



CITY OF DOVER, DELAWARE
COUNCIL COMMITTEE OF THE WHOLE MEETING
Tuesday, December 09, 2025 at 6:00 PM

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

AGENDA

THIS AGENDA AND PACKET HAVE BEEN REVISED BY ADDING LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING ITEM #2 – QUARTERLY BUDGET REVIEW

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

VIRTUAL MEETING NOTICE

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

Dial: 1-650-479-3208

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

Event number: 2536 465 2046

Event password: DOVER (if needed)

If you are new to WebEx, get the app now at <https://www.webex.com/> to be ready when the meeting starts.

CALL COUNCIL COMMITTEE OF THE WHOLE MEETING TO ORDER

ADOPTION OF AGENDA

COUNCIL REPORTS - NOVEMBER 2025

- 1. First District**
- 2. Second District**
- 3. Third District**
- 4. Fourth District**
- 5. At-Large**

6. Council President Neil**PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE****ADOPTION OF THE AGENDA**

1. Review of Revised Active Recreation Plan – The Old Post (Revised) (Located at 55 Loockerman Plaza: Site Plan/Architectural Review Certification S-25-07 Revised)(Dawn Melson-Williams, Principal Planner)

(Staff Recommendation: Approval of the Revised Active Recreation Area Plan for the project, subject to the conditions outlined in the Revised Active Recreation Review Report)

ADJOURNMENT OF THE PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE MEETING**SAFETY ADVISORY AND TRANSPORTATION COMMITTEE****ADOPTION OF THE AGENDA**

1. Update of Safety Concerns on East Loockerman Street (Jason Lyon, Water & Wastewater Director)

(Staff Recommendation: Seek funding to stripe East Loockerman Street from South Edgehill Avenue to North Little Creek Road)

ADJOURNMENT OF THE SAFETY ADVISORY AND TRANSPORTATION COMMITTEE MEETING**UTILITY COMMITTEE****ADOPTION OF THE AGENDA**

1. Evaluation of Bids - Water Quality Improvements (Jason Lyon, Water & Wastewater Director)

(Staff Recommendation: Award contract to Richard E. Pierson Construction Company, Inc. for the Water Quality Improvements Project ITB #26-0005WW, for \$2,110,312.)

ADJOURNMENT OF THE UTILITY COMMITTEE MEETING**LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE****ADOPTION OF THE AGENDA**

1. Proposed Ordinance #2025-25 - Amending Appendix F - Fees and Fines, Chapter 46 - Fire Prevention and Protection (Jason Osika, Deputy Director of Emergency Management and Communications)

(Staff Recommendation: Forward Proposed Ordinance #2025-25 to city council for approval)

2. Quarterly Budget Review (David S. Hugg, III, City Manager)

(Committee Action Not Required)

**ADJOURNMENT OF THE LEGISLATIVE, FINANCE, AND ADMINISTRATION
COMMITTEE MEETING**

ADJOURNMENT OF THE COUNCIL COMMITTEE OF THE WHOLE

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



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 Loockerman Plaza (S-25-07 Revised)

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

Location: Northwest corner of Loockerman 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 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.

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

DBF #2916A039

NOVEMBER 2025

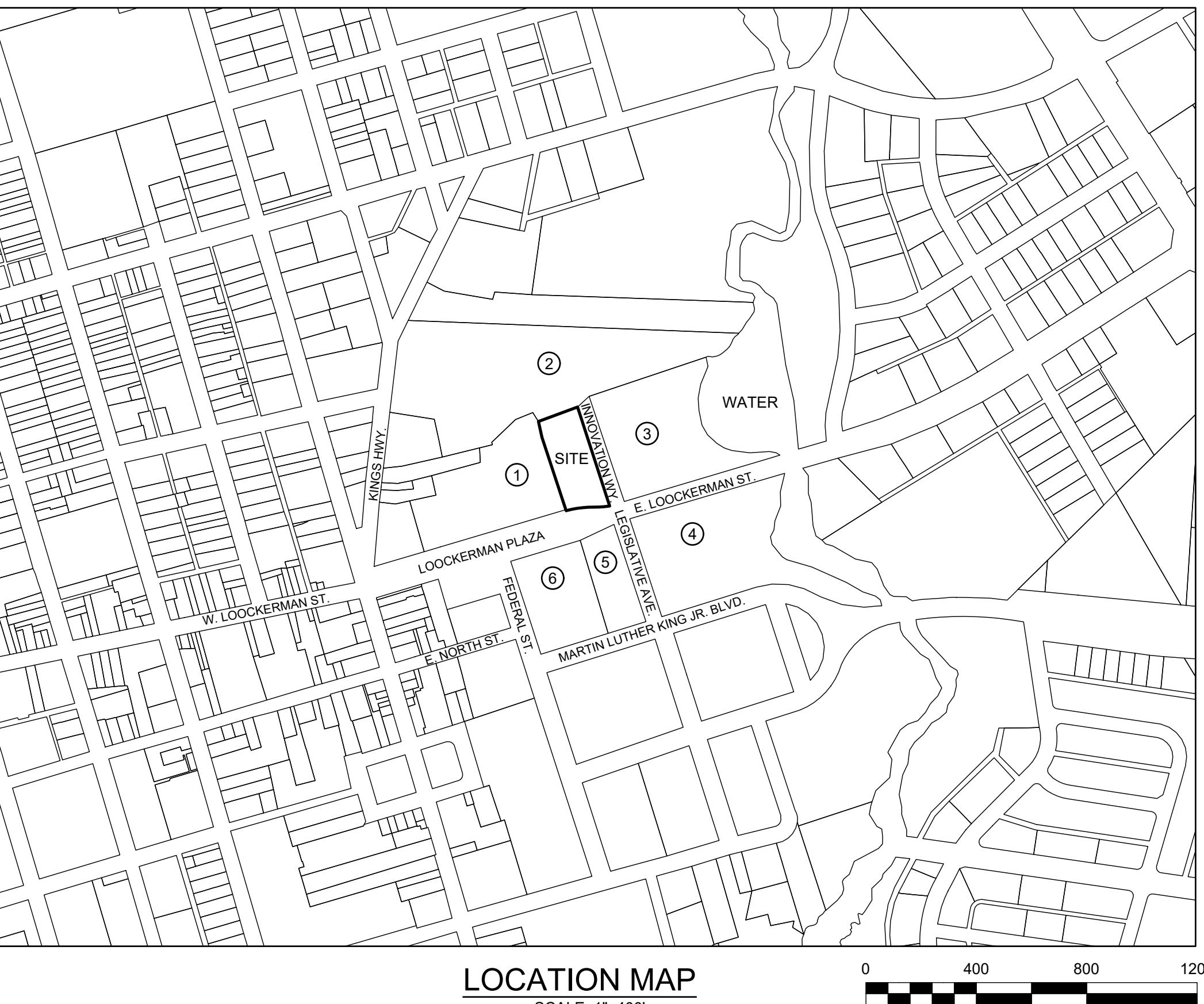
CONSTRUCTION PLANS

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

5-07705-04-5300-00001
OWNER / DEVELOPER
D POST LLC,
BRENDA LANE, SUITE A
MDEN, DE 19934
ANK DIMONDI
AIL:FDIMONDI@MSN.COM

1 TAX MAP ID
2 ENGINEER
DAVIS, BOWEN & FRIEDEL, INC.
1 PARK AVENUE
MILFORD, DE 19963
JAMIE SECHLER
PHONE: (302) 424-1441
EMAIL: JLS@dbfinc.com



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± SPACE

APPROVED
KENT COUNTY ENGINEER

OWNER/DEVELOPER STATEMENT

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

ENGINEER'S STATEMENT

by JAMIE L. SECHLER, P.E.
DAVIS, BOWEN & FRIEDEL, INC.
1 PARK AVE. DATE

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

The logo for Davis, Bowen & Friedel, Inc. is positioned vertically on the left side of the page. It features a stylized lowercase 'dbf' in a bold, rounded font, enclosed within a thin-lined square frame. Above this frame, the company name 'DAVIS BOWEN & FRIEDEL, INC.' is written in a large, bold, sans-serif font, with 'DAVIS' on the first line, 'BOWEN &' on the second line, and 'FRIEDEL, INC.' on the third line. To the right of the logo, the text 'ARCHITECTS . ENGINEERS . SURVEYORS' is written in a smaller, bold, sans-serif font, aligned vertically with the company name.

Dwg.No.:

MANMADE ROADSIDE FEATURES

MANMADE ROADSIDE FEATURES			
FEATURE DESCRIPTION	EXISTING	PROPOSED	ID
BOLLARD	◎	◎	
CURB, TYPE 1 AND 3	_____	_____	(C)
CURB OPENING WITH SIDEWALK			(A/C)
FENCE – CHAINLINK OR STRANDED	_____	_____	(F)
LAMP AND POST – RESIDENTIAL			
MAILBOX	MB	MB	
TRAFFIC SIGN AND POST	↓	→	
CURB OPENING			(C/O)

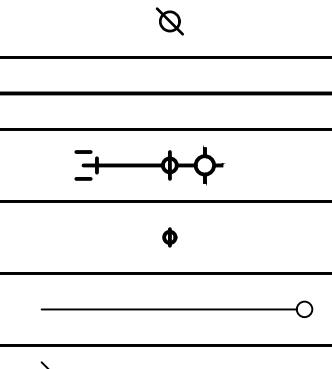
DRAINAGE FEATURES

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

IDENTIFIERS	
FEATURE DESCRIPTION	ID
ABANDON BY CONTRACTOR	(A C)
ABANDON BY OTHERS	(A C)
ADJUST BY CONTRACTOR	(A C)
ADJUST BY OTHERS	(A O)
CONVERT TO JUNCTION BOX	(CJB)
CONVERT TO DRAINAGE MANHOLE	(CMH)
DO NOT DISTURB	(DND)
PEDESTRIAN CONNECTION/TYPE	(PC)
PEDESTRIAN CONNECTION/TYPE WITHOUT DETECTABLE WARNING SYSTEM	(PC-N)
RELOCATE BY CONTRACTOR	(RL C)
RELOCATE BY OTHERS	(RL O)
REMOVE BY CONTRACTOR	(RM C)
REMOVE BY OTHERS	(RM O)

UTILITY FEATURES

UTILITY FEATURES		
FEATURE DESCRIPTION	EXISTING	PROPOSED
ELECTRIC – UNDERGROUND		
ELECTRIC MANHOLE	(E)	
ELECTRIC METER	EM	
ELECTRIC TRANSFORMER	<input type="checkbox"/>	<input type="checkbox"/>
GAS – UNDERGROUND		
GAS MANHOLE	(G)	
GAS METER	G.M. <input type="checkbox"/>	
GAS VALVE	G.V. <input type="checkbox"/>	
RAILROAD TRACKS		
SANITARY MAIN		—
SANITARY SEWER MANHOLE	(S)	○
SOIL BORING LOCATION		●
TELEPHONE TEST POINT	T	
UTILITY POLE GUY WIRE ANCHOR	→	→
UTILITY POLE	Q	Q
WATER MAIN		

PAVEMENT SECTIONS

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

NATURAL FEATURES

NATURAL FEATURES		
FEATURE DESCRIPTION	EXISTING	PROPOSED
HEDGEROW OR THICKET		
SHRUBBERY		
TREE - CONIFEROUS		
TREE - DECIDOUS		
TREE LINE		
CONTOUR ELEVATION & LABEL	33	33
ELEVATION	44.70 X	21.96

RIGHT-OF-WAY FEATURES

RIGHT-OF-WAY FEATURES		
FEATURE DESCRIPTION	EXISTING	PROPOSED
EASEMENT		
PROPERTY LINE		
RIGHT-OF-WAY BASELINE	1+00	1+00
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	CMF <input type="checkbox"/>	<input checked="" type="checkbox"/>
IRON PIPE FOUND	IPF <input type="radio"/>	
IRON ROD FOUND	IRF <input type="radio"/>	

MISCELLANEOUS FEATURES

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

ARCHITECTS • ENGINEERS • SURVEYORS

EASTON, MARYLAND 410.770.4744 **MILFORD, DELAWARE** 302.424.1441 **SALISBURY, MARYLAND** 410.543.9091

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

THE JOURNAL OF CLIMATE

LEGEND

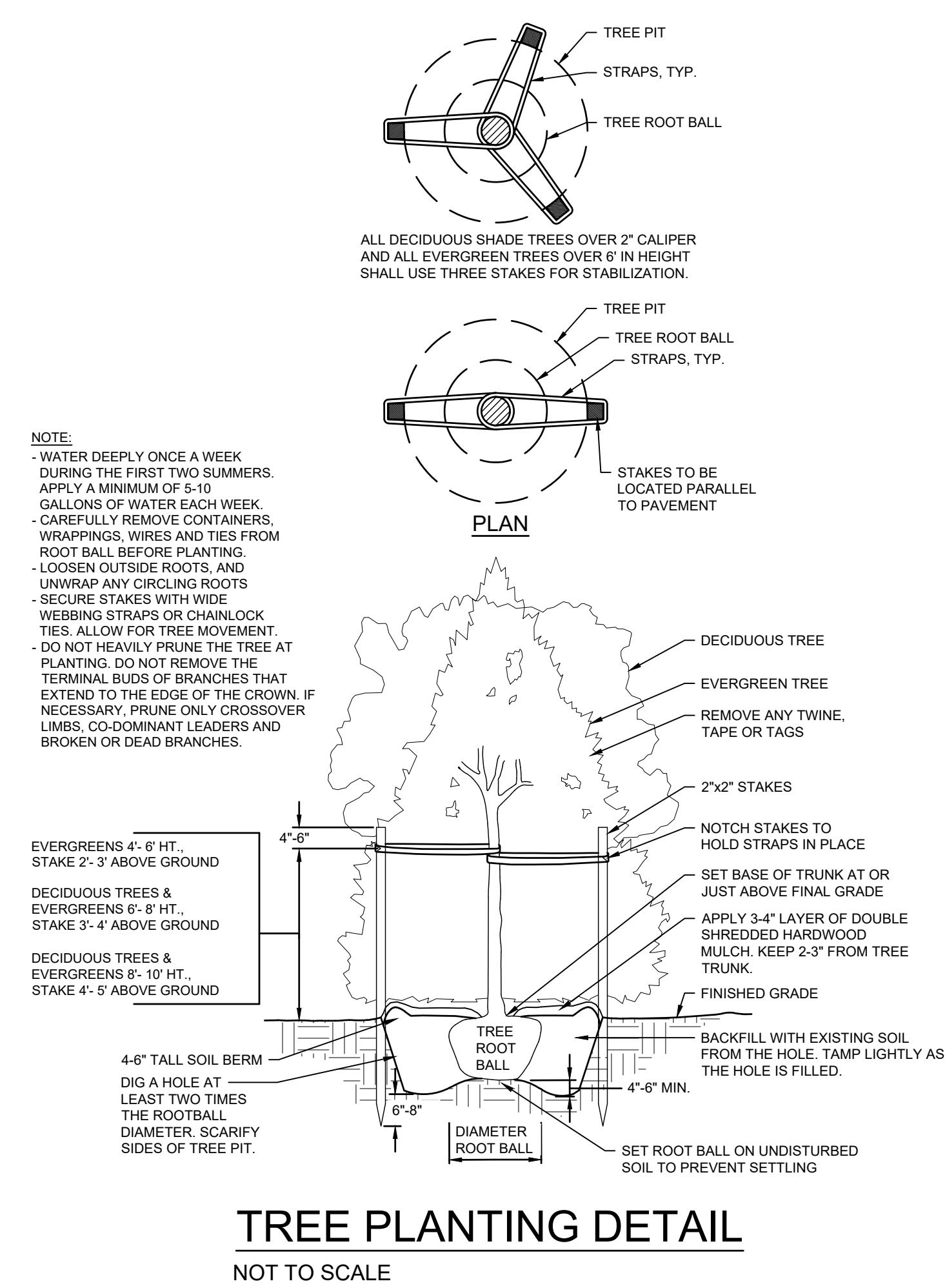
wg.No.:

C-002

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

LANDSCAPE DETAILS

Dwg No.: L-102



TREE PLANTING DETAIL

NOT TO SCALE

SITE DATA:

1. DEVELOPER:

OLD POST, LLC
859 GOLF LAKES LANE, SUITE 1
MILFORD, DELAWARE 19962
G. MICHAEL GLICK
PHONE: 302-677-1965
EMAIL: MGLICK@LHCONSTRUCTION.COM

2. DESIGN PROFESSIONAL:

DAVIS, BOWEN & FRIEDEL, INC.
1 PARK AVENUE
MILFORD, DELAWARE 19963
JAMIE L. SECHLER P.E.
PHONE: 302-424-1441
EMAIL: JLS@DBFINC.COM

3. SITE AREA:

1.267 ACRES

4. PROPERTY ADDRESS:

55 LOOKERMAN PLAZA, DOVER, DE 19903

5. ZONING:

C2 MIXED USE COMMERCIAL & MULTIFAMILY.

6. NO EXISTING WETLANDS ON SITE.

7. 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 SEDED 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 ENOUGH TO COMPLETE THE PLANTINGS SHOWN ON THIS DRAWING AND AS SPECIFIED.
- ALL PLANTS SHALL BEAR THE SAME RELATIONSHIP TO FINISHED GRADE AS THE PLANT'S 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	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	5-6HT., 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 tenuissima	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

LANDSCAPE DETAILS

Dwg No.: L-102



ARCHITECTS • ENGINEERS • SURVEYORS

Item 1.

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.

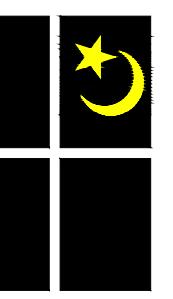
The developer is proposing to provide two Zen Gardens and an indoor Gym on the proposed site. The Zen Garden on the west side of the building is 1,646 s.f. and provides patios, benches, shade trees, and shrubbery for tenants of the apartments to take advantage of. The Zen Garden to the east of the proposed 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.

The signature of Chad S. Warren, P.E., is written in cursive ink. It includes the name 'Chad S. Warren' followed by a stylized signature line.

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



Moonlight
Architecture, Inc.

Architecture • Interior Design
Site Planning

DE (302) 645-9361
MD (410) 677-4747
www.moonlightarch.com

All designs, concepts, ideas and arrangements depicted on these drawings are the property of Moonlight Architecture, Inc. and are intended to be used in connection with this specific project only and shall not be used in whole or in part for any other purpose whatsoever without the written consent of Moonlight Architecture, Inc. No changes or deviations shall be allowed without the written consent of Moonlight Architecture, Inc.

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**

© COPYRIGHT 2025 MOONLIGHT ARCHITECTURE, INC.

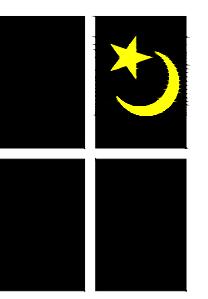
PROJECT NUMBER:
25059

SHEET #:
SD101

A1 **SCHEMATIC FIRST FLOOR PLAN**

1/8" = 1'-0"

KEY



Moonlight Architecture, Inc.

Architecture • Interior Design Site Planning

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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 DATA

10/09/2022

SHEET TITLE:

SCHEMAT PLAN OP

LEAN - 8

© 2025 MOONLIGHT ARCS
PROJECT NUMBER:
25059

SHEET #:

SD102

A1 SCHEMATIC SECOND FLOOR PLAN

1/8" = 1'-0"

KEY

THE OLD POST

AN ADAPTIVE
RESUSE, MIXED-USE
DEVELOPMENT



55 LOOCKERMAN PLAZA
DOVER, DE



CITY OF DOVER, DELAWARE ACTION FORM

PROCEEDING: Council Committee of the Whole (Safety Advisory and Transportation)

DEPARTMENT OF ORIGIN: Water & Wastewater **SUBMITTED ON:** December 1, 2025

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

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

SUBJECT: Update of Safety Concerns on East Loockerman Street

TIMETABLE: Staff to seek funding sources within two (2) weeks of Council Approval

RELATED PROJECT: N/A

REFERENCE: N/A

EXPENDITURE REQUIRED: \$0

AMOUNT BUDGETED: \$0

FUNDING SOURCE (Dept./Page in CIP & Budget): N/A

STAFF RECOMMENDATION:

Seek funding to stripe East Loockerman Street from South Edgehill Avenue to North Little Creek Road.

BACKGROUND AND ANALYSIS:

On July 29, 2025, the Safety Advisory and Transportation Committee discussed the safety concerns on East Loockerman Street, specifically from South Edgehill Avenue to North Little Creek Road. The committee requested that a petition in favor of a road closure with the majority of residents' signatures be submitted and directed staff to begin engineering studies to find the best way to achieve closure of the road.

City staff received a signed petition that included fifteen (15) separate property owners from East Loockerman Street and one (1) signature from South Halsey Road. This petition did not meet the requirements set forth by the committee.

Staff reviewed all data related to the safety concerns of this road. The latest speed study performed on this street did not merit any significant speeding concerns.

Closing a road can have significant impacts on the public. Specifically, increased emergency response time and potential traffic congestion on other local streets. Staff recommends that this street be striped to provide a visual deterrent to unsafe driving. Staff would seek out funding to have this activity performed.

Update of Safety Concerns on East Loockerman Street

City of Dover
Safety Advisory and Transportation Committee
December 9, 2025

Summary of July 29, 2025 Discussion

- Concerns were raised about vehicular speeding on E. Loockerman Street.
- Councilman Anderson requested a petition to be submitted. The petition should have the majority of the residents' signatures.
- Councilman Anderson made a motion for staff to begin engineering studies to find the best way to achieve closure and replace the digital radar speed sign.
- A speed study was conducted on this road. The data did not provide a significant speeding issue.



Affected Area

Item 1.



Affected Area

- 103 properties would be directly impacted by this closure
- Petition received by Mr. Sueters, on or around 9/10/25, included the following:
 - 15 separate property owner signatures from East Loockerman Street
 - 1 property owner signature from South Halsey Road
- The number of signatures does not represent the majority of residents.

Current Conditions

- E. Loockerman Street is approximately 22' wide
- Current City regulations do not allow parking on either side of the street with this dimension (Article VI.A.13)
- The southern side of East Loockerman Street



Considerations

- Emergency Response
 - Fires can double in size every 30 seconds
 - Every minute without CPR or defibrillation decreases survival by 7-10%
- Current regulations restrict any pavement elevation on a street
- Closing a road down would set a precedent for other communities to prohibit access
- East Loockerman Street is a public street and by name, is open to the public
- Closing down a road could cause additional traffic congestion. For example, if there is a significant accident or work zone on Route 13, a detour could not occur through this area



Alternative Ideas

Summary & Recommendations

- Street does not have the supporting data to consider a closure.
- Striping has been found to decrease speeding and increase focus for drivers.
- Staff will work on replacing the existing feedback sign.
- Staff will solicit funding from Legislators in the form





City of Dover
 City Manager's Office
 PO Box 475
 Dover DE 19903-0475
 Phone: (302) 736-7005
 E-Mail: sduca@dover.de.us

MEMORANDUM

To: Chairman Andre Boggerty
 City Council and Council Committee Members

CC: David S. Hugg, III, City Manager
 Andria Bennett, CMC, City Clerk
 Chief Thomas A. Johnson, Jr., Dover Police Department
 Jason A. Lyon, P.E., Director of Water & Wastewater / Engineering Services
 Mark Nowak, GISP, Public Works Director
 Jason Osika, Fire Marshal

From: Sharon J. Duca, P.E., ICMA-CM, Assistant City Manager

Date: March 20, 2025

Subject: Review of Data Surrounding Safety Concerns on East Loockerman Street

Concerns have been received regarding traffic speeds and volumes on East Loockerman Street (a City maintained street). As a result, a request to fully close the street at South Edgehill Avenue has been received. At the January 28, 2025 Council Committee of the Whole Meeting, it was moved that staff should begin the process of evaluating the proposed road closure with the required agencies and departments. The following is information available to date.

In order to evaluate traffic speeds and volumes, a speed study is typically performed. The Dover Police Department performed a speed study of the subject area in July 2023 and March 2025. Overall, the volume of vehicles analyzed decreased by just over 5,000 vehicles between the two studies. The posted speed limit for the area is 25 MPH in accordance with state law for residential areas. The average speed for the two studies was fairly consistent, with an average speed of 24 MPH being registered in the most recent study. The fastest speed decreased by 11 MPH from 2023 to 2025 with eight enforceable violations (or one percent of the vehicles analyzed) found in the most recent study. The 85th Percentile Speed is also used to evaluate roads with this value being the rate at or below which 85 percent of the drivers travel on a road segment. Motorists traveling above the 85th Percentile Speed are considered to be exceeding the safe and reasonable speed for road and traffic conditions (Federal Highway Administration). The 85th Percentile Speed for both studies was 30 MPH which is within 5 MPH of the posted speed limit. Over 5 MPH can trigger additional analysis regarding the posted speed.

It should also be noted that the City of Dover Fire Marshal has reviewed the request to close East Loockerman Street at South Edgehill Avenue and does not support the closure. If the road were to close, it would increase the response time to emergency incidents. On January 14th of this year, there was a structure fire at Loockerman Court and this was the route of travel for the Fire Department. If this area were closed, the Fire Department

would have had to utilize East Division Street resulting in an increased response time. Increased response time allows a fire to grow larger and reduces the chance of life safety efforts for anyone trapped inside the structure.

Discussions have also occurred with the Director of Water & Wastewater / Engineering Services and the Public Works Director. In the past, petitions have been required when requests were made to install stop signs that are not required by the Manual for Uniform Traffic Control Devices (MUTCD). As the MUTCD is silent on road closures, it is strongly recommended that a petition be established to determine what the affected residents desire. It is recommended that the procedure for the petition follow that utilized for a street name change (Section 98-45 of the City of Dover Code of Ordinances). If it is determined that the community and Council wish staff to pursue this matter further, an engineering analysis can be performed to evaluate the costs and design requirements to close the road. It should be noted that capital improvements related to stormwater and drainage may be required, depending on the mechanism of closure, as East Loockerman Street currently drains in a westerly direction from South Edgehill Avenue to John Hunn Brown Road.

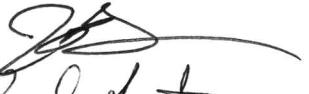
In conclusion, the data received does not warrant any specific changes based upon current guidelines and standards. If City Council would like to pursue the matter further, it is recommended that the community develop a petition for the closure. If the petition indicates that a majority of the property owners concur, additional engineering analysis can then be performed to determine the methodology and costs associated with a closure.

Petition to Address Traffic Hazards on East Loockerman St.

We, the undersigned, are concerned residents and community members who urge the City of Dover to take immediate action to address the traffic and vehicle hazards on East Loockerman Street, as previously voiced at the Council Meeting on 7/29/2025. The presence of consistent non-local passthrough traffic and continued high-speed, if not extreme-speed, driving poses a significant risk to the safety and well-being of residents in this area.

Name:	Email:	Address:	Signature:
1. Ethan Schneider	Ethan.1991a@gmail.com	787 E Loockerman	Ethan Schneider
2. Joseph Satterfield	Jsatterfield316@gmail.com	790 E Loockerman	Joseph Satterfield
3. Robert + Mary Ball	midikob@yahoo.com	801 E Loockerman St.	Robert + Mary Ball
4. Marjanna Duckworth	marjannaduckworth@yahoo.com	156 S Halsey Rd. Dover, DE 19911	Marjanna Duckworth
5. MaryAnn Nantz	miminantze@msn.com	MaryAnn Nantz	
6. Sadeek Shoates	Sashoates@yahoo.com	780 E Loockerman	Sadeek Shoates
7. Ashley Hurd	Ashley.hurd17@gmail.com	780 E Loockerman	Ashley Hurd
8. Aaron Davis	aaron.jr.davis@gmail.com	780 E Loockerman	Aaron Davis
9. Charles W. McDonald		783 E Loockerman St.	Charles W. McDonald
10. Terry Sipple		777 E Loockerman St.	Terry Sipple
11. Dixie Cardaci		751 E. Loockerman	Dixie Cardaci
12. William L. Murray		745 E Loockerman	William L. Murray
13. Kristey C. Murray		745 E Loockerman	Kristey C. Murray
14. Mark Vitanza		705 S Loockerman	Mark Vitanza

15. Edward Monmouth

16. Jeremy Schneider 787 E. Loockerman St. 

17. DAVID Sueters 791 E. Loockerman St. 

18. mayra centeno mayracenteno 73 @ Gmail.com

19. Joyce Pierce 798 E. Loockerman St. Joyce Pierce

20. Sharon M. McWicks 802 E. Loockerman St.

21. Maria Santiago 810 E. Loockerman ST.

22.

23.

24.

25.

26.

27.

28.

29.

30.

31.

32.



CITY OF DOVER, DELAWARE ACTION FORM

PROCEEDING: Council Committee of the Whole (Utility)

DEPARTMENT OF ORIGIN: Water & Wastewater **SUBMITTED ON:** December 1, 2025

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

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

SUBJECT: Evaluation of Bids – Water Quality Improvements

TIMETABLE: Notice to proceed to be issued within thirty (30) days of Council approval. Project anticipated to be completed in three hundred and sixty (360) calendar days.

RELATED PROJECT: X

REFERENCE: X

EXPENDITURE REQUIRED: \$2,110,312

AMOUNT BUDGETED: \$2,250,000

FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Water & Wastewater- Water Management, CIP Project #WQ2401 CIP Project Name: Water Quality Improvements – Account No.: 401-40-68-99-000-54031.

STAFF RECOMMENDATION:

Award contract to Richard E. Pierson Construction Company, Inc. for the Water Quality Improvements Project ITB #26-0005WW, for \$2,110,312.

BACKGROUND AND ANALYSIS:

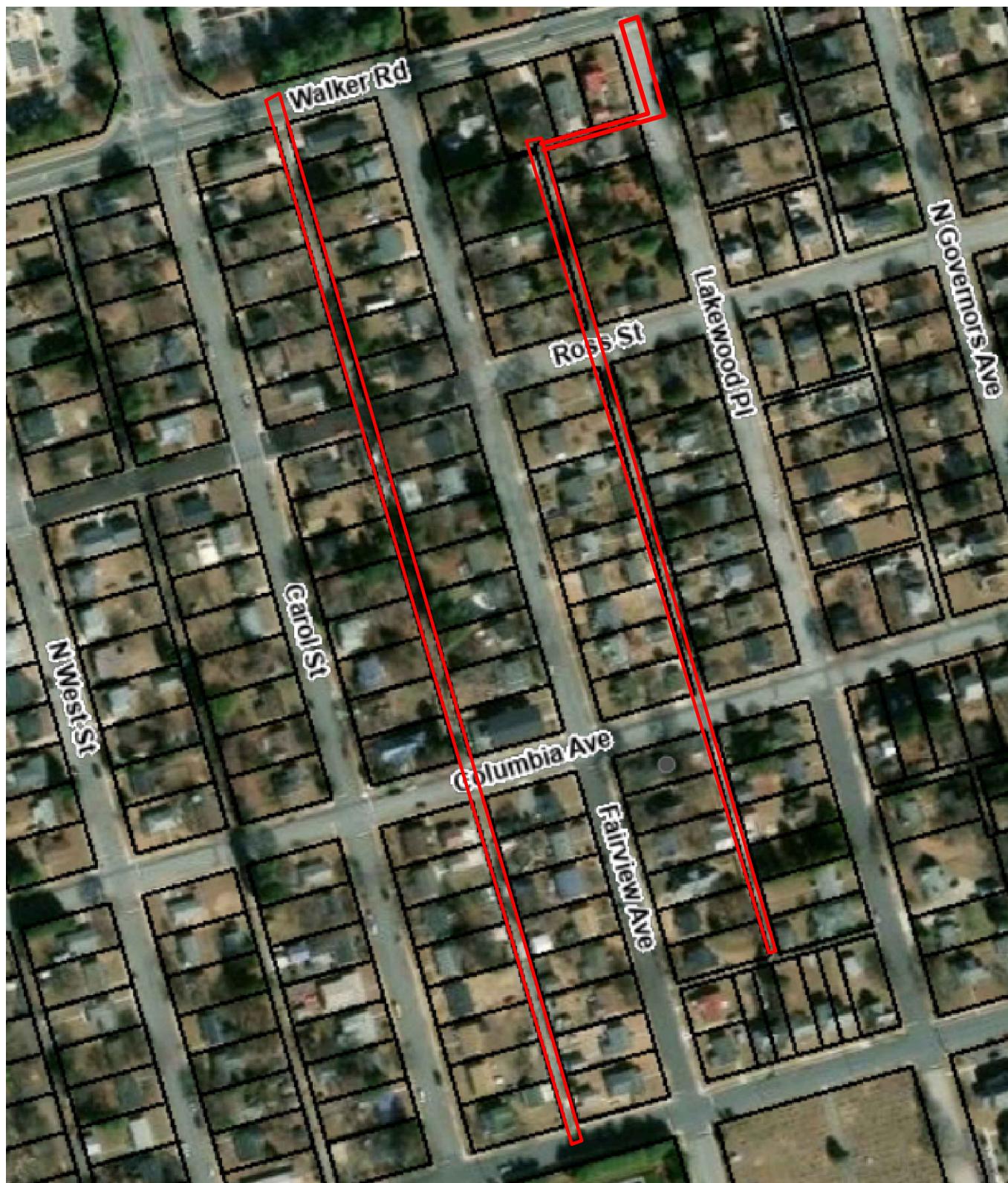
The Capital Improvement Plan includes a project called Water Quality Improvements. Staff identified the need for upgrading the existing four and six-inch (4" & 6") water main in Fairview Avenue East & West Alley from Walker Road to William Street, as well as upgrading the six-inch (6") water main in North Queen Street, from Clara Street to Loockerman Street. This project will replace all mains with new eight-inch (8") DR 18 PVC water line. The new water main will provide City of Dover customers with improved water quality, increased system reliability and improved fire protection. This project will be 80% funded by the Federal Government, through the OMNIBUS EPA Grant.

The bid was advertised to the public as an Invitation to Bid in accordance with the City's purchasing policy by the City's Purchasing Agent under ITB #26-0005WW. Bids were opened on October 22, 2025. The City of Dover received two (6) bids shown in the table below:

CONTRACTOR	LOCATION	BASE BID	EVALUATED BID
RICHARD E. PIERSON CONSTRUCTION COMPANY, INC.	PILESGROVE, NJ	\$2,110,312.00	\$2,110,312.00
TEAL CONSTRUCTION, INC.	DOVER, DE	\$2,608,608.00	\$2,530,349.76*
GEORGE & LYNCH, INC.	DOVER, DE	\$4,377,243.76	\$4,245,926.45*
A-DEL CONSTRUCTION, CO. INC.	NEWARK, DE	\$3,199,283.00	\$3,199,283.00
LINDSTROM EXCAVATING CONTRACTORS, INC.	MIDDLETOWN, DE	\$4,111,891.00	\$4,111,891.00
GATEWAY CONSTRUCTION, INC.	CLAYTON, DE	\$2,670,150	\$2,670,150

**Teal Construction, Inc. and George & Lynch, Inc. were awarded a three percent (3%) reduction due to local vendor preference.*

City staff reviewed the submissions and found that Richard E. Peirson Construction Company, Inc., bid met all requirements for the qualifications of the project. Staff recommends awarding the contract to Richard E. Peirson Construction Company, Inc. in the amount of \$2,110,312 for the Water Quality Improvements Project.



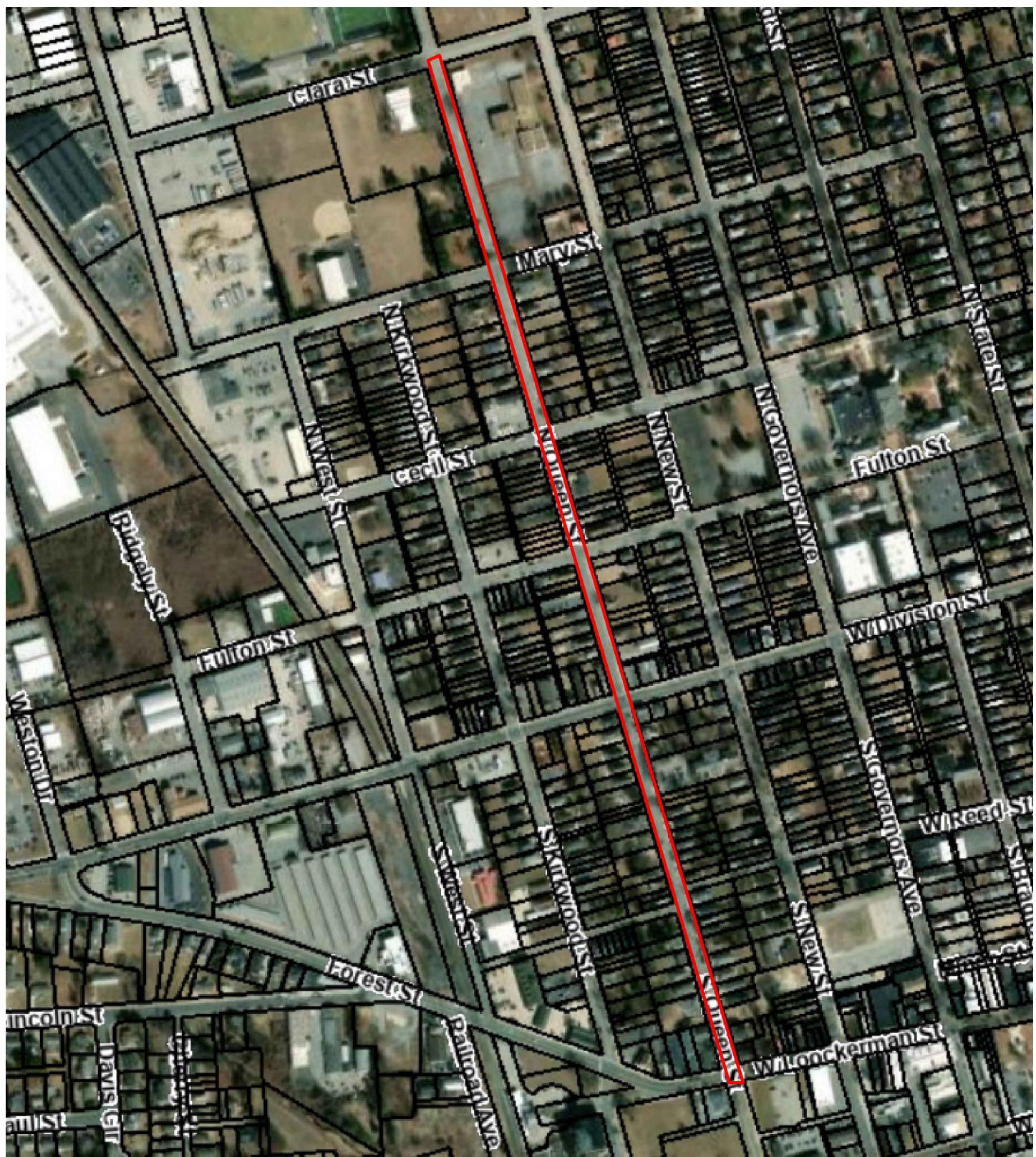
FAIRVIEW AVENUE ALLEYS WATER MAIN REPLACEMENT



RCB

11/24/2025

NTS
WQ2401



QUEEN STREET WATER MAIN REPLACEMENT



RCB

11/24/2025

NTS

WQ2401

ACTION FORM

PROCEEDING: City Council Approval	
DEPARTMENT OF ORIGIN: Emergency Management and Communications	
DATE SUBMITTED: 11/25/25	
PREPARED BY: Jason Osika, Deputy Director of Emergency Management and Communications	
SUBJECT: Text, Fee and Fine Amendment for Fire Systems	
REFERENCE: City Ordinance Appendix F- Fees and Fines, Chapter 46. Fire Prevention Article III	
RELATED PROJECT: N/A	
REVIEWED BY: N/A	
EXHIBITS: Draft Ordinance and State Fire Marshal Letter	
EXPENDITURE REQUIRED: N/A	AMOUNT BUDGETED: N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): N/A	
TIMETABLE: CCOW, 1 st Reading, Final Reading	
STAFF RECOMMENDATION: To approve the change in fees found in Appendix F-Fees and Fines to \$25 for fire protection system inspections	

BACKGROUND AND ANALYSIS

The State Fire Marshal's Office made notification of the following fee change effective January 1, 2026: Each fire protection system shall be inspected and a \$25 fee per system and shall be submitted to the Office of the State Fire Marshal along with the prescribed Certificate of Inspection form. The discount for apartment buildings and apartment complexes shall no longer apply as it is not permitted by 16 Del. C. §6612. Each fire protection system for every apartment building shall require a Certificate of Inspection and a corresponding \$25.00 fee.

The attached text, fee, and fine amendment updates City Ordinance Appendix F- Fees and Fines, Chapter 46. Fire Prevention Article III to match the State of Delaware Fire Marshal's Office. This allows continuity within the State and eliminates confusion with the fire suppression companies.



STATE OF DELAWARE
OFFICE OF THE STATE FIRE MARSHAL

JOHN W. RUDD
STATE FIRE MARSHAL

DOVER OFFICE
HEADQUARTERS

November 3, 2025

To: All Interested Parties

The 153rd General Assembly passed, and the Governor has signed House Bill 124, which raises fees that the Office of the State Fire Marshal charges for licenses and permits.

Effective January 1, 2026, fees that the Office of the State Fire Marshal changes shall be implemented as detailed below:

All fire protection systems require an annual **Certificate of Inspection** by a licensed fire protection vendor per Regulation 703, Chapter 1, Section 4.1.5:

<https://regulations.delaware.gov/api/AdminCode/title1/703/e850cfe5-3de4-4b5f-b0ff-ca04e525415f>

Each fire protection system shall be inspected and a \$25 fee per system and shall be submitted to the Office of the State Fire Marshal along with the prescribed Certificate of Inspection form.

The discount for apartment buildings and apartment complexes shall no longer apply as it is not permitted by 16 Del. C. §6612.

Each fire protection system for every apartment building shall require a Certificate of Inspection and a corresponding \$25.00 fee.

Sincerely,

A handwritten signature in black ink, appearing to read "John W. Rudd".

John W. Rudd
State Fire Marshal

Chapter 46. Fire Prevention and Protection

Chapter 46. Fire Prevention and Protection	Fees and Fines
<i>Article I. In General</i>	
Sec. 46-1. Means of egress	
Subsec. (f) Penalties	
Any exit access, exit, or exit discharge, with the exception of a locked exit door, found to be in violation of this section	\$100.00 first offense \$200.00 second or subsequent offense
Any required exit door found to be locked against egress	\$100.00 each locked exit first offense, \$200.00 subsequent offense
Sec. 46-3. Impairment of fire protection equipment	
Subsec. (f) Fines	\$100.00 per device, first offense; \$200.00 per device, second and subsequent offenses
Sec. 46-7. Preventable and malfunctioning alarms to the fire company	
Subsec. (a)(1) Responsibility for malfunctioning and preventable alarms, owner response, and corrective action; generally	Should the person notified fail to appear at said premises within 30 minutes after being notified to do so, the city may charge the owner of the premises a fine of \$100.00
Subsec. (a)(2) Responsibility for malfunctioning and preventable alarms, owner response, and corrective action; malfunction	Failure to return documentation of service/repair within the period of time stated on the notice of violation, which is satisfactory to the fire marshal, will result in assessment against the owner of a fine of \$100.00 for

	the fire alarm malfunction
Subsec. (b)(1) Fine charges; multiple fire alarm malfunctions or preventable alarms; amount of fine	
Number of preventable or malfunctioning fire alarms	Fine per preventable or malfunctioning fire alarm
Third alarm	\$100.00
Fourth alarm	\$200.00
Fifth alarm	\$250.00
All over fifth alarm, each alarm	\$250.00
Subsec. (b)(2) Fine charges; multiple fire alarm malfunctions or preventable alarms; panel reset	A \$50.00 fine may be assessed to the owner of a premises where the fire alarm has been reset before the fire department or assisting fire department arrives. \$100.00 for second and subsequent offenses
Sec. 46-8. Maintaining a known violation or hazard	
Subsec. (c)(1) Penalties; Any fines issued for violation of this section	
Minor deficiency	\$500.00
Major deficiency	\$1,000.00
<i>Article II. Fire Department</i>	
<i>Article III. Fire Codes</i>	
Fees established in subsection (b) of this section shall be doubled in the event that a permit is applied for after construction has commenced without the permission of the fire marshal. The fire marshal shall waive the doubling of fees in cases where the permit applicant is not a professional contractor and the work is not being done by a professional contractor.	
Sec. 46-126. Fire prevention permit	
Subsec. (b) Fee; each applicant	\$25.00 for each \$1,000.00 of costs or multiple thereof of the fire protection system; provided that a minimum fee

	for each permit shall be \$150.00
Subsec. (c) Reinspection	
First reinspection	No charge
Second reinspection	\$100.00
Third reinspection	\$200.00
Any subsequent reinspection	\$250.00
Subsec. (d) Fire signaling alarm system inspection fee	
Certificate of inspection	\$25.00 each per fire alarm system
Exception: Apartment or other multifamily dwelling—Five or less buildings per complex	\$25.00 each fire alarm system
Exception: Apartment or other multifamily dwelling—More than five buildings per complex	\$15.00 each fire alarm system up to a maximum of 20 buildings. Maximum fee per complex not to exceed \$300.00 for fire alarm systems
Subsec. (e) Fire suppression system inspection fee	
Certificate of inspection	\$25.00 each per fire suppression system
Exception: Apartment or other multifamily dwelling—Five or less buildings per complex	\$25.00 each fire suppression system
Exception: Apartment or other multifamily dwelling—More than five buildings per complex	\$15.00 each fire suppression system up to a maximum of 20 buildings. Maximum fee per complex not to exceed \$300.00 for fire suppression systems
Sec. 46-127 Smoke detection devices	
Subsec. (g) Violations; penalties	Revocation of any existing license to do business in the city, or a fine of not more than \$150.00 per

	violation, or both such penalties
<i>Article IV. Public Occupancies</i>	
Sec. 46-164. Fees	
Assembly	No charge for an occupant load less than 75; \$100.00 for an occupant load of 75 or greater
Assembly—Fixed Seating	\$100.00 for first 200 seats and \$10.00 each additional 50 seats
Educational	\$100.00
Day Care	\$50.00 for Day Cares as defined by Appendix B—Zoning, Article 5, Sections 14.22, 14.23 and 22.1; \$100.00 for other day cares
Health Care	\$100.00 first 25 rooms and \$5.00 for each additional room
Ambulatory Health Care	\$100.00
Residential	\$100.00 per building
Residential Board and Care	\$100.00
Mercantile over 10,000 sq. ft.	\$100.00
Business over 10,000 sq. ft.	\$100.00
Industrial	\$100.00
Storage over 10,000 sq. ft.	\$100.00
Assembly special provisions 1	\$25.00
Assembly special provisions 2	\$100.00
Sec. 46-168. Reinspection fee	
Subsec. (a) Amount	\$25.00 for any repeated violation cited by the fire marshal, determined to be a violation and which requires a follow up inspection

	to confirm the correction of the violation
Subsec. (b) Fee attached	A fee may be attached to any summons written for any violation found to be uncorrected upon reinspection
<i>Article V. Fire Lanes</i>	
Sec. 46-202. Violations; penalties	
Subsec. (c) Other obstructions	Any property owner or tenant found to be in violation; \$50.00
Subsec. (d) Failure to mark	Any property owner found to be in violation; \$50.00
Sec. 46-205. Responsibility of owner or tenant	Any property owner found to be in violation; \$50.00

(Ord. No. 2024-19, 6-24-2024)

Created: 2025-10-14 09:38:38 [EST]

(Supp. No. 43, Update 1)

FY26 BUDGET - SNAPSHOT

As of October 2025

Total GF Revenues v. Expenditures

- Total Revenues \$30,900,200
- Total Expenses \$20,143,200
- Caveats:
 - Only 4 months into year
 - Front loaded with taxes, business licenses and transfers
 - Much of next 8 months will be expenses driven

Examples of Various Revenue Streams

- Revenue streams (percent of budgeted amount and received):
 - Property tax/PILOT/penalties @99%
\$17,103,700
 - Court of Chancery Fees @41%
\$1,826,200
 - Business licenses @98%
\$1,516,000
 - Transfer tax @35%
\$845,500
 - ERLSP (Redlight) @916%
\$457,800*
- Caution – legal fees already at 50% of \$400,000 budget; insurance cost up 6% from \$1,098,606 to \$1,167,560.

*Backlog of revenue finally received.

Water Fund Operating and CIP Budget

- Total Revenue \$3,810,700
- Total Expenses \$2,796,300
- Fund generally stable at expected levels through October
- Misc. income @\$511%, \$379,100 including \$298,000 class action settlement
- Water Fund CIP \$800,000 expended through October

Wastewater Fund Operating and CIP Budget

- Total Revenue \$3,501,600
- Total Expenses \$4,171,800

- Sewer revenue and Kent County fees @26%, lower than expected due to customer refunds based on FY25 errors
- Wastewater CIP \$650,000 expended through October

Electric Fund Operating and CIP Budget

- Total Revenue \$36,931,600
- Total expenses \$38,570,700
- Revenue from residential, commercial, etc. are on target for October
- Expenses frontloaded for insurance and transfers to CIP
- Electric Fund CIP limited activity except \$827,700 for Garrison Substation project