



**CITY OF DOVER, DELAWARE
COUNCIL COMMITTEE OF THE WHOLE MEETING
Tuesday, January 13, 2026 at 6:00 PM**

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

AGENDA

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

VIRTUAL MEETING NOTICE

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

Dial: 1-650-479-3208
Link: <https://shorturl.at/xOHsK>
Event number: 2538 044 1536
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

PRESENTATIONS

- 1. Booted and Suited (Bobby Wilson, CEO and Founder)**
- 2. Big Brothers Big Sisters of Delaware, Inc. (Councilman Boggerty, and Anya Lindsey-Jenkins, Chief Executive Officer)**
- 3. Network Connect Presentation (Councilman Boggerty, and Cierra Hall-Hipkins, Executive Director)**

COUNCIL REPORTS - DECEMBER 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 Active Recreation Plan – The Enclave Apartments: Revised Walker Road Apartments (Dawn Melson-Williams, Principal Planner)** (Property of 6.08 acres +/- located on the north side of Walker Road and west of Independence Boulevard as owned by Dover Synergy Group, LLC. Planning Reference: Site Plan S-26-03)

(Staff Recommendation: Approval of the active recreation area plan with the comments and conditions provided.)

ADJOURNMENT OF THE PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE MEETING

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

ADOPTION OF THE AGENDA

1. **Review of The People's Community Center Economic Development Fund Application (Councilwoman Hall and David S. Hugg, III, City Manager)**

(Staff Recommendation: Approval of the grant by the Legislative, Finance, and Administration Committee in the amount of \$47,363)

2. **Review of Donny Legans Economic Development Fund Application (Councilwoman Arndt, and David S. Hugg, III, City Manager)**

(Staff Recommendation: Approval of the grant by the Legislative, Finance, and Administration Committee in the amount of \$50,000)

3. **Evaluation of Bids – Silver Lake Dam Repairs (Jason Lyon, Director of Water & Wastewater)**

(Staff Recommendation: Award the contract to Mar-Allen Concrete Products, Inc., for the Silver Lake Dam Repairs, Bid #26-0009WW, for \$128,282.64.)

4. **Street and Alley Rating Overview (Jason Lyon, Director of Water & Wastewater)**

(Committee Action Not Required)

5. Proposed Ordinance #2025-14 - Amending Chapter 22 - Buildings and Building Regulations, Article I - In General, by adding Sec. 22-66 Lemon Housing Protection (Council President Neil, Councilman Rocha)

(Recommendation: Forward Proposed Ordinance #2025-14 to Council for approval)

ADJOURNMENT OF THE LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING

ADJOURNMENT OF THE COUNCIL COMMITTEE OF THE WHOLE

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

Booted & Suited Career Academy

(Pilot Program Proposal)

Ambassadors for a Safer, Cleaner, and Greener

Dover Delaware



Booted & Suited Career Academy

As a longtime resident, advocate, and volunteer of the City of Dover DE, I, Bobby Wilson CEO and Founder of "Booted & Suited" Career Academy would like to offer a proposal for a comprehensive community-based program. This program is intended to assist our great capitol city, Dover, Delaware in its growth and continued work towards harmony and cohesion with downtown residents and businesses. The program will focus on three areas of significance in the heart of our city. We will aim to make downtown safer, cleaner and greener. As leadership concentrates on advancement, modernization, and becoming more competitive with similar cities; "Booted & Suited" is prepared to do our part to encourage and strengthen downtown business profits and community engagement. We are eager to provide services to and work with the "downtown" leadership in its efforts and goals for the future. "Booted & Suited" is determined to add value to Dover and we look forward to aiding now and into the future.

Mission Statement:

For A Safer, Cleaner, and Greener” Capitol City of “The First State”
Dover, Delaware

The proposed program would offer the following:

Services

Making downtown Safer:

- ***Information & Direction*** - 32 West Loockerman Street Suite 101D Dover, De would be the headquarters location. Information on Downtown Dover will be available including:
 1. Location and hours of businesses
 2. Handouts with information about upcoming events
 - ***Lost and found-*** Ambassadors will turn in any found objects to headquarters. Headquarters will hold items and make them available to pick up. Having a downtown location where the community can check for lost and found items will display the sense of care and concern that the city has for its residents.
 - ***Foot and Bike Patrol-*** ambassadors will visually monitor designated areas to identify any issues that are or may become problematic, dangerous or threaten community safety. Ambassadors will be required to contact headquarters, and administration will determine next steps. This includes simply documenting to contacting law enforcement. In **emergency** situations, 911 will be contacted immediately.
 - ***Safety Escorts-*** ambassadors escort Pedestrians to and from their vehicles or to second downtown location upon request (all escorts will communicate by walkie talkies and headquarters will be informed of each escort to monitor safety of pedestrian and ambassador.
 - ***Community Engagement-*** ambassadors will engage with the surrounding community members to support a positive relationship between downtown and its residents. Any valuable/beneficial information or insight will be provided to headquarters then to city.
 - ***Lost and found-*** Ambassadors will turn in any found objects to headquarters. Headquarters will hold items and make them available to pick up.
- 1. *Making downtown Cleaner:***
- Façade Improvements- Ambassadors will assist in maintaining the beautiful appearance of downtown. This will include but not limited to:
1. Power washing
 2. Paint curbs
 3. Collect trash off the street
 4. Graffiti removal
 5. Street and sidewalk cleaning

Making downtown Greener (greener in terms of supporting the health and life of downtown):

- **Downtown Farmer’s Market** (Food Desert Support). Reinvigorate the successful farmer’s market program of the past. Many residents have difficulty finding quality healthy food choices. We will bring those nutritious selections back downtown. As before, various vendors other than produce will have an opportunity to display their goods as well.
- **Special Events & Initiatives**
- (First Friday) management (Books musical Groups & other talents)
 1. **First Friday-** bring back “First Friday” for community engagement and small business support.
 2. **Music Festivals**
 3. **Talent Shows**
- **Business Recruitment-** Headquarters will work to support downtown’s initiative to bring additional businesses to the area.

City of Dover (proposed support)

- Expense Trucks/fuel (City of Dover retired motor pool)
- Dumpsters – City of Dover (CDBC)

Sponsorship Funding

Downtown Business– First Friday Events

Sponsorship Bank – Community Block Grant

Fundraising food truck/rallies

Grants (apply for grants on behalf of City of Dover to support this mission)

Community (Fraternity & Sorority) - reinvestment

Façade – Improvement Program (Downtown Dover Partnership)

DSU – Community Engagement Funds

DSU – Student Community Engagement (Inter research/volunteers)

Other community partners

Capital City Rising

Training individuals to be productive citizens and help build their community

Volunteer – parole & probation

Training and supporting individuals with past transgressions into leadership, civility, and service to their community. Leading them in a training program that provides real world job skills with the intention of securing full-time employment.

Community will partner with various organizations

Financial View

\$50,000.00

1st month \$15,000.00 Sept

2nd month \$15,000.00 Oct

3rd month \$10,000.00 Nov

4th month \$10,000.00 Dec

\$15,000.00

- 4,000.00 2 men - managers
11,000.00

- 4,000.00 sponsorship (CEO)
7,000.00

- 1,000.00 Fuel (equipment, autos)
6,000.00

- 500.00 Lunch & misc.
5,500.00

- 1,000.00 Equip & supplies
4,500.00

- 500.00 Library Ins
4,000.00

- 1,000.00 office rent
3,000.00

- 200.00 office supplies
2,800.00

- 500.00 clothing – uniform
2,300.00

- 1,000.00 see – market, face book, emails, etc.



Big Brothers Big Sisters.®

OF DELAWARE



Our mission is to create and support mentoring relationships that ignite the power and promise of youth.

Our vision is for all of Delaware's youth to achieve their full potential.

- Founded in 1964
- Serve 2,500 Youth Statewide



Engaging Delaware's Youth

- Evidenced-Based Mentoring Programs Recognized by the Office of Juvenile Justice and Delinquency Prevention (OJJDP)
- Career & Workforce Readiness
- Social Emotional Learning Executive Skills Training
- STEAM, Tutoring, College Readiness Teaching Kitchen & Youth Community Garden
- Summer Camp
- Youth Athlete Development
- Media, Esports, Music, Videography, and Photography
- Multifunctional Basketball Court
- Playground & Picnic Area

Youth Enrichment Center



Play Area



3156 Forrest Avenue- Renovation





Big Brothers Big Sisters®

OF DELAWARE

Q & A

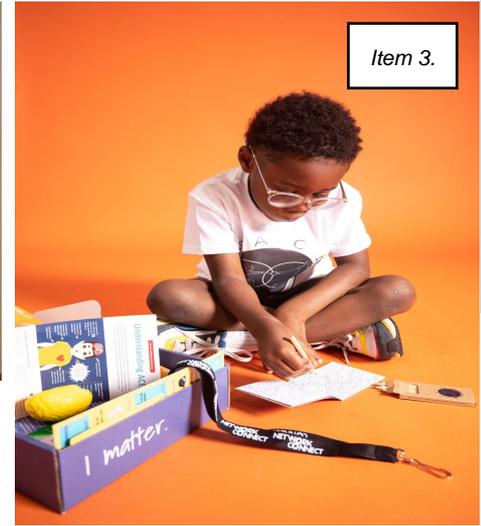
NETWORK CONNECT



Community. Integrity.
Partnership. Respect
*Our Stakeholders: Youth,
Families & Partners*

Founded 2019

Mission: Network Connect was founded in 2019 with the mission of Network Connect builds community capacity by coordinating grassroots and local partners to provide youth and families with social services, education programs, workforce skills, and mental health support. We aim to break the cycle of adverse childhood experiences by focusing on social, cultural, and educational development of youth and families in Delaware.





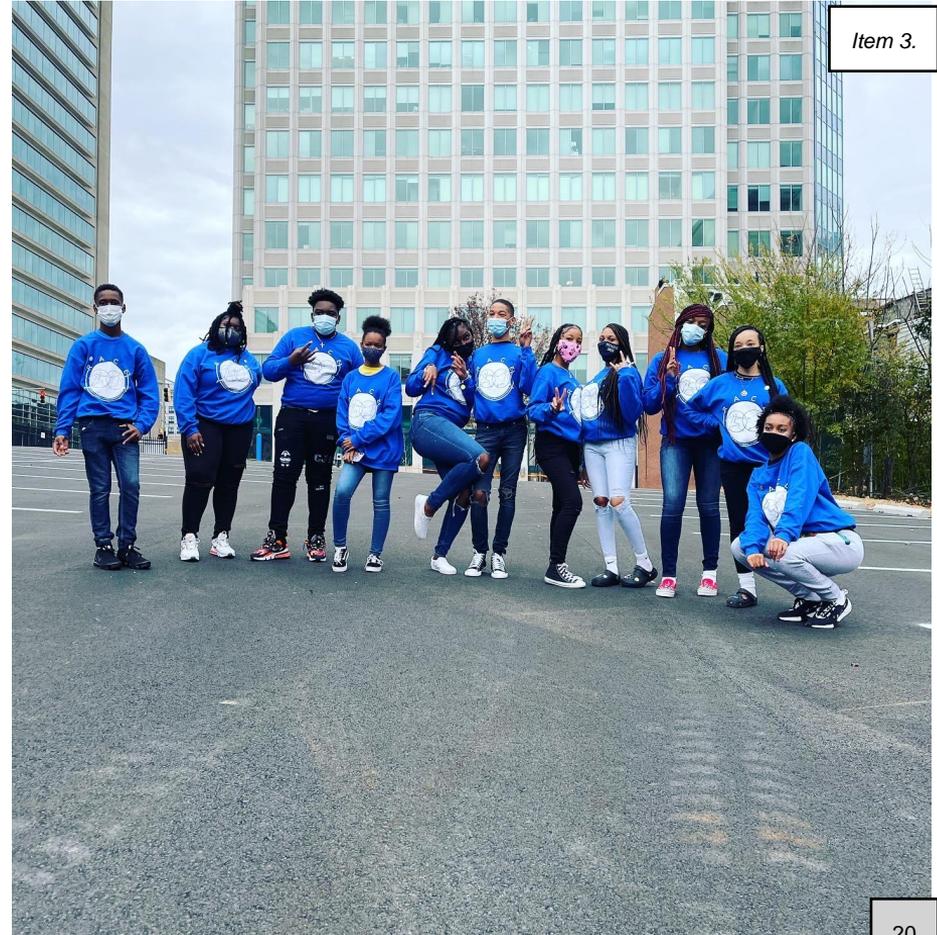
Reverse the ACE is a campaign created to increase understanding, enhance family capacity, and promote early intervention of ACEs through universal screening and the implementation of preventative strategies within communities. Per the Center for Disease Control, there are six strategies which prevent Adverse Childhood Experiences, each of these strategies have been included in the outcomes we plan to measure and meet. As well as implementing a communication strategy.

FUTURE CULTURE CREATORS

POWERED BY NETWORK CONNECT

Future Culture Creators (FCC) is a culturally competent program uniquely designed to develop youth's employment skills, positive self-image, and professionalism, while simultaneously improving community based program delivery. The experience equips participants with the skills needed to build and implement teen-led programming, which then provides enrichment for other youth in the community.

Their training focuses on three major components: professional development brand building, civic engagement and culturally relevant mental health training. Curriculum is implemented using discussion, cognitive behavior techniques, and group activities, all designed to maintain the full engagement of each participant. With a focus on restorative practices, students build healthy relationships with peers, family, and community members while improving community climate, culture, and promoting accountability. design thinking, and work experience through internships.



Item 3.

Community Well-Being Ambassadors

The Community Well-Being Ambassador (CWA) Initiative is a community-driven, place-based prevention strategy to increase the capacity of targeted hard to reach neighborhoods in the state of Delaware. The innovative approach promotes community well-being and resiliency among their residents across the life span.

This initiative is the result of a collective impact approach between several agencies who are willing to bring their unique skills in the interest of addressing a common cause.

The Community Well Being Initiative is funded by the Division of Substance Abuse and Mental Health to provide a coaching intervention for community members who are struggling with the social, economic and emotional problems. CWA's serve as

- Establish positive, supportive relationships with community members
- Coach community members using Skills for Psychological Recovery (SPR), Motivational Interviewing and Trauma Informed Principles
- Help prevent opioid overdose by talking about addiction and distributing Narcan
- Help individuals and families connect with community resources
- Motivate community members to be active and engaged participants in their well being



DUAL SCHOOL

Dual School empowers young people to take action on projects that improve their communities and the world. Its programs deliver critical 21st century skills in creative problem solving, communication, empathy and self-awareness; as young people work to bring their solutions to life.



Wilmington Street Team

Network Connect has worked with the City of Wilmington, Center for Structural Equity, and Wilmington Community Advisory Council to increase trauma informed programming, reduce gun violence, and promote healthy family-based activities. The Wilmington Street Team Hub Houses have been introduced across the Wilmington Community as a violence deterrent by utilizing a multi-agency approach to support survivors and families during crisis; serving as a link between survivors, immediate family members and government/community based services providers; and ensure connections to a broad spectrum of services and supports while addressing the root cause of violence. Through the Wilmington Street Team initiative families who are faced with loss receive peer to peer support from street team members, bereavement support, and the option to join long term support groups and programs. This initiative unites and supports the families and communities impacted by gun violence, educate, continue to raise awareness, and keep this critical issue front and center throughout our city.



Recovery Cafe

Network Connect Recovery Café was formed in July 2024, on the knowledge that every human being is precious and beloved regardless of past trauma, mental and emotional anguish, addictive behaviors or mistakes made. We aim to provide a beautiful, safe, warm, drug and alcohol-free space and loving community to anchor Members (our most closely supported consumers) in the sustained recovery needed to gain and maintain access to housing, social and health services, healthy relationships, education and employment.

Network Connect and its leadership are committed to the Recovery Café Network model and its effectiveness for the population and its services. Allowing a safe, healing space for all, a person centred approach and strong resource connections focus is why this model has been successful in other states. It is also why this model will be successful under the Network Connect service umbrella.



We are the Network
Connecting communities.

www.networkconnect.org



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

PARKS, RECREATION AND COMMUNITY ENHANCEMENT COMMITTEE
MEETING OF January 13, 2026
PLANNING COMMISSION MEETING of January 20, 2026

Plan Title: The Enclave Apartments on Walker Road, S-26-03

Plan Type: Site Development Plan and Active Recreation Area Plan

Location: North side of Walker Road and west of Independence Boulevard; northeast of the intersection of Kenton Road and Walker Road in Dover, DE between harmony Road and the Liberty Court Apartments and north of 1325 Walker Road

Address: Unaddressed off Walker Road

Tax Parcel: ED-05-067.18-01-71.00-000

Owner: Dover Synergy Group, LLC

Site Area: 6.08 acres +/-

Zoning: RM-2 (Medium Density Residence)

Current Use: Vacant Land (Open Land, Woodland, and Stormwater Pond Area)

Proposed Use: Garden Style Apartments (Multi-family Community)

Dwelling Units: 48 units

Parking: Required: 115 spaces
Proposed: 115 spaces

Water and Sewer: City of Dover

For Consideration: Active Recreation Area Plan

Recreation Area: Required – 10,000 SF
Provided – 10,900 SF

I. PROJECT SUMMARY:

This Application S-26-03 is for Review of a Site Development Application for The Enclave Apartments consisting of the construction of two (2) three story, garden style apartment buildings consisting of twenty-four (24) units each for a total of 48 units. Also proposed are a Clubhouse, parking lot improvements, and four (4) outdoor recreation areas. The property is zoned RM-2 (Medium Density Residence Zone). The subject site consists of one parcel totaling 6.08 acres +/- located on the north side of Walker Road and west of Independence Boulevard. The owner of record is Dover Synergy Group, LLC. Property Address: unaddressed parcel on Walker Road. Tax Parcel: ED-05-067.18-01-71.00-000. Council District 4. *For Consideration: Active Recreation Area Plan.*

Previous Application:

A prior Site Plan application for this site, S-23-22 Walker Road Apartments, was reviewed by the Planning Commission in December 2023. That Site Plan proposed 48 garden-style apartments in two buildings but included a layout where the buildings were in the center of the site with the parking and drive aisles surrounding them and a different active recreation area layout. Site Plan S-23-22 is expired having not achieved final plan approval.

II. ACTIVE RECREATION AREA PLAN SUMMARY:

The Site Development Plan as submitted by the applicant for The Enclave Apartment Complex notes four Active Recreation features consisting of a basketball half court, a volleyball court, and two Active Recreation areas along with a Clubhouse Building including a leasing office.

This project qualifies for consideration as a “small development” and its exemption option for recreation area calculations found in *Zoning Ordinance*, Article 5, Section 10.514. This subject property is less than 10 acres in size and has a density of 7.89 dwelling units per acre. The Active Recreation Area is required at a rate of 150 SF per unit or 10,000 SF (0.23 acres), whichever is greater. With this project of forty-eight (48) units, the Active Recreation Area requirement calculates to 7,200 SF which is less than the 10,000 SF. The Active Recreation Areas proposed are shown on the overall Site Plan, and the calculations are provided in the Data Column on page L-1 Landscape and Active Recreation Plan. See Summary Table below of Active Recreation Areas.

Active Recreation Area (Article 5 §10.514)	
<i>Required</i>	<i>Provided on Plan</i>
150 S.F. per dwelling unit or 0.23 acre (10,000 SF) whichever is greater to be provided on site. 48 DU = 7,200 SF (0.23 +/- ac) Required = 10,000 SF <i>Provided: 10,900 SF*</i> <ul style="list-style-type: none"> <i>*Need detailed size of areas within the Clubhouse to confirm</i> 	<ul style="list-style-type: none"> Basketball half court (2,500 SF) Volleyball Court (1,800 SF) Unspecified Recreation Area (1,600 SF) on west side Unspecified Recreation Area (2,000 SF) on east side Clubhouse (3,000 SF as active area)* subject to area future adjustment as part of building is to be the Leasing Office. The overall size of the Clubhouse Building is listed as 3,613 SF.

Article 5 §10.151	<i>Accessible</i>	There are sidewalks connecting the Clubhouse to the sidewalk system for the rest of the property. The basketball half court, volleyball court, and one unspecified active recreation area are located near the Clubhouse, with sidewalk access provided. A separate unspecified recreation area is provided east of the parking lot, which is accessible by sidewalk.
10.152	<i>Pedestrian oriented</i>	Other than the sidewalks around the parking lot, there are not any recreational walking paths.
10.153	<i>Age Oriented</i>	The four types of recreation areas are outlined in the plans. The activity specifics are not listed for the Clubhouse or the Active Recreation open areas. There are not any child-aged playgrounds shown on the plan.
10.154	<i>Parking</i>	Parking is provided for the buildings in a central parking lot. The majority of the recreational amenities are shown on the west side of the property. There is sufficient parking provided to support the recreation amenities.
10.155	<i>Walking, jogging and biking trails</i>	There are 4 bike racks on the site plan, each can hold 4 bikes. The requirement is 1 bike space for every 20 car spaces (Article 6, Section 3 of the <i>Zoning Ordinance</i>). Six minimum bike spaces should be provided in total. There are 16 bike spaces provided.
10.156	<i>Setbacks</i>	The game court surfaces must maintain a 30-foot setback from the property lines; the plan appears to just meet this. The recreation area on east side of the site is adjacent to 30-foot buffer from the wetland boundary.
10.157	<i>Landscaping</i>	Based on the information provided by the applicant, 58 trees area required. The applicant has proposed planting 61 trees. The Landscape Plan will need to be signed off by a Landscape Architect as per <i>Zoning Ordinance</i> . <ul style="list-style-type: none"> • The woodland areas to remain are shown and no more than 50% of the existing woodland may be cleared for development without a mitigation plan. • There is a Landscape Plan provided for the new tree plantings of deciduous and ornamental trees.
10.158	<i>Area</i>	The breakdown of the allotted recreation areas is listed on the plans. We will need clarification on the Clubhouse building interior and the area used for recreation versus that for leasing office area for confirmation.

III. REVIEW PROCESS

The Planning Office has prepared this Active Recreation Area Report outlining the Recreation Area proposal. The Parks, Recreation and Community Enhancement Committee will need to consider the proposed Active Recreation Area and make a recommendation. The Planning Commission must act to accept the Recreation Area Plan as part of the Site Plan review process.

The Parks, Recreation and Community Enhancement Committee will review the Recreation Area Plan at their meeting on January 13, 2026. The Planning Commission Public Hearing and Review of the Site Development Plan S-26-03 is scheduled for January 20, 2026.

IV. CODE CITATIONS:

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.

10.14 *Recreation area review...*

10.15 *Design guidelines...*

10.16 Area required. All residential developments shall provide recreational areas in a size equal to 275 square feet per dwelling unit or one-half acre of land, whichever is greater. In no case shall the commission require that more than ten percent of the gross area of the development be so dedicated or reserved when the gross area is greater than five acres.

10.5 Exemption to recreation and open space dedication.

10.514 Residential developments of ten (10) or fewer acres with a density over six units per acre. These developments shall be exempt from the area requirements set forth in section 10.16, but shall be required to provide 150 square feet of active recreation area per dwelling unit or 10,000 square feet of active recreation area, whichever is greater. If the commission determines that the construction of some or all 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 amount shall be in accordance with subsection 10.173 of this article.

V. STAFF RECOMMENDATIONS

The following are comments and recommendations from staff of the Planning Office following review of the Active Recreation Area Plan for The Enclave Apartments.

- 1) The project plan is required to provide 10,000 SF of Active Recreation Area. The Plan shows a total of 10,900 SF of Active Recreation Area including four Active Recreation features consisting of a basketball half court, a volleyball court, and two Active Recreation areas along with a Clubhouse Building. Staff recommends approval of the proposed Active Recreation Area amenities, subject to the conditions and recommendations below.
- 2) Recreation Areas: As a residential development, there is a requirement for Active Recreation area(s). Staff recommends the following regarding these Recreation Area amenities:
 - a) Sport Courts:
 - i. The recreation areas outlined for specific sports should indicate the materials used for court areas.
 - ii. Ensure that game courts maintain the 30-foot setback from property lines.
 - iii. Connecting these areas to the walking paths would allow for wheelchair and stroller access.
 - b) Clubhouse:
 - i. There should be specifics on what recreation or activities can transpire in the Clubhouse.
 - ii. List size of areas with Clubhouse as Leasing Office area does not count.
 - c) Active Recreation Areas:
 - i. Provide details for the unspecified active recreation areas as to whether they will be open lawn area or have amenities.
 - ii. Ensure the unspecified active recreation area east of the parking lot is not located within the required 30-foot buffer from the wetland boundary.
- 3) Sidewalk Curb Cuts: No curb cuts or ramps are shown on sidewalks or near street crossings; add accessible ramps.
- 4) Bicycle Parking:
 - a) The location of the bike racks is recommended to be directly adjacent to a paved/sidewalk area but off set to not impede passage.
 - b) Consider any opportunities for bicycle parking facilities either to be covered or otherwise provided at interior locations.
- 5) Landscaping: A Landscape Architect will need to sign off on the Landscape Plan as required by the *Zoning Ordinance*. The amount of woodland clearing is 49.9%, Please ensure that this is correct, as a maximum of 50% of the woodland area is permitted to be cleared. Please identify woodland and tree protection measures for those trees and woodland areas that will be preserved.

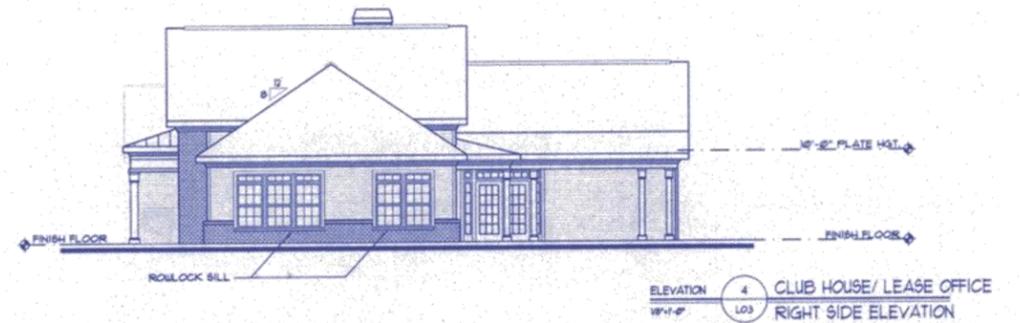
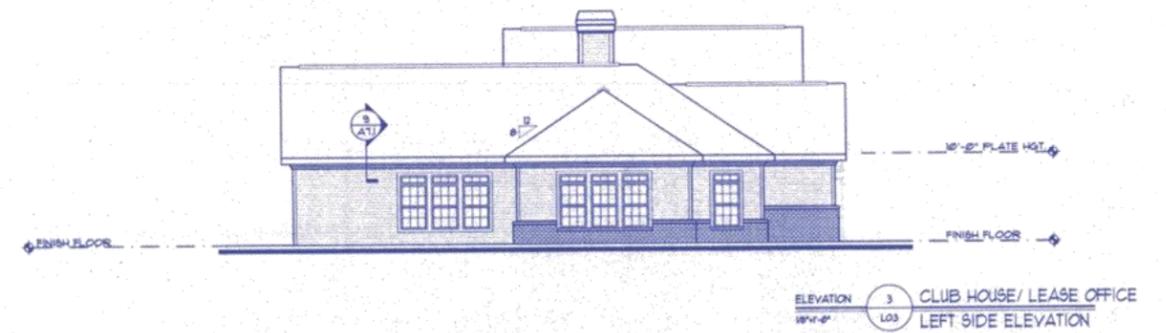
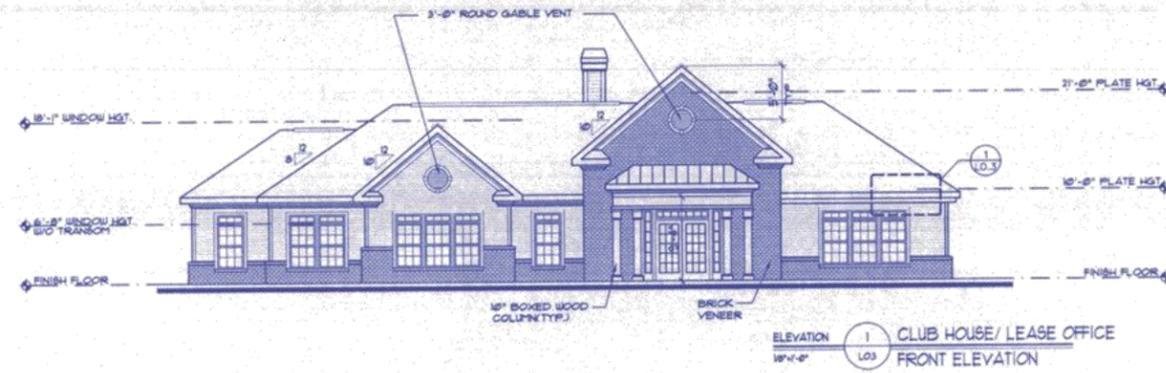
VI. ADVISORY COMMENTS

- 1) This Site Development Plan set depicting the Recreational Areas is to include appropriate improvements, plans, and details of the Active Recreation Area as approved.
- 2) There shall be provisions which ensure that the community space (all areas under consideration for Active Recreation Areas) shall continue as such and be properly managed and maintained. The developer shall either retain ownership and responsibility for maintenance of the common use areas or provide for and establish one (1) or more organizations for the ownership and maintenance of all common spaces, i.e., a Homeowners Association or other property management entity. The organization shall be responsible for maintenance, insurance, and taxes on the community space.
- 3) In the event that major changes and revisions to the Plan occur in the finalization of the Plan, contact the Planning Office. Examples include reorientation of buildings, relocation of site components, changes in floor area or unit count, or design revisions impacting Active Recreation Areas. These changes may require resubmission for review by the Development Advisory Committee, Planning Commission, or other agencies and commissions making recommendations in regard to the plan.
- 4) 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:

- Excerpt from Site Plan Set S-26-03 The Enclave Apartments: Sheet L-1 Landscape and Active Recreation Plan
- Building Rendering of Clubhouse

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



A RESIDENTIAL COMMUNITY
WALKER ROAD APARTMENTS CLUBHOUSE
DOVER, DE
N.T.S.



APPLICATION FOR ECONOMIC DEVELOPMENT FUND GRANT
Version 8/26/2025

Purpose Statement:

The “Mayor and City Council seek to set aside funds for economic development and economic development projects to include opportunities to improve the city’s economy and quality of life. An economic development project will constitute a program or activity having the primary purpose of encouraging the establishment and growth of business in the city, including the creation and retention of jobs (Res. 2024-15, adopted October 29, 2024).

The purpose of the Economic funds will be for the use of programs, policies, or activities that seek to improve the economic well-being and quality of life for the residents of the City of Dover.

Funds may be used for land or building acquisition, building renovation, matching funds for related grants, incentives associated with new or expanded businesses, workforce training and development, upfront and administrative costs associated with the issuance of conduit or TIF bonds, blight removal, or other purposes consistent with the economic development fund purposes.

Grant cycle: applications may be submitted at any time and are subject to the availability of funds.

Only 1 (one) grant will be awarded to the same applicant in any 12-month period.

All applications must be sponsored by a council member and meet the criteria listed below:

Applicant:

Date of application 9 October 2025 Received by City Clerk _____

Applicant Name Peoples Community Center EIN # [REDACTED]

Project Title: Launch of Center for Workforce Development

Project physical address (in the City of Dover) 46 South Bradford, downtown

Council Sponsor (signature) _____

Designation of Program/project Manager: include contact individual’s name, address, title, phone number and email.

G. Derrick Hodge, Ph.D., President of the Board of Directors
5 Pine, Dover 19901
302-674-4178
gdhodge@pcc-dover.org

Proof of authority to submit application on behalf of applicant (attachment – must be submitted by an authorized representative of the applicant)



Submit applications to:

Attention: City Clerk, City of Dover
P.O. Box 475
Dover, DE 19904

One signed original copy shall be submitted to the City Clerk's Office electronically or two printed copies shall be submitted.

Signature of Authorized Applicant  **Date** 9 October 2025



Proposal for Dover Economic Development Funds



A. Introduction. People's Community Center is committed to the wellbeing of all residents of downtown Dover, not only via our meals, veterans, and children's programs, but by helping folks get back on their feet so they can live independently and contribute to the wellbeing of the City. Toward that end, we intend to launch, on 1 December 2025, the Center for Workforce Development.

The inspiration for this new program emerged from our clients and guests themselves. Two recent straw polls indicate that about a third of people who visit the Community Center are ready and willing to rejoin the formal workforce. Dover needs these workers, but there are multiple in their way. Our new program will help folks overcome these barriers, so they can stabilize their lives and rejoin the formal economy.

In designing the program, we sought counsel from the adult education experts at the Polytech School District, and from Harold Stafford, former Secretary of Labor, who continues to advise us. The work will be organized into three tiers, as depicted in the attached graphic and described below.

B. Target Population. Approximately one third of our guests wish to re-enter the formal workforce. Some are addicts in early recovery. Others are either recently homeless or unstably housed. Some have survived for years in the informal economy, and others returning home after an absence. Many of them have a mental or physical disability. The program will provide them with the tools they need to rebuild their work lives. The identifiable characteristics of the target population are:

1. Currently not stably working in the formal economy, or working only casually or at levels below their abilities.
2. Not currently in active addiction; either in recovery or never addicted.
3. Willing and ready to stabilize their work lives and get back on track to meaningful and sustainable work.

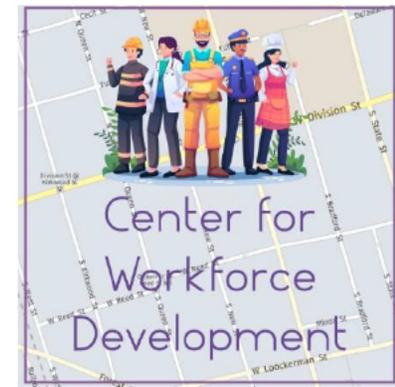
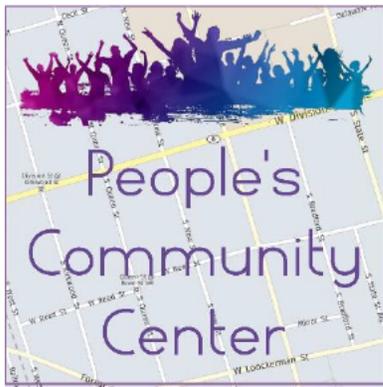
B. Identified Needs. Various barriers make it more difficult for folks to re-enter the workforce. Tier 1 will begin with basic needs:

1. Birth certificate, social security card, and state identification card.
2. Computer skills.
3. High school diploma.
4. Relational, communication, and social skills.
5. Financial literacy.
6. Job search and interview skills.
7. Basic trade licenses.

C. Programmatic Plug-In Needs. The operational model of People's Community Center is that we work largely through community partnerships. We are not experts in workforce development, so we will rely on others who are already doing this this work. For instance, Tiers 2 and 3 will "plug-in" to the resources of:

1. Financial literacy, by NeighborGood Partner.
2. Department of Labor, for assessment, trainings, and placement.
3. Department of Labor Apex program, for expungements.
4. The GED program at Polytech School District.

We will hire one Coordinator to manage the program, form relationships with other organizations, and harness the needed resources. The program will utilize funds from several sources, as described in the attached budget. Dover Economic Development Funds will be critical. The requested funds will launch the program and provide operational support for 13 months.



Item 1.

People's Community Center Center for Workforce Development

Stage One

- Documents
- Expungement
- Job Readiness
- Emotional Health

Partners:

- Apex

Stage Two

- Financial Literacy
- Computer Literacy
- GED

Partners:

- NeighGood Partners
- Polytech District AE

Stage Three

- Specific Job Training
- Job Placement

Partners:

- DOL

Workforce Development Program Launch 14-months: 1 December 2025 - 31 December 2026

Version: 5 October 2025

Sources

Block Grant	22,700	
City ARPA III	10,000	
Dover Economic Development	47,363	
		80,063

Occupancy

Outfit (Furniture and Equipment)	8,000	
Rent and Utilities	13 months * \$1000	13,000
		21,000

Staff

Coordinator	20 hours/week x \$22	25,520
Center Director	13 months x 500	6,500
		32,020

Program

Transportation	3,000	
Identity Documents (SS Card, DL, Birth Certificate)	2,000	
Partner Costs: Expungements, Financial Literacy	3,000	
GED Tests	5,600	
Unanticipated Expenses	3,000	
Events	1,500	
		16,600

Total Direct Costs 69,620

Indirect Costs 15% of \$69,620 10,443

Total Project Cost 80,063

TO: City Clerk
FROM: David Hugg, City Manager
DATE: January 5, 2026
SUBJ: Staff Review: Application of Peoples Community Center for an Economic Development Fund Grant #2025-1

The Manager's Office has received an Economic Development Fund application from People's Community Center. The request is for the amount of \$47,363 to be used to develop and implement a workforce development program, aimed at persons having difficulties reentering the job market.

The program will run under the auspices of People's Community Center. The outcome of this initiative is to create the Center for Workplace Development (CWD), complementing other similar centers operated through the Community Center. The Community Center already offers food, addiction counselling, a Free Store, veteran's and children's programs, and an emergency winter shelter for the downtown neighborhood.

The program emerged from polls conducted by the People's Community Center that found that many of their clients face various barriers to rejoining the formal workplace. These barriers may include addiction, homelessness, extended periods of absence due to medical or criminal issues, disabilities, or lack of prior formal work experience. Other needs arise from lack of proper documents, computer skills, social skills, financial literacy, etc.

Tier 1 of the program will address basic barriers to workforce entry. The second and third tiers of effort will include coordination and partnerships with NeighborGood Partners, the state Department of Labor Apex Program, the GED program at Polytech, and assistance from other experts.

The grant funds will support a staff coordinator and related operational expenses. The program will be advised by Harold Stafford, former Secretary of Labor and member of the Board of Directors of People's Community Center. Dr. G. Derrick Hodge will oversee the grant. The Council sponsor is Councilwoman Donyale Hall.

As a condition of approval, the applicant will share additional information related to scheduling and accomplishments on a regular basis.

I recommend approval of the grant by the Legislative, Finance and Administration Committee in the amount of \$47,363.

David S. Hugg III, City Manager



Committee consideration and Hearing _____

Committee approval _____



APPLICATION FOR ECONOMIC DEVELOPMENT FUND GRANT
Version 8/26/2025

Purpose Statement:

The “Mayor and City Council seek to set aside funds for economic development and economic development projects to include opportunities to improve the city’s economy and quality of life. An economic development project will constitute a program or activity having the primary purpose of encouraging the establishment and growth of business in the city, including the creation and retention of jobs (Res. 2024-15, adopted October 29, 2024).

The purpose of the Economic funds will be for the use of programs, policies, or activities that seek to improve the economic well-being and quality of life for the residents of the City of Dover.

Funds may be used for land or building acquisition, building renovation, matching funds for related grants, incentives associated with new or expanded businesses, workforce training and development, upfront and administrative costs associated with the issuance of conduit or TIF bonds, blight removal, or other purposes consistent with the economic development fund purposes.

Grant cycle: applications may be submitted at any time and are subject to the availability of funds.

Only 1 (one) grant will be awarded to the same applicant in any 12-month period.

All applications must be sponsored by a council member and meet the criteria listed below:

Applicant:

Date of application 26 Nov 2025 Received by City Clerk 12-8-25 - ab

Applicant name Donny Legans EIN # [REDACTED]

Project Title: Rail Haus Improvements

Project physical address (in the City of Dover) 92 N West St, Dover DE 19904

A project located outside city limits may be considered but must demonstrate a primary benefit to Dover residents.

Council Sponsor (signature)

Designation of Program/project Manager: include contact individual’s name, address, title, phone number and email. Donny Legans

Proof of authority to submit application on behalf of applicant (attachment – must be submitted by an authorized representative of the applicant)



Proof of operation for 2 (two) years or more (attachment – annual reports, grant award letters, audits or similar documents)

Joint Ventures:

An applicant may be part of a joint venture. The same information must be provided as required of the applicant unless it is with the Kent Economic Partnership, Kent County, Kent Sussex Leadership Alliance, Delaware Prosperity Partnership, Downtown Dover Partnership, or Division of Small Business.

Project description (500 words maximum)

Please see attached documents

- Location map and street address of project
- Zoning confirmation obtained from city Planning Department
- Need demonstrating impact and value to City of Dover residents
- Beneficiaries (immediate and long term)
- Permission to use private property, if applicable
- Statistics, photos, documents, supporting need

The timeline for completion, a project must be completed not more than one year after application approval; an extension of up to one additional year may be granted at the discretion of the Legislative, Finance, and Administration Committee.

Project budget (explain all amounts):

- Personnel costs \$13400 - part of the quote for grass installation
- Materials and supplies \$27,127
- Other funds (and source) AMEX Small Business Grant applied for - possible 20k if won.
- Miscellaneous \$9800 HVAC mini split, lighting, outdoor fan install and labor
- Amount requested \$50,000 (not to exceed \$50,000)
- Total \$50327

Sources and amounts of other funding Rail Haus Checking account, Applied for Shop Small Main Street grant for 20K last week

Dispersal and Reimbursement of Funds: Reporting; Audit; Clawback:

(a) Invoicing for reimbursement:

- Reimbursements require a written progress report and an invoice requesting reimbursement to be sent to the Department of Finance.
- Receipts are required for all purchases or expenditures of more than \$50, regardless of the method of payment of amount.
- Timesheets or similar records are required with each personnel request.



- Reimbursement will be no more often than once every month (30 days).
 - Reimbursement requires approval by the Controller/Treasurer and City Manager.
 - Payment will be by City check payable within 30 days to the applicant’s business account or by direct deposit.
- (b) Closeout and Final Reporting:
- A final report including a financial statement is required within 60 days of the completion or termination of the project.
 - Twenty (20%) percent of the award will be held pending acceptance of the final report.
 - The city reserves the right to request a return of all or part of the funds if there is any evidence of fraud or misuse of any portion of the funds, and to disqualify the applicant with further funding.
 - Expenditures shall be subject to audit by the city at any time.

Other Provisions and Restrictions:

- Funds provided through this grant may be used as a local contribution or match regardless of source, provided such a match is authorized in writing by other funding sources.
- Employees, elected officials, and others having direct financial dealings with the city are prohibited from benefitting from this fund.
- Letters of support from community leaders and others who have knowledge of the applicant may be submitted (maximum of 4).

Applications must be made on such forms and in accordance with such instructions as are prescribed by the City and include all forms and questionnaires as may be applicable to the specific proposed activity.

A staff report will be prepared on each application that will at a minimum include the following: a certification that the application/applicant has met all applicable threshold requirements; certification that the proposed budget represents a realistic/ reasonable budget; conformance of the proposed activities to the goals and objectives of the Fund’s purpose; and an evaluation of the applicant’s capacity, and past performance, if relevant.

All applications and the staff report will be considered by the Legislative, Finance and Administration Committee at a regularly scheduled meeting during which a public workshop will be conducted. An oral presentation by the applicant to the Committee is a factor in the final decision.

Date and location of scheduled meeting and required public workshop
TBD



Submit applications to:

Attention: City Clerk, City of Dover
P.O. Box 475
Dover, DE 19904

One signed original copy shall be submitted to the City Clerk's Office electronically or two printed copies shall be submitted.

Signature of Authorized Applicant

Date 6 Dec 2025

TO: City Clerk

FROM: David Hugg, City Manager

DATE: January 5, 2026

SUBJ: Staff Review: Application of Donny Legans for Economic Development Fund Grant #2025-2

The Manager's Office has received an Economic Development Fund application from Donny Legans on behalf of the Rail Haus at 92 N. West Street. The request is for the amount of \$50,000 which will be used for various site improvements, especially the addition of artificial turf to the outdoor beer garden and event space and HVAC upgrades to the Yard Bar area.

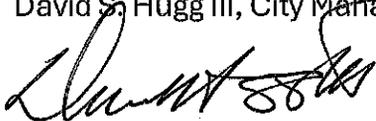
The improvements requested will allow for more regular use of this area, providing event space, vendor activities, improved surfaces, and increased safety, cleanliness and accessibility. It has become a valuable, active community facility creating an attraction for residents and visitors to the downtown. It supports local jobs and vendor events, as well host numerous charitable and other programming. It revitalized a deteriorated portion of the city.

The application is complete, sponsored by Councilwoman Arndt, and addresses the city's goals for the downtown. It satisfies the requirements for a realistic/reasonable budget and conforms to the goals and objectives of the Fund's purpose. The business has been in continuous operation since October 2023 and has all required licenses and permits. It has proven to be a positive addition to Dover's downtown district.

The condition of approval is a requirement of a progress report every three months until completion of improvements.

I recommend approval of the grant by the Legislative, Finance and Administration Committee in the amount of \$50,000.

David S. Hugg III, City Manager



Committee consideration and Hearing: _____

Committee approval: _____



CITY OF DOVER, DELAWARE ACTION FORM

PROCEEDING: Council Committee of the Whole (Leg & Fin)

DEPARTMENT OF ORIGIN: Water & Wastewater

SUBMITTED ON: December 30, 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 – Silver Lake Dam Repairs

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

RELATED PROJECT: X

REFERENCE: CIP – General Fund Projects

EXPENDITURE REQUIRED: \$128,282.64

AVAILABLE BUDGET: \$100,000.00

FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Public Works Stormwater Division, SW2602 Account No.: 101-12-18-60-000-54031. Shortfall to be covered by surplus funds from project number ST2601, Account No.: 101-12-18-35-000-54031

STAFF RECOMMENDATION:

Award the contract to Mar-Allen Concrete Products, Inc., for the Silver Lake Dam Repairs, Bid #26-0009WW, for \$128,282.64

BACKGROUND AND ANALYSIS:

As part of the FY2026 CIP Budget, a project was proposed to rehabilitate the existing Silver Lake Dam. The rehabilitation included repairing concrete cracks, addition of rip rap, backfilling an undermining sidewalk, rehabilitation of a fence, underwater concrete crack repair, repair leaking joints, replace a trash rack panel and install safety railing at the outlet works.

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 #26-0009WW. Bids were opened on November 18, 2025. The City of Dover received two (2) bids as shown in the table below:

Contractor	Location	BID PRICE	Evaluated price
MAR-ALLEN CONCRETE PRODUCTS, INC.	EPHRATA, PA	\$128,282.64	\$128,282.64
COASTAL ENGINEERING, LLC	GREENWOOD LAKE, NY	\$160,988.80	\$160,988.80

The shortfall is proposed to be supplemented by the following:

Funding Source	Description	Current Budget	Spent / Encumbered	Savings / Remaining	Requested Change	Proposed Budget Remaining
General Fund	SW2602 – Silver Lake Dam Repairs	\$100,000	\$0	\$100,000	\$28,300	\$128,300
General Fund	ST2601 – Street and Alley Program	\$1,000,000	\$874,256	\$125,744	(\$28,300)	\$62,111

City staff reviewed the submission and found that the Mar-Allen Concrete Products, Inc. bid met all requirements for the qualifications of the project. Staff recommend awarding the contract to Mar-Allen Concrete Products, Inc. in the amount of \$128,282.64 for the Silver Lake Dam Repairs.

Street and Alley Survey Overview

City of Dover

Legislative, Finance and Administration Committee

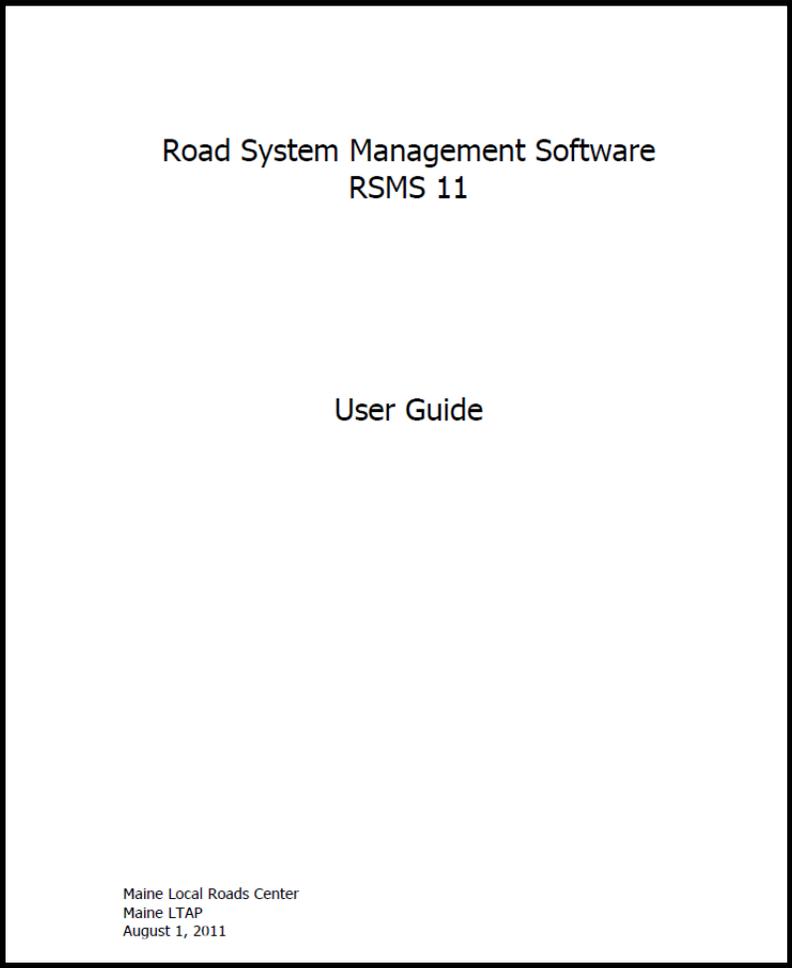
January 13, 2026

Background

- A Comprehensive Survey was conducted in 2017.
- One (1) team member performed evaluation of all streets to maintain subjective consistency.
- Inventory:
 - Streets: 94.28 miles
 - Alleys: 16.73 miles
 - TOTAL: 111.01 miles

Rating Evaluation

- A physical inspection of each roadway was performed to establish existing conditions
- Based upon severity and extent of distresses, traffic volume, drainage and road importance
- Utilized Road System Management Software (RSMS 11)





Distresses Categories

- Edge Cracking
- Alligator Cracking
- Longitudinal / Transverse Cracking



Distresses Categories

- Patching / Potholes
- Roadside Drainage
- Roughness



Distresses Categories

- Rutting

Maintenance Categories

- No Maintenance: Roads are in excellent condition and require no maintenance
- Routine: Roads are in reasonably good condition and only periodic lower cost repairs are required to maintain their condition.
 - Proposed Solution Example – Patching and Crack Sealing
- Preventative: Roads are in fair condition and require more expensive repairs designed to stop deterioration before it becomes a serious problem.
 - Proposed Solution Example – Surface Coat
- Rehabilitation: Roads require significant repairs that usually require some major funding and will add many years of life if completed correctly.
 - Proposed Solution Example - Overlays
- Reconstruction: Roads have reached the end of their useful life and must be completely rebuilt.
 - Proposed Solution – Mill and Overlay

Calculations

- Each street block was evaluated
 - Each distress was notated, both on amount and severity
- Each street was provided a traffic, importance and drainage ranking
- The software absorbed all information and ranked each street into one of the five maintenance categories using an algorithm

Item 4.

Actions
Edit Add New Delete

Survey Data

Surveys	Distresses	Extent			
		none	low	med	high
7/12/2010 2/12/2008	Alligator Cracks Long/Tran Cracks Edge Cracking Patches/Potholes Roughness Rutting Drainage				
		low	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		med	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		high	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Severity

OK
Cancel

Importance

Importance is a qualitative measure of the importance of this road section on a scale of 1-5, where 1 is lowest and 5 highest. Municipal priorities may dictate that road sections with schools, medical facilities, etc., have higher importance ratings. Environmentally sensitive roads—such as those bordering bodies of water—may also be considered for higher importance ratings.

Traffic Volume

A qualitative measure of traffic volume on a scale of 1-5, where 1 is lowest and 5 highest.

Calculations

- RSMS 11 provided a network analysis of all roads
- Each category is then sub-categorized with a ranking 1-10 to assist with planning
 - 1 is least concerning, 10 is most concerning
- This information can be exported, sorted and printed to provide larger context of the entire network

The screenshot shows a software window titled "Network Analysis (all roads)" with a "Quick Report - Selected Roads" subtitle. The window contains a table with the following data:

Road Name	Sec	From	To	Surf	Length	Import	Traffic	Division	Surface	Drainage
Alpha Avenue	1	Bravo Road	Charlie Street	Paved	0.250	low	low	North	Reconstruct-2	Poor-2
Alpha Avenue	2	Charlie Street	Delta Road	Paved	0.450	medium	low-med		Preventive-5	Good-5
Beach Boulevard		Hotel Avenue	Charlie Street	Paved	0.120	low	low	North	Rehabilitate-2	Poor-2
Bravo Road		Alpha Avenue	Romeo Road	Paved	0.500	high	high	North1	Routine-10	Good-10
Easement Avenue		Hotel Avenue	Tango Lane	Paved	0.500	low	low	South	No Maint-2	Good-2
Foxtrot Road		Gulf Street	Hotel Avenue	Paved	0.710	low	med-high	East	Reconstruct-5	Poor-5
Gravel Road	1	Alpha Avenue	India Street	Gravel	0.150	medium	low-med		Reconstruct-5	Good-5
Gravel Road	2	India Street	Juliet Road	Gravel	0.150	low-med	low	West	Reconstruct-3	Good-3
Gravel Road	3	Juliet Road	Kilo Avenue	Gravel	0.200	low	low		Routine-2	Poor-2
Gravel Road	4	Kilo Avenue	End of Road	Gravel	0.250	low	low		No Survey-2	No Survey-2
Oscar Road				Paved	0.230	low	low		Preventive-2	Poor-2
Papa Avenue		November Lane	Quebec Street	Paved	0.800	low-med	low		No Maint-3	Good-3
Quebec Street		Easement Avenue	Gravel Road	Paved	0.120	low	low		No Maint-2	Poor-2
Romeo Road		Bravo Road	State Aid Avenue	Paved	0.880	med-high	high		Rehabilitate-9	Good-9
Sierra Street		Beach Boulevard	Delta Road	Paved	0.650	low	low		Reconstruct-2	Good-2
Summer Lane		Bravo Road	Foxtrot Road	Paved	0.200	low	low		No Survey-2	No Survey-2
Tango Lane		Easement Avenue	Quebec Street	Paved	0.150	low	low		No Maint-2	Good-2
Uniform Place		Charlie Street	County Road	Paved	0.210	medium	low-med		Routine-5	Good-5



PROPOSED ORDINANCE #2025-14

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

That Chapter 22 - Buildings and Building Regulations, Article I – In General, be amended by inserting the text as follows:

ARTICLE I. IN GENERAL

Sec. 22-66 Lemon Housing Protection

Section 1. Purpose

The purpose of this ordinance is to promote the safety, health, and welfare of the residents of Dover, this ordinance establishes the requirements for home inspections prior to the transfer of residential properties.

Section 2. Definitions

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

Transfer of Property means the sale, exchange, or any legal conveyance of residential property from one party to another.

Home Inspection means a comprehensive whole house evaluation of the property’s structure, systems, and components conducted by a licensed home inspector.

Defect means any condition identified during the inspection that does not meet safety, operational, or structural standards.

Section 3. Inspection Requirement

(a) Timeline - A home inspection shall be conducted within one (1) year prior to the date of property transfer.

(b) Inspector Qualifications - The inspection must be carried out by a licensed home inspector recognized by the State of Delaware.

38 Section 4. Owner Occupancy Requirement

39

40 (a) Any additional professional practices that are standard at the time of the sale, which
41 shall be deemed incorporated into this ordinance by reference and automatically
42 enforceable as local law.

43

44 (b) The seller must disclose in writing if he or she has never lived in the house or has
45 lived for less than one year in the house.

46

47 (c) The seller must disclose if he or she is in the business of buying and selling homes.

48

49 Section 5. Acknowledgement of Defects

50

51 (a) A report detailing all identified defects shall be provided to the buyer.

52

53 (b) The buyer must initial each noted defect in acknowledgment of receipt and awareness.

54

55 Section 6. Enforcement and Penalties

56

57 (a) Non-compliance shall be reported in writing by email or written hard copy to the city
58 manager. Based on confirmation, the city manager may levy a penalty.

59

60 (b) Failure to comply with this ordinance may result in the seller and or the seller's agent,
61 real estate representative (realtor) to lose their license to practice in the City of Dover.

62

63 (c) A fine shall be paid unto the city as provided for in Appendix F—Fees and Fines.

64

65 (d) A penalty may be appealed to the Construction and Property Maintenance Code
66 Board of Appeals.

67

68

69 Section 7. Appeals

70

71 (a) Appeals – Whenever any person is aggrieved by a decision of the city manager with
72 respect to the provision of this chapter, it is the right of that person to appeal to the
73 construction property maintenance code board of appeals. Such appeal must be filed, in
74 writing, within 30 days after the penalty is levied by the city manager.

75

76 (b) Notice of Hearing – Upon receipt of such an appeal, the construction and property
77 maintenance code board of appeals shall set a time and place in not less than 10 nor more
78 than 30 days for the purpose of hearing the appeal. Notice of the time and place of the
79 hearing of the appeal shall be given to all parties, at which time they may appear and be
80 heard. The determination by the construction and property maintenance code board of
81 appeals shall be final in all cases.

82

83

84 Section 8. Effective Date

85
86 This ordinance shall take effect on XX, following its adoption and publication as required by
87 law.

88
89
90 ADOPTED:

91
92 **SYNOPSIS**

93 This ordinance amends Chapter 22 – Buildings and Building Regulations by creating Section 22-
94 66, Lemon Housing Protection. The ordinance establishes requirements for licensed home
95 inspections prior to the transfer of residential property in Dover. It defines key terms, outlines
96 inspection timelines and disclosure obligations, and requires sellers to acknowledge whether they
97 have lived in the home or are engaged in the business of selling homes. Buyers must be provided
98 with inspection reports and confirm acknowledgment of any identified defects. The ordinance
99 provides for enforcement by the City Manager, including fines and potential loss of licensure for
100 non-compliance. It also establishes a formal appeals process through the Construction and Property
101 Maintenance Code Board of Appeals.

102
103
104 (SPONSORS: NEIL, ROCHA)

105
106 Actions History

107 10/14/2025 - Introduction - Council Committee of the Whole/Legislative, Finance, and Administration
108 Committee

109