building is 1,646 SF and provides patios, benches, shade trees, and shrubbery for tenants of the apartments. The Zen Garden to the east of the proposed apartments is 2,424 SF and will provide patios, shade trees, benches, a walking path, and a yoga station as amenities for the apartment tenants. A 506 SF indoor gym is proposed on the second floor of the apartment building for tenant use. There were some questions about accessibility to the gym as the previous design called for a half flight of stairs to the gym which are not ADA accessible; however, the architectural plans have been revised to provide an ADA accessible ramp in place of the half flight of stairs.

The Revised Open Space and Recreation Plan is subject to review by the Parks, Recreation and Community Enhancement Committee and will be presented to the Committee on December 9, 2025. The Committee will make a recommendation to the Planning Commission.

IX. CITY AND STATE CODE REQUIREMENTS:

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

- 1) Cover Sheet, C-001:
 - a) Data Column:
 - i) Update item 4, the Existing and Proposed Zoning, to include all zoning classifications: C2/H/SWPOZ
 - ii) Update item 6, Floodplain, to indicate that the property is **not** impacted by the 100 Year Floodplain
 - iii) Updated item 7, Groundwater Recharge, to reflect that a portion of the property is in the Excellent Groundwater Recharge area.
 - iv) Update item 11 to add a Floor Area Ratio calculation for the site to the data column.
 - v) Update the data column to specify total gross floor area calculation.
 - vi) Update items 12 and 13 to reflect areas in square feet in addition to acres.
 - b) Remove the Kent County Engineer signature block.
- 2) Bicycle parking shall be provided for parking spaces at a rate of one bicycle parking space for every 20 parking spaces or a fraction thereof. Please include bicycle parking in the parking strategy statement and clarify how many spots will be accommodated via the indoor storage and bicycle rack in the SW corner of the site.
- 3) For building with multi-family units, the *Zoning Ordinance*, Article 6 §5.3 requires that the parking spaces be at least 15 feet from the wall of the building and three feet from side and rear property lines. Provide dimensions to confirm compliance. It appears that the row which includes the handicapped parking does not comply with the distancing requirement from the building wall. The Applicant is seeking a reduction of this distance under the provisions of the Architectural Review Certification, but this must be further discussed with the Fire Marshal's Office.
- 4) The construction of the site entrances and street improvements must comply with the requirements of DelDOT and the City of Dover Public Works Department based on street maintenance responsibilities.
 - a) Clarify materials (concrete and brick) used and placement design for the sidewalk and entrance construction.
 - b) Identify any changes to on-street parking spaces along the project frontages.
- 5) With the updated details provided about the Active Recreation amenities for the site, staff recommends approval of the Active Recreation Plan subject to the following clarifications or conditions for the details of the recreational amenities:
 - a. Identify surface of Yoga Area and ensure connection to accessible pathway.
 - b. Identify surface materials of the Walking Pathway and its width.
 - c. Ensure placement of the benches are accessible from the walking pathway and allow for someone to move off the pathway to rest.

- d. Ensure the placement of light posts does not impede any sidewalk. Check light post positions along the parking area.
 - e. Ensure that the gym space is accessible from the rear addition and through any doors. Due to the difference in floor-to-floor heights a ramp system or other format will be necessary rather than just steps. This will need to comply with applicable Building Codes and Fire Codes.
- 6) The Historic District Commission recommended conditional approval of the Revised Architectural Review Certificate for the construction of the project. See attached Revised Recommendation Report for recommended conditions.
- 7) Any Erosion & Sediment Control Plans and Stormwater Management Plans granted approval by the Kent Conservation District must reflect the Site Plan layout and design conditionally approved by the Planning Commission and be in compliance with the *Zoning Ordinance* and technical review requirements of other agencies.
- 8) Please provide an Active Recreation Plan sheet that provides the area calculations and details for the Zen gardens and the interior gym space.
- 9) The Final Plan set must include notes documenting any action taken by the Planning Commission on the requested waivers and must list any additional conditions of approval.

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

In accordance with the *Zoning Ordinance*, Article 10 §2.2, the Planning Commission in considering and acting upon Site Development Plans may prescribe appropriate conditions and safeguards so that the public health, safety, and welfare, the comfort and convenience of the public in general, and the residents of the immediate neighborhood in particular shall be taken into consideration. These safeguards may to the maximum extent possible further the expressed intent of the *Zoning Ordinance* and the accomplishment of several objectives in particular listed in subsections 2.21 to 2.28.

- 1) Revised Architectural Review Certification Staff recommends conditional approval of the Architectural Review Certificate for the construction of the Dover Mobility Center Garage finding that the building to be of a design compatible with the intent of the *Design Standards and Guidelines for the City of Dover Historic District Zone*.
- a) Staff provided a series of recommendations and comments regarding the Architectural Review Certification and review of the project for compliance with the *Design Standards and Guidelines*. These items were previously identified during the review of the project by the Historic District Commission. See HDC Recommendation Report.
- 2) Staff recommends the following pertaining to the site design elements of the project:
- a) The C-2 zoning district requires that parking lots be screened from the street. This Revised Plan appears to have proposed an island with plantings to screen the parking lot improvements from Innovation Way by adding curbing and grass areas.
 - b) Evaluate the parking lot space locations as some spaces are not full sized or would be impacted by the Dumpster Enclosure gates. Also, confirm that the northern drive aisle meets the width requirement for two-way travel. Remove unnecessary pavement to create

- green islands. Add parking bumpers to ensure vehicles do not impact fence.
- c) The sidewalk system on the street frontage should continue and include barrier free access, crosswalk striping, etc. at the points of intersection with the entrance and exit drive aisles.
 - d) Any proposed landscaping or tree planting locations, and lighting fixture locations should be depicted on the plan and be consistent with the character of these elements as they exist within the Capitol Square Context area.
- 3) Electric Vehicle Charging Stations: Identify if the project is planning for the installation of Electric Vehicle Charging Stations in the Parking Lot. Currently, the *Zoning Ordinance* does not require them, but many other jurisdictions have implemented such requirements. Electric Vehicle Charging Stations formats include EV-Capable, EV-Ready, and EV-Installed.

XI. ADVISORY COMMENTS TO THE APPLICANT:

- 1) The Planning Commission should act upon the Revised Architectural Review Certification as part of any motion to approve this project, or as a separate motion if necessary.
- 2) The Planning Commission should act upon the request for waivers as part of any motion regarding this project application, or as a separate motion as necessary. Note: All waivers are at the discretion of the Planning Commission. The Commission may approve or deny waiver requests.
- 3) In the event that major changes and revisions to the Revised Site Plan occur in the finalization of the Plan contact the Department of Planning and Inspections. Examples include relocation of site components like paving and increases in footprint. These changes may require resubmittal for review by the Development Advisory Committee, Historic District Commission, Planning Commission, or other agencies and commissions making recommendations in regard to the Plan.
- 4) Following Planning Commission approval of the Revised Site Plan, the Plan must be revised to meet all conditions of approval from the Development Advisory Committee or as otherwise noted. A Check Print must be submitted for review by Planning Office Staff and the other commenting agencies. Upon determination that the Plan is complete and all agency approvals have been received, copies of the Plan may be submitted for final endorsement (Final Plan Approval).
- 5) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.
- 6) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate Site Plan approvals, Pre-Construction meetings, site inspections and permits are required.
- 7) Construction and demolition will have an effect on the adjacent property owners, employees of adjacent buildings, and nearby sidewalks and streets. Any work requiring the closing or rerouting of potential customers, employees, or visitors to the adjacent properties (including those who park in the existing parking lot), and streets or alleys should be coordinated as to offer the least amount of inconvenience. Careful consideration will need to be given to the access to other properties which requires the crossing of these properties or travel over the public alley.

- 8) For building new construction, the requirements of the building code and the fire code must be complied with. Consult with the Chief Building Inspector and City of Dover Fire Marshal for these requirements. The resolution of these items may impact the site design including such items as building dimensions and height, building openings, and fire protection needs, etc.
- 9) The applicant shall be aware that Revised Site Plan approval does not represent a Building Permit and associated construction activity permits. A separate application process is required for issuance of a Building Permit from the City of Dover. Building Permits will be required for each building.
- 10) The applicant shall be aware that Plan approval does not represent a Sign Permit, nor does it convey permission to place any sign on the premises. Any proposed site or building identification sign may require a Sign Permit from the City of Dover prior to placement of any such sign in accordance with *Zoning Ordinance* Article 5 §4.

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



CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: NOVEMBER 26, 2025



APPLICATION: REVISED The Old Post at 55 Lookerman Plaza
FILE #: S-25-07
REVIEWING AGENCY: City of Dover Department of Public Works and Water & Wastewater
CONTACT PERSON: Jason A. Lyon, P.E., Director of Water & Wastewater / Engineering Services
CONTACT PHONE #: 302-736-7025
CONTACT EMAIL: jlyon@dover.de.us

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

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

CITY AND STATE CODE REQUIREMENTS

SANITATION

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

STORMWATER

1. Final site plan approval will not be granted until a copy of the approved Stormwater/Erosion and Sediment Control Plan from Kent Conservation District is submitted to our office.
2. The size, length, slope, type and flow directions must be shown on all existing and proposed storm sewer lines. Rim and invert elevations must be labeled on all stormwater structures.
3. Please coordinate with the City of Dover to obtain as-built information from a recent stormwater project. The installed infrastructure surrounds the property.

STREETS

1. Final site plan approval will not be granted until a letter of no objection, signed by DelDOT is submitted to our office.
2. The current City of Dover standard street section provides for a 3' grass strip between the curb and sidewalk. This standard was administratively revised to meet ADA and FHA compliance with cross slope requirements and to prevent cars from scrapping at driveways. The revised standard utilizes a five feet (5') wide public sidewalk with a five feet (5') wide grass strip behind the curb. Sidewalk and curb shall be installed for the width of the project scope.
3. It shall be unlawful for any person to alter the curb of any street so as to create a curb depression for the purpose of permitting vehicles to enter onto or exit from the city streets, without a permit issued by the city manager.

4. Please provide an entrance plan for the work proposed on Innovation Way. At a minimum, this plan shall provide the radius of the entrance, grade elevations, and turning diagrams to provide evidence that the improvements will not be detrimental to traffic or drainage.
5. Please add the following notes to the plans:
 - a. Standard City of Dover sidewalk, as per Chapter 98, Article IV of the Dover Code of Ordinances, shall be required to be installed along the entire public street frontage of a property. Where frontage sidewalk exists but does not meet the standards of Chapter 98, Article IV, the sidewalk shall be re-laid to meet the standards. Sidewalk shall include barrier-free access ramping at points of intersection with street crossings and at other locations so as to afford reasonable barrier-free pedestrian movement and site access.
 - b. In accordance with Appendix A, Article VI, Section B.3, all sidewalks shall ascend from the curbstone to the building line at the ratio of one-quarter of an inch to the foot. Nothing in this section shall be construed to affect any pavement previously laid by order of the city council, until it is taken up and re-laid.

WATER

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

walls and slabs must be Class 52 cement-lined ductile iron pipe. Confirm particulars to meet this requirement with the mechanical designer.

7. Water services shall be either type K copper or SDR-9. 1. All non-metallic water lines (mains and services) shall be installed with a tracer wire and identification tape. The wire shall be a minimum of twelve (12) gauge blue-coated solid copper wire, wrapped around the pipe, and extending up into all valve and curb boxes. The identification tape shall be six inches (6") wide, laid one foot (1') above the pipe, with the following text: "Caution: Buried Water Line Below". 3M marker balls, model 1423-XR, or approved equal, shall be installed at every service line connection to the water main and all bends on the service line.
8. On October 24, 2022, the City of Dover Council approved the new Cross Connection Control Program. This program requires certain backflow prevention assemblies on water service connections to the city's distribution system. Please provide a specific description of the activities within this project.

WASTEWATER

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

GENERAL

1. All existing utilities shall be adjusted to final grade in accordance with current City of Dover requirements and practices. This must be included as a note on the plan.
2. No trees may be planted within ten feet (10') of utility infrastructure.
3. No structure may be installed within ten feet (10') of utility infrastructure, please depict all underground utilities and structures on the utility plan sheet to confirm compliance.
4. The final site plan must be submitted in the following compatible digital formats:
 - a. AutoCAD 2018 (.dwg format).
 - b. Adobe Reader (.pdf format).

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

SANITATION / STORMWATER / STREETS / WATER / WASTEWATER / GENERAL

1. None.

ADVISORY COMMENTS TO THE APPLICANT

WATER

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

WASTEWATER

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

GENERAL

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

SANITATION / STORMWATER / STREETS

1. None.

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

CITY OF DOVER ELECTRIC

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: NOV 26, 2025

APPLICATION: REVISED The Old Post at 55 Loockerman Plaza

FILE #: S-25-07

REVIEWING AGENCY: City of Dover Electric Department

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

CONTACT PHONE #: 302-674-7568

CONTACT EMAIL #: sburgett@dover.de.us

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

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

CITY AND STATE CODE REQUIREMENTS

ELECTRIC

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

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

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

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

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. Provide load sheets as soon as possible for proper sizing of transformers and creation of primary fee estimates. Current load sheets can be found at the following link: <https://www.cityofdover.com/media/Electric%20Department/COD%20Electric%20Load%20Sheet.pdf>.

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: November 26, 2025**APPLICATION:** Revised The Old Post at 55 Loockerman Plaza**FILE #:** S-25-07 **REVIEWING AGENCY:** City of Dover, Office of the Fire Marshal**CONTACT PERSON:** Jason Osika, Fire Marshal
josika@dover.de.us**PHONE #:** (302) 736-4457

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

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

CITY AND STATE CODE REQUIREMENTS:

- Proposed occupancy classification is mixed use (restaurant/assembly, mercantile, business, and residential).
- Building Access shall be no further than 50 feet from a primary entrance.

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

- Parking shall be prohibited in front of the primary entrance for a width of not less than 1.5 times the width of the door(s) or for 10 feet, whichever is greater.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.2)
- Perimeter access shall be 75% and clearly shown on the plans.

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

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

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

- Fire lanes shall cover 50% of the proposed building.
Fire lanes are required to be 24 feet wide and run along the front of the building as determined by the primary entrance(s). In cases where there is more than one primary entrance(s), each shall be served by a fire lane even if this exceeds the percentage as required.

The closest edge of fire lanes shall not be located closer than ten (10) feet to the exterior wall and the closest edge of fire lanes shall not be located further than 50 feet from the exterior wall if one or two stories in height; 40 feet if three or four stories in height, or 30 feet if over four stories in height.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5)

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

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

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

7. All Fire Lanes shall be marked as follows:

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

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

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

9. Fire lane signs shall be located as follows:

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

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

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

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

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

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

12. Emergency access to rear building areas compliant with City of Dover Code (Appendix B-Zoning, Article 5- Supplementary Regulations, Section 17);

all four stories and greater buildings require 24ft fire lane at the rear.

All two to three story apartment structures require an 18ft Secondary Fire Lane at the rear.

All townhouses (3-8 units with no fire protection) require a 16ft alley or 18ft secondary fire lane at the rear.

13. Any dead-end road more than 300 feet in length shall be provided with a turnaround or cul-de-sac as outlined in the 2021 Delaware State Fire Prevention Regulations 705, chapter 5, 2.3.

14. Speed Reduction Devices must be approved, please see City of Dover Ordinance Chapter 98-10 in reference to this process.

15. Gated Areas: Fire Department access shall be provided to the property through the use of a system or device approved by the Fire Marshal. The system or device required shall be located in an area accessible to the fire department and approved by the Fire Marshal. All gates shall be either automatic or manual.

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

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

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

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

16. Fire hydrants shall be installed per the requirements of City of Dover Public Utilities Water/Wastewater Handbook, NFPA requirements, and Delaware State Fire Prevention Regulations. City Ordinance Sec 46-9 (f).

5.1.1 Hydrant spacing as shown in the Fire Flow Tables shall be used as a general rule. Hydrants shall be located at the direction of the State Fire Marshal so as to minimize friction in fire hose. All hydrant spacing shall be located along available roads or at the direction of the State Fire Marshal. This measurement shall be calculated by way of accessible thoroughfare(s) from the building to be protected to the hydrant and may not necessarily be a radius. 5.1.3 Additional hydrants shall be provided when the State Fire Marshal deems it necessary based on the configuration of the site, building(s), exposures, construction, occupancy, and/or specific hazard(s).

Fire Flow table 2, hydrant spacing shall be 800 feet on center for one and two family detached dwellings, other residential, rowhouses and townhouses, assembly, health care, business, education, storage, industrial, mercantile, and mini storage. (702, Chapter 6)

NFPA 1

18.5.2 detached one- and two-family dwellings, fire hydrants shall be provided for detached one- and two-family dwellings in accordance with both of the following: 1. the maximum distance to a fire hydrant from the closest point on the building shall not exceed 600 feet 2. the maximum distance between fire hydrants shall not exceed 800 feet.

18.5.3 buildings other than detached one- and two-family dwellings, fire hydrants shall be provided for buildings other than detached one- and two-family dwellings in accordance with both of the following 1. The maximum distance to a fire hydrant from the closet point on the building shall not exceed 400 feet 2. The maximum distance between fire hydrants shall not exceed 500 feet

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

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

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

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 6, 2)

The owner is responsible if the hydrant is private.

18. Hydrant barrels shall be provided with reflective material, such as paint, durable for highway/roadway markings or a reflective tape of a minimum of 2" in width around the barrel under the top flange, hydrant bonnets shall be color coded based on the following criteria: class AA 1500 GPM - painted light blue, class A 1,000 GPM -1499 GPM - painted green, class B 500 - 999 GPM - painted orange, class C 250 - 499 GPM - painted red, class D under 250 GPM - painted black.

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

The owner is responsible if the hydrant is private.

19. Hydrants are to be Darling Co. B-62-B Breakaway <https://american-usa.com/products/valves-and-hydrants/fire-hydrants/5-1-4-american-darling-b-62-b-5>

20. NFPA 72 compliant Fire Alarm System required per occupancy code requirements.

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

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

Public mode audible requirements. To ensure that audible public mode signals are clearly heard by occupants of a structure, they shall have a sound level at least 15 decibels (dB) above the average ambient sound level or five decibels (dB) above the maximum sound level having a duration of at least 60 seconds, whichever is greater, measured five feet (1.5m) above the floor in the area required to be served by the system using the A-weighted scale dBA. In the event the stated requirement cannot be met a shunt trip relay/switches shall be the approved method of meeting the intent of this section of the Code.
(City Code of Ordinances 46-171)

21. Sprinkler system required. System is to be monitored by an approved Fire Alarm System.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(City of Dover Code of Ordinances 46-162)

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

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

Fire department connections. Unless otherwise approved by the fire marshal, fire department connections shall be on the street side of the building and shall be located and arranged so that hose lines can be readily and conveniently attached to without interference from any nearby obstructions as defined by the fire marshal's office. Fire department connections shall be a five-inch Storz. Fire department connections shall be within 300 feet of an approved City of Dover Fire Hydrant and within 50 feet of the main entrance of the structure it serves. All fire department connections shall be not less than three feet nor more than five feet in height above finished grade. The fire marshal shall have the authority to require more stringent requirements when deemed necessary. (City of Dover Code of Ordinances 46-162)

23. Parking and/or obstructions shall be prohibited in front of fire department connections for a distance measuring from the center line and extending four feet on both sides.

(2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.4)

24. Fire Department Connection to be located within 300 feet of fire hydrant, measured as hose would come off the fire equipment.

25. All standpipe and sprinkler connections shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation. All standpipe and sprinkler connections shall have minimum of four inch (4") solid yellow demarcation lines to define specific areas, Solid yellow demarcation lines shall be measured from the center line of the connection and extend for a distance of four feet (4') on both sides, and where parking is allow between the building and the street or

fire lane the solid yellow demarcation lines shall extend from the end of the sidewalk surface to the street or fire lane (Markings shall not be required on the sidewalk surface).

All fire department connections (standpipe and sprinkler) shall have a minimum 12" x 18" sign that reads FIRE DEPT. CONNECTION, sign lettering shall be a minimum of 3 inches (3") in height with red scotchlite letters on white scotchlite background. The sign shall be clearly visible from the fire lane or roadway, and signs using NFPA international symbols shall be an acceptable alternative. (2021 Delaware State Fire Prevention Regulations, 705, Chapter 6, 3)

26. Standpipes shall be provided in all areas and buildings as required in the codes and standards listed in Regulation 701 as well as the following areas or buildings:

In all Class A and Class B places of assembly and institutional occupancies two (2) stories or 25 feet in height or over,

In any building over three (3) stories, In any building over 35 feet in height,

In any building that has a floor above the first floor over 10,000 square feet gross floor area,

In all buildings where the 1st floor exceeds 60,000 gross square feet,

a Class I horizontal standpipe system installed in accordance with the applicable codes and standards listed in Regulation 701 of these Regulations shall be provided. All standpipe systems shall be installed in accordance with the applicable codes and standards listed in Regulation 701.

The standpipe system shall be carried up with each floor and shall be installed and ready for use as each floor progresses.

Standpipes shall not be more than one floor below the highest forms of staging,

The 2½-inch of hose connections on Class I systems shall be provided in the following locations, At the highest intermediate landing between floor levels in every required exit stairway,

Where intermediate landing is not provided, hose connections shall be permitted to be located at the main floor landings in exit stairways when approved by the authority having jurisdiction,

Where the local fire department has the capability of providing the required pressure, hydraulically designed standpipe systems in fully sprinklered, non-high-rise buildings shall be designed to provide the required waterflow rate.

A sign shall be provided at each landing, in all interior stairways, designating the floor level. (2021 Delaware State Fire Prevention Regulations 702, Chapter 4, 2)

27. The installation of natural gas and LP gas meters, regulators, valves, and LP gas bottles shall be protected from impact damage by impact protection. Natural gas and LP gas meters, regulators, and valves located inside structures shall have impact protection, except when located in separate protected utility rooms.

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

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

(City of Dover Code of Ordinances, 46-4)

28. Every house, building or structure used or intended for use as living quarters or as a place for conducting business, and having any wall facing or abutting any public or private street or alley, shall have displayed

on that wall, in legible, easily read characters which are of contrasting color to the background, the proper street number for such house, building, or structure in accordance with the following:

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

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

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

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

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

Arabic numerals, all numbers used shall be Arabic numerals,

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

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

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

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

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

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

Installation before testing. No acceptance test for sprinklers or fire alarms shall be conducted before the installation of a key box.

(City Code of Ordinances 46-127)

Knox Box to be mounted 6 feet above ground level

30. All required means of egress shall have an exit discharge consisting of a non-slip surface and leading to and terminating at a public way. NFPA 101
31. All new passenger elevators in a building shall be provided with a car sized to accommodate an ambulance cot 24 inches (609 mm) by 84 inches (2133 mm) in its horizontal open position. Where two or more new passenger elevators are located in a single hoist way and serve all or the same portion of the building, only one elevator car that provides a car sized to accommodate an ambulance cot 24 inches by 84 inches in its horizontal position for each hoist way shall be required. Elevator cars required to comply with 15.1 or 15.2 shall be identified by the international symbol for emergency medical services (star of life). The symbol shall be not less than 3 inches (76 mm) in height and shall be placed inside on both sides of the hoist way door frame. Firefighter recall keys shall be provided in a manner acceptable to the local fire department. (2021 Delaware State Fire Prevention Regulations 705, Chapter 1, 15)
32. Buildings over 25,000 Sq. Ft are to have radio performance testing done prior to Final CO. This must be scheduled in advance with an authorized vendor.
33. Project to be completed per approved Site Plan.
34. Full building and fire plan review is required.
35. Separate building permits/plans submission will be required for each building and/or tenant fit out. If the permit submission is for a "shell" a Certificate of Occupancy will not be issued. Separate plans and permits submissions will be required for each "tenant fit out" at which time a Certificate of Occupancy will be issued upon compliance/completion of each "tenant fit out".

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

Section 1. - Building permits.

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

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

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

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

1.3 No building permit shall be issued for a building to be used for any conditional use in any zone where such use is allowed only with approval of the planning commission, unless and until such approval has been duly granted by the said commission.
(Ord. of 7-12-1993, § 3)

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. Please confirm building is 45 feet (exceeding 50 feet would make it midrise with additional requirements)
2. Will the on-street parking on Loockerman St and Innovation Way still exist? (This is in reference to clear access to the entrances, item # 3 and item # 23 listed above)
3. Is the parking at least 15' from the building as outlined in item # 6 listed above?
4. Emergency rear access (item # 12 listed above) will be on the West side of the building.
5. We would like to add a fire hydrant at the Northwest corner of the building or on Innovation Way at the rear of the building
6. Please ensure the landscape plan does not interfere with perimeter access
7. Fenced/gated areas please see item# 15 listed above

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):

2021 NFPA 1 Fire Code (NFPA; National Fire Protection Association)

2021 NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)

2019 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)

2019 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)

2009 IBC (International Building Code)

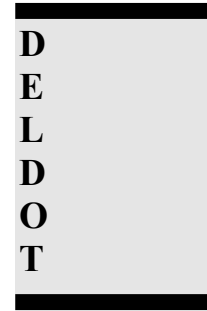
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations

2021 Delaware State Fire Prevention Regulations

City of Dover Code of Ordinances

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY



APPLICATION: The Old Post at 55 Loockerman Plaza

FILE#: S-25-07

REVIEWING AGENCY: DeIDOT

CONTACT PERSON: Brian Williams

PHONE#: 302-760-2141

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

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

CITY & STATE CODE REQUIREMENTS:

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

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

1. A pre-submittal meeting is required with DeIDOT.



KENT CONSERVATION DISTRICT

Item 3.

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

**CITY OF DOVER
ADMINISTRATIVE SITE PLAN REVIEW
DECEMBER 2025**

APPLICATION: Revised The Old Post at 55 Loockerman Plaza

FILE #: S-25-07

REVIEWING AGENCY: Kent Conservation District

CONTACT PERSON: Cullen Baker

PHONE: (302) 608 - 5370

EMAIL: stormwater@kentcd.org

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

Source: 2019 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

1. As the disturbance for this site will exceed 5,000 square feet, a sediment and stormwater management plan must be reviewed and approved by the District prior to any land disturbing activity (i.e. clearing, grubbing, filling, grading, etc.) taking place. The review fee and a completed application is due at the time of plan submittal to the District’s office.
2. The following notes must appear on the record plan:
 - a. The Kent Conservation District reserves the right to enter private property for purposes of periodic site inspection.
 - b. The Kent Conservation District reserves the right to add, modify, or delete any erosion or sediment control measure, as it deems necessary.
 - c. A clear statement of defined maintenance responsibility for stormwater management facilities must be provided on the Record Plan.

ADVISORY COMMENTS TO THE APPLICANT:

1. We will need to verify the limit of disturbance. If the limit of disturbance is over 1 acre, the plan will need to be submitted as a detailed plan and will require an NOI. We will also need to review which stormwater management methods that are being proposed to meet the DNREC requirements.
2. If the limit of disturbance is under 1 acre the plans can be submitted as a standard plan and will not require an NOI. We would also need to run a curve number check to verify whether the proposed construction will require stormwater management for the site.
3. Please note the Kent Conservation District will not review an application more than three times. If after the third review the plan is still not found to be approvable, the application will be denied, and a new application with review fees are to be re-submitted to continue a detailed plan review.
4. A letter of no objection to recordation will be provided upon approval of the Sediment and Stormwater Management Plan.

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
ADVISORY BRIEF
D.A.C. MEETING DATE: 12/2/2025



S-25-07 Revised The Old Post at 55 Lookerman Plaza

FILE # S-25-07 REVIEWING AGENCY: Dover/Kent County MPO

CONTACT PERSON: Malcolm Jacob PHONE #: (302) 387-6030

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

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

City of Dover Planning Commission
Site Development Plan Review

S-25-07 Revised The Old Post at 55 Lookerman Plaza

The site plan includes a parking strategy that proposes shared parking with the properties adjacent to the Old Post Office. This, if done properly, will help reduce the need for additional paved surfaces in Dover’s downtown, which should have a positive impact on the surrounding area. However, note that if residents of the apartments and patrons of the restaurant are walking between properties, crosswalks will be needed at each of the primary crossing locations, connecting to the Dover Public Library to the west and any other off-site parking areas.

In addition, in the original site plan, the design for the Innovation Way side of the property included complete sidewalks, a crosswalk running across the entrance to the parking area, and a landscape island that would serve as a refuge for pedestrians. The landscape island as depicted in the original plan would also help define the space given for vehicle movement. These features do not seem to be included in the revised site plan. As it currently appears, the wide driveway entrance that lacks crosswalks and landscape islands would be unsafe to pedestrians and would not support a walkable environment. Therefore, the plan should be adjusted so that it includes complete pedestrian amenities on Innovation Way.



Including these measures in the plan would be consistent with the goals laid out in *Capital City 2030: Transforming Downtown Dover*, the City’s downtown master plan. This plan encourages incorporating pedestrian improvements to all site development in Dover’s downtown. This will help the City work towards its goals of improving the pedestrian experience on Loockerman Street and Loockerman Plaza and creating safe corridors for walking and biking.¹ Note that each of the crosswalks should be accompanied by ADA ramps at each end.

The absence of pedestrian crossings is Dover Kent MPO’s most serious concern with the site plan. Sidewalks are already present along the property’s frontage of Loockerman Plaza. The *Downtown Dover Pathways Plan*, completed in 2024, proposes several pedestrian improvements to Loockerman Plaza, including the filling of sidewalk gaps and the addition of a midblock crossing.² Although the frontage of this property is not addressed in the study’s short-term recommendations, the applicant should ensure that any new development does not impede pedestrian safety and connectivity.

Accessible parking spaces are included in the plan, close to the main building. An ADA ramp is also depicted, serving as an access point for users of the accessible parking spaces. ADA ramps should be included at any additional pedestrian access points.

Finally, while bicycle storage will be available for residents inside the building, the applicant will still need to meet the City of Dover’s requirements for bicycle parking on the site. This would best be met by including bike racks near the front of the building for easy access by patrons. These spaces should be included at a rate of one (1) bicycle parking space for every twenty (20) vehicle parking spaces. (See Dover Code – Appendix B, Article 6, Section 3.10.)³ If more information on various types of bike racks is needed, please contact Dover Kent MPO.

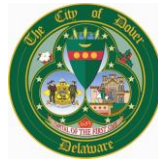
If you have any questions or need to discuss any of the above comments, please call the above contact person and the Planning Department as soon as possible.

¹ *Capital City 2030: Transforming Downtown Dover*. Downtown Dover Partnership (DDP) (2023). <https://www.downtowndoverpartnership.com/ddp/downtown-dover-strategic-master-plan/>.

² Downtown Dover Pathways Plan. Dover/Kent County MPO (2024). <https://doverkentmpo.delaware.gov/files/2024/08/Downtown-Dover-Pathways-Final-Report-2024-07-11.pdf#page=65>.

³ Dover Code: Appendix B, Article 6, Section 3.10. City of Dover. https://library.municode.com/de/dover/codes/code_of_ordinances?nodeId=PTIICOOR_APXBZO_ART6OREPAD_RLOFA_S3REOREPASP.





ARCHITECTURAL REVIEW REPORT for REVISED PLAN

Recommendation from the Dover Historic District Commission Meeting of November 20, 2025
And Staff Review Report

Previous Recommendation from the Dover Historic District Commission on February 20, 2025

- Application: The Old Post at 55 Lookerman Plaza, HI-25-01 REVISED
- Previous Owner: City of Dover
- Current Owner: Old Post, LLC
- Location: Northwest corner of Lookerman Plaza and Innovation Way in Dover, DE
- Addresses: 55 Lookerman Plaza
- Tax Parcels: ED-05-077.05-04-53.00-000
- Size: 1.267 acres +/-
- Present Uses: Vacant Building – Former Dover Post Office
- Proposed Use: Mixed-Use Commercial and Multi-family Housing (Apartments) and associated parking
- Present Zoning: C-2 (Central Commercial Zone)
H (Historic District Zone)
SWPOZ (Source Water Protection Overlay Zone) – portion of site
- For Consideration: Revised Architectural Review Certification

This Report for **Revised HI-25-01 The Old Post** was updated upon submission of a Revised Architectural package and Site Plan. The Planning Staff deemed the revision substantial enough to warrant the Application to go back through the formal Architectural Review Certification process with the Historic District Commission and Planning Commission. Application HI-25-01 was initially considered by the Historic District Commission on February 20, 2025, and then considered by the Planning Commission on March 17, 2025, as Site Plan S-25-07 The Old Post.

ACTION OF THE HISTORIC DISTRICT COMMISSION (on Revised Submission):

The application was considered at the November 20, 2025 Meeting of the Historic District Commission. The following members were present at the November Meeting: Chairman Eric Czerwinski, Vice-Chair Mrs. Ellen Richardson, Mrs. Ann Horsey, and Ms. Kathleen Baker. The application was represented by Sal Leone and Frank DiMondi for The Old Post LLC; Freddy Badda, Project Architect; and Chad Warren, Project Engineer from Davis, Bowen & Friedel.

Public testimony was received during the Public Hearing from Zach Prebula of the Kent Economic Partnership.

Action Taken by Historic District Commission:

The motion to recommend approval passed 4-0 of the members present for this application at the November 20, 2025 Meeting. **The Historic District Commission recommends approval of the Revised Architectural Review Certificate for Application HI-25-01 Revised The Old Post at 55 Loockerman Plaza based on the applicant’s presentation and plans with reference to the Staff notes and amendments (Staff Recommendation Report – Section VI) and with information from the applicant’s updates to the Building Elevations and Site Plan set received of 11/20/2025.**

During the Meeting, the Historic District Commission heard the applicants’ presentation on The Old Post Revised Project and including their response to the series of Staff Comments and Recommendations. They presented information on the Revisions for the development site and building; building architectural features and materials; the brick sample of Glen Gary (Rose Red Ranger); and other site items. Questions focused on the tree plantings and existing trees, building elevation detailing and materials, planned uses in the building and management thereof, parking space locations, and site features. *The Meeting Minutes of the Historic District Commission are still being prepared; the Meeting recording will be posted on the City’s website.*

Note: This Review Report was initially prepared by Staff of the Rossi Group (under a Planning Services contract with the City of Dover). The Report was completed with additional review and editing by the City’s Planning Office.

I. PROJECT DESCRIPTION:

The Historic District Commission will act to make a recommendation regarding an Architectural Review Certificate for a Revised Site Development Plan Application for the proposed building renovation and expansion for a mixed-use commercial and multi-family (apartment) development in Downtown Dover, to be located at 55 Loockerman Plaza, also known as The Old Post. The development proposal is for the 1.267-acre site. The project involves the demolition of the rear warehouse portion of the existing building and adaptive re-use of the front 4,560 SF portion (revised to 4,479 SF) of the building for commercial retail and business space. In this Revision, increases in apartment unit count from 36 to 42 units and architectural changes consisting of a second-floor addition to the front wings of the building and a four-story 43,092 SF building addition proposed for forty-two (42) residential apartment units and with parking and other site improvements.

The property is zoned C-2 (Central Commercial Zone) and is subject to H (Historic District Zone). The south portion of the site along the frontage of Loockerman Plaza is within the SWPOZ (Source Water Protection Overlay Zone) Tier 3 Excellent Recharge Area. Because the property is within the Downtown Redevelopment Target Area, it is exempt from the requirements of the SWPOZ.

The property is located on the north side of Loockerman Plaza and adjacent to Innovation Way. The owner of record is The Old Post, LLC. Property Address: 55 Loockerman Plaza. Tax Parcel: ED-05-077.05-04-53.00-000. Council District 4.

The design revisions for The Old Post are presented and focus changes to the building height and scale; adding an additional story on the front wings; adding an additional story, from three stories to four stories on the rear addition; and increasing the number of apartment units from 36 to 42, as well as refinements to the architectural character and material utilization. These are more fully described in the Applicant’s Revised submission.

Surrounding Land Uses

The location of the subject property at the corner of Loockerman Plaza and Innovation Way is within the Downtown Development District (and Downtown Redevelopment Target Area). As previously noted, the parcel is zoned C-2 (Central Commercial Zone) and within the Historic District. Properties immediately adjacent to the subject project location are zoned IO (Institutional and Office Zone). The Dover Public Library is adjacent to the site to the west. Properties owned and occupied by the State of Delaware are adjacent to the north (Department of Natural Resources and Environmental Control - DNREC) and across Loockerman Plaza to the south. The property across Innovation Way to the east is Treadway Towers, which includes offices and a restaurant. The surrounding properties are also within the H (Historic Zone) and the SWPOZ (Source Water Protection Overlay Zone) Tier 3 Excellent Recharge Area.

Previous Applications

The existing structure was constructed in the 1960s and was in service as the Dover Post Office until the new post office location opened on Bank Lane in 2021. The previous owner of the property was the City of Dover. After the Post Office closed, the City initiated an RFP process to solicit proposals for redevelopment of the site. The current owner, Old Post, LLC was selected through this process. Application Z-24-01, approved by City Council on February 12, 2024, rezoned the property from IO (Institutional and Office Zone) to C-2 (Central Commercial Zone) with it remaining in the H (Historic District Zone) and SWPOZ (Source Water Protection Overlay Zone).

Application HI-25-01 was initially considered by the Historic District Commission on February 20, 2025, and then considered by the Planning Commission on March 17, 2025, as Site Plan S-25-07 The Old Post. A separate copy of the Historic District Commission’s Recommendation Report and the original presentation submission documents is also being provided for reference.

II. HISTORIC PROPERTY INFORMATION

Review of Historic Maps

Prior to 1926, Loockerman Plaza did not extend beyond South State Street. Loockerman Plaza was extended between 1926 and 1936. The building was constructed in the 1960’s.

Property Information

The subject property is located within H (Historic District Zone) as established by the City of Dover. There are four contexts that contribute to the historic character of Dover, including the Green Historic Context; the Victorian Historic Context; the Loockerman Historic Context; and the Capitol Square Historic Context. This property is located within the Capitol Square Historic Context. The first buildings in the Capitol Square Context were built in the 1930’s and 1940’s as part of the Federal Works Project Administration. The *Design Standards and Guidelines for the*

City of Dover Historic District Zone describe this context as “neo-Georgian featuring two-story brick facades with a water table, marble surround at the entrance, keystones over the window heads, dentilled cornices and hip roofs... greater latitude is recommended in determining what is appropriate for new construction and additions within this context... a compatible contemporary building is preferable to a falsely historical one.”

The building located at 55 Loockerman Plaza was constructed in the 1960s. The most prominent features are the 5-bay Classical pediment with its turned gable, tympanum, and large columns. Under this projection, the front elevation wall is setback and includes the door entry with pedimented surround. The building has a gable roof with the rear being a flat roof system. It features a brick exterior, columns, dentil cornices, and shuttered windows. The building currently includes second floor offices (approximately 2,160 SF), a basement (approximately 5,865 SF), and the first floor of approximately 21,151 SF. There is an existing on-site parking lot (unmarked) and loading dock. The interior has been completely gutted as a result of recent asbestos abatement.

The structure is not listed on the National Register of Historic Places, and this portion of the Historic District is not part of an Historic District listed on the National Register of Historic Places.

III. PROJECT PROPOSAL

PROJECT PROPOSAL as Revised (Architectural Graphics Package and Site Plan dated October 2025)

The application proposes the demolition of the rear portion of the existing structure and replacement of that structure with a new addition, while maintaining and rehabilitating the front of the present structure (4,560 SF, revised 4,497 SF) including adding a second story to the front wings of the building. *Capital City 2030: Transforming Downtown Dover Master Plan* identified the Old Dover Post Office as a Project Site. The Master Plan proposes that a new commercial building could reactivate the site. This project is also identified as a Key Project within the City’s Downtown Development District (Renewal) application of 2024.

The proposed development will repurpose two 2,500-SF retail units and one 2,000-SF unit for a business (office) space in the former Post Office front area. The front wings of the building will be expanded with the addition of second floor space. The rear warehouse portion of the building will be demolished and replaced with a new four-story structure comprised of 42 apartment (multi-family) units.

The Applicant’s original submission included a Narrative Letter, a Site Plan set, and Architectural Graphics set with building elevations and 3-D views.

The Applicant’s Revised submission of October 17, 2025 includes a Revised Architectural Graphics Package and Site Plan Sheet.

The elements of the project are as follows with notations on the Revisions:

1. Partial Demolition: The rear flat-roofed warehouse portion of the building is to be demolished as this is where the four-story building addition is proposed. The front gable roofed portion of the existing building is to remain in its same footprint.
2. Existing Building Renovations: New Azek trimwork is proposed to match the existing. It is unclear from the submission if the design includes dentil cornices. New replacement shutters, windows, and front door are noted to match the existing. The Revised Plan involves the demolition of the roof areas and paired chimneys of the one-story wings to add an additional floor to make them two story. The Revised Plan shows a new gable roof in asphalt shingles will be constructed over the original building front wings with two dormers added over each wing. The Revised Plan shows that each wing of the front portion of the building will include paired sets of glass doors with Azek Trim.
3. Building Addition: The Revised proposed four-story addition will be located directly behind the front massing portion of building (main block). The proposed addition will be 43 feet 6 inches tall. The existing building is 33 feet 2 inches tall at the peak of its roof. The addition will feature a brick veneer and brick engaged pilasters with horizontal banding in brick detailing along all sides on floors two, three, and four, and floor one using EFIS in a white brick finish. The Revised roof features a wide cornice at the roofline. The east and west elevations include large glass windows (with door) for the apartments. Glass and black aluminum railings (black steel cable railing) will be used to enclose balconies. The Revised addition eliminates some exterior balconies and adds architectural relief by recessing balconies partially into the building.
4. Parking Lot: A parking lot will be developed along the west side and north side of the building with access from Innovation Way. This new parking lot will not have vehicular access from the large municipal parking lot at the Dover Public Library. The applicant is also working with the City in regards to the adjacent row of parking east of the Library. The parking lot is fenced with a black aluminum fence and appears to have narrow bands of grass at the perimeter on the west and north.
5. Sidewalks and Site Amenities: The proposal maintains connected sidewalks along Innovation Way and Loockerman Plaza. There are also sidewalks adjacent to the parking lot leading to the building and from the street frontage sidewalks. At some points, steps are necessary to ascend up to the building. A ramp system is noted on the Site Plan for the north building elevation but not depicted in the renderings. A fenced Zen garden is proposed to abut the building addition along Innovation Way, but its details are unclear for this slightly sloped area.
6. Tree Planting and Landscaping: The February 2025 submitted project plan identified five existing trees on the current site; it is not clear whether they will be removed to create space for new concrete patio areas or be kept. The October 2025 renderings appear to include tree plantings and other areas of landscaping. Please identify on the site plan whether the trees will stay or where five replacement trees will be located.

See the attached Plan submission and associated graphics and drawings for detailed information on building dimensions, locations, and material choices.

IV. ZONING REVIEW

The entire project site is located in the H (Historic District Zone) and subject to the provisions of the *Zoning Ordinance*, Article 3 §21 and referenced sections. *Zoning Ordinance*, Article 10 §3.2 outlines the review process for Architectural Review Certification and related building height, bulk, and setback standards.

The property is partially within the SWPOZ (Source Water Protection Overlay Zone) Tier 3 Excellent Recharge Area, but it is exempt from the requirements of this zone due to its location within the Downtown Redevelopment Target Area.

The subject project area is zoned C-2 (Central Commercial Zone). The C-2 zone allows for “retail stores, apartments and multi-family dwellings provided that now dwelling units shall be permitted on the first floor on the street frontage of Loockerman Street; uses accessory to the residential units such as lobby and amenity spaces are permitted on the first floor; live-work units; parking lots and parking structures” as principal uses. The subject property has frontage on two streets, Loockerman Plaza and Innovation Way. The C-2 zone requires a zero minimum front yard. No side yard is required; however, if one is provided then it shall be a 5-foot side yard minimum. A 20-foot rear yard setback is required above ground floor and 5-foot is required at ground floor. The maximum building height for this district is 10 stories or 125 feet.

<u>Code Compliance for C-2</u>	<u>Required</u>	<u>Provided</u>
Front Setback	0 feet	> 35 feet
Rear Setback	20 feet above ground floor. At ground floor, 5' required	> 100 feet
Side Setback	None required, but 5-foot min. if provided	Approx. 15 feet
Building Height	10 stories (125 feet)	4 stories (43 feet 6 inches)

The C-2 zoning district also includes design standards provisions. See the code excerpt below:

Article 3 Section 13

13.5 *Design standards*. The following standards shall apply to the site and building development in the central commercial zone (C-2):

13.51 *Façade articulation*. Building facades should incorporate design elements to provide a base, middle, and top of the building to reinforce the pedestrian scale at the street level.

13.52 *Height*. For buildings greater than four stories in height, then the upper floors above the fourth story shall step back six feet for fifty percent of the width of the primary facade. For buildings greater than six stories, then the upper floors above the sixth floor shall step back an additional six feet on the primary façade. These step back areas may begin at a lower height than these minimums as part of the building design in order to be compatible with the character of the area.

13.53 *Step back areas.* The step back areas should be open to the sky and can be open air balcony spaces or other design architectural features that are not enclosed spaces.

13.54 *Off-street parking.* Off-street parking lots shall not be permitted to be situated between the street line and the primary facade of the principal building. Consideration should be given to locating parking to the side or rear of the building.

13.55 *Screening.* Any off-street parking lots provided shall be screened from the street line by buildings, landscaping, or other means. Off-street parking lots shall be screened from adjacent residential zones and residential uses. This screening provision does not apply to adjacent alleys.

V. Review of DESIGN STANDARDS AND GUIDELINES

The subject property is located in the H (Historic District Zone) within the Capitol Square Context. The Capitol Square Context is described on pages 2-8 and 2-9 of the *Design Standards and Guidelines for the City of Dover Historic District Zone*. This *Design Standards and Guidelines* describe this context as “neo-Georgian featuring two-story brick facades with a water table, marble surround at the entrance, keystones over the window heads, dentilled cornices and hip roofs... greater latitude is recommended in determining what is appropriate for new construction and additions within this context... a compatible contemporary building is preferable to a falsely historical one.” Location within the Dover Historic District Zone requires proposals for demolition, new construction, building additions, and certain renovation or rehabilitation activities to existing buildings to receive an Architectural Review Certificate.

As stated in the *Design Standards and Guidelines for the City of Dover Historic District Zone*, an Architectural Review Certificate will be granted “if it is found that the architectural style, general design, height, bulk and setbacks, arrangement location and materials affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district.” In accordance with Article 10 §3.2, the Historic District Commission will provide a recommendation to the Planning Commission regarding the Revised project’s compliance with the architectural review standards.

This Revised proposal must be reviewed for conformity with the design criteria guidelines found in Chapter 3: Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings and Chapter 4: New Construction, Additions, Demolition and Relocation. Information on the review considerations is given below.

Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings

The *Design Standards and Guidelines* for Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings (Chapter 3: pages 3-1 through 3-27) provide the design criteria and development guidelines. The preservation of the historic character of the District is largely a function of the preservation of the existing historic building fabric. This Chapter discusses the various building elements and should also be referenced with new construction.

Any off-street parking lots provided shall be screened from the street line by buildings, landscaping, or other means. The guidelines specify that “parking lots should be screened from the street, their layout should include borders and islands planted with trees and shrubs to break-up

expanses of paved areas. Given a parking lot within the Dover Historic District zone, at least 20% of the area within it should be unpaved and planted.”

Demolition

The proposal for demolition of a portion of the building must be reviewed for conformity with the design criteria guidelines found in Chapter 4: New Construction, Additions, Demolition and Relocation. The *Design Standards and Guidelines* gives guidance to the Historic District Commission by listing specific criteria to be evaluated when considering applications for the demolition of buildings (or portions of buildings) in the historic district (Chapter 4: pages 4-10 to 4-12). These guidelines are summarized below (see *Design Standards and Guidelines* for the complete text).

1. Determine the financial implications of maintaining a property versus demolition.
2. Regardless of economic issues the relative significance of the individual buildings slated for demolition should be evaluated.
3. In development related applications the City should review the schematic plans for the new structures to weigh the virtues of the new structure versus what exists.
4. Determine the extent of adequate recordation of a property the applicant would be required to complete if demolition were approved.
5. Lots left vacant by demolition should be treated in a manner that is sympathetic to the historic context.

New Construction

The *Design Standards and Guidelines* for New Construction (Chapter 4: pages 4-1 through 4-8) provide the design criteria and development guidelines. The guidelines specify the following individual considerations for new construction to be considered in the review by the Historic District Commission (and Planning Commission) of the project for Architectural Review Certification:

- Style
- Scale (*building to reflect dominant cornice and roof height of adjacent buildings*)
- Elevation of the First Floor
- Floor-to-Floor heights
- Bays, windows, and doors (*size, relationship, spacing of*)
- Absolute Size (*compare overall size of new building*)
- Massing (*relationship of solid-to-void*)
- Orientation (*location of primary façade*)
- Proportions (*comparison of height to width of building and elements*)
- Materials
- Forms (*shape of building and roof to be complementary*)
- Siting (*location of building on lot and in relation to street*)
- High density/ large-scale construction

The proposed project must also be reviewed for compliance with the standards established by the *Zoning Ordinance*. The standards include items such as setbacks from property lines, lot coverage, height, etc. This Revised Proposal for the Old Post appears to conform to most of the bulk requirements of the C-2 Zoning District; however, should be verified via Site Plan review. The *City of Dover Zoning Ordinance* authorizes the Historic District Commission to waive certain bulk standards when issuing its recommendation to the Planning Commission for an Architectural Review Certificate if necessary. It is noted that the *Zoning Ordinance* also includes other site development requirements such as dumpsters, lighting, tree planting, bicycle parking, rear emergency access, spacing requirements, etc.

ACTION on ARCHITECTURAL REVIEW CERTIFICATION (for HI-25-01 with February 2025 Review by Historic District Commission and March 17, 2025 Review by Planning Commission):

Application HI-25-01 was considered at the February 20, 2025 Meeting of the Historic District Commission. The following members were present at the February Meeting: Chairman Eric Czerwinski, Vice-Chair Mrs. Ellen Richardson, Mrs. Ann Horsey, and Ms. Mary Mason. The application was represented by Mike Glick of Lighthouse Construction along with Lauren Townsend. Public testimony was received during the Public Hearing from Todd Stonesifer as Board President of the Downtown Dover Partnership.

During the Meeting, the Historic District Commission heard the applicants' presentation on The Old Post Project and including their response to the series of Staff Comments and Recommendations. They presented information on the site's history; the development site and building placement; building architectural features and materials; and other site items. Questions focused on the building elevation detailing, planned uses in the building, and building height.

Action on Architectural Review Certification Recommendation by Historic District Commission:

The motion to recommend approval passed 4-0 of the members present for this application at the February 20, 2025 Meeting. The Historic District Commission recommended approval of the Architectural Review Certificate for Application HI-25-01 The Old Post at 55 Loockerman Plaza based on the applicant's presentation and plans with reference to the Staff notes and amendments (Staff Recommendation Report – Section VI) and with information from the applicant's Response Letter.

Action on Architecture Review Certification and Site Plan by the Planning Commission:

On March 17, 2025, the Planning Commission voted 9-0 to approve the Site Plan, including the Architectural Review Certification. The motion is as follows:

Mr. Lewis moved to approve S-25-07 The Old Post at 55 Loockerman Plaza and the associated Architectural Review Certification for the redevelopment of the old Post Office property including the Parking Strategy Statement and the Active Recreation Area Plan, seconded by Mr. Baldwin and the motion was carried 9-0 by roll call vote. Mr. Lewis voting yes; he thinks it is much needed in the area and it's an exciting plan. He is looking forward to seeing it come to fruition. Mr. Roach voting yes; for reasons previously stated. Mrs.

Denney voting yes; but she really does object to the parking. She sees problems but otherwise she thinks it is well done. Mrs. Maucher voting yes; for reasons stated. Mr. Baldwin voting yes; he thinks it is a great use of the building. Dr. Jones voting yes; for reasons previously stated. Mr. Reaves voting yes; for reasons previously stated. Mrs. Welsh voting yes; she thinks it is a professionally well done package and she thinks it's in keeping with what we are trying to accomplish in Downtown Dover. Mr. Witham voting yes; he thinks this is an excellent use of this property given the limited use of this space that the property has. He thinks that the parking arrangement is probably the best that they could come up with given the environment that they are faced with. It is a well-designed building and the only drawback that he see is that it does not have a flagpole indicated. He votes yes for the reasons stated in the record by fellow Commissioners as well as the DAC comments and the Planning Commission's statements.

VI. STAFF COMMENTS AND RECOMMENDATIONS

The Staff Comments and Recommendations for this application regarding the Architectural Review Certification were originally provided in the Architectural Review Staff Report Issued for the February 20, 2025 Historic District Commission Meeting. The comments and recommendations were updated for this Report following Staff's review of the Revised Submission dated October 17, 2025.

The following are Staff comments and recommendations for this application regarding project activities and Architectural Review Certification. *Notes are added in italics on the additional information provided in the updated Revisions shown in the Elevation Drawings and Site Plan Set provided for the November 20, 2025 at the Historic District Commission Meeting.*

- 1) Staff again recommends conditional approval of the Architectural Review Certificate for The Old Post project, finding that the building to be of a compatible design with the nearby buildings and with the intent of the *Design Standards and Guidelines for the City of Dover Historic District Zone*. This includes the demolition of the rear portion of the building, the renovation of the front section with the addition of a second floor to the front building wings, and the new building addition at the rear (north). The proposed multi-use site enhances the pedestrian scale of the downtown area. The preservation of the general building massing portion (and footprint) fronting Loockerman Plaza maintains the historic context of the area. The brick exterior finishes on the second-floor addition and on the upper three stories and EFIS in a white brick appearance (to resemble bricks) along the first story on the new addition take cues from the architectural styles seen in the Loockerman Street corridor and Capitol Square context.
- 2) The following conditions are recommended by Staff to improve the project's compliance with the recommended guidelines of the *Design Standards and Guidelines*. The following are recommended conditions:
 - a. The selected brick choices should be compatible with the brick on the existing structure. The brick material color, size, and format should be identified. *A brick sample of a Glen Gary brick was shown.*

- b. At the transition point from the existing first floor to the new second floor in the front building wings should be clarified some type of brick detail would blend the brick transition/break in old brick and new brick. *The Revised Elevations show a row lock brick pattern at this transition.*
- c. Clarify the pattern treatment of the EIFS finishes on the first floor of the rear addition. The rendering as brick with a dark grout line is a very busy pattern. This should be simplified to a flat finish with scored lines to add details of horizontal and vertical bands as it appears on the linework drawings. *The Revised Elevations show this updated EIFS pattern.*
- d. Clarify the wall section at the cornice to clarify if the cornice protects in a different plane than the general wall surface. Cornicework is a very significant feature of the buildings in the area. It is unclear if the proposed building would include dentil cornices. Dentil cornices are recommended, particularly on the south-facing side of the building.
- e. A paneled door should be used on the exterior doors unless it is a glass door opening. Modern flush doors are not appropriate.
- f. Repairing windows with in-kind materials is preferable to replacing windows. When irreparable, replacement windows should replicate the historic windows as closely as possible in light pattern, opening size, and function. The main block of the building appears to originally have 12 over 12 light windows. *Windows were revised to 12 over 12 light windows.*
- g. While shutters are encouraged, vinyl and aluminum shutters are inappropriate. The material for the replacement shutters was not identified. *Noted the use of wood shutters.*
- h. It is inappropriate to remove historic decorative elements. The round six-part window with trimwork in the tympanum should be retained and the building name can be placed under it still in the pediment. *The six-part window is retained.*
- i. Consideration of wall or free-standing signage may require additional review.
- j. Clarify the roof to wall connection from the front building to the rear addition. It appears that some areas may result in valleys trapping water and debris. *A roof cricket to be designed to make the transition.*
- k. Identify any roof drainage systems i.e. gutters and downspouts and the proposed materials. *The use of bronze-colored gutters and drains to match existing.*
- l. Clarify if brick will be used as the exterior cladding materials for the dormer. Typically, masonry is not used in these features and a siding material and trimwork is more often used. *The dormer cladding revised to be Hardie (composite) siding.*
- m. Identify the main entrance door(s) to the apartment building area; is it on Innovation Way or from the parking lot sides?
- n. Identify the railing materials along the steps in the sidewalk system and for the accessible ramp on the north end of the building. Ensure there is adequate space to fit the ramp and sidewalk.
- o. Any light fixtures utilized on the property should be consistent with the style of the lighting used in the nearby areas of the Capitol Square Context of the Historic District.

- p. Any revisions or changes in the identified materials may be subject to further review by the Historic District Commission.
- 3) Some of the site improvements/amenities were not specifically described or had limited information within the application information. Please provide information for consideration and discussion. *This information is in the updated Site Plan set.*
 - a. Provide information on the dumpster enclosure construction and screening.
 - b. Identify format of black aluminum fencing.
 - c. Provide information on the tree planting plan, other landscaping, and the format of the Zen garden area.
 - d. Identify location of bicycle parking (exterior rack).
- 4) Clarify whether existing trees on the site will be preserved. If they are proposed to be removed, replacement of removed trees will be required. The development area (the property) is also subject to tree planting requirements of the *Zoning Ordinance*.
- 5) Staff recommends the following pertaining to the site design elements of the project:
 - a. The C-2 zoning district requires that parking lots be screened from the street. This Revised Plan appears to have deleted to the parking lot improvements from Innovation Way that added curbing and grass areas. These should be reimplemented. *The Site Plan was revised to include the central island with plantings.*
 - b. Evaluate the parking lot space locations as some spaces are not full sized or would be impacted by the Dumpster Enclosure gates. Also, the northern drive aisle does not meet the width requirement for two-way travel. Remove unnecessary paving to create green islands. Add parking bumpers to ensure vehicles do not impact fence.
 - c. The sidewalk system on the street frontage should continue and include barrier free access, crosswalk striping, etc. at the points of intersection with the entrance and exit drive aisles.
 - d. Any proposed landscaping or tree planting locations, and lighting fixture locations should be depicted on the plan and be consistent with the character of these elements as they exist within the Capitol Square Context area.
- 6) The existing building has a cornerstone/date stone that should be retained. There may also be an opportunity to add a plaque or other method outlining the history of the building (time of service as the Dover Post Office).
- 7) For building construction, the requirements of the building code or fire code must be complied with. Consult with the Building Inspection Staff and Fire Marshal regarding these requirements. The resolution of these items can impact the site design in some cases.
- 8) In the event that major changes and revisions to the design, materials, or site layout occur in the finalization of the plan and/or construction drawings contact the Department of Planning and Inspections. These changes may require resubmittal for review by the Historic District Commission.

- 9) This site development plan for this Revised project is also subject to the application and review process for Site Development Plan (Article 10 §2 of the *Zoning Ordinance*) before the Planning Commission. Note: Additional technical items for compliance with the *Zoning Ordinance* and other regulations may be identified during the Site Plan Process. Review comments pertaining specifically to the Site Plan set will be issued at that time.
- 10) The applicant shall be aware that Building Permits are required to proceed with any construction activities on the project site. The permit applications must comply with the approvals and conditions granted through the Architectural Review Certification and Site Plan Review process.
- 11) The applicant should be aware that a Sign Permit is required to proceed with the placement of signage on the property.

VII. Historic District Commission Action on Revised Submission

The Historic District Commission considered the Revised proposal at their Meeting of November 20, 2025 and have provided a recommendation in regard to the Revised Architectural Review Certification for The Old Post and associated Site Improvements. The recommendation reflects consideration of the *Design Standards and Guidelines for the City of Dover Historic District Zone*. The specific conditions of the Recommendation are noted in this Report under the heading of “Action of the Historic District Commission (on Revised Submission).”

Documents Considered by the Historic District Commission on November 20, 2025:

- Revised Project Architecture Graphic Preservation Set of architectural renderings of building floor plan and elevation drawings of Building
- Site Plan Sheet
- Updated Revised Building Architecture Elevations (two pages) of 11/20/2025
- Updated Site Plan Set of 11/20/2025



DATA SHEET FOR RECREATION PLAN REVIEW
Review of Revised Active Recreation Area Plan

PARKS, RECREATION AND COMMUNITY ENHANCEMENT COMMITTEE
MEETING OF December 9, 2025
Planning Commission Meeting of December 15, 2025

Plan Title: The Old Post at 55 Lookerman Plaza (S-25-07 Revised)

Plan Type: REVISED Site Development Plan: Revised Active Recreation Area Plan

Location: Northwest corner of Lookerman Plaza and Innovation Way in Dover, DE

Tax Parcel: ED-05-077.05-04-53.00-000

Previous Owner: City of Dover
Current Owner: Old Post, LLC

Property Area: 1.267 Acres +/-

Proposed Use: Mixed-Use Commercial and Multi-family Housing (Apartments – 42 dwelling units) and associated parking

Zoning: C-2 (Central Commercial Zone)
H (Historic District Zone)
SWPOZ (Source Water Protection Overlay Zone): Tier 3- Excellent Recharge Area – portion of site

I. Project Summary

The Revised Old Post project will be reviewed as a Site Development Plan and for Architectural Review Certification by the Planning Commission. The Plan proposes redevelopment of the 1.267-acre site formerly occupied by the Dover Post Office. The project involves the demolition of the rear warehouse portion of the existing building, reconstruction of the rear portion of the building into four-story apartment structure (building addition of 43,092 SF), and adaptive reuse of part of the front 4,560 SF portion of the building for restaurant, commercial retail or business space. The Revision includes proposed increases in apartment unit count from 36 to 42 units and architectural changes consisting of a second-floor addition to the front wings.

II. Active Recreation Area Plan Summary:

As part of the Plan review process for this project, the applicant is required to provide open space and Active Recreation Area in accordance with the *Zoning Ordinance*, Article 5, Section 10.

Dover Code of Ordinances, Appendix B – Zoning, Article 5 – Supplementary Regulations, Section 10 – Open Space, Recreation and Other Public Facilities (select excerpts).

Article 5 Section 10

Section 10. - Open space, recreation, and other public facilities.

The City of Dover shall require the reservation of open space, recreation, and other public facilities in accordance with the provisions of this section as a condition of approval for all one-family dwelling, two-family dwelling and multiple-family dwelling residential developments requiring conditional use approval, site development plan approval, or land subdivision approval by the City of Dover Planning Commission.

10.1 Recreation areas.

10.11 Purpose. The purpose of this section is to ensure that active recreation areas are provided as an integral design element within residential developments and that such facilities are of an adequate scale in relation to the size of the residential development and which provide residents with a variety of active recreational pursuits.

10.12 Dedication required. The commission shall require the dedication or reservation of recreation areas, and the subsequent construction of recreation facilities of a character, extent and location suitable to the needs created by a development for recreation facilities as defined and in accordance with the design guidelines set forth.

10.13 Definition. The following are illustrative of the types of recreation areas and subsequent facilities that shall be deemed to serve active recreational needs and therefore to count toward satisfaction of the recreation area requirements of this section: tennis courts, handball courts, racquetball courts, swimming pools, saunas and exercise rooms, meeting or activity rooms within clubhouses, baseball and soccer fields, basketball courts, volleyball courts, swings, slides and play apparatus, and developed walking, jogging or biking trails.

Because the project is located within the Downtown Redevelopment Target Area, it qualifies for an exemption under Article 5, §10.515 *Residential developments located within the Downtown Redevelopment Target Area as defined in Appendix C*. Under this provision, the applicant must provide 75 square feet of active recreation per dwelling unit with a minimum of 2,500 square feet provided on site. See code excerpt:

Article 5 §10.5 *Exemption to recreation area and open space dedication.*

10.51 *Exemptions for small developments.*

10.515 *Residential developments located within the Downtown Redevelopment Target Area as defined in Appendix C.* These developments shall be exempt from the area requirements set forth in section 10.16, but shall be required to provide 75 square feet of active recreation area per dwelling unit with a minimum of 2,500 square feet provided on site. If the commission determines that the construction of the entirety of the required active recreation area is not practical or desirable, the commission shall require a cash in lieu donation for the active recreation area determined as not practical or desirable. Cash in lieu shall be calculated in accordance with subsection 10.173 of this article.

The Site Plan set includes information on the proposed Active Recreation amenities along with a Narrative Letter. A separate Active Recreation Plan sheet was not provided for the project. The Site Plan sheet and Landscape Plan sheets identify a proposed East Zen Garden area between the building addition and Innovation Way with a fenced area of 2,424 SF including benches and a yoga area; and a West Zen Garden with an area of 1,646 SF between the building and the parking area including benches. The building plans provided show a gym on the second floor of 506 SF. As currently shown on the floor plan, this area of the building is not accessible to persons with disabilities due to a series of steps to move from the rear addition into the front portion of the existing building. However, the Narrative Letter indicates that the steps will be replaced with a ramp system for access.

This Revised Active Recreation component must be reviewed by the Parks, Recreation, and Community Enhancement Committee for a recommendation prior to consideration of the Site Plan by Planning Commission. Previously, the initial version of the Old Post project was presented to the Parks, Recreation and Community Enhancement Committee on March 11, 2025 for recommendations. The Site Plan S-25-07 The Old Post was then granted conditional approval by the Planning Commission on March 17, 2025. This Application Revised S-25-07 will be subject to the same process with a public hearing before the Planning Commission.

The following table provides information from the submitted Revised Plans and drawings for The Old Post project showing the Active Recreation Area plan. This focuses on the amenities specifically being developed with this project:

	Required	Provided on Plan
Active Recreation Area (Article 5 §10.515)	75 SF per dwelling unit or 2,500 SF, greater thereof 42 DU = 3,150 SF Requires 3,150 SF	2,424 SF East Zen Garden with Yoga Area, Walking Path, and benches 1,646 SF West Zen Garden with benches 506 SF Gym Total: 4,576 SF
Active Recreation Amenities (Article 5 §10.15)	Accessible	The Zen Gardens do not identify the walking path surface. The benches are placed near sidewalks or paths. The gym on the second floor will be accessible if the ramp system is implemented in place of steps.
Active Recreation Amenities (Article 5 §10.15)	Age Oriented to development	Amenities can be used by a variety of age groups.
	Parking	The entire site has 65 parking spaces on site to serve the residents with other parking nearby. Bicycle rack at southwest corner of building and indoor bike storage area also.
	Setbacks: 30 feet from residential lots and 25 feet from right-of-way for street	Amenities do not include game courts that are subject to this requirement.
	Landscaping	The Landscape Plan shows trees and shrubs in both East and West Zen Garden areas.

III. STAFF RECOMMENDATIONS:

The following are comments and recommendations from Staff of the Department of Planning & Inspections and the Parks & Recreation Department following review of the Active Recreation Area proposed for The Old Post project as Revised.

1. The Revised project plan is required to provide 3,150 SF of Active Recreation Area. The Plan shows a 2,424 SF East Zen Garden, a 1,646 SF West Zen Garden, and a second-floor gym that measures approximately 506 SF. The Plan meets the area requirements.
2. With the updated details provided about the Active Recreation amenities for the site, staff recommends approval of the Active Recreation Plan subject to the following clarifications or conditions for the details of the recreational amenities:
 - a. Identify surface of Yoga Area and ensure connection to accessible pathway.
 - b. Identify surface materials of the Walking Pathway and its width.
 - c. Ensure placement of the benches are accessible from the walking pathway and allow for someone to move off the pathway to rest.
 - d. Ensure the placement of light posts does not impede any sidewalk. Check light post positions along the parking area.
 - e. Ensure that the gym space is accessible from the rear addition and through any doors. Due to the difference in floor-to-floor heights a ramp system or other format will be necessary rather than just steps. This will need to comply with applicable Building Codes and Fire Codes.
3. Staff recommends a greater mix of tree plantings as currently as all tree plantings in the Zen Garden areas are proposed as Columnar Oak trees (QR). If disease or pests impact this tree type there is the potential to lose all trees since they are of the same variety.
4. The applicant should submit an Active Recreation Plan sheet or augment the current plan set to clearly provide the Active Recreation area calculations and details on the proposed Zen Garden areas and gym and indoor bicycle storage area.
5. Staff notes that this location in the Downtown is in a walkable area where the sidewalk system leads to open space areas like Mirror Lake Park, Silver Lake Park, the Legislative Mall area, and The Green and to the Capital City/St. Jones Greenway trail system.
6. The applicant is reminded of the requirements for construction phasing of the recreation area associated with the development of the residential units. With all residential units in one building, the recreation amenities will have to be completed in conjunction with the building's construction and prior to issuance of a Final Certificate of Occupancy.

Article 5 §10.6 Construction Phasing. The recreation and open space areas shall be completed in a proportion equal to or greater than the proportion of residential dwelling units completed, except that one hundred (100) percent of the recreation and open space areas shall be completed prior to issuing building permits for the final twenty (20) percent of the dwelling units proposed. Building permits shall not be issued for dwelling units unless the requirements of this section are met.

7. There shall be provisions which ensure that the common open space land (including active recreation area) shall continue as such and be properly managed and maintained. The developer shall either retain ownership and responsibility for maintenance of such open land; or provide for and establish one (1) or more organizations for the ownership and maintenance of all common open space i.e. a Homeowners Association. The organization shall be responsible for maintenance, insurance and taxes on the common open space.

IV. ADVISORY COMMENTS

1. In the event that major changes and revisions to the Revised Site Plan occur in the finalization of the Site Plan, contact the Department of Planning and Inspections. Examples include reorientation of building, relocation of site components, and increases in floor area. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other agencies and commissions making recommendations in regard to the plan.
2. The Parks, Recreation, and Community Enhancement Committee shall submit to the Planning Commission a report detailing the recommendations as to the Recreation Area Plan.

Attachments:

- Revised S-25-07 Plan Set (print date 12/3/2025)
- Narrative Letter on Recreation Plan
- Select Floor Plans: First Floor and Second Floor
- Cover Page from Architectural Graphics Set (from Historic District Commission Presentation)

Note: This Revised Review Report was initially prepared by Staff of the Rossi Group (under a Planning Services contract with the City of Dover). The Report was completed with additional review and editing by the City's Planning Office.

*Ring W. Lardner, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA, LEED GA
Jason P. Loar, P.E.
Jamie L. Sechler, P.E.*

December 3, 2025

City of Dover
15 Lookerman Plaza
Dover, DE 19901

Attn: Dawn Melson-Williams, AICP

RE: **Old Dover Post**
55 Lookerman Plaza
DBF #: 2916A036

Dear Mrs. Melson-Williams:

The following is the Parking Strategy for the proposed Old Post mixed use development located at 55 Lookerman Plaza:

The developer proposes to provide 1 space per bedroom for all of the apartments. This brings the total number of parking spaces necessary for the apartments to 65 spaces. For the restaurant, the developer is proposing to provide 1 space per 4 seats or 3 barstools for 56 necessary spaces. This brings the total necessary for the proposed site to 121 spaces.

The parking to be provided for the proposed site is as follows; 62 onsite parking spaces will be provided for use by the tenants of the apartment units. 29 parking spaces will be provided on that adjacent parcel directly to the west (Dover Library) through an existing easement with the City of Dover that is already in place to be used by the apartment tenants and patrons of the restaurant. And directly contiguous to the Old Dover Post there are approximately an additional 180 public parking spaces available to serve the patrons of the proposed restaurant use along Innovation Way, Lookerman Plaza and the Dover Library parking lot.

The tables below provide a detailed breakdown of the parking strategy.

NECESSARY PARKING				
UNIT TYPE	REQUIREMENT	NUMBER OF UNITS	FLOOR AREA	NUMBER OF SPACES
1 BEDROOM APARTMENT	1 SPACE	17		17
2 BEDROOM APARTMENT	2 SPACE	15		30
3 BEDROOM APARTMENT	3 SPACE	4		12
STUDIO APARTMENT	1 SPACE	6		6
				SUB-TOTAL: 65 SPACES
RESTAURANT	1 SPACE PER 4 SEATS/3 BAR STOOLS		4,560 S.F.	56
				SUB-TOTAL: 56 SPACES
				TOTAL: 121 SPACES

PROVIDED PARKING		
PARKING TYPE	USE	NUMBER OF SPACES
PROPOSED ONSITE	APARTMENTS	62
SHARED SPACES ON EXISTING EASEMENT WITH CITY OF DOVER ON ADJACENT PARCEL	APARTMENTS AND RESTAURANT	29
PUBLIC SPACES (LIBRARY LOT, INNOVATION WAY, LOOCKERMAN PLAZA)	RESTAURANT	180
		TOTAL: 271 SPACES

If you have any questions or require additional information, please do not hesitate to contact me at (302) 424-1441 or via email at csw@dbfinc.com.

Respectfully Submitted,
 Davis, Bowen & Friedel, Inc.



Chad S. Warren, P.E.
 Associate/Sr. Civil Engineer

December 3, 2025

Ring W. Lardner, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA, LEED GA
Jason P. Loar, P.E.
Jamie L. Sechler, P.E.

City of Dover
15 Loockerman Plaza
Dover, DE 19901

Attn: Dawn Melson-Williams, AICP

RE: **The Old Post**
55 Loockerman Plaza
DBF #: 2916A036

Dear Mrs. Melson-Williams:

On behalf of the developer, we are respectfully requesting an exemption from Appendix B, Zoning, Article 6, Section 5.3 of the City of Dover.

Appendix B, Zoning, Article 6, Section 5.3 of the City of Dover code is a supplementary parking regulation for multiple dwellings that states among other things, *“The parking of motor vehicles within 15 feet of any wall or portion thereof, is prohibited.”* In order to provide an adequate amount of parking for the proposed 42 unit apartment building and the restaurant, the parking lot to the rear of the proposed building was designed to maximize the number of provided parking spaces. In doing so, we were subject to several restrictions, these being the minimum parking space size, minimum fire regulations fire lane widths, City of Dover minimum drive aisle widths, and above all preserving the original post office building that fronts Loockerman Street per the Historic District Zone and Architectural Review Certification requirements. With all of these design restrictions considered, we were forced to place the parking spaces, including 3 handicapped accessible parking spaces, less than 15 feet of the rear (northern) side of the building, while preserving the original post office building structure.

Under the Architectural Review Certification, Article 10, Section 3.25 states, *“An architectural review certificate may be issued if it is found that the architectural style, general design, height, bulk and setbacks, arrangement, location and materials and structures affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district as set forth in the historic district design guidelines and standards adopted by the planning commission and as set forth in the United States Secretary of the Interior's Standards for Rehabilitation.”* Essentially leniency can be provided in the general design, height, bulk and setbacks in order to maintain the traditional architecture of the historic district. Specifically in our case, this provides the ability to allow exclusion from the minimum 15’ distance between parking spaces and the proposed multifamily building.

Additionally, we have discussed this same proposal with the City Fire Marshal and they have agreed to allow these parking spaces within the 15 feet minimum of the building as this side of the building does not grant them access to any windows, balconies, etc. above the ground floor level. These potential emergency points of egress are located on the east and west side of the multifamily building. Only ground level entry doors and three windows withing the stairwell are provided at the rear of the building and parking is prohibited for a width of 9 feet in front of the entry door.

We do intend to adjust the drive aisle widths to maximize the distance between the building and the adjacent parking spaces, however we will not be able to reach the minimum separation distance. We appreciate your understanding of this matter and to provide convenience for the tenants and patrons of the apartments, restaurants, and offices, and to preserve a historic building of downtown Dover we respectfully request exemption from the minimum distance of 15' from parking space to a building as found in Article 6, Section 5.3 of the City of Dover zoning code.

If you have any questions or require additional information, please do not hesitate to contact me at (302) 424-1441 or via email at csw@dbfinc.com.

Respectfully Submitted,
Davis, Bowen & Friedel, Inc.

A handwritten signature in black ink that reads "Chad S. Warren" followed by a long horizontal flourish.

Chad S. Warren, P.E.
Associate/Sr. Civil Engineer

December 3, 2025

*Ring W. Lardner, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA, LEED GA
Jason P. Loar, P.E.
Jamie L. Sechler, P.E.*

City of Dover
15 Loockerman Plaza
Dover, DE 19901

Attn: Dawn Melson-Williams, AICP

RE: **Old Dover Post**
55 Loockerman Plaza
DBF #: 2916A036

Dear Mrs. Melson-Williams:

On behalf of the developer, we are writing this letter to detail the provided Active Recreation Area provided on the proposed Old Dover Post site.

The City of Dover code requires 75 s.f. or recreation area per dwelling unit with a minimum of 2,500 s.f. or spaces. For our proposed 42 units this totals 3,150 s.f. of required active recreational area.

The developer is proposing to provide two Zen Gardens and an indoor Gym on the proposed site. The Zen Garden on the west side of the building is 1,646 s.f. and provides patios, benches, shade trees, and shrubbery for tenants of the apartments to take advantage of. The Zen Garden to the east of the proposed apartments will provide patios, shade trees, benches, a walking path, and a yoga station as amenities for the apartment tenants. A 506 s.f. indoor gym is proposed on the second floor of the apartment building for tenant use. There were some questions about accessibility to the gym as the previous design called for a half flight of stairs to the gym which are not ADA accessible, however the architectural plans have been revised to provide an ADA accessible ramp in place of the half flight of stairs. In all the total provided Active Recreational Area is 4,576 s.f, well exceeding the space required by code.

If you have any questions or require additional information, please do not hesitate to contact me at (302) 424-1441 or via email at csw@dbfinc.com.

Thank you,
Davis, Bowen & Friedel, Inc.



Chad S. Warren, P.E.
Associate/Sr. Civil Engineer

OLD DOVER POST COMMERCIAL PROPERTY EAST DOVER HUNDRED CITY OF DOVER, KENT COUNTY, DELAWARE

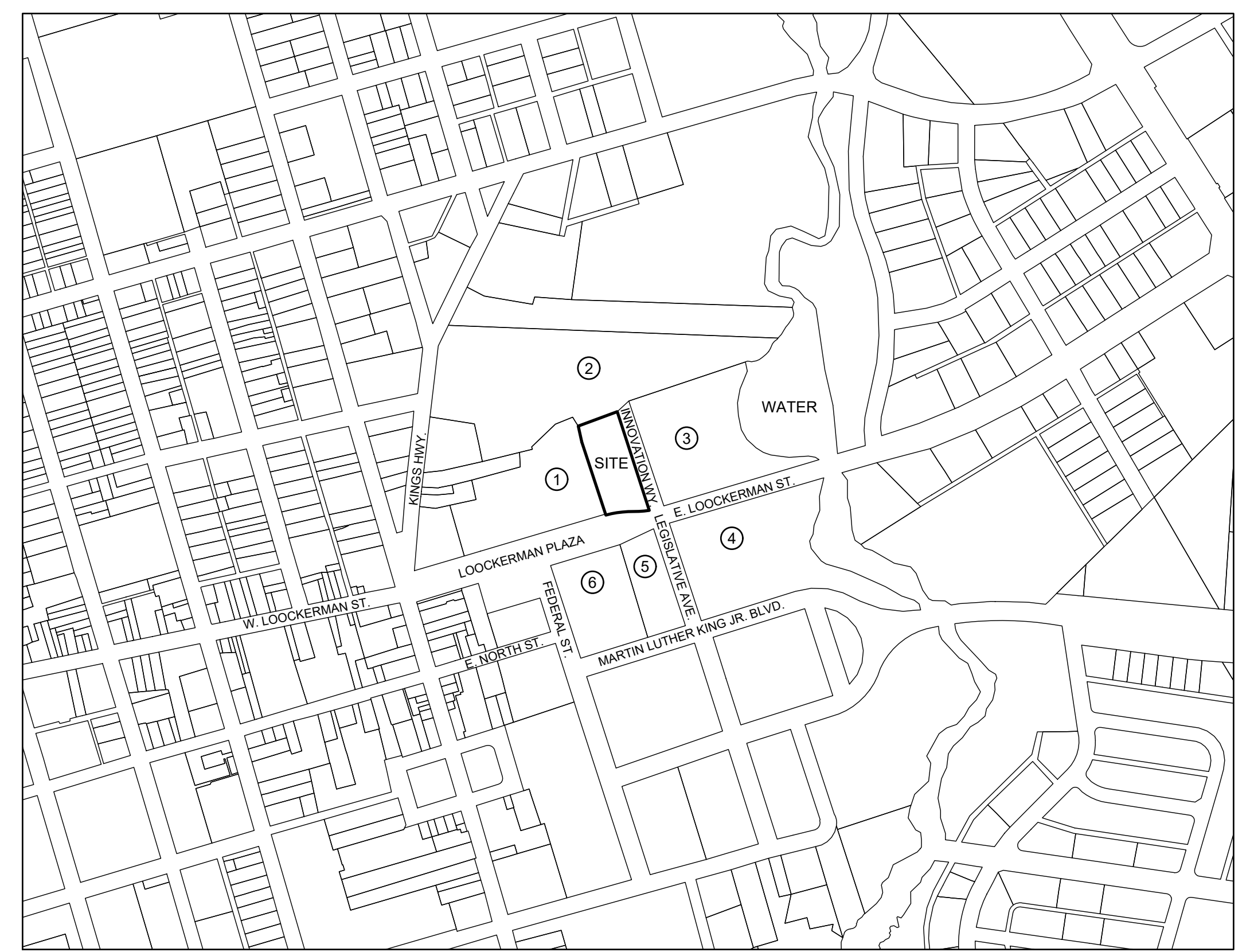
DBF #2916A039 NOVEMBER 2025

CONSTRUCTION PLANS

INDEX OF SHEETS	
C-001	TITLE
C-002	LEGEND
C-101	EXISTING CONDITIONS
C-102	SITE PLAN
C-103	SITE DETAILS
C-301	GRADING PLAN
C-401	SEDIMENT AND STORMWATER COVERSHEET AND GENERAL NOTES
C-402	PRE CONSTRUCTION SITE STORMWATER MANAGEMENT PLAN
C-403	CONSTRUCTION SITE STORMWATER MANAGEMENT PLAN
C-404 - C-405	CONSTRUCTION SITE DETAILS AND NOTES
C-501	UTILITY PLAN
C-502	UTILITY DETAILS
L-101	LANDSCAPE PLAN
L-102	LANDSCAPE DETAILS
V-101	RECORD TITLE
V-102	RECORD PLAN

DATA COLUMN

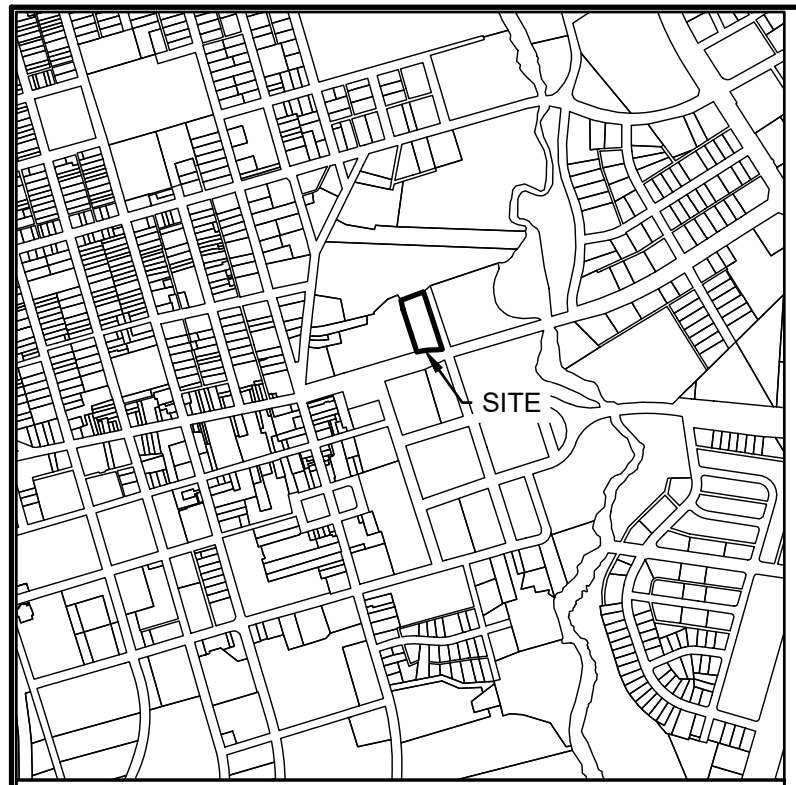
	2-05-07705-04-5300-00001	
1	TAX MAP ID	2-05-07705-04-5300-00001
2	ENGINEER DAVIS, BOWEN & FRIEDEL, INC. 1 PARK AVENUE MILFORD, DE 19963 JAMIE L. SECHLER PHONE: (302) 424-1441 EMAIL: JLS@dbfinc.com	OWNER/DEVELOPER OLD POST LLC 91 BRENDAN LANE, SUITE A CAMDEN, DE 19934 FRANK DIMONDI EMAIL: FDMONDI@MSN.COM
3	DATUM	HORIZONTAL NAVD 83 (DE STATE PLANE)
4	ZONING	EXISTING C2
5	LAND USE	EXISTING POST OFFICE
6	FLOODPLAIN	PROPOSED MIXED USE 4,560 S.F. RESTAURANT & 42 APARTMENT UNITS
7	GROUNDWATER RECHARGE	RECHARGE ALL OF THE PROPERTY IS LOCATED IN AN AREA OF GOOD GROUNDWATER
8	WELLHEAD PROTECTION AREA	THE PROPERTY IS NOT LOCATED IN A WELLHEAD PROTECTION AREA.
9	WETLANDS	THE PROPERTY IS NOT IMPACTED BY STATE AND FEDERALLY REGULATED WETLANDS.
10	UTILITIES	WATER CITY OF DOVER
11	CODE COMPLIANCE	REQUIRED FRONT SETBACK SIDE SETBACK REAR SETBACK MAXIMUM BUILDING HEIGHT PARKING
12	AREAS	PROPOSED 0 FT 5 FT 20 FT 45 FT
13	PROPOSED LAND USE AREAS	0 (SEE PARKING STRATEGY TABLE THIS SHEET)
LOT COVERAGE	85.00%	91 TOTAL SPACES
RECREATIONAL AREA	75 S.F. OF RECREATIONAL AREA PER DWELLING UNIT 75 S.F. X 42 UNITS = 3,150 S.F.	80.57% EAST ZEN GARDEN: 2,424 S.F. WEST ZEN GARDEN: 1,848 S.F. SECOND FLOOR GYM: 506 S.F. TOTAL RECREATIONAL AREA: 4,576 S.F.
TREE PLANTING REQUIREMENTS	1 TREE PER 3,000 S.F. OF NON-WOODLAND DEVELOPMENT AREA 55,191 S.F. / 3,000 S.F. = 19 TREES	19 PROPOSED TREES
PARCEL AREA	1,267 AC.	
IMPERVIOUS COVER	1,021 AC. (80.57%)	
BUILDINGS/PARKING	0.876 AC. (69.12%)	
SIDEWALKS	0.145 AC. (11.45%)	
OPEN SPACE	0.246 AC. (19.43%)	
TOTAL	1,267 AC. (100.00%)	



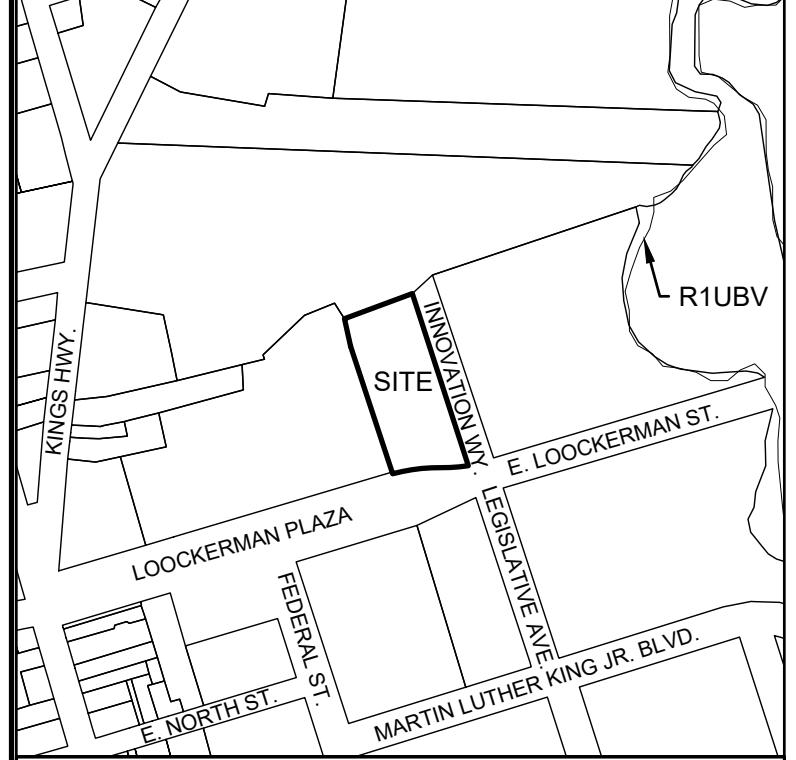
LOCATION MAP
SCALE: 1"=400'

GENERAL NOTES:

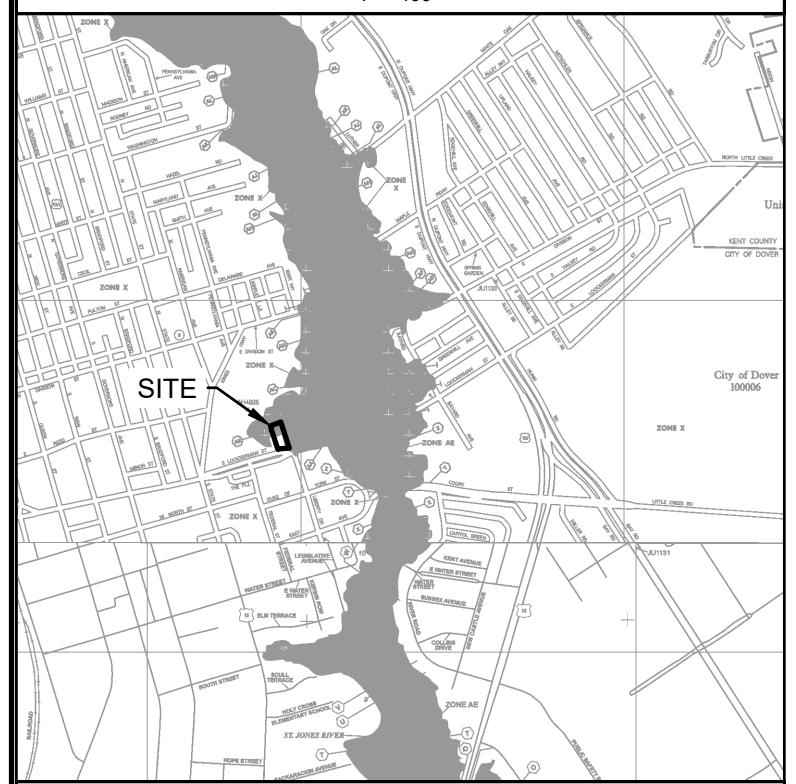
- VERTICAL DATUM IS NAVD 88.
- EXISTING UNDERGROUND UTILITIES SHOWN ON THE PLANS, INCLUDING TELEPHONE, ELECTRIC, CABLE TV, GAS, TRAFFIC, SIGNAL, WATER, SEWER, FORCE MAINS AND STORM DRAINAGE ARE BASED UPON THE BEST AVAILABLE INFORMATION AND ARE SHOWN FOR THE CONVENIENCE OF THE CONTRACTOR ONLY. NO GUARANTEE IS MADE OR IMPLIED REGARDING THE ACCURACY OR COMPLETENESS THEREOF. CONTRACTOR IS RESPONSIBLE FOR THE VERIFICATION OF THE LOCATION, DEPTH, SIZE AND MATERIAL OF ALL UNDERGROUND UTILITIES TO HIS OWN SATISFACTION BEFORE BEGINNING ANY EXCAVATION OR PIPE LAYING. THE CITY, OWNER, AND ENGINEER DISCLAIM ANY RESPONSIBILITY FOR THE ACCURACY OR COMPLETENESS OF SAID INFORMATION. IF THE CONTRACTOR RELIES ON SAID INFORMATION, HE DOES SO AT HIS OWN RISK. THE GIVING OF THE INFORMATION ON THE PLANS WILL NOT RELIEVE THE CONTRACTOR OF HIS OBLIGATIONS TO SUPPORT AND PROTECT ALL SHOWN OR NOT SHOWN EXISTING UTILITIES AND APPURTENANCES. SHOULD ANY EXISTING UTILITIES BE DAMAGED BY THE CONTRACTOR, THEN THE CONTRACTOR SHALL REPAIR THE DAMAGE CAUSED TO THE CITY'S SATISFACTION, AT THE CONTRACTOR'S EXPENSE. THE CONTRACTOR SHALL MAKE HIS OWN INVESTIGATION AND TEST PIT EXISTING UTILITIES AS REQUIRED.
- CONTRACTOR SHALL NOTIFY "MISS UTILITY" (1-800-282-8555 IN DE) & (1-800-441-8355 OUTSIDE OF DE) AT LEAST 48 HOURS PRIOR TO EXCAVATION TO HAVE EXISTING UNDERGROUND UTILITIES LOCATED AND MARKED.
- ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
- USE ONLY SUITABLE AND APPROVED GRANULAR MATERIAL FOR BACK FILLING TRENCHES.
- CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF TRAFFIC IN ALL WORK AREAS IN ACCORDANCE WITH DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (DE MUTCD), MOST RECENT VERSION. ANY PAVEMENT MARKINGS OR PAINTED LINES DISTURBED OR REMOVED DURING CONSTRUCTION SHALL BE REPLACED IN KIND AFTER COMPLETION OF PAVEMENT RESTORATION. COST SHALL BE INCLUDED IN THE PRICES BID FOR PIPE INSTALLATION.
- CONTRACTOR SHALL DETERMINE THE LOCATION OF ALL RIGHT-OF-WAY LINES AND PROPERTY LINES TO HIS OWN SATISFACTION. ALL PROPOSED UTILITIES ARE TO BE CONSTRUCTED WITHIN THE STREET RIGHT-OF-WAY OR EASEMENT AREAS PROVIDED. ANY DISTURBED AREAS BEYOND THE RIGHT-OF-WAY OR EASEMENT LINES SHALL BE RESTORED IMMEDIATELY TO THEIR ORIGINAL CONDITION. PAYMENT FOR THIS WORK SHALL BE INCLUDED IN THE COST OF ITEMS BID.
- CONTRACTOR SHALL PROVIDE STAKEOUT SURVEY NECESSARY FOR THE PARKING LOT CONSTRUCTION, THE INSTALLATION OF UTILITY WORK AND APPURTENANCES, AND DETERMINATION OF RIGHT-OF-WAY.
- FITTINGS SHOWN ON THE PLANS ILLUSTRATE ANTICIPATED SIZE AND ANGLE OF DEFLECTION. THIS INFORMATION IS SHOWN FOR GENERAL INFORMATION ONLY, AND IS NOT GUARANTEED. ACTUAL SIZE AND ANGLE MAY VARY DUE TO FIELD CONDITIONS. THE CONTRACTOR WILL NOT BE ENTITLED TO ADDITIONAL COMPENSATION FOR CHANGES RESULTING FROM SUCH CONDITIONS.
- THROUGHOUT THE PROJECT, WHERE ANY UNDERGROUND UTILITIES ARE LOCATED IN, ACROSS OR ADJACENT TO DRAINAGE DITCHES AND SWALES, THE CONTRACTOR SHALL RESTORE DISTURBED AREAS TO THEIR ORIGINAL GRADES. INSTALL EROSION CONTROL MATTING (AMERICAN GREEN SN 150) AND VEGETATE AS REQUIRED. PAYMENT OF THIS RESTORATION SHALL BE INCLUDED IN THE COST OF ITEMS BID.
- CONTRACTOR SHALL EXERCISE CAUTION AND TAKE MEASURES NECESSARY TO PROTECT TREES DURING CONSTRUCTION ACTIVITIES. DAMAGED TREES TO BE REPLACED, IN KIND, AT THE CONTRACTOR'S EXPENSE.
- ALL ROADWAYS ARE TO BE SWEEPED FREE OF SEDIMENT ON A DAILY BASIS.
- MINIMUM COVER FOR ALL WATER MAINS SHALL BE 4'-0".
- PROVIDE CONCRETE BUTTRESSES FOR ALL BENDS, TEES, AND PLUGS ON PROPOSED WATER AND FORCE MAINS, PER DETAILS. ANCHOR AND ROD ALL HYDRANTS AS REQUIRED.
- PLACE NEW VALVES NEXT TO TEES, BENDS, ETC., SUPPORT ALL VALVE BOXES ON (2) SOLID 4" CONCRETE BLOCKS.
- ALL VALVE CLOSURES AND CUT-INS SHALL BE COORDINATED WITH CITY. DEPARTMENT OF WATER & WASTEWATER OFFICIALS WILL CARRY OUT ALL NECESSARY VALVE CLOSURES. CONTRACTOR SHALL COORDINATE ISOLATION OF EXISTING WATER MAINS WITH CITY AND NOTIFY RESIDENTS AT LEAST 48 HOURS PRIOR TO CUT-IN.
- PIPELINE DETECTION TAPE SHALL BE INSTALLED CONTINUOUSLY ALONG AND DIRECTLY ABOVE ALL PROPOSED WATER, TWELVE (12) INCHES BELOW THE GROUND SURFACE.
- CONTRACTOR SHALL EXTEND WATER MAIN BELOW ANY CONFLICTS OR OBSTRUCTIONS TO PROVIDE REQUIRED CLEARANCE. COST SHALL BE INCLUDED IN THE PRICE APPLICABLE ITEMS OF THE PROPOSAL.
- THE CONTRACTOR SHALL REMOVE AND IMMEDIATELY REPLACE, RELOCATE, RESET OR RECONSTRUCT ALL OBSTRUCTIONS IN THE WORK AREA, INCLUDING, BUT NOT LIMITED TO, MAILBOXES, SIGNS, LANDSCAPING, LIGHTING, PLANTERS, CULVERTS, DRIVEWAYS, PARKING AREAS, CURBS, GUTTERS, FENCES, OR OTHER NATURAL OR MAN-MADE OBSTRUCTIONS. TRAFFIC CONTROL, REGULATORY, WARNING, AND INFORMATIONAL SIGNS SHALL REMAIN FUNCTIONAL AND VISIBLE TO THE APPROPRIATE LANES OF TRAFFIC AT ALL TIMES, WITH THEIR RELOCATION KEPT TO A MINIMUM DISTANCE. THE COST SHALL BE INCLUDED IN THE COST OF ITEMS BID.
- ALL PROPOSED VALVE BOXES IN UNPAVED AREAS SHALL BE SET IN 3000 PSI CONCRETE PADS, 5" THICK, 7" THICK IN TRAFFIC AREAS, AT AN 18" DIA.
- PRIOR TO ISOLATION AND CUT-IN PROCEDURES, CONTRACTOR SHALL EXCAVATE, LOCATE AND OBSERVE FUNCTION OF ALL EXISTING VALVES TO ASSIST IN THE SYSTEM ISOLATION. UTILIZE VALVES, IF OPERABLE, FOR TEMPORARY ISOLATION. PAYMENT FOR VALVE EXPLORATION IS TO BE INCLUDED IN PRICES BID FOR WATER MAIN INSTALLATION. CITY SHALL DOCUMENT LINE SIZE, MATERIAL, AND MAIN LOCATION. CONTRACTOR IS ADVISED THAT SOME EXISTING ISOLATION VALVES MAY NOT BE FUNCTIONAL.
- PARKING SPACES RESERVED FOR USE BY THE HANDICAPPED AND RELATED ACCESSIBLE ROUTES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE AMERICAN NATIONAL STANDARDS INSTITUTE GUIDELINES ENTITLED "ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES" (REFERENCE: ANSI A117-1-1998).
- ALL EXISTING REGULATORY AND WARNING TYPE TRAFFIC SIGNS, AND ALL STREET NAME SIGNS OCCURRING WITHIN THE PROPOSED PROJECT LIMITS SHALL BE REMOVED AND IMMEDIATELY REPLACED AS DIRECTED BY THE CITY.
- CONTRACTOR SHALL GRADE, TOPSOIL, SEED, AND MULCH ALL DISTURBED AREAS OF CONSTRUCTION, INCLUDING PIPE INSTALLATION OR DITCH CONSTRUCTION. EROSION CONTROL MATTING SHALL BE PROVIDED ON ALL SLOPES GREATER THAN 3:1.
- DRAWINGS DO NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, AS AMENDED AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
- THE CONTRACTOR SHALL NOTIFY THE FOLLOWING TWO WEEKS PRIOR TO THE START OF CONSTRUCTION AND SHALL APPRAISE AND COORDINATE DURING ALL PHASES OF CONSTRUCTION:
DAVIS, BOWEN & FRIEDEL, INC. - (302) 424-1441
CITY OF DOVER WATER & WASTEWATER - (302) 736-7025
CITY OF DOVER PLANNING AND INSPECTION - (302) 736-7010
CITY OF DOVER ELECTRIC UTILITY - (302) 736-7070
KENT CONSERVATION DISTRICT - (302) 608-5370



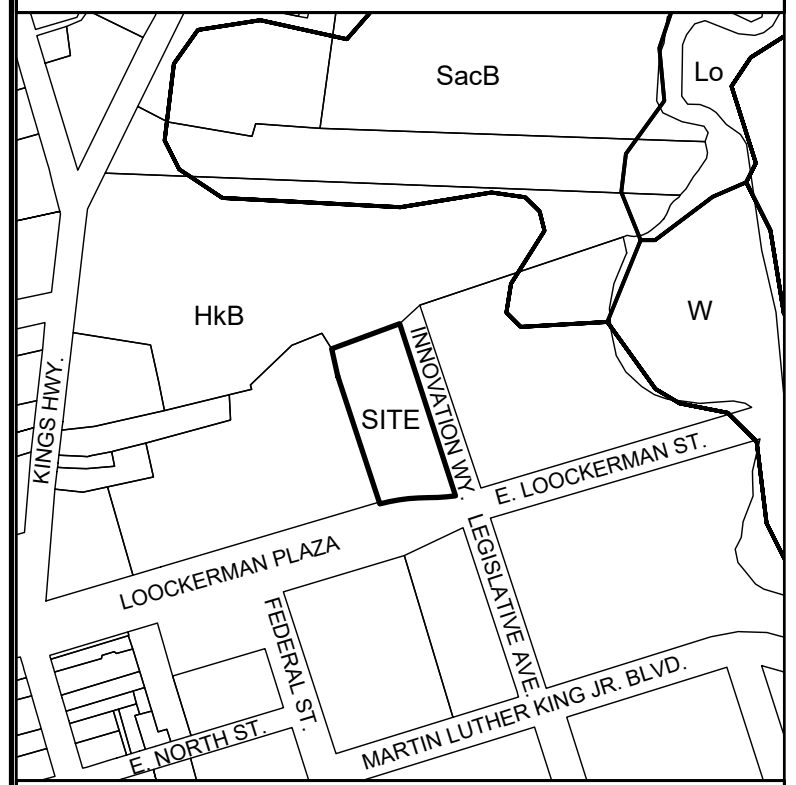
LOCATION MAP
1" = 1200'



NW1 WETLANDS
1" = 400'



FEMA FLOOD MAP
PANEL #10001C0167H SCALE: 1" = 1/2 MILE



SOILS MAP
1" = 400'

LABEL	SOIL NAME	TYPE
H8B	Handbook Urban Land Complex, 0 to 5 Percent Slopes	B

BENCHMARK INFORMATION			
BMM#	DESCRIPTION	LOCATION	ELEVATION
1	IRON ROD W/CAP	N 422446.8983 E 626423.5746	15.08' (NAVD 85)

ADJACENT PROPERTY OWNERS

ID	ADDRESS	PROPERTY TYPE	ADDRESS	PROPERTY TYPE
1	2-05-07705-04-5500-00001	IO ZONING	CITY OF DOVER	35 LOCKERMAN ST., DOVER, DELAWARE 19901
2	2-05-07705-04-5100-00001	IO ZONING	STATE OF DELAWARE	89 KINGS HWY., DOVER DELAWARE 19901
3	2-05-07705-04-5200-00001	IO ZONING	CENTRAL DOVER OFFICES, INC.	9 E LOCKERMAN ST., DOVER, DELAWARE 19901
4	2-05-07709-05-1300-00001	IO ZONING	STATE OF DELAWARE	121 MARTIN L KING JR BLVD., DOVER, DELAWARE 19901
5	2-05-07709-05-1200-00001	IO ZONING	STATE OF DELAWARE	60 LOCKERMAN ST., DOVER, DELAWARE 19901
6	2-05-07709-05-1100-00001	IO ZONING	STATE OF DELAWARE	401 FEDERAL ST., DOVER, DELAWARE 19901

PARKING STRATEGY

NECESSARY PARKING				
UNIT TYPE	REQUIREMENT	NUMBER OF UNITS	FLOOR AREA	NUMBER OF SPACES
1 BEDROOM APARTMENT	1 SPACE	17		17
2 BEDROOM APARTMENT	2 SPACE	15		30
3 BEDROOM APARTMENT	3 SPACE	4		12
STUDIO APARTMENT	1 SPACE	6		6
SUB-TOTAL: 65 SPACES				
RESTAURANT	1 SPACE PER 4 SEATS/3 BAR STOOLS		4,560 S.F.	56
SUB-TOTAL: 56 SPACES				
TOTAL: 121 SPACES				

PROVIDED PARKING		
PARKING TYPE	USE	NUMBER OF SPACES
PROPOSED ONSITE	APARTMENTS	62
SHARED SPACES ON EXISTING EASEMENT WITH CITY OF DOVER ON ADJACENT PARCEL	APARTMENTS AND RESTAURANT	29
PUBLIC SPACES (LIBRARY LOT, INNOVATION WAY, LOCKERMAN PLAZA)	RESTAURANT	180±
TOTAL: 271± SPACES		

APPROVED KENT COUNTY ENGINEER

COUNTY ENGINEER _____ DATE _____

OWNER/DEVELOPER STATEMENT

I, THE UNDERSIGNED, HEREBY STATE THAT I AM THE OWNER OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN. THE PLAN WAS MADE AT MY DIRECTION. I ACKNOWLEDGE THE SAME TO BE MY ACT AND DESIRE THE PLAN BE RECORDED ACCORDING TO LAW.

FRANK DIMONDI
OLD POST LLC
91 BRENDAN LANE SUITE A
CAMDEN, DE 19934

ENGINEER'S STATEMENT

I, JAMIE L. SECHLER, P.E., HEREBY STATE THAT I AM A REGISTERED ENGINEER IN THE STATE OF DELAWARE. THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO MY BEST KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

by JAMIE L. SECHLER, P.E.
DAVIS, BOWEN & FRIEDEL, INC.
1 PARK AVENUE
MILFORD, DELAWARE, 19963

OLD DOVER POST
COMMERCIAL PROPERTY
CITY OF DOVER, KENT COUNTY, DELAWARE

DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS • ENGINEERS • SURVEYORS
MILFORD, DELAWARE
BALTIMORE, MARYLAND
410.767.1441

TITLE

Dwg No.: **C-001**

MANMADE ROADSIDE FEATURES			
FEATURE DESCRIPTION	EXISTING	PROPOSED	ID
BOLLARD			
CURB, TYPE 1 AND 3			
CURB OPENING WITH SIDEWALK			
FENCE - CHAINLINK OR STRANDED			
LAMP AND POST - RESIDENTIAL			
MAILBOX			
TRAFFIC SIGN AND POST			
CURB OPENING			

DRAINAGE FEATURES			
FEATURE DESCRIPTION	EXISTING	PROPOSED	ID
FLARED END SECTION			
DRAINAGE MANHOLE			
DRAINAGE INLET			
DIRECTIONAL FLOW ARROW			
RIPRAP			
DRAINAGE PIPE			
UNDERDRAIN			
UNDERDRAIN OUTLET			
SAFETY END SECTION			
BIOFILTRATION SWALE			
DITCH CENTERLINE			
DRAINAGE JUNCTION BOX			
DRAINAGE PIPE HEADWALL			

IDENTIFIERS	
FEATURE DESCRIPTION	ID
ABANDON BY CONTRACTOR	
ABANDON BY OTHERS	
ADJUST BY CONTRACTOR	
ADJUST BY OTHERS	
CONVERT TO JUNCTION BOX	
CONVERT TO DRAINAGE MANHOLE	
DO NOT DISTURB	
PEDESTRIAN CONNECTION/TYPE	
PEDESTRIAN CONNECTION/TYPE WITHOUT DETECTABLE WARNING SYSTEM	
RELOCATE BY CONTRACTOR	
RELOCATE BY OTHERS	
REMOVE BY CONTRACTOR	
REMOVE BY OTHERS	

UTILITY FEATURES		
FEATURE DESCRIPTION	EXISTING	PROPOSED
ELECTRIC - UNDERGROUND		
ELECTRIC MANHOLE		
ELECTRIC METER		
ELECTRIC TRANSFORMER		
GAS - UNDERGROUND		
GAS MANHOLE		
GAS METER		
GAS VALVE		
RAILROAD TRACKS		
SANITARY MAIN		
SANITARY SEWER MANHOLE		
SOIL BORING LOCATION		
TELEPHONE TEST POINT		
UTILITY POLE GUY WIRE ANCHOR		
UTILITY POLE		
WATER MAIN		

PAVEMENT SECTIONS	
SUPER HEAVY DUTY PAVEMENT	
HEAVY DUTY PAVEMENT	
LIGHT DUTY PAVEMENT	
SIDEWALK	
PAVERS	
OVERLAY PAVEMENT	
RECONSTRUCTED PAVEMENT	
DRIVEWAY AND ENTRANCE PAVEMENT	

NATURAL FEATURES		
FEATURE DESCRIPTION	EXISTING	PROPOSED
HEDGEROW OR THICKET		
SHRUBBERY		
TREE - CONIFEROUS		
TREE - DECIDUOUS		
TREE LINE		
CONTOUR ELEVATION & LABEL		
ELEVATION	44.70	21.96

RIGHT-OF-WAY FEATURES		
FEATURE DESCRIPTION	EXISTING	PROPOSED
EASEMENT		
PROPERTY LINE		
RIGHT-OF-WAY BASELINE		
RIGHT-OF-WAY LINE		
TAX DITCH RIGHT OF WAY		
PERMANENT EASEMENT		
TEMPORARY CONSTRUCTION EASEMENT		

SURVEY CONTROL & MONUMENTATION		
FEATURE DESCRIPTION	EXISTING	PROPOSED
SURVEY BENCHMARK LOCATION		
IRON ROD WITH CAP SET		
CONCRETE MONUMENT		
IRON PIPE FOUND		
IRON ROD FOUND		

MISCELLANEOUS FEATURES		
FEATURE DESCRIPTION	EXISTING	PROPOSED
LIMIT OF DISTURBANCE		
WETLAND BOUNDARY - DELINEATED		

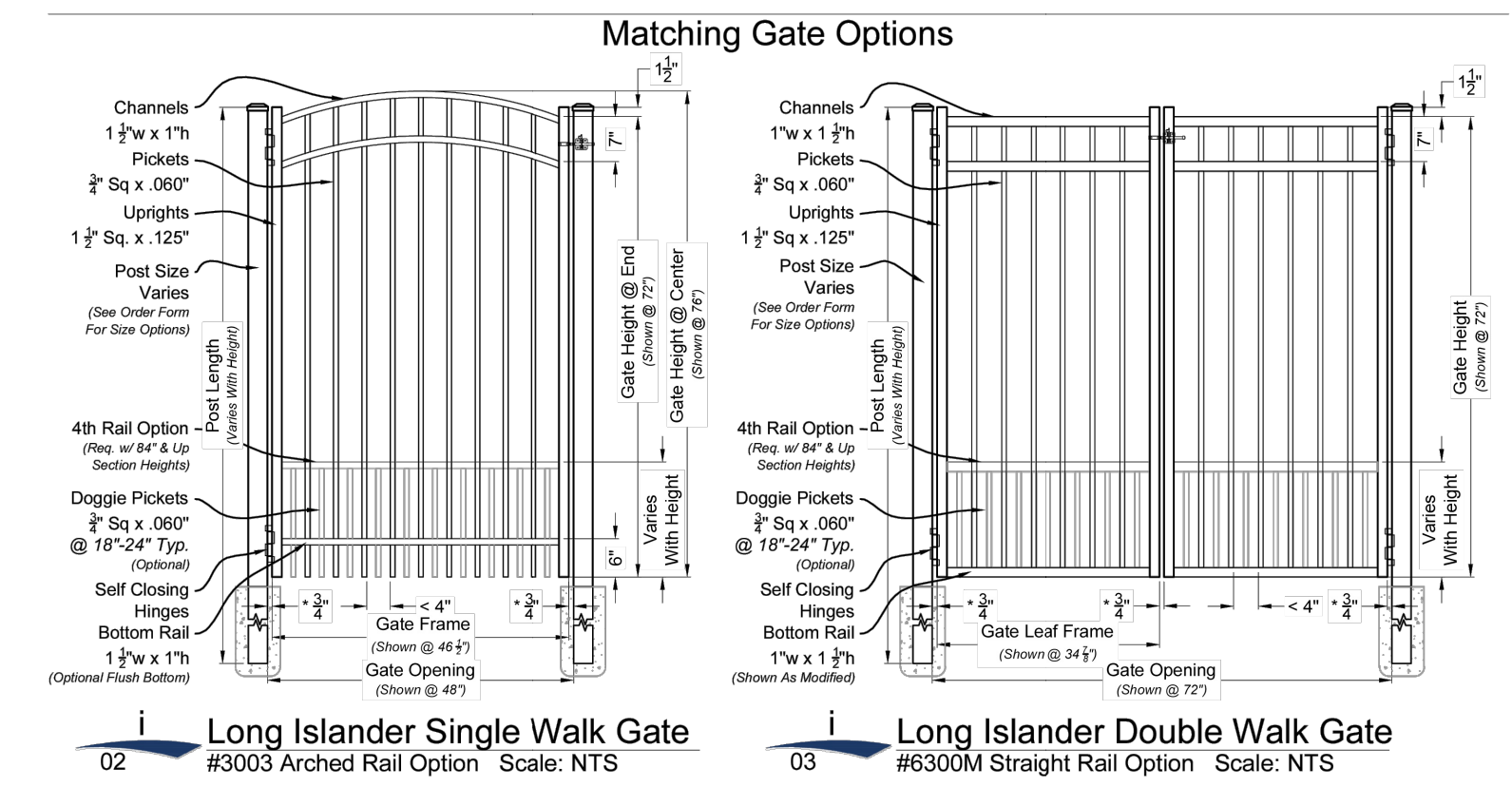
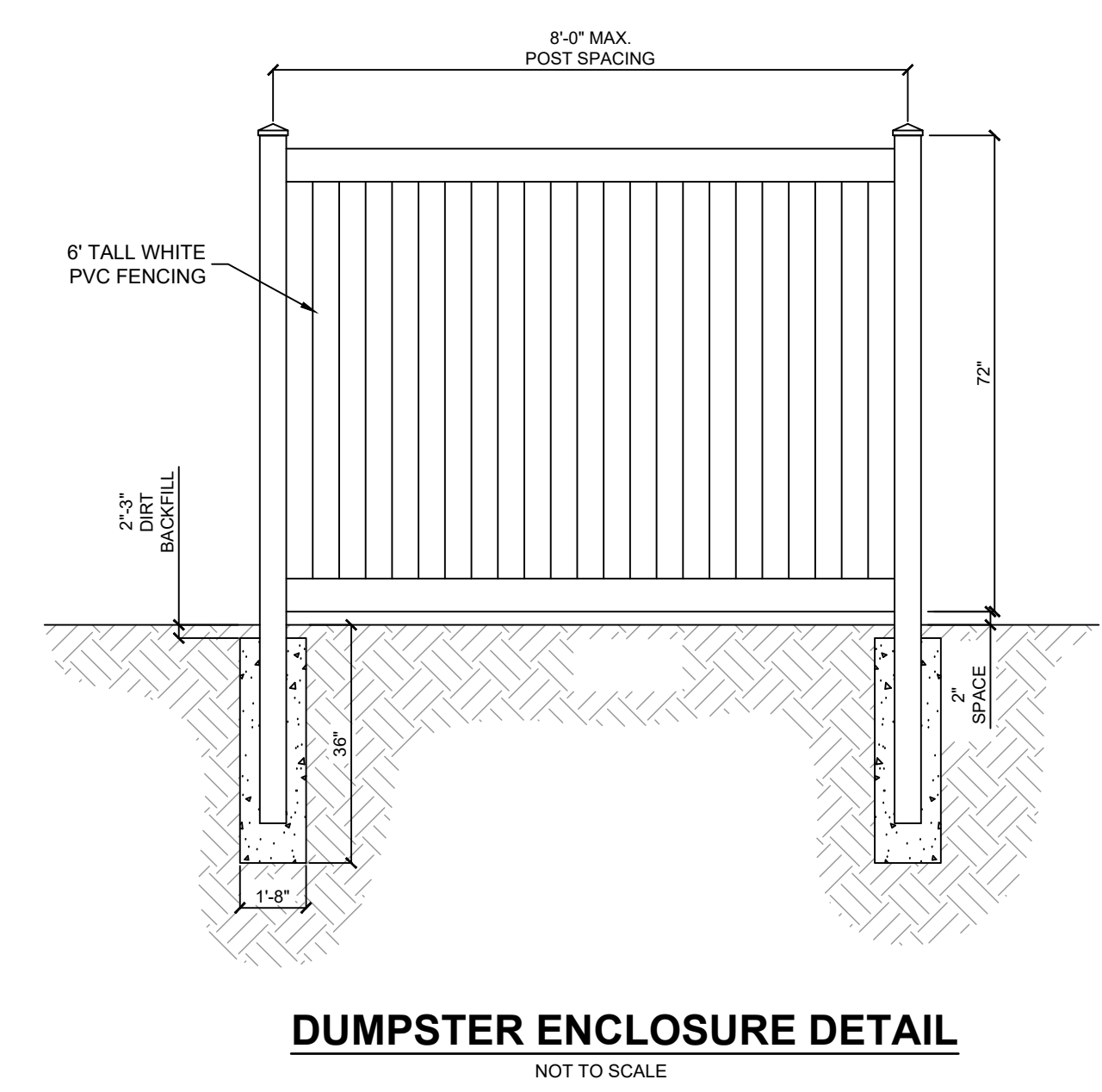
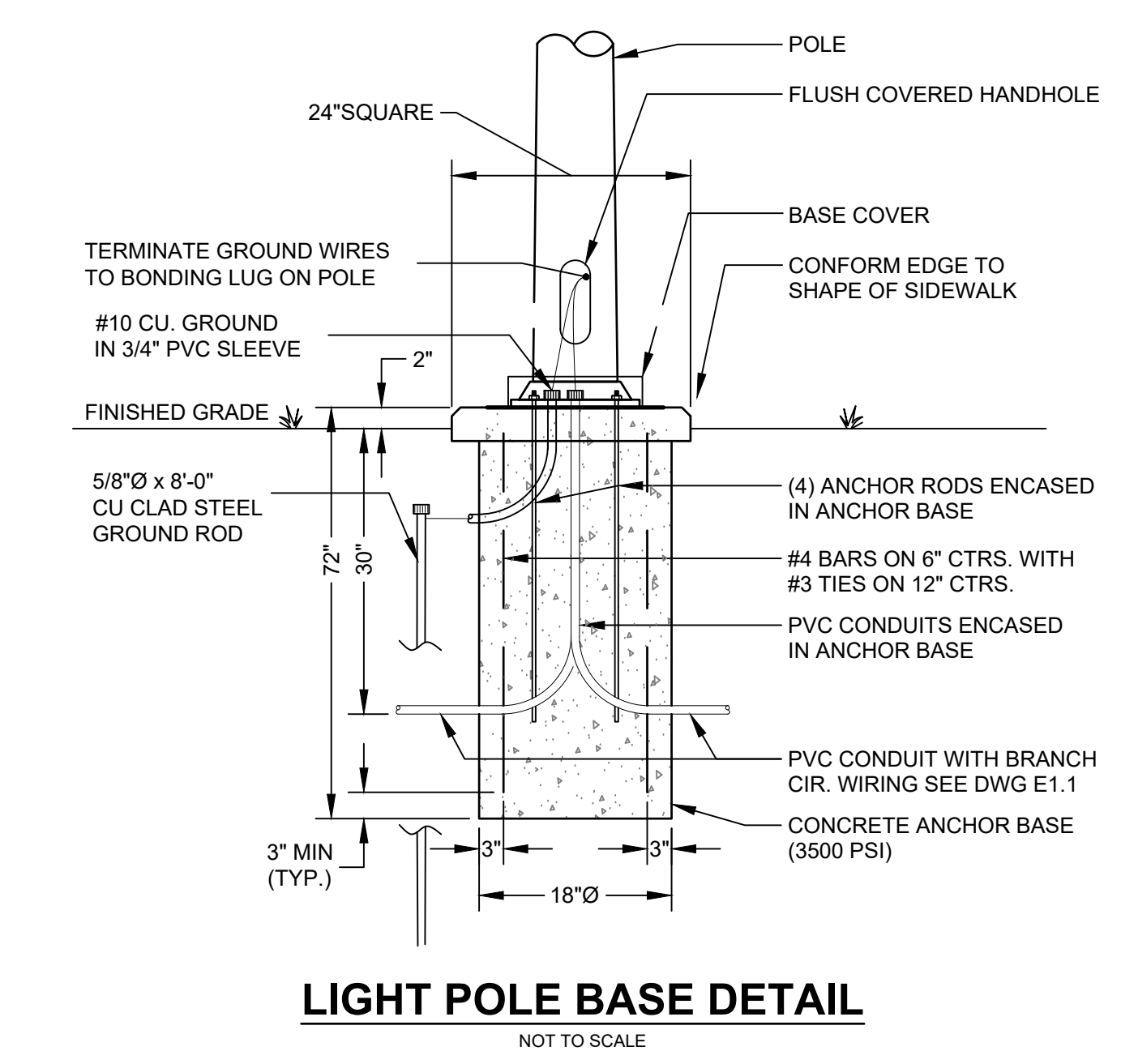
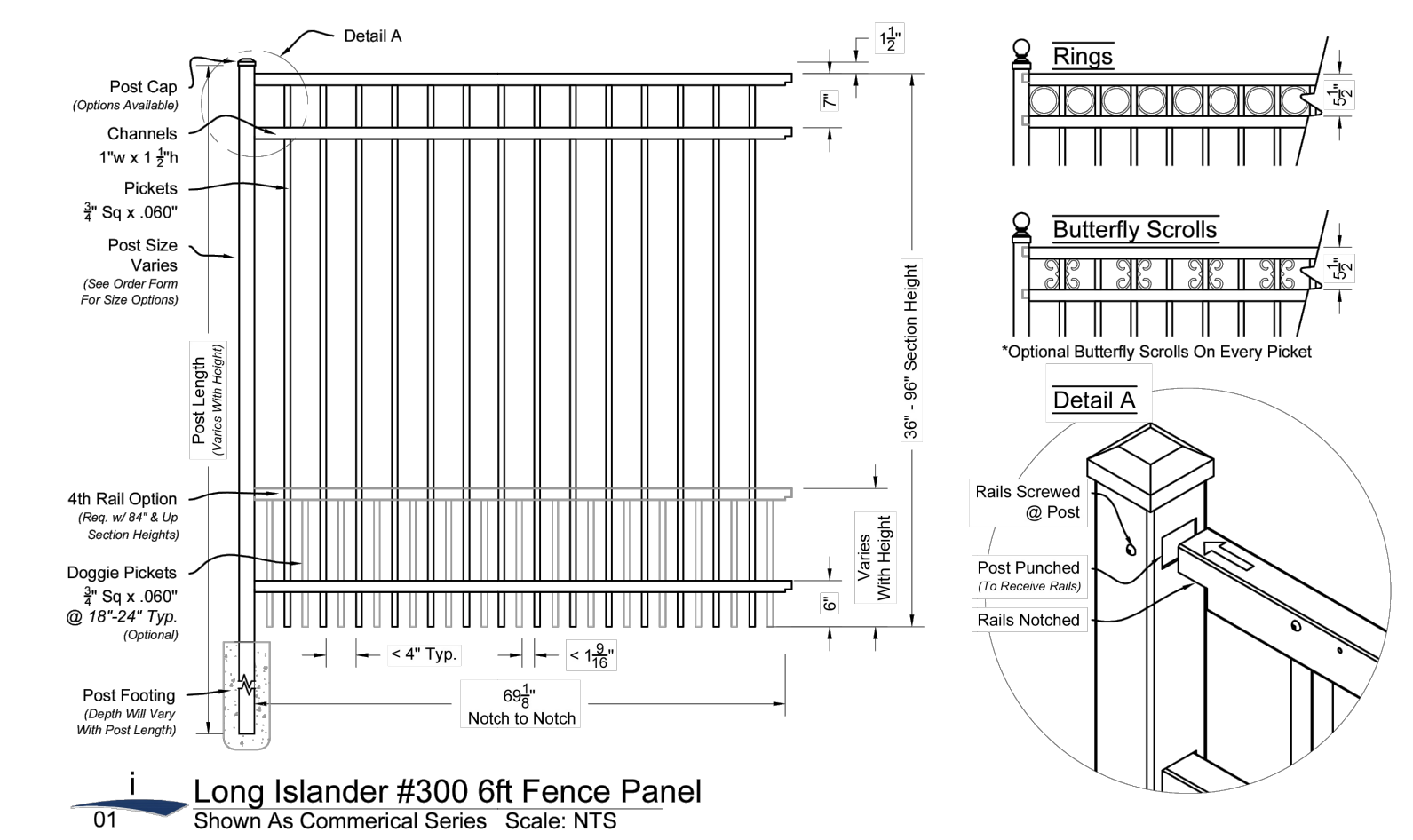
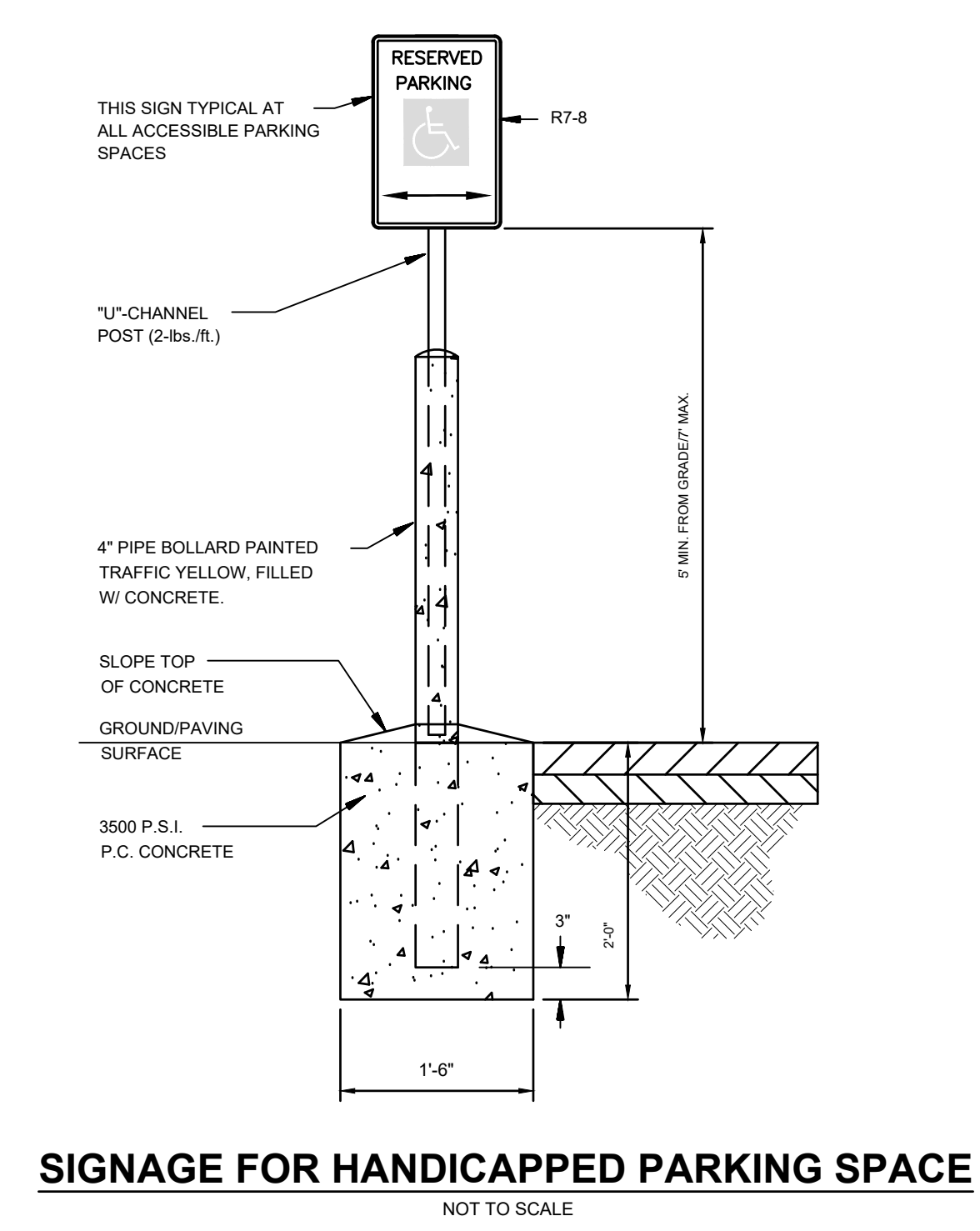
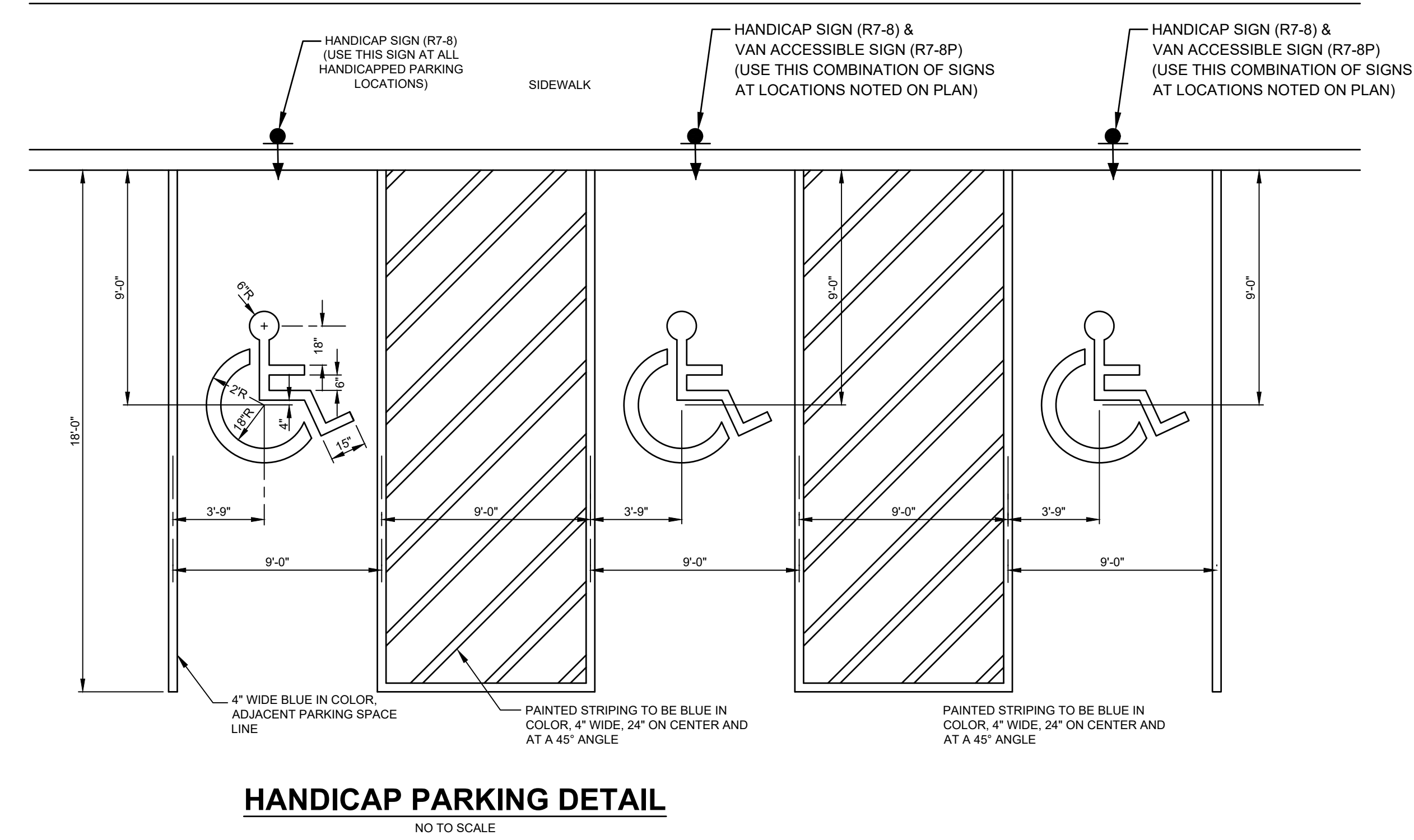
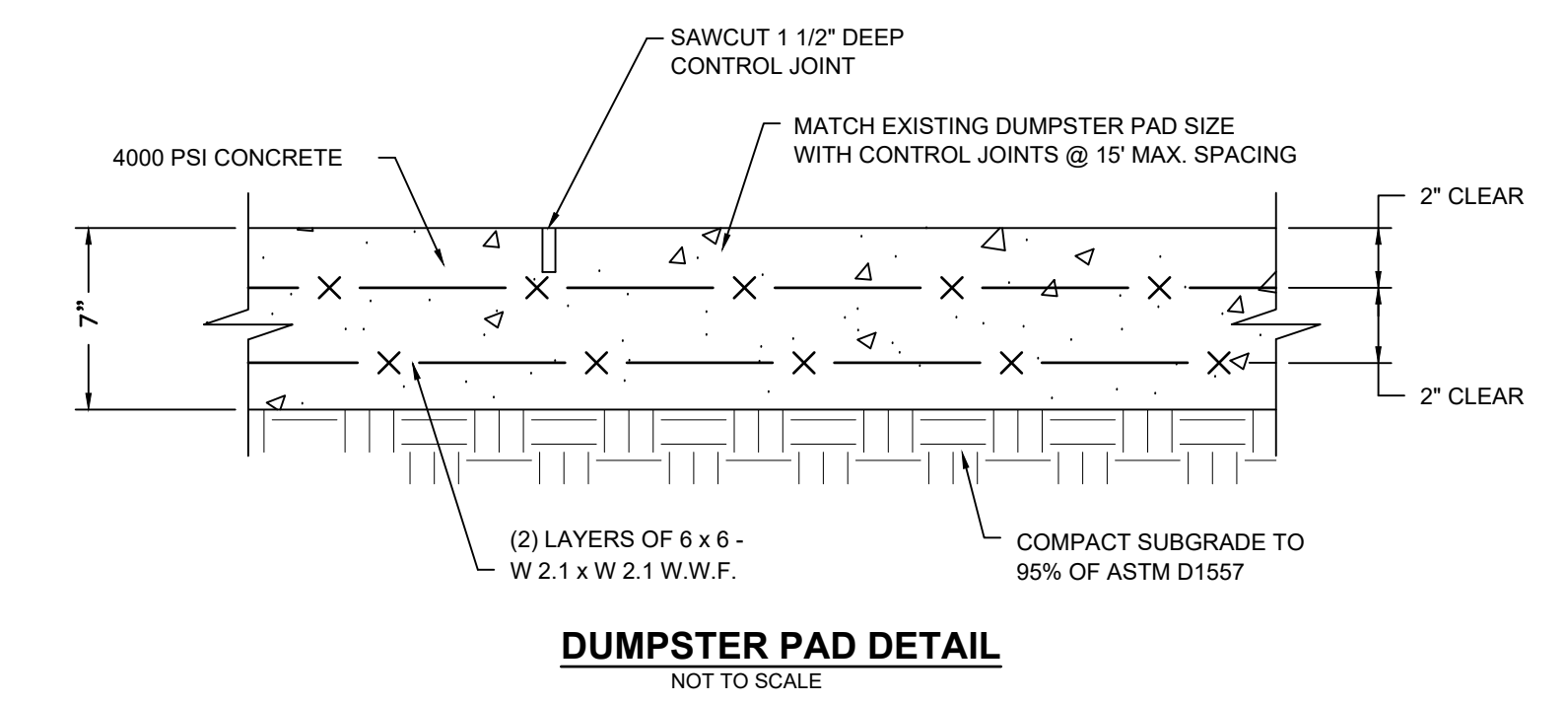
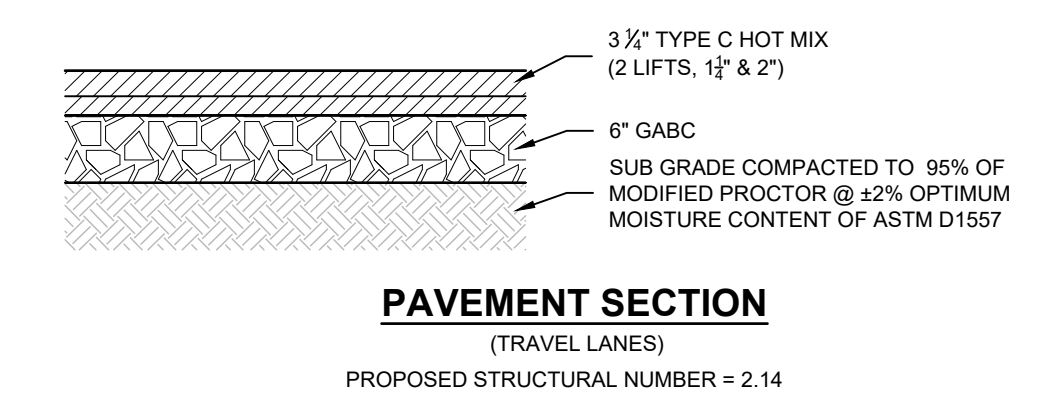
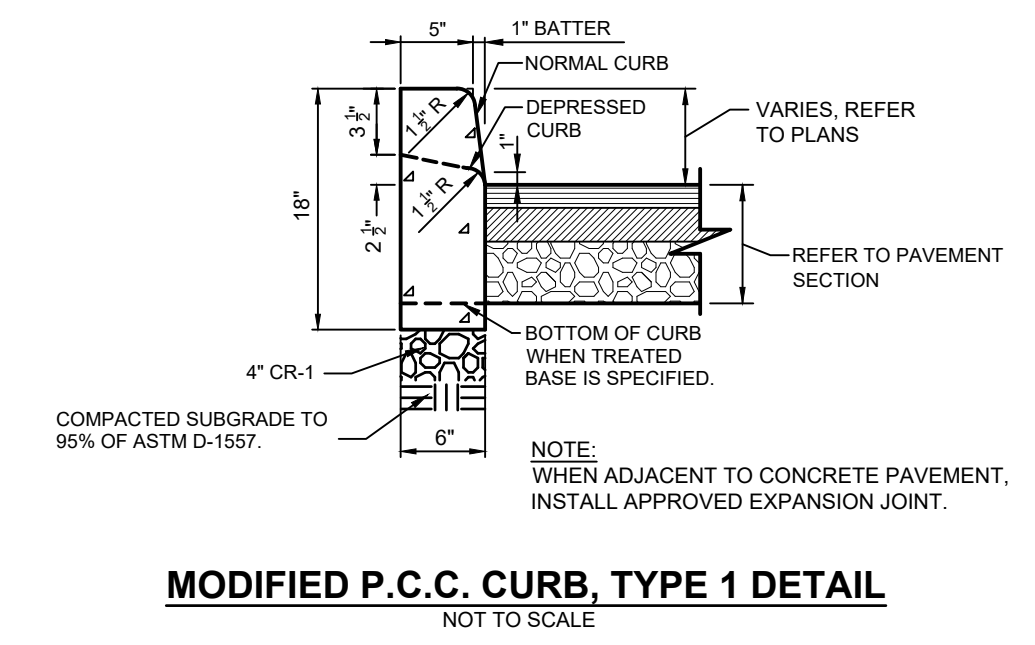
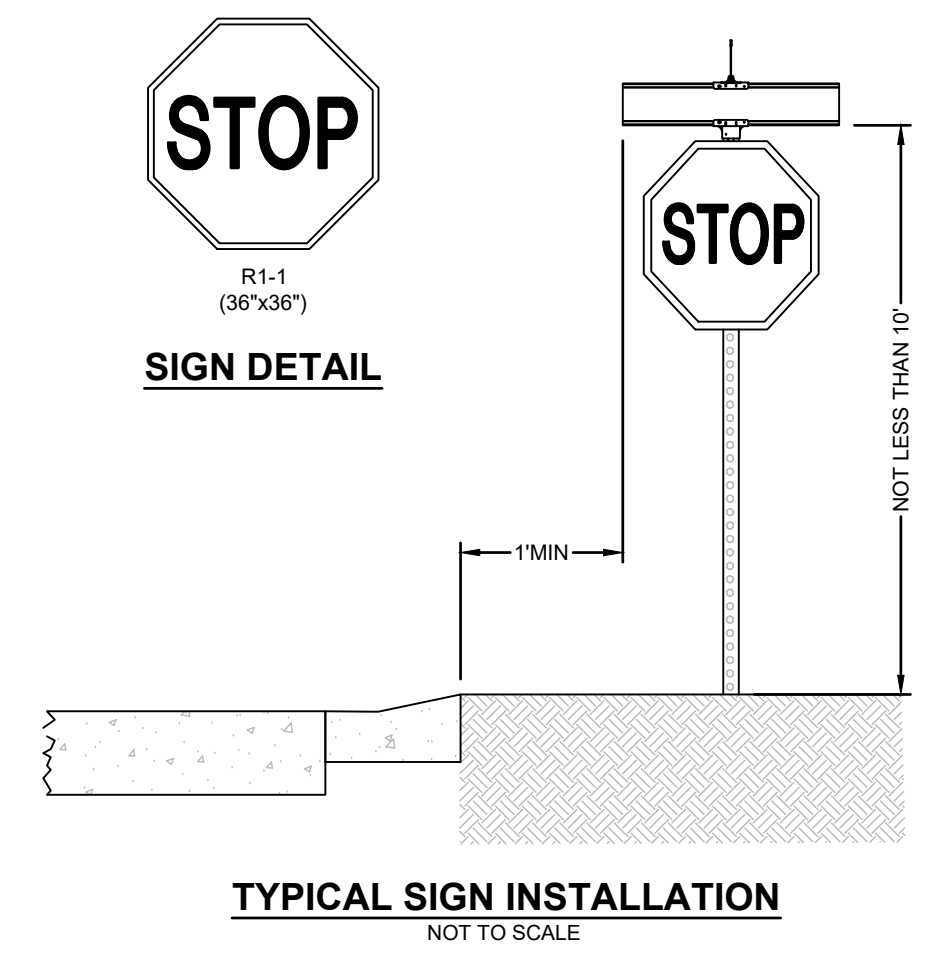
DAVIS BOWEN & FRIEDEL, INC.
 ARCHITECTS • ENGINEERS • SURVEYORS
 410.762.1441
 410.762.1441

**OLD DOVER POST
 COMMERCIAL PROPERTY
 CITY OF DOVER, KENT COUNTY, DELAWARE**

Date: APRIL, 2025
 Scale: 1"=20'
 Dwn By: RPK
 Proj No.: 2916A039

LEGEND

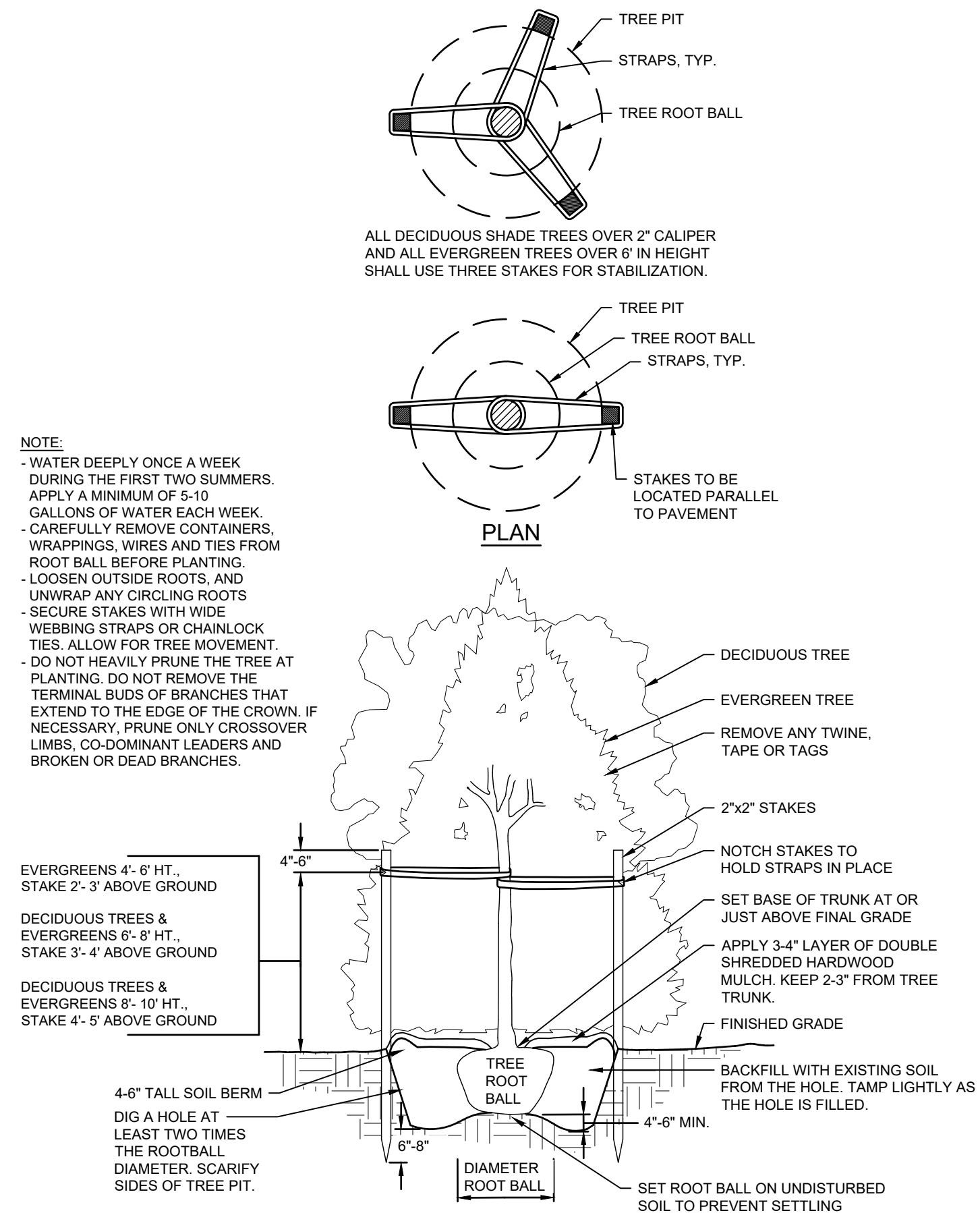
Dwg No.: **C-002**



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302.421.1411
410.770.7441

OLD DOVER POST
COMMERCIAL PROPERTY
CITY OF DOVER, KENT COUNTY, DELAWARE

Date: NOVEMBER 2025
Scale: AS NOTED
Drawn By: CAW
Proj No.: 2916A039
Dwg No.: **C-103**



TREE PLANTING DETAIL
NOT TO SCALE

SITE DATA:

- DEVELOPER: OLD POST, LLC
859 GOLF LINKS LANE, SUITE 1
MAGNOLIA, DELAWARE 19962
G. MICHEAL GLICK
PHONE: 302-677-1965
EMAIL: MGLICK@LHCONSTRUCTION.COM
- DESIGN PROFESSIONAL: DAVIS, BOWEN & FRIEDEL, INC.
MILFORD, DELAWARE 19963
JAMIE L. SECHLER P.E.
PHONE: 302-424-1441
EMAIL: JLS@DBFINC.COM
- SITE AREA: 1.267 ACRES
- PROPERTY ADDRESS: 55 LOOCKERMAN PLAZA, DOVER, DE 19903
- ZONING: C2 MIXED USE COMMERCIAL & MULTIFAMILY.
- NO EXISTING WETLANDS ON SITE.
- NO EXISTING WOODLANDS ON SITE.

GENERAL LANDSCAPE NOTES

- QUALITY AND SIZE OF PLANTS, SPREAD OF ROOTS, AND SIZE OF BALLS SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS OF THE AMERICAN ASSOCIATION OF NURSERYMEN "AMERICAN STANDARDS FOR NURSERY STOCK".
- CONTRACTOR SHALL BE REQUIRED TO GUARANTEE ALL PLANT MATERIALS FOR A PERIOD OF ONE YEAR AFTER INSTALLATION IS COMPLETE AND FINAL ACCEPTANCE OF SITE WORK HAS BEEN GIVEN. AT THE END OF ONE YEAR ALL PLANT MATERIAL WHICH IS DEAD OR DYING SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE AS ORIGINALLY SPECIFIED.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO UTILITIES AND MAY MAKE MINOR ADJUSTMENTS IN SPACING AND/OR LOCATION OF PLANT MATERIALS. CONTRACTOR TO VERIFY "AS BUILT" LOCATION OF ALL UTILITIES.
- NO SUBSTITUTIONS SHALL BE MADE WITHOUT APPROVAL OF THE OWNER.
- ALL AREAS NOT STABILIZED IN PAVING OR PLANT MATERIALS SHOULD BE SEEDED AND MULCHED. (SEE EROSION & SEDIMENT CONTROL PLAN.)
- ALL DECIDUOUS SHADE TREES SHALL BRANCH A MINIMUM OF 6'-0" ABOVE GROUND LEVEL. TREES SHALL BE PLANTED AND STAKED IN ACCORDANCE WITH THE STAKING DETAIL SHOWN.
- THE FULL EXTENT OF ALL PLANTING BEDS SHALL RECEIVE 4" OF TOPSOIL AND 3" OF BARK MULCH PER SPECIFICATIONS.
- THE CONTRACTOR SHALL SUPPLY ALL PLANT MATERIALS IN QUANTITIES SUFFICIENT TO COMPLETE THE PLANTINGS SHOWN ON THIS DRAWING AND AS SPECIFIED.
- ALL PLANTS SHALL BEAR THE SAME RELATIONSHIP TO FINISHED GRADE AS THE PLANTS ORIGINAL GRADE BEFORE DIGGING.
- THE CONTRACTOR SHALL WATER ALL PLANTS THOROUGHLY TWICE DURING THE FIRST 24-HOUR PERIOD AFTER PLANTING, AND THEN WEEKLY OR MORE OFTEN, IF NECESSARY, DURING THE FIRST GROWING SEASON.
- AREAS WITHIN THE DRIP LINE OF EXISTING TREES ARE NOT TO BE DISTURBED DURING THE CONSTRUCTION PROCESS.

LANDSCAPE PLANT SCHEDULE

SYMBOL	NATIVE	KEY	BOTANICAL NAME	COMMON NAME	SIZE	QUANTITY
DECIDUOUS TREE - CANOPY						
	✓	MV	MAGNOLIA VIRGINIANA	SWEETBAY MAGNOLIA	1 3/4" - 2" Cal., B&B	3
	✓	CC	CERCIS canadensis	EASTERN REDBUD	1 1/2" - 2" Cal., B&B	4
		QR	QUERCUS robur 'FASTIGIATA'	COLUMNAR OAK	1 1/2"-2" Cal., B&B	12
TOTAL						19
EVERGREEN TREE-CANOPY						
		TO	THUJA occidentalis 'SMARAGD'	EMERALD GREEN ARBORVITAE	5-6'HT., B&B	30
TOTAL						30
EVERGREEN SHRUBS						
		ND	NANDINA domestica 'LEMON-LIME'	'LEMON-LIME' NANDINA	24"-36"	22
		BN	BUXUS NEWGEN FREEDOM	NEWGEN FREEDOM BOXWOOD	24"-36", B&B	8
		RH	RHODODENDRON hybrid 'CONLES	AUTUMN EMPRES	24"-36" B&B	22
TOTAL						52
GRASSES						
		NT	NASSELLA tenuisima	MEXICANA FEATHER GRASS	#1 CONT., 18" O.C.	12
TOTAL						12

LANDSCAPE ARCHITECT'S STATEMENT

I, TIMOTHY M. METZNER, HEREBY STATE THAT I AM A REGISTERED LANDSCAPE ARCHITECT IN THE STATE OF DELAWARE. THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO MY BEST KNOWLEDGE AND BELIEF REPRESENTS GOOD ARCHITECTURAL PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

SIGNATURE: _____ DATE: _____
REGISTERED LANDSCAPE ARCHITECT: TIMOTHY M. METZNER, RLA
DAVIS, BOWEN & FRIEDEL, INC.
1 PARK AVENUE
MILFORD, DELAWARE 19963

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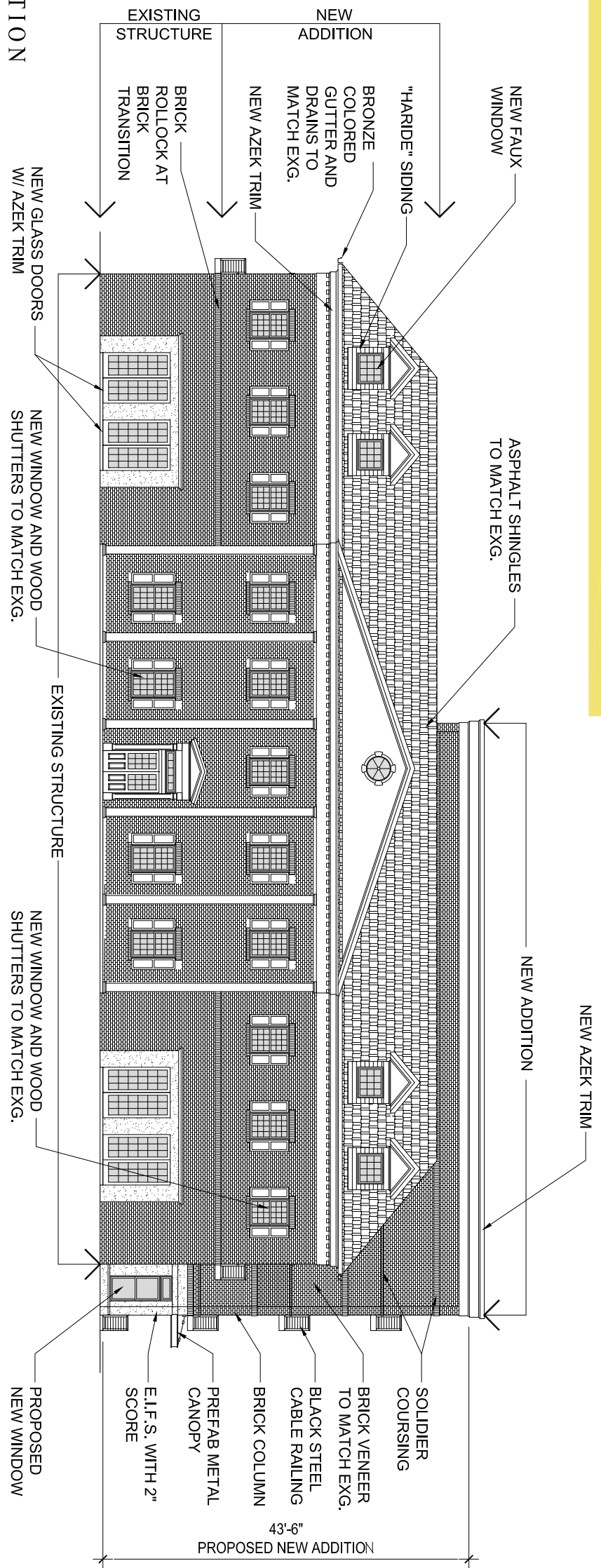
**OLD DOVER POST
COMMERCIAL PROPERTY
CITY OF DOVER, KENT COUNTY, DELAWARE**

Date:	NOVEMBER 2025
Scale:	AS NOTED
Dwn By:	CAW
Proj No.:	2916A039

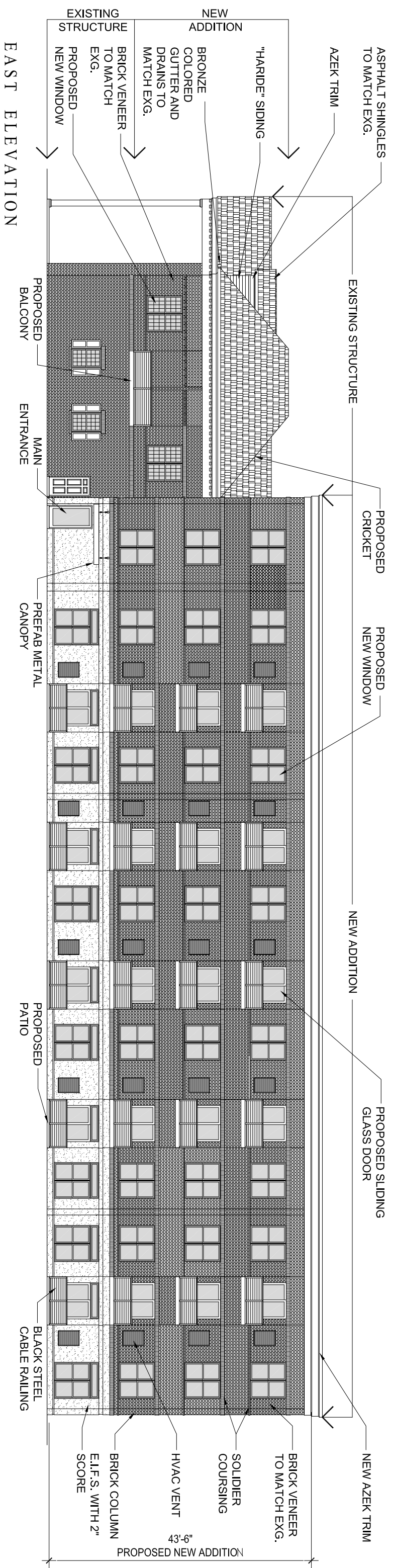
**LANDSCAPE
DETAILS**

Dwg No.:
L-102

BUILDING ELEVATIONS

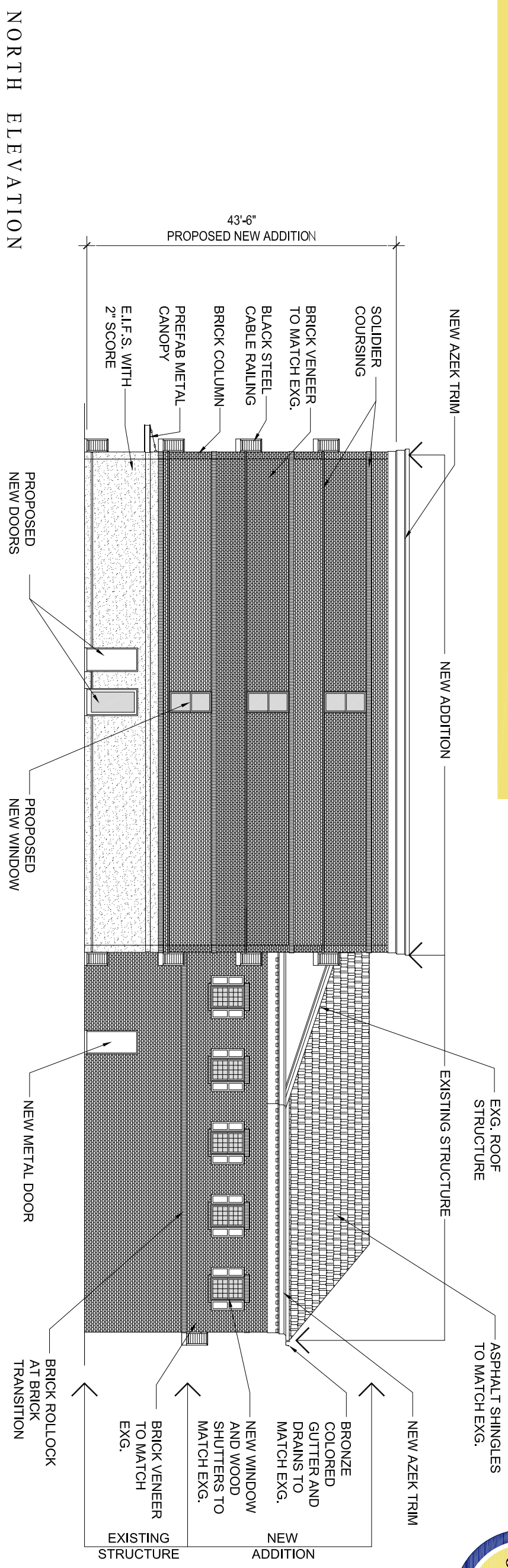


SOUTH ELEVATION

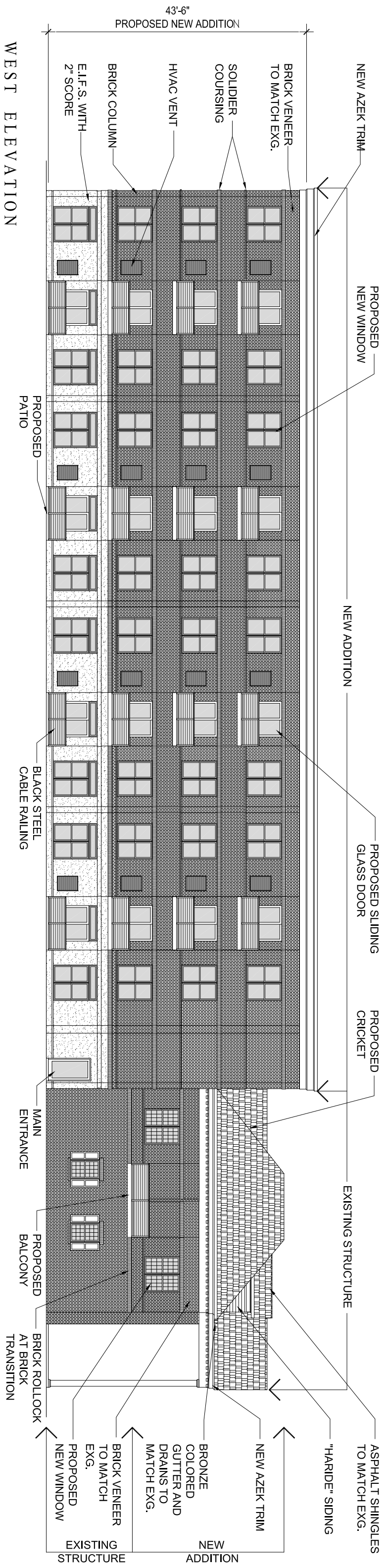


EAST ELEVATION

BUILDING ELEVATIONS



NORTH ELEVATION



WEST ELEVATION

**THE
OLD POST**
AN ADAPTIVE
RESUSE, MIXED-USE
DEVELOPMENT



55 LOOCKERMAN PLAZA
DOVER, DE

PROPOSED DEVELOPMENT



ON SITE

BIKE STORAGE, GYM,
STORAGE LOCKERS

40

PRIVATE PATIO / BALCONY'S

42

APARTMENT UNITS

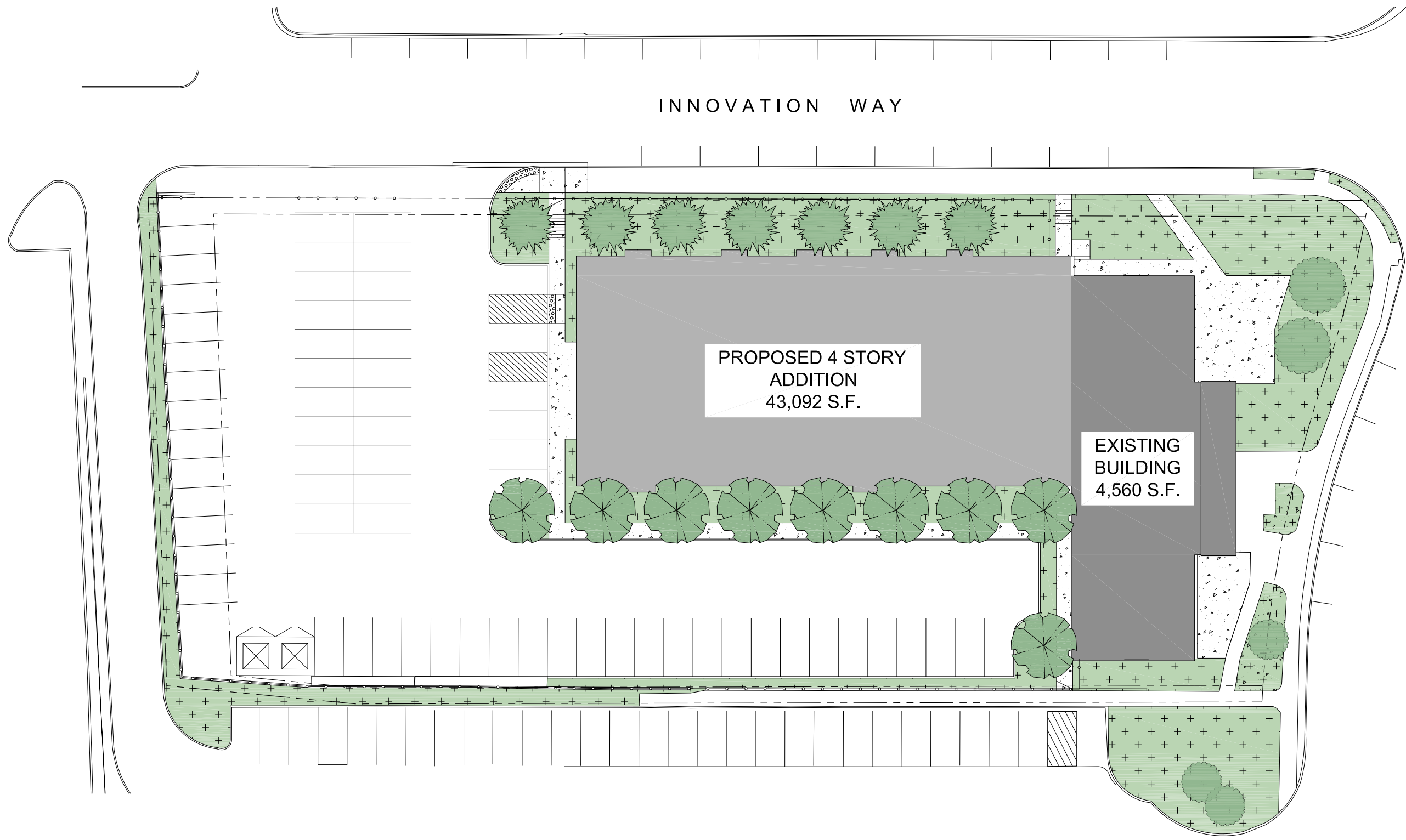
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BUSINESS

APARTMENT ENTRANCE ON INNOVATION WAY



INNOVATION WAY



LOCKERMAN PLAZA

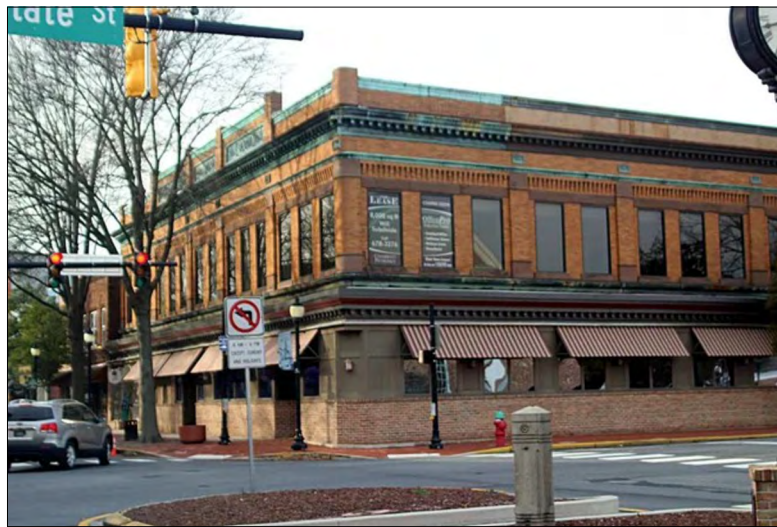
SITE PLAN

PROPOSED DEVELOPMENT



FRONT FACADE

HISTORICAL CONTEXT



BEFORE & AFTER



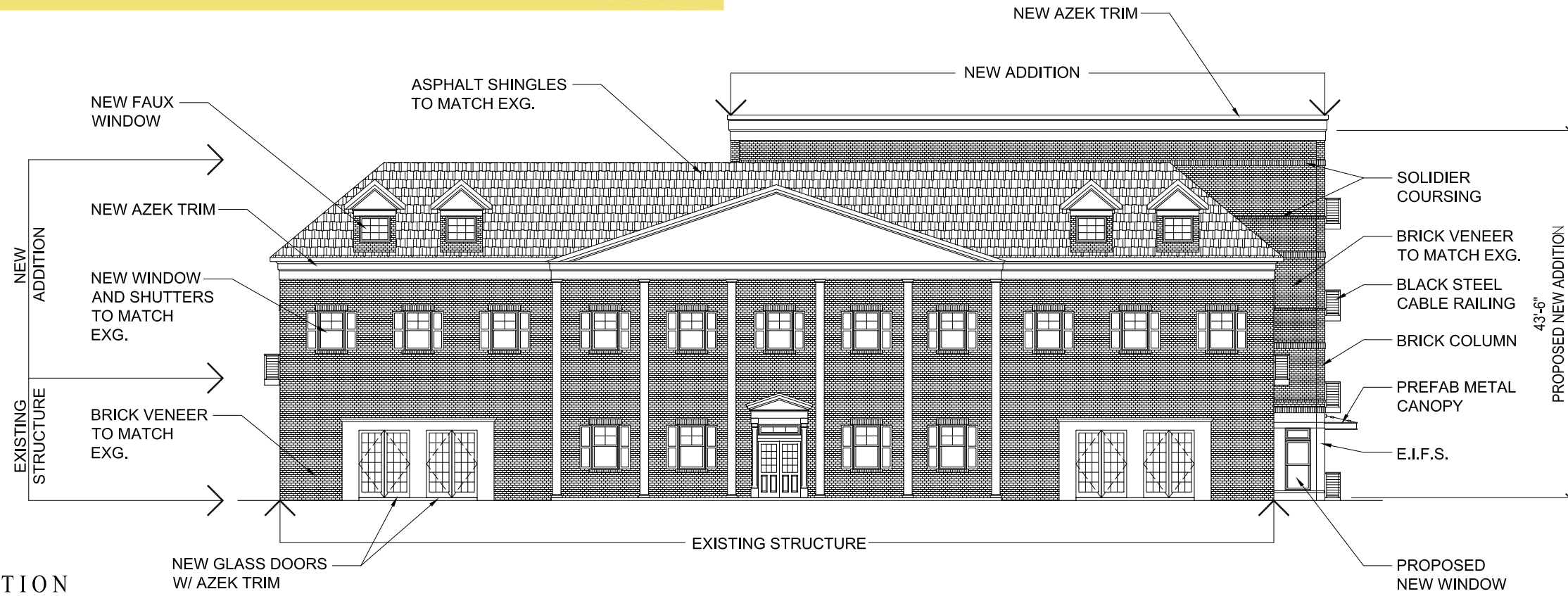
INTERSECTION E LOCKERMAN ST & LEGISLATIVE AVE

BEFORE & AFTER

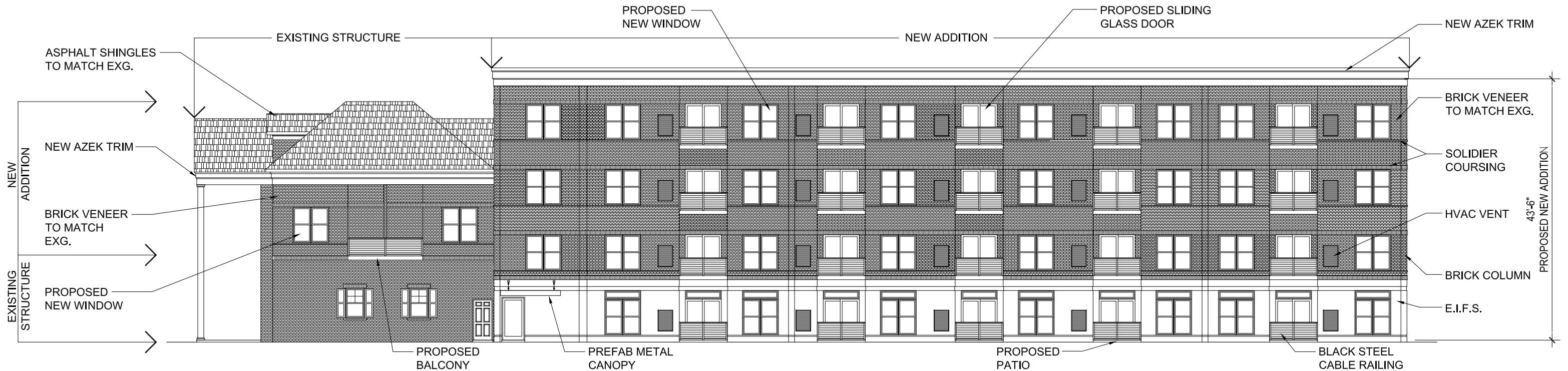


LIBRARY ENTRANCE ON LOOCKERMAN PLAZA

BUILDING ELEVATIONS

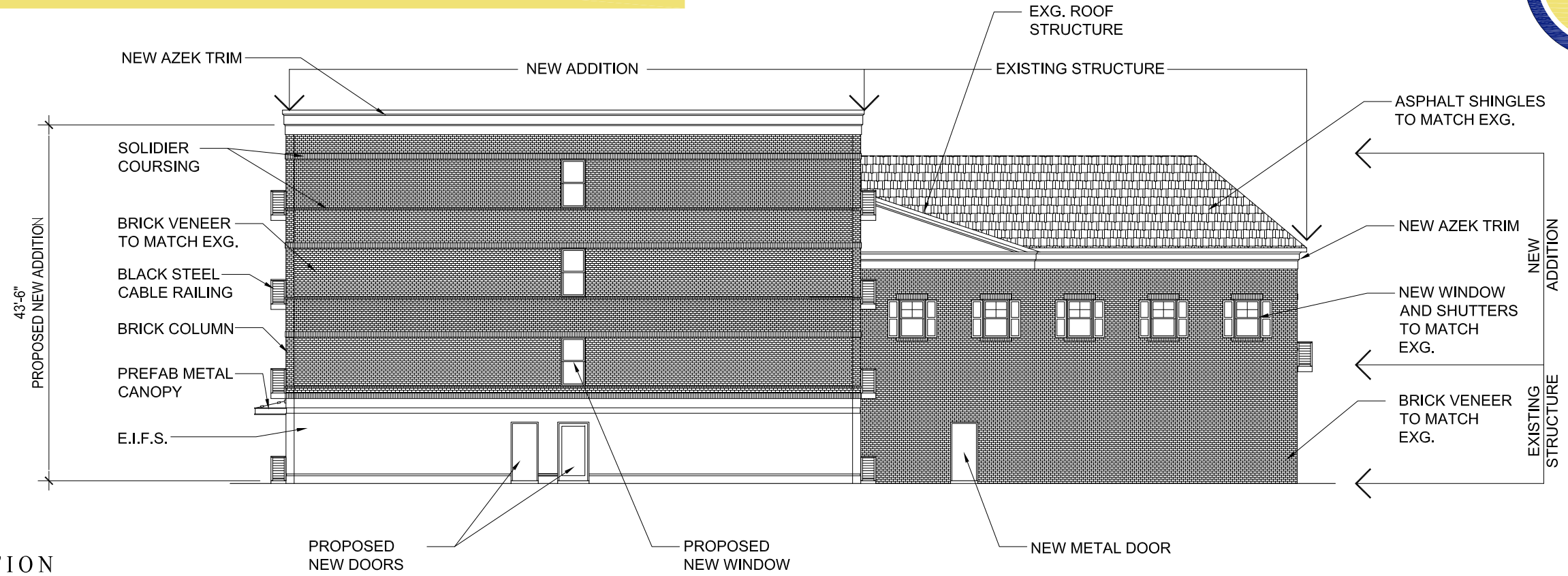


SOUTH ELEVATION

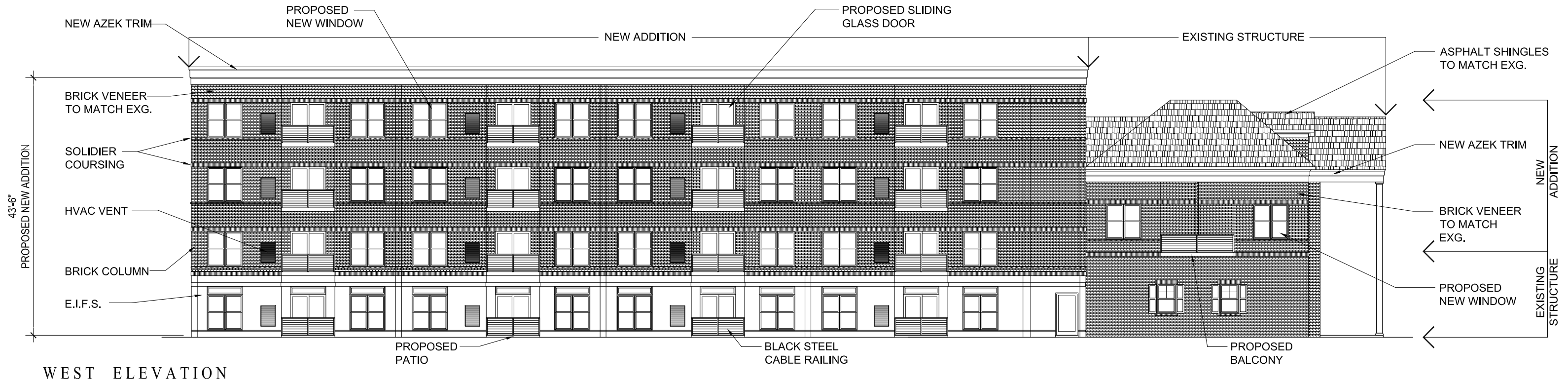


EAST ELEVATION

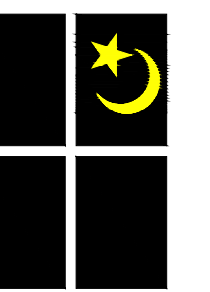
BUILDING ELEVATIONS



NORTH ELEVATION



WEST ELEVATION



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CONSTRUCTION DOCUMENTS FOR THE:
**OLD DOVER POST
RENOVATIONS**
PROJECT ADDRESS
DOVER, KENT COUNTY
DELAWARE



REVISIONS:

SCALE:
1/8" = 1'-0"

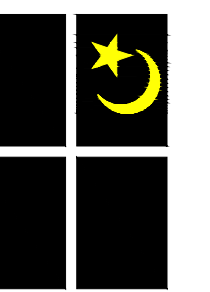
DRAWING DATE:
10/09/2025

SHEET TITLE:
**SCHEMATIC FIRST FLOOR
PLAN**

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PROJECT NUMBER:
25059

SHEET #:
SD101



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CONSTRUCTION DOCUMENTS FOR THE:
**OLD DOVER POST
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PROJECT ADDRESS
DOVER, KENT COUNTY
DELAWARE



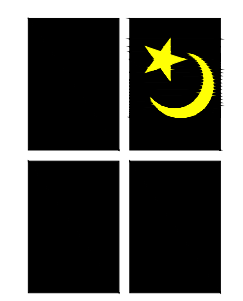
REVISIONS:

SCALE:
1/8" = 1'-0"
DRAWING DATE:
10/09/2025
SHEET TITLE:
**SCHEMATIC SECOND FLOOR
PLAN - OPT. A**

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SHEET #:
SD102

A1 SCHEMATIC SECOND FLOOR PLAN
1/8" = 1'-0" KEY



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CONSTRUCTION DOCUMENTS FOR THE:
OLD DOVER POST RENOVATIONS
PROJECT ADDRESS
DOVER, KENT COUNTY
DELAWARE



A2 SCHEMATIC FOURTH FLOOR PLAN
1/8" = 1'-0" KEY



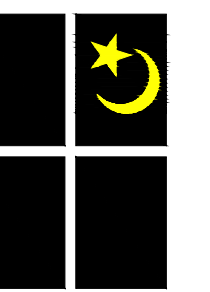
A1 SCHEMATIC THIRD FLOOR PLAN
1/8" = 1'-0" KEY

REVISIONS:

SCALE:
1/8" = 1'-0"
DRAWING DATE:
10/09/2025
SHEET TITLE:
SCHEMATIC THIRD AND FOURTH FLOOR PLANS

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PROJECT NUMBER:
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SHEET #:
SD103



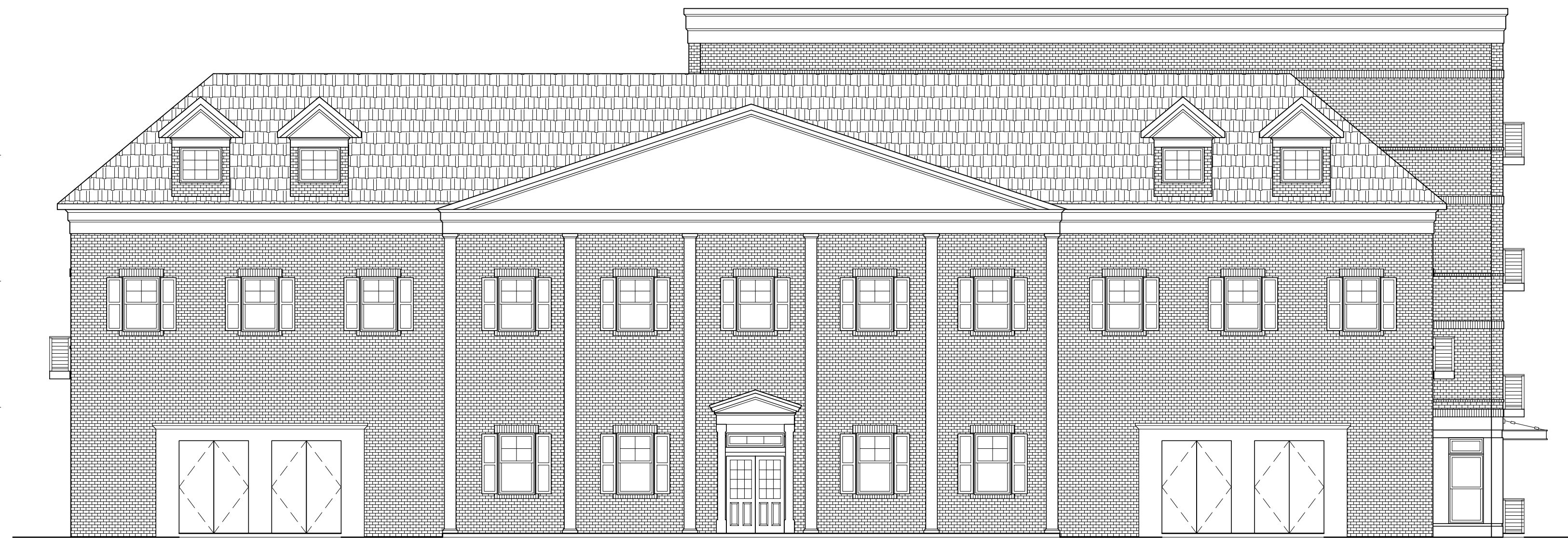
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CONSTRUCTION DOCUMENTS FOR THE:
**OLD DOVER POST
RENOVATIONS**
PROJECT ADDRESS
DOVER, KENT COUNTY
DELAWARE



FRONT ELEVATION



EAST SIDE ELEVATION

REVISIONS:

SCALE:
1/8" = 1'-0"

DRAWING DATE:
10/09/2025

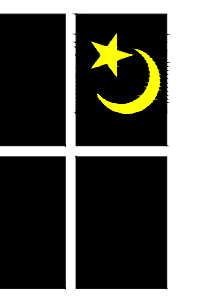
SHEET TITLE:
**SCHEMATIC EXTERIOR
ELEVATION**

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PROJECT NUMBER:
25059

SHEET #:
SD104

A1 1/8" = 1'-0"	SCHEMATIC EXTERIOR ELEVATIONS KEY
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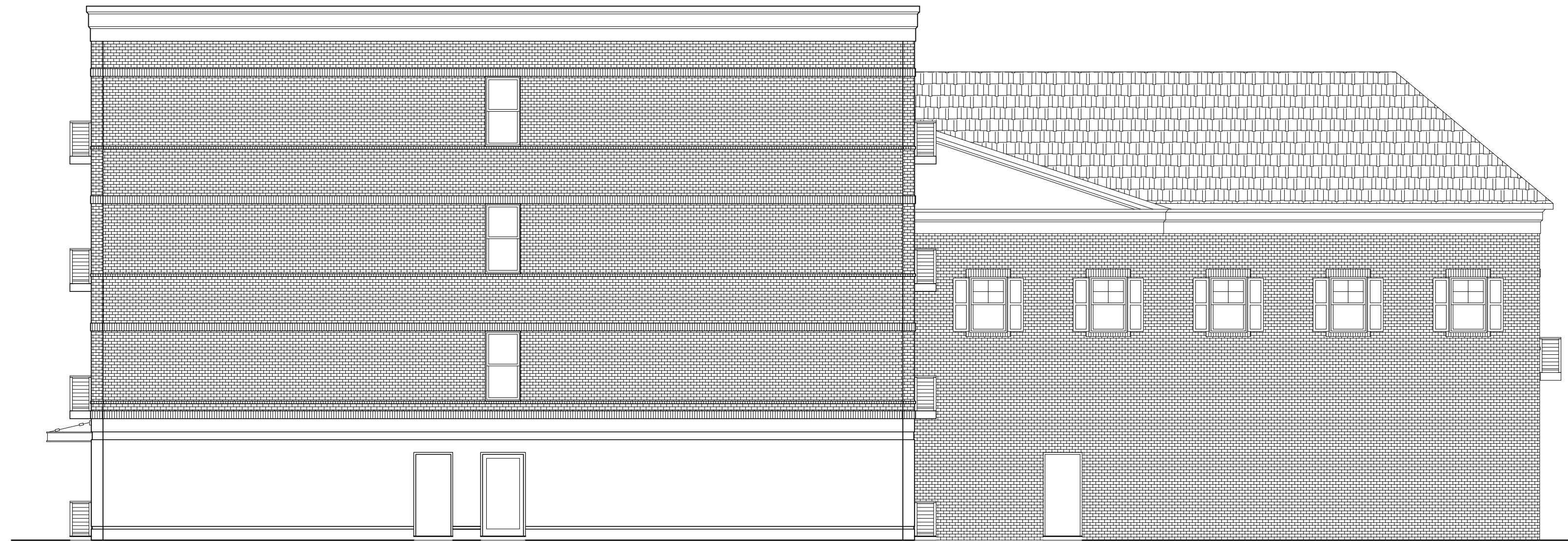
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CONSTRUCTION DOCUMENTS FOR THE:
**OLD DOVER POST
RENOVATIONS
PROJECT ADDRESS
DOVER, KENT COUNTY
DELAWARE**



REAR ELEVATION



WEST SIDE ELEVATION

REVISIONS:

SCALE:
1/8" = 1'-0"

DRAWING DATE:
10/09/2025

SHEET TITLE:
**SCHEMATIC EXTERIOR
ELEVATION**

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PROJECT NUMBER:
25059

SHEET #:
SD105

A1 1/8" = 1'-0"	SCHEMATIC EXTERIOR ELEVATIONS KEY
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