

**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 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.

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

DBF #2916A039
NOVEMBER 2025

CONSTRUCTION PLANS

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 SWEEP 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 NEED 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 EXCAVATION 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

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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
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C-502	UTILITY DETAILS
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DATA COLUMN

1	TAX MAP ID	2-05-07705-04-5300-00001
2	ENGINEER DAVIS, BOWEN & FRIEDEL, INC. 1 PARK AVENUE MILFORD, DE 19963 JAMIE SECHLER PHONE: (302) 424-1441 EMAIL: JLS@dbdfinc.com	OWNER / DEVELOPER OLD POST LLC 91 BRENDA 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 C2
7	GROUNDWATER RECHARGE	PROPOSED MIXED USE
8	WELLHEAD PROTECTION AREA	4,560 S.F. RESTAURANT & 42 APARTMENT UNITS
9	WETLANDS	THE PROPERTY IS IMPACTED BY THE 100 YEAR FLOODPLAIN AS DETERMINED BY FEMA PANEL 10001C0167H, DATED MAY 5, 2003.
10	UTILITIES	ALL OF THE PROPERTY IS LOCATED IN AN AREA OF GOOD GROUNDWATER RECHARGE.
11	CODE COMPLIANCE	THE PROPERTY IS NOT LOCATED IN A WELLHEAD PROTECTION AREA.
12	AREAS	THE PROPERTY IS NOT IMPACTED BY STATE AND FEDERALLY REGULATED WETLANDS.
13	PROPOSED LAND USE AREAS	WATER CITY OF DOVER
14	RECREATIONAL AREA	SEWER CITY OF DOVER
15	TREE PLANTING REQUIREMENTS	REQUIRED 0 FT
16	PERVIOUS COVER	PROPOSED 0 FT
17	OPEN SPACE	0 FT
18	TOTAL	0 FT
19	RECREATIONAL AREA	75 S.F. OF RECREATIONAL AREA PER DWELLING UNIT. 1,848 S.F. WEST ZEN GARDEN. 1,848 S.F. SECOND FLOOR GYM. 506 S.F. TOTAL RECREATIONAL AREA: 4,576 S.F.
20	RECREATIONAL AREA	75 S.F. X 42 UNITS = 3,150 S.F.
21	RECREATIONAL AREA	1 TREE PER 3,000 S.F. OF NON-WOODLAND DEVELOPMENT AREA 55,191 S.F. / 3,000 S.F. = 19 TREES
22	RECREATIONAL AREA	1,267 AC.
23	RECREATIONAL AREA	1,021 AC. (80.57%)
24	RECREATIONAL AREA	0.876 AC. (69.12%)
25	RECREATIONAL AREA	0.145 AC. (11.45%)
26	RECREATIONAL AREA	0.246 AC. (19.43%)
27	RECREATIONAL AREA	1,267 AC. (100.00%)
28	RECREATIONAL AREA	85.00%
29	RECREATIONAL AREA	80.57%
30	RECREATIONAL AREA	62 ONSITE SPACES (INCLUDING 3 ADA ACCESSIBLE SPACES)
31	RECREATIONAL AREA	29 SPACES ON AN EASEMENT WITH THE CITY OF DOVER ON ADJACENT PARCEL (INCLUDING 2 ADA ACCESSIBLE SPACES)
32	RECREATIONAL AREA	91 TOTAL SPACES
33	RECREATIONAL AREA	19 PROPOSED TREES

LOCATION MAP

SCALE: 1"=400'



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 _____ DATE _____

OLD POST LLC
91 BRENDA 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 AVE.
MILFORD, DELAWARE, 19963














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




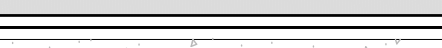
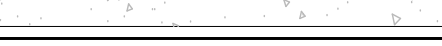



DAVIS
BOWEN &
FRIEDEL, INC.
ARCHITECTS • ENGINEERS • SURVEYORS
MILFORD, DELAWARE
BALTIMORE, MARYLAND
410.776.1441
410.242.9391

TITLE

Dwg No.:

C-001

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	

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

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

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

<p style="text-align: center;">LEGEND</p>	<p>Dwg.No.: C-002</p>
--	------------------------------

Date:	NOVEMBER 2025
Scale:	1"=20'
Dwn.By:	CAW
Proj.No.:	2916A039

Dwg.No.:
C-101



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

Date: NOVEMBER 2025
Scale: 1"=20'
Dwn By: CAW
Proj No.: 2916A039

SITE PLAN

Dwg No.:

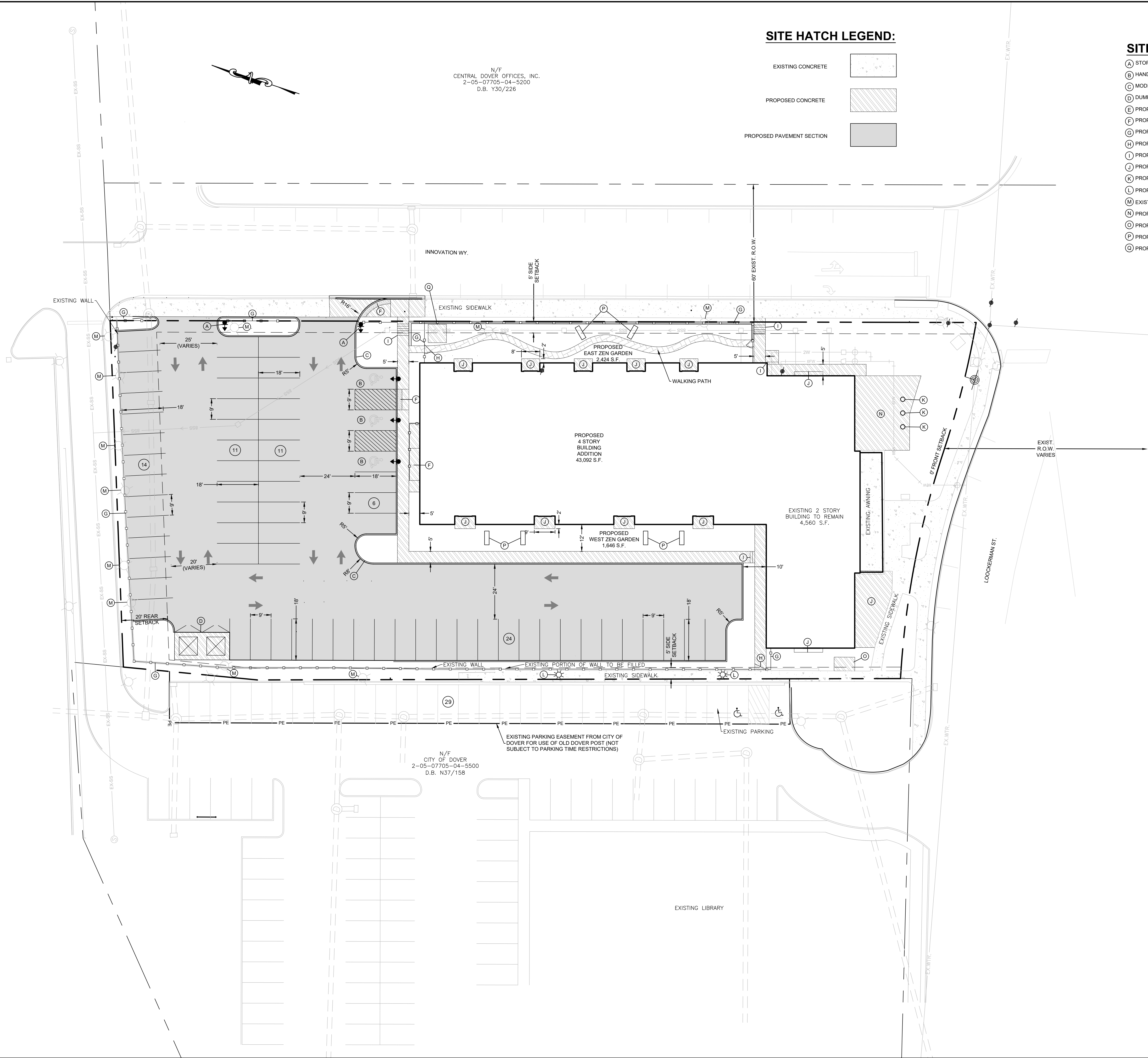
C-102

SITE HATCH LEGEND:

- EXISTING CONCRETE
- PROPOSED CONCRETE
- PROPOSED PAVEMENT SECTION

SITE LEGEND:

- (A) STOP SIGN (SEE DETAIL ON SHEET C-103)
- (B) HANDICAP PARKING SPACE WITH SIGN (SEE DETAIL ON SHEET C-103)
- (C) MODIFIED 1-6 CURB (SEE DETAIL ON SHEET C-103)
- (D) DUMPSTER (SEE DETAIL ON SHEET C-103)
- (E) PROPOSED SIDEWALK
- (F) PROPOSED ADA RAMP (WITH RAILING TO MATCH PROPOSED 4" BLACK FENCE)
- (G) PROPOSED 4" TALL BLACK ALUMINUM FENCE (SEE DETAIL ON SHEET C-103)
- (H) PROPOSED GATE
- (I) PROPOSED STEPS
- (J) PROPOSED PATIO/BALCONY
- (K) PROPOSED FLAG POLE
- (L) PROPOSED LIGHT POLE (WITH COLONIAL STYLE LAMP HEAD)
- (M) EXISTING LIGHT POLE
- (N) PROPOSED PATIO
- (O) PROPOSED BIKE RACK
- (P) PROPOSED BENCH
- (Q) PROPOSED YOGA STATION

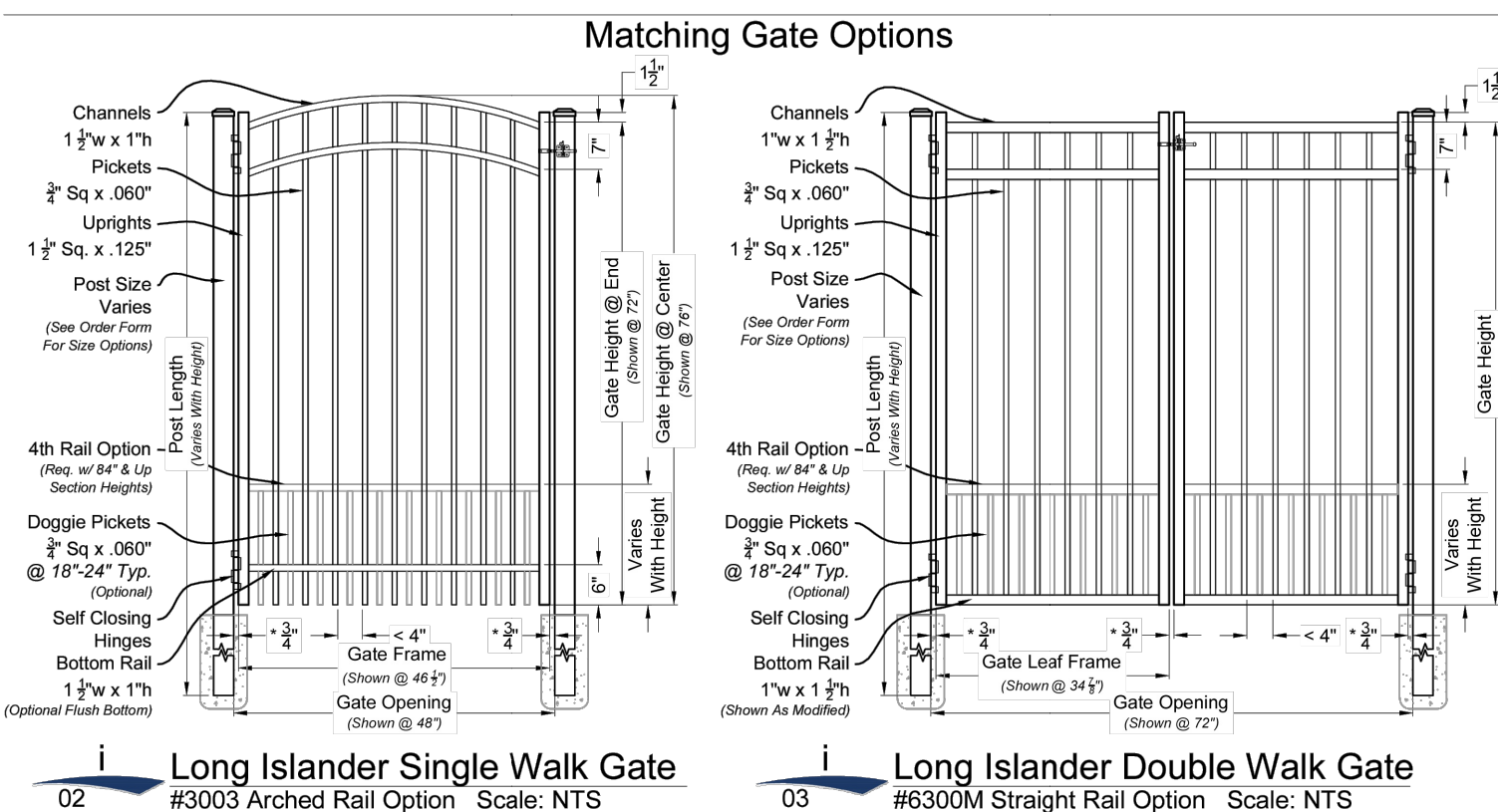
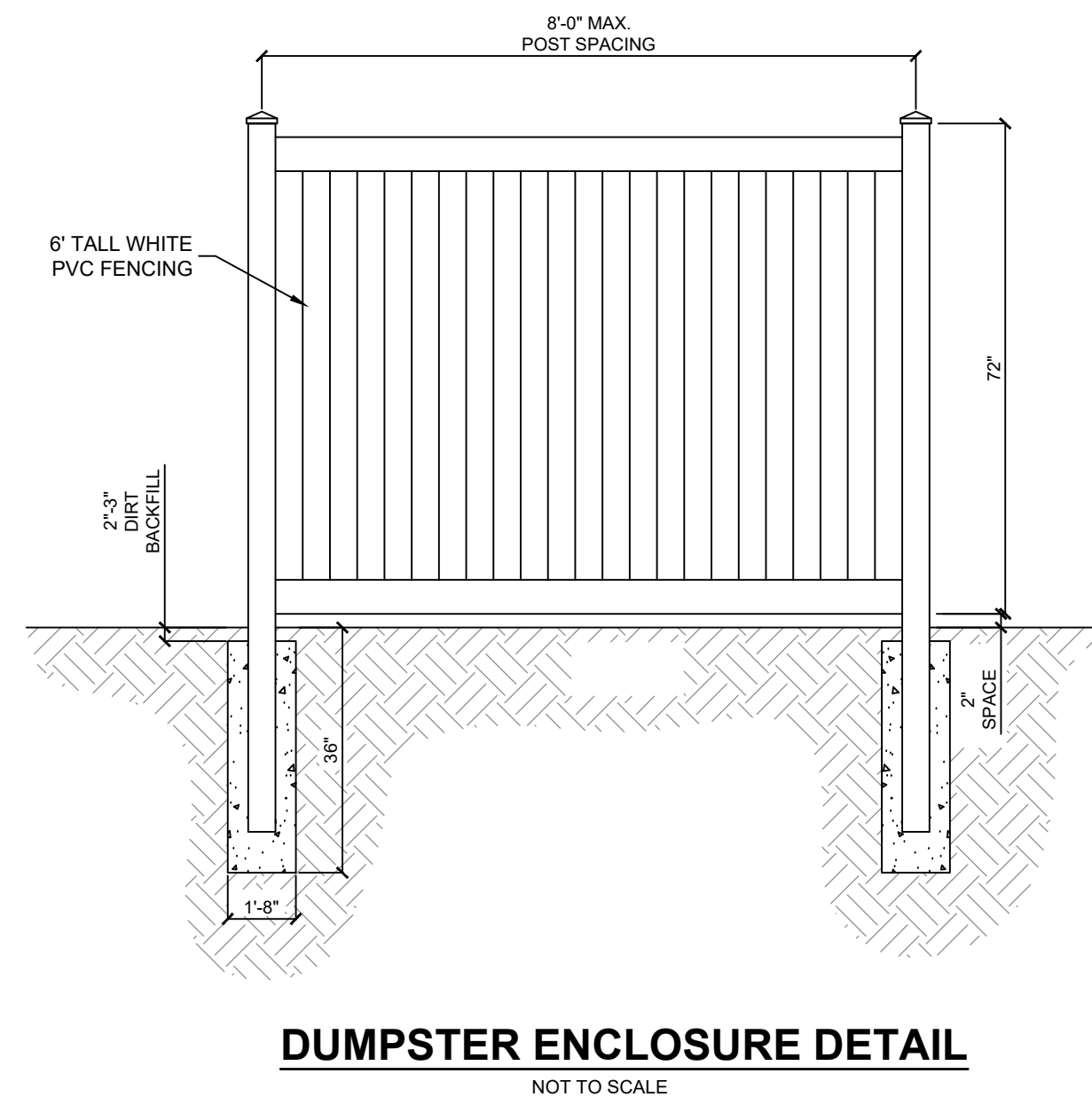
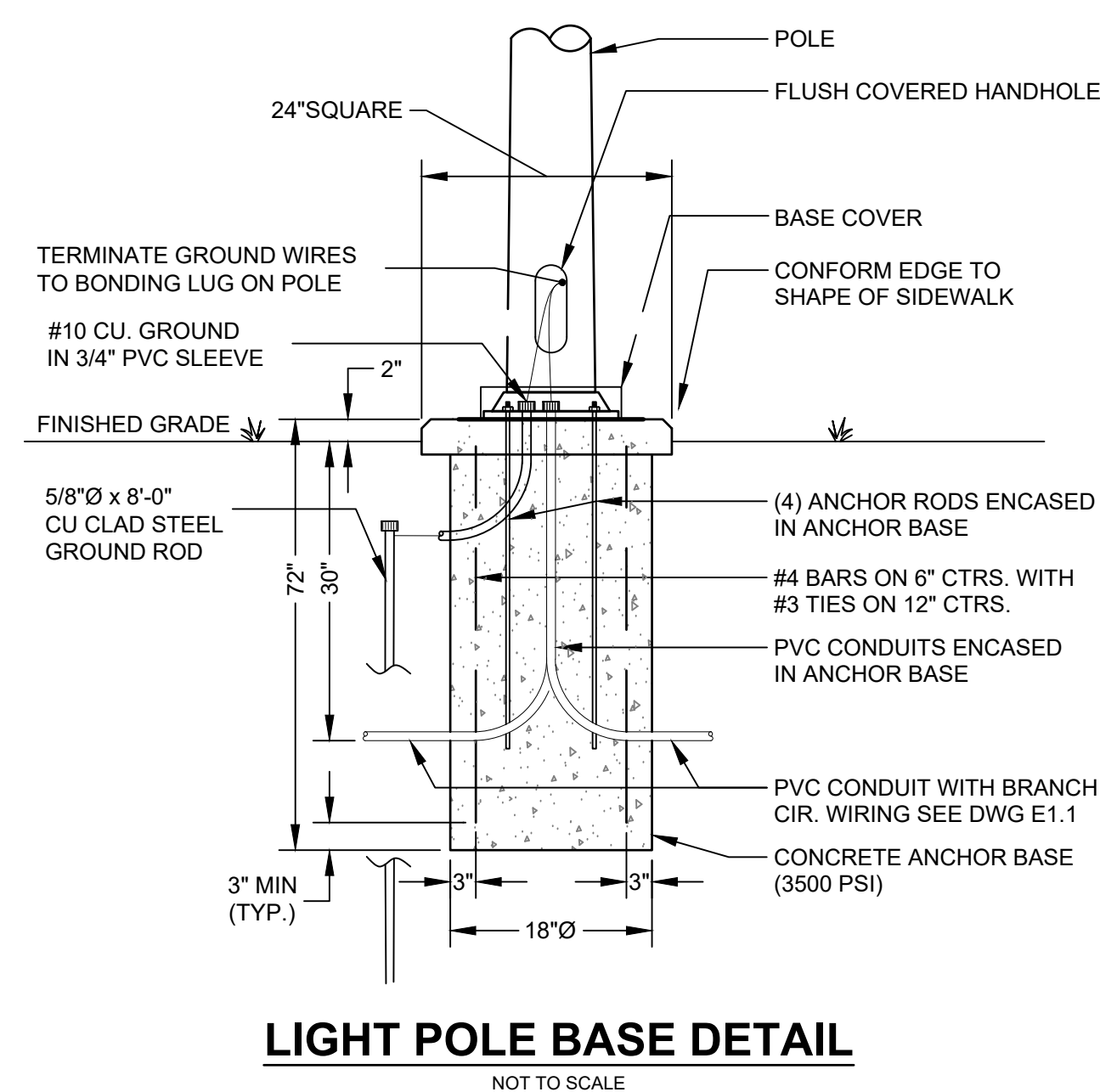
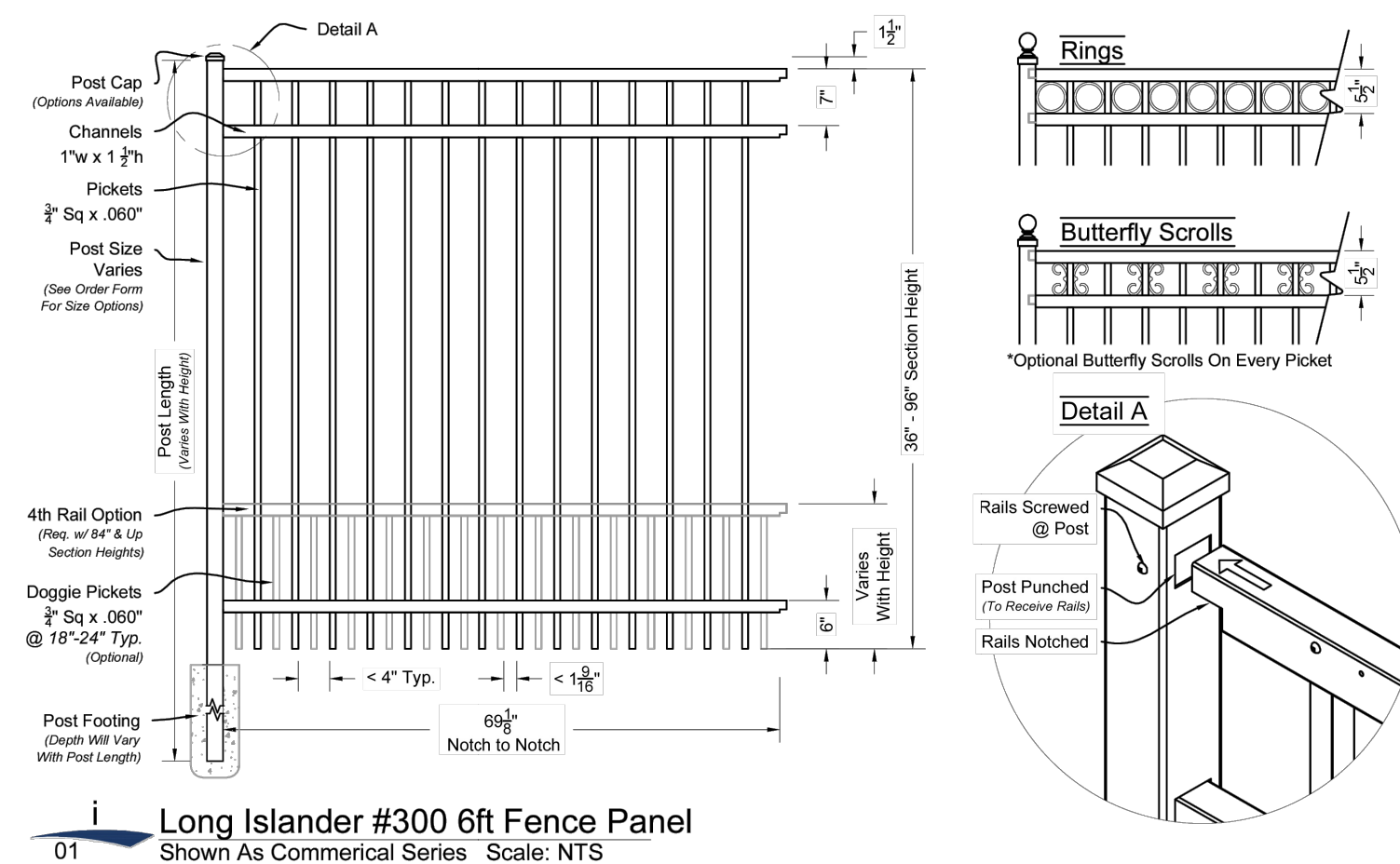
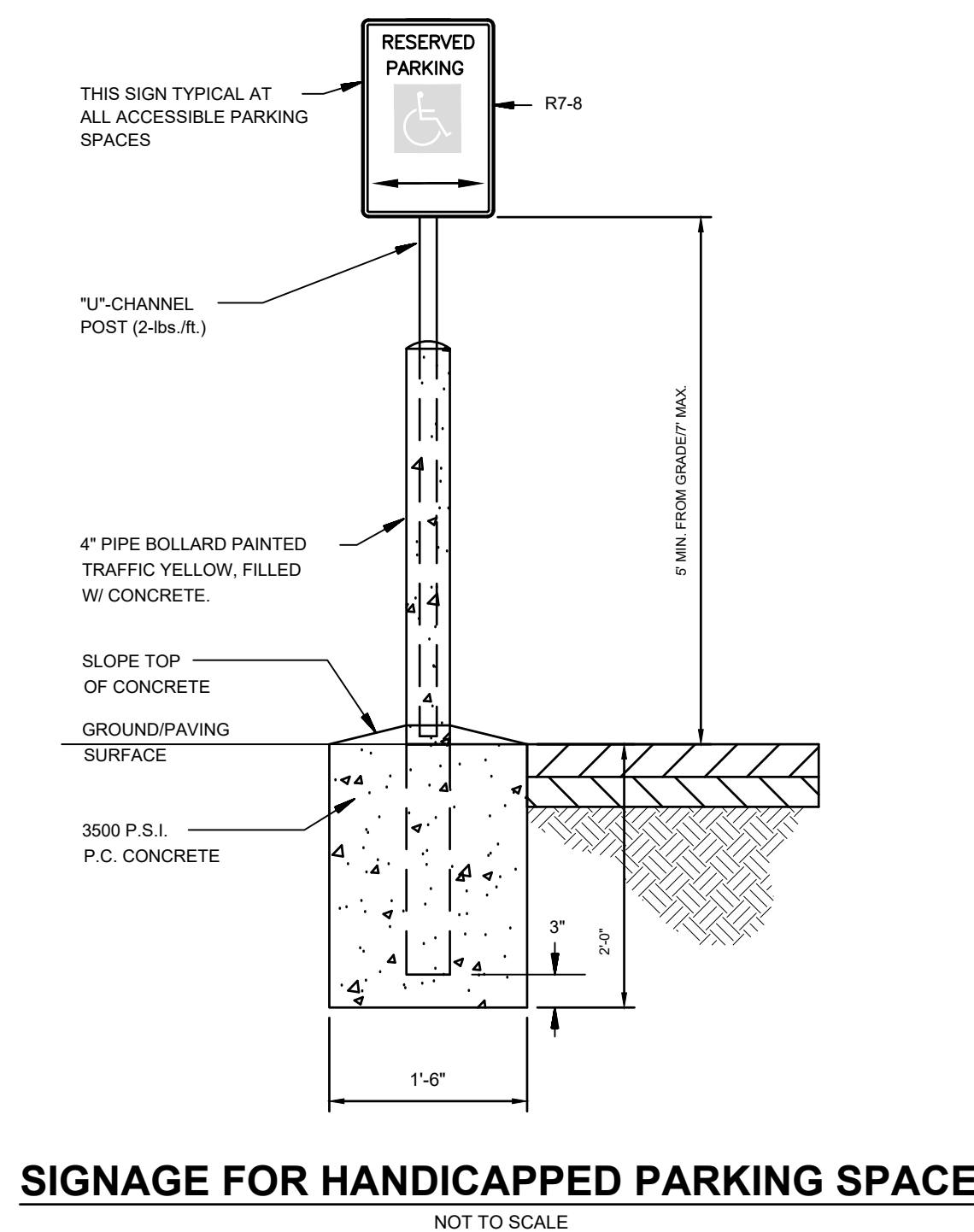
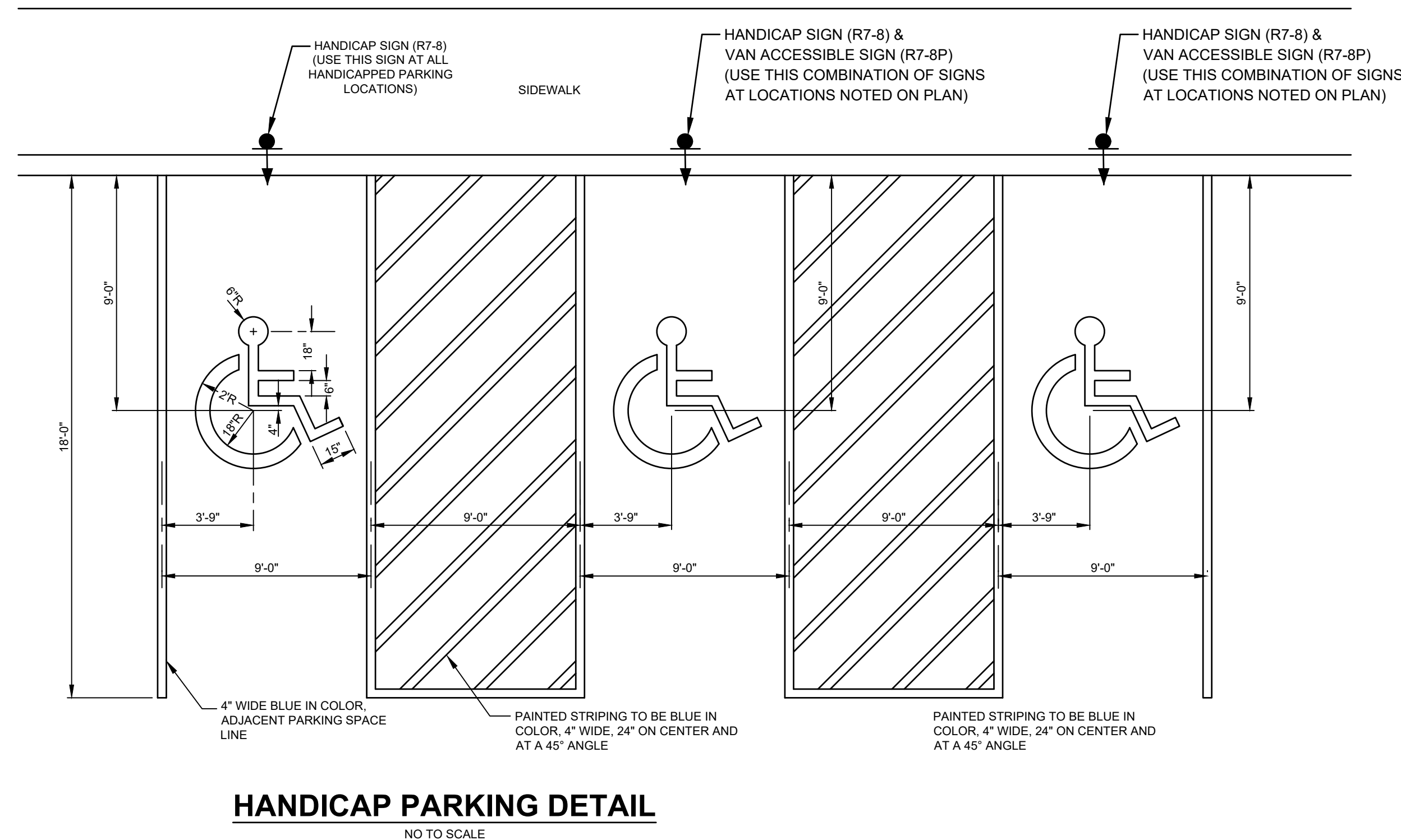
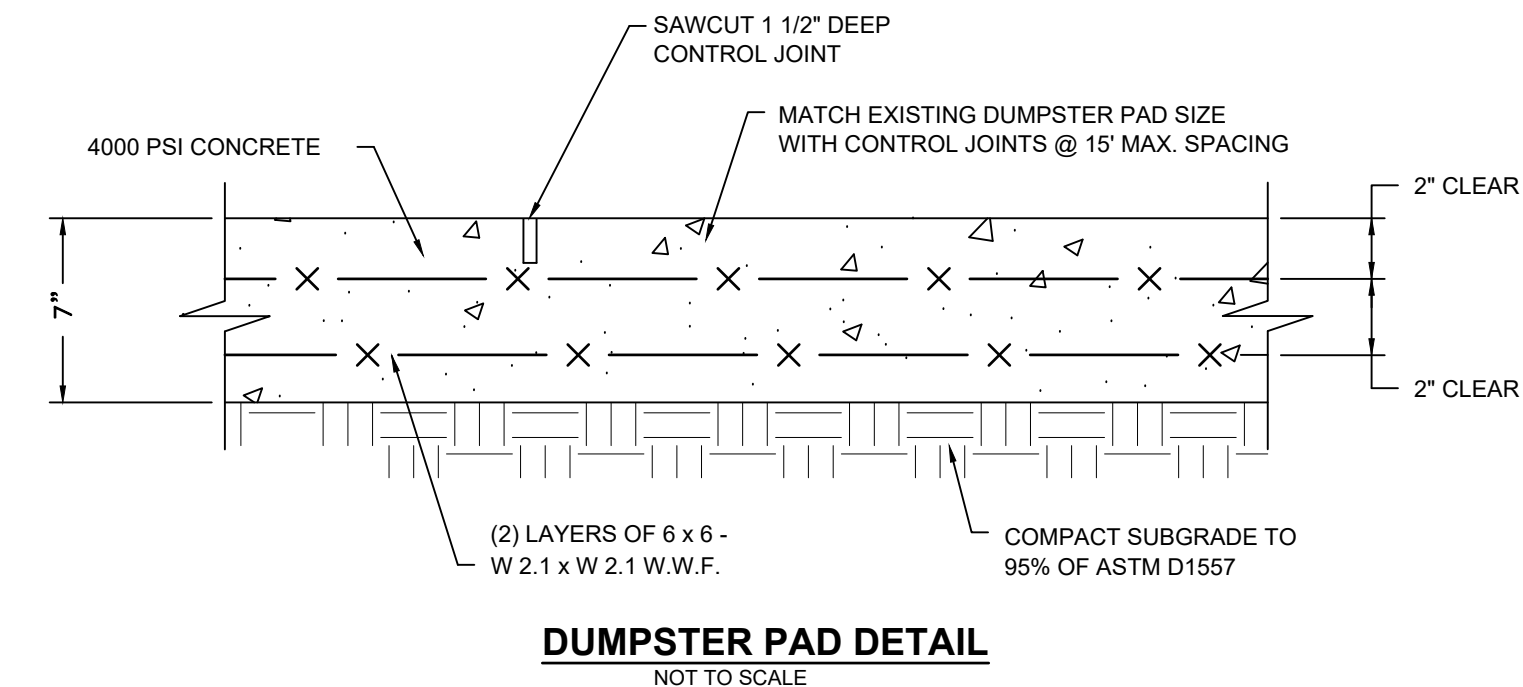
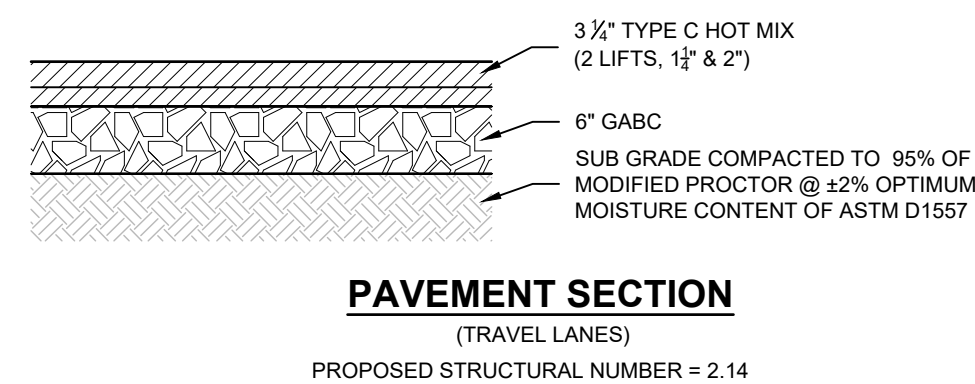
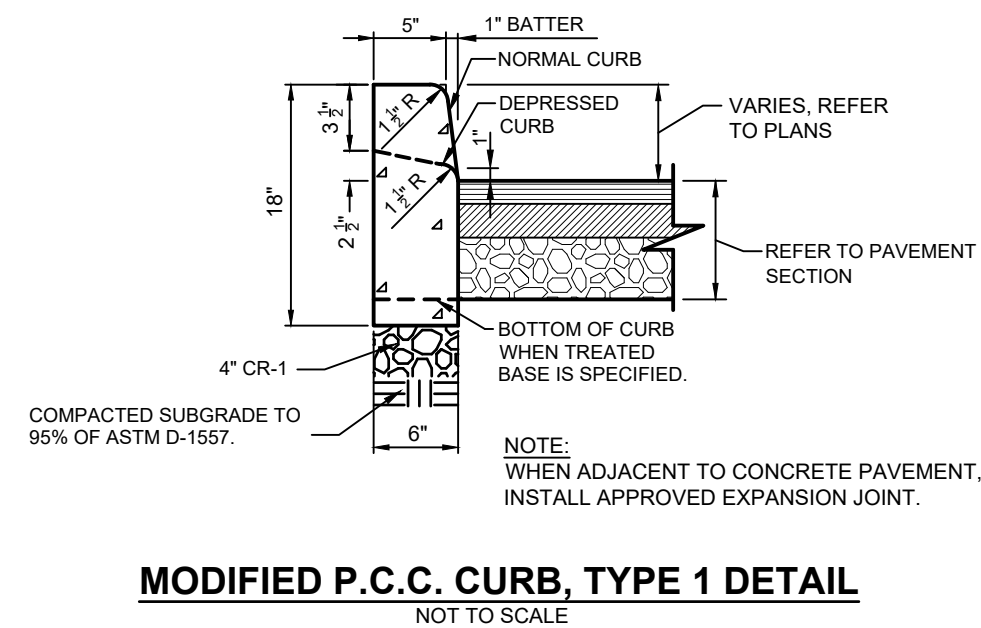
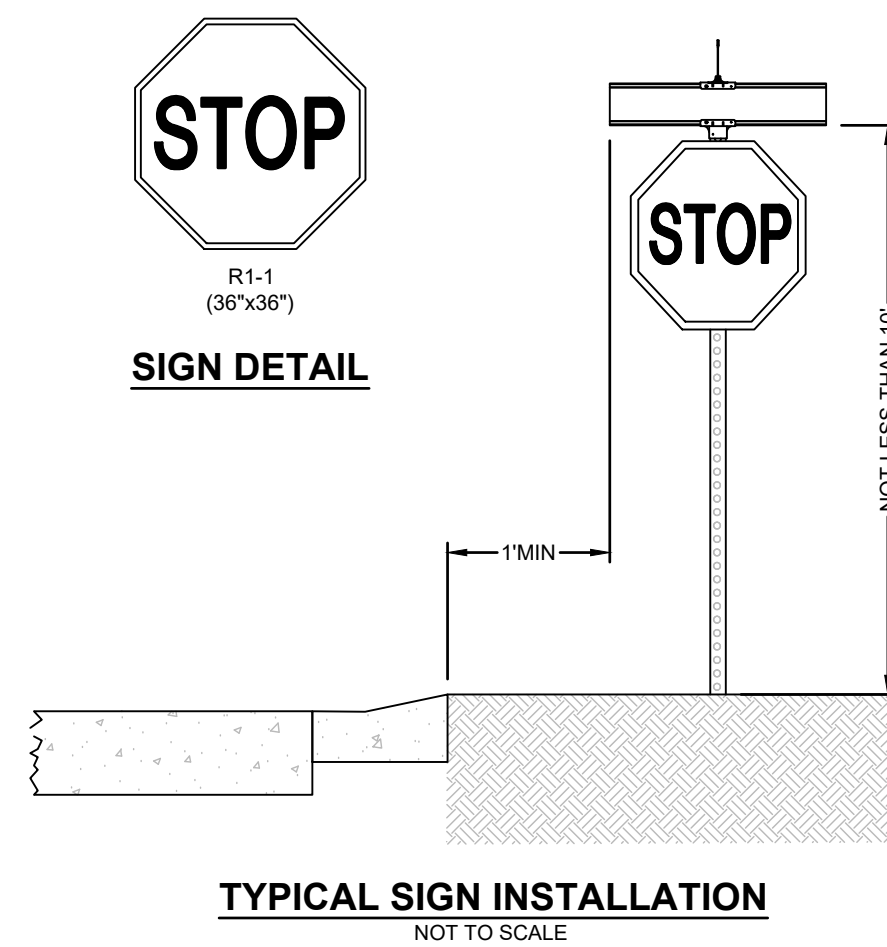


N/F
CENTRAL DOVER OFFICES, INC.
2-05-07705-04-5200
D.B. Y30/226

N/F
STATE OF DELAWARE
2-05-07705-04-5100
D.B. T34/259

N/F
CITY OF DOVER
2-05-07705-04-5500
D.B. N37/158

EXISTING PARKING EASEMENT FROM CITY OF
DOVER FOR USE OF OLD DOVER POST (NOT
SUBJECT TO PARKING TIME RESTRICTIONS)



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

Date: NOVEMBER 2025
Scale: 1"=20'
Dwn By: CAW
Proj No.: 2916A039

**LANDSCAPE
PLAN**

Dwg No.:

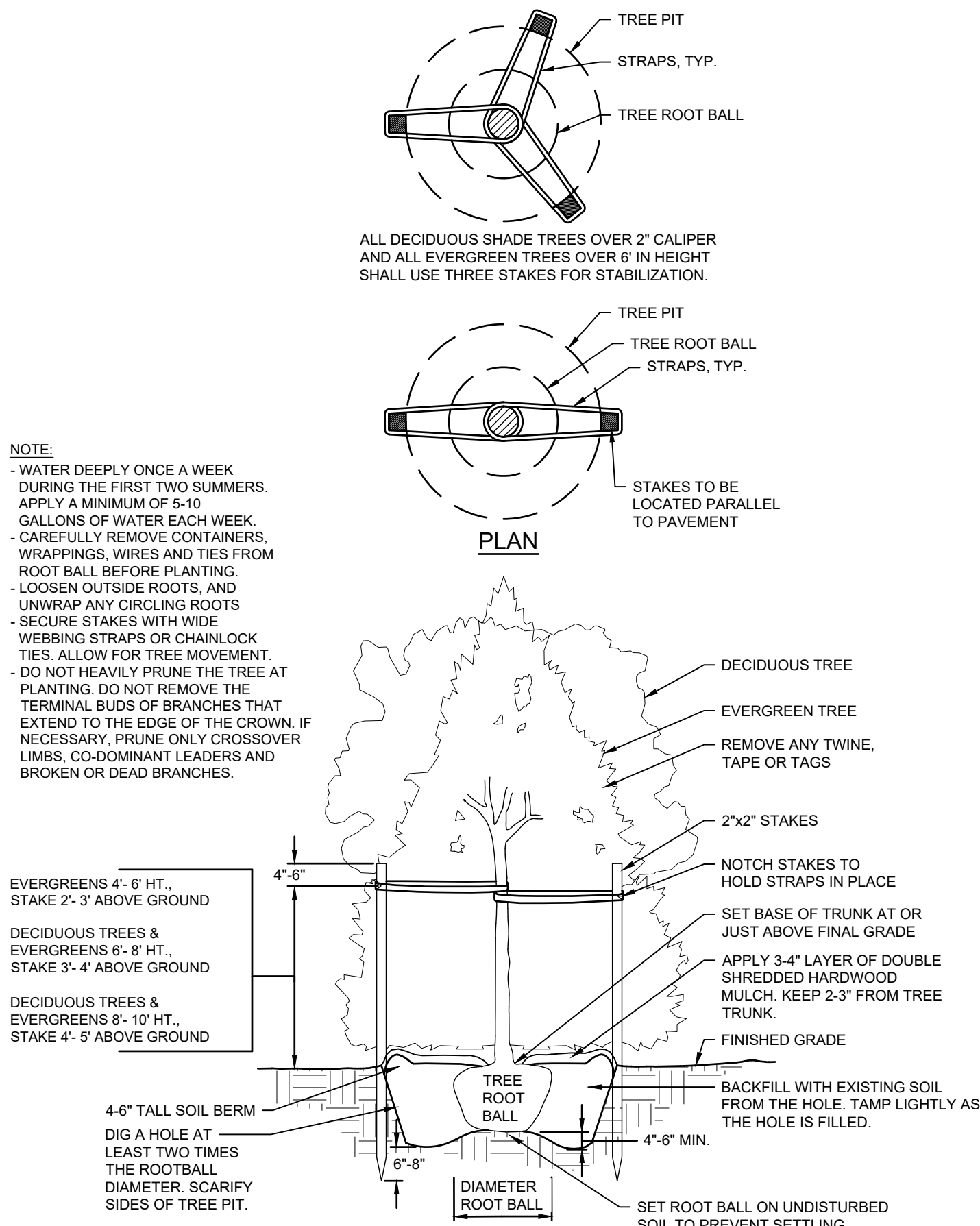
L-101

N/F
STATE OF DELAWARE
2-05-07705-04-5100
D.B. T34/259

N/F
CENTRAL DOVER OFFICES, INC.
2-05-07705-04-5200
D.B. Y30/226

N/F
CITY OF DOVER
2-05-07705-04-5500
D.B. N37/158





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.
1 PARK AVENUE
MILFORD, DELAWARE 19963
JAMIE L. SECHLER P.E.
PHONE: 302-424-1441
EMAIL: JLS@DBFING.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 8'-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

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 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.

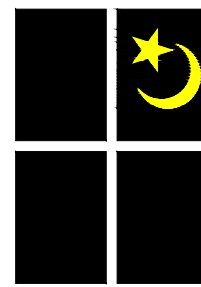
The developer is proposing to provide two Zen Gardens and an indoor Gym on the proposed site. The Zen Garden on the west side of the building is 1,646 s.f. and provides patios, benches, shade trees, and shrubbery for tenants of the apartments to take advantage of. The Zen Garden to the east of the proposed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



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

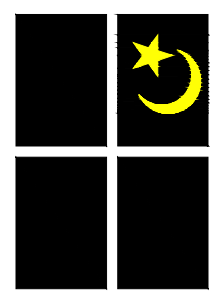
SHEET TITLE:
**SCHEMATIC FIRST FLOOR
PLAN**

© 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

DE (302) 645-9361
MD (410) 677-4747
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CONSTRUCTION DOCUMENTS FOR THE:
**OLD DOVER POST
RENOVATIONS**
PROJECT ADDRESS
DOVER, KENT COUNTY
DELAWARE



REVISIONS:

NO.	DESCRIPTION

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

DRAWING DATE:
10/09/2025

SHEET TITLE:
**SCHEMATIC SECOND FLOOR
PLAN - OPT. A**

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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.



Item 1.



Affected Area

- 103 properties would be directly impacted by this closure
- Petition received by Mr. Suiters, 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



Item 1.

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. Johson, 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.

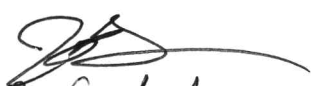
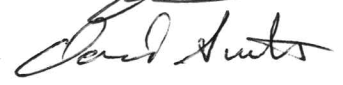
Discussions have also occurred with the Director of Water & Wastewater / Engineering Services and the Public Works Director. In the past, petitions have been required when requests were made to install stop signs that are not required by the Manual for Uniform Traffic Control Devices (MUTCD). As the 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 | Ethan1977a@gmail.com | 787 E Loockerman | Ethan Schneider |
| 2. Joseph Satterfield | jsatterfield316@gmail.com | 790 E Loockerman St | [Signature] |
| 3. Robert + Mary Bell | mrdbell@yahoo.com | 801 E Loockerman St. | [Signature] |
| 4. Marjanna Duckworth | marjannaduckworth@yahoo.com | 756 S Halcy Rd.
Dover, DE 19901 | [Signature] |
| 5. Mary Ann Nantz | mimirantz@msn.com | | Mary Ann Nantz |
| 6. Sadeek Shoates | Sashoates@yahoo.com | 780 E Loockerman | [Signature] |
| 7. Ashley Hurd | ashley.hurd17@gmail.com | 780 E Loockerman | [Signature] |
| 8. Aaron Davis | aaron.jr.davis@gmail.com | 780 E Loockerman St | [Signature] |
| 9. Charles W. McDonald | | 783 E Loockerman St | [Signature] |
| 10. Terry Supple | | 777 E Loockerman St. | |
| 11. Dixie Cardacci | | 751 E Loockerman | |
| 12. William L. Wynn | | 745 E Loockerman | |
| 13. Katelyn C. Murray | | 745 E Loockerman | |
| 14. Mark Vitanzo | | 705 E Loockerman | |

15. Edward Montano
16. Jeremy Schneider 787 E. Lockerman St. 
17. DAVID Suiter 791 E Lockerman St. 
18. Mayra Centeno mayracenteno73@gmail.com
19. Joyce Pierce 798 E. Lockerman St. Joyce Pierce
20. Sharon M. Melillo 802 E. Lockerman St.
21. Maria Santiago 810 E. Lockerman 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.

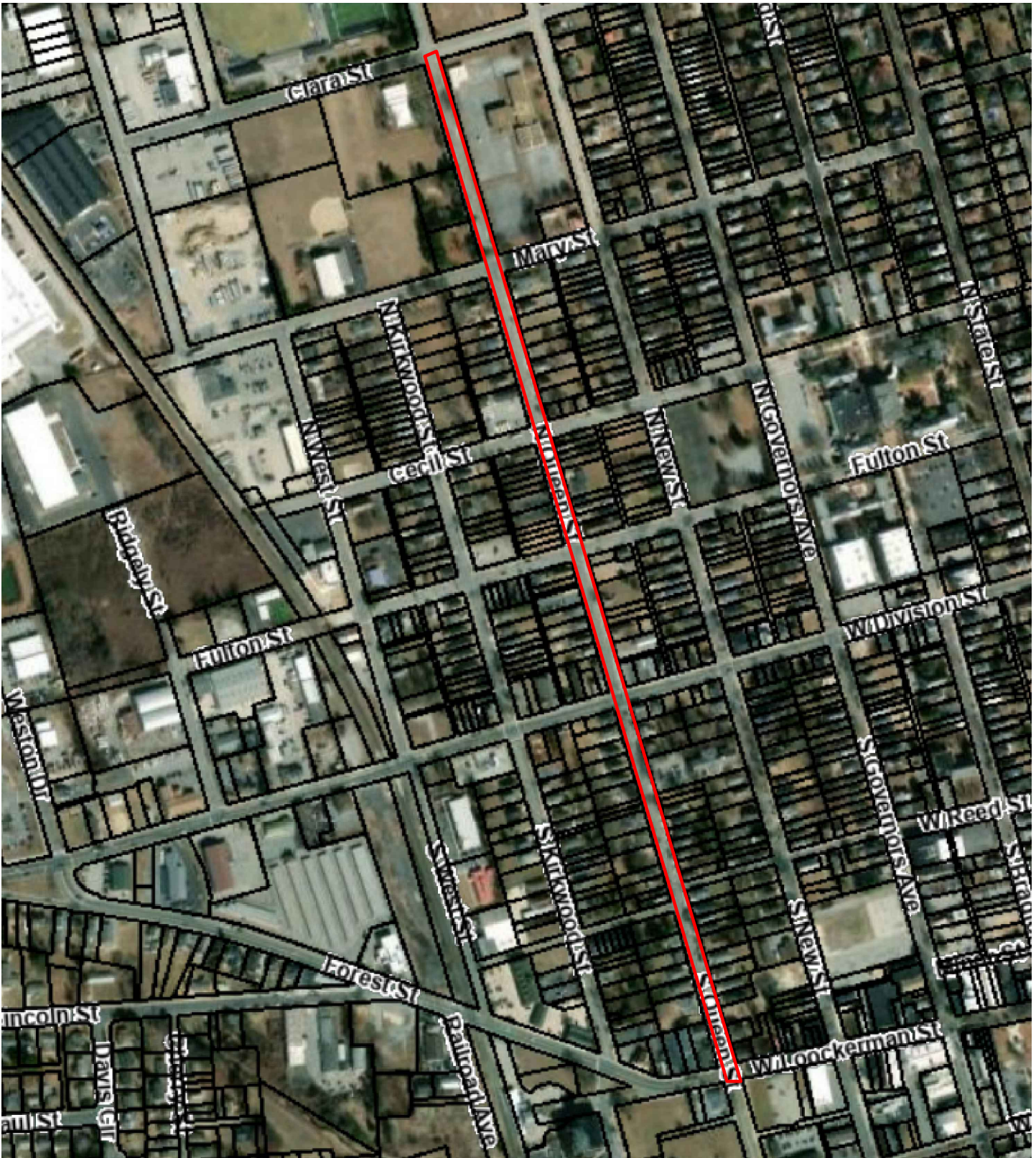


FAIRVIEW AVENUE ALLEYS WATER MAIN
REPLACEMENT



RCB

11/24/2025
NTS
WQ2401



QUEEN STREET
WATER MAIN REPLACEMENT



RCB

11/24/2025
NTS
WQ2401

ACTION FORM

Item 1.

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,

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)

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