



**CITY OF DOVER, DELAWARE
COUNCIL COMMITTEE OF THE WHOLE MEETING
Thursday, February 26, 2026 at 6:00 PM**

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

AGENDA

THIS MEETING HAS BEEN RESCHEDULED WITH LESS THAN SEVEN (7) DAYS NOTICE DUE TO INCLEMENT WEATHER CLOSINGS, AND THE AGENDA AND PAPERLESS PACKET HAVE BEEN REVISED TO REMOVE PRESENTATION #2 - DISCUSSION ON AFFORDABLE HOUSING, SAFETY, ADVISORY, AND TRANSPORTATION ITEM #1 - SPEEDING CONCERNS UPDATE - LINCOLN PARK, ITEM #2 - EAST LOOCKERMAN STREET UPDATE, AND UTILITY ITEM #1 - DEDICATION OF WATER INFRASTRUCTURE - S. BAY ROAD, AND ADDING PRESENTATION ITEM #2 - DISCUSSION ON AFFORDABLE HOUSING, PRESENTATION #3 - PROPOSED AUDIO AND VISUAL UPGRADES FOR THE CITY COUNCIL MEETINGS, LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING ITEM #1 - REVIEW OF THE PEOPLE'S COMMUNITY CENTER ECONOMIC DEVELOPMENT FUND APPLICATION, AND BY REMOVING ITEM #1 - PROPOSED ORDINANCE #2025-19 - AMENDING CHAPTER 22 - ICC CODES, ITEM #2 - PROPOSED ORDINANCE #2026-01 - AMENDING APPENDIX B - ZONING, ARTICLE 5 - SUPPLEMENTARY REGULATIONS, SEC. 1 - SUPPLEMENTARY REGULATIONS TO RESIDENTIAL ZONES, AND ITEM #3 - PROPOSED ORDINANCE 2026-02 - AMENDING CHAPTER 22 - BUILDING AND BUILDING REGULATIONS, ARTICLE X - RENTAL DWELLINGS, DIVISION 2 - PERMIT, SEC. 22-351 - GENERALLY

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/HoQmu>

Event number: 2534 840 8893

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. Future Trends in Zoning and Economic Development (Linda Parkowski, Executive Director, Kent Economic Partnership)**
- 2. Proposed Audio and Visual Upgrades for the City Council Meetings (Joe Simmons, Information Technology Director, and AJ Rahman, Assurance Media)**

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE**ADOPTION OF THE AGENDA**

- 1. Request for Waiver – Appendix A - Subdivisions, Article VI - Subdivision - General Requirements and Design Standards, Section E – Lots, Item 5. (Site Development Master Plan for Dupont Plaza Master Plan): Waiver to allow creation of lots without Public Street frontage with the associated Subdivision Plan to subdivide the proposed shopping center into multiple lots. (Dawn Melson-Williams, Principal Planner) (Property Owner: Rojan DD 15 LLC. Property Address: 747 N. DuPont Highway. Tax Parcel: ED-05-068.05-01-15.00-000. Planning Reference: S-26-04)**

(Planning Commission Recommendation: Approval of the Subdivision Waiver - Lots without Public Street Frontage)

ADJOURNMENT OF THE SAFETY ADVISORY AND TRANSPORTATION 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. Training, Conference, and Travel Policy Updates (Tammy Kelleles, Assistant Controller/Treasurer)**

(Staff Recommendation: Acceptance of the Training, Conference, and Travel Policy as amended)

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

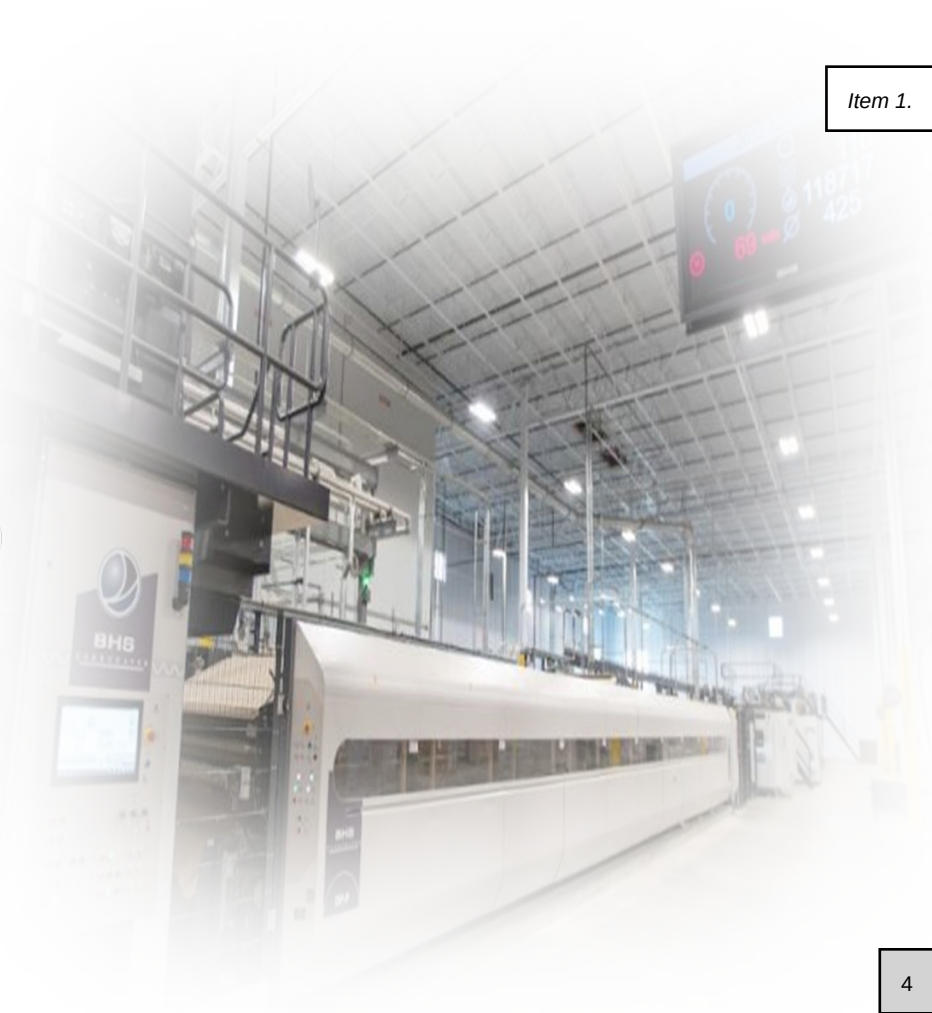
THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(e)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING



CDCC Economic Forecast 1.14.26

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Item 1.



Kent County Demographics

Item 1.

- Population: 193,298 (2025)
- Median Household Income: \$74,630
- Civilian Labor Force: 85,771
- Age Distribution:
 - Under 15: ~18.8%
 - 15-24: ~13.4%
 - 25-44: ~25.5%
 - 45-64: ~24.2%
 - 65+: ~18.2%
- **45+ = 42.4% of Kent County Population**



Source: ZoomProspector, Kent County, Delaware Demographics, properties.zoomprospector.com.
Source: Civilian Labor Force in Kent County, DE (DEKENT1LFN), FRED: Federal Reserve Bank of St. Louis.

Future Kent County Demographics 2025-2035

Item 1.

- In the next 10 years Kent County's population is expected to grow by 24,000
- Of that 24,000, 62% will be in the 65+ demographic



Is Kent County Positioned for the Next Wave of Economic Growth?

Utilities & Infrastructure

Item 1.

Opportunity:

- Utilities Demand

Solution:

- Utility Readiness Revolving Loan Fund



Land Use

Item 1.

**Do We Have the
Land Needed to
Support Future
Growth and Job
Creation?**



Industrial Land Needs Assessment

Item 1.

- Current Industrial land Supply
- Future Target Industries
- Future Industrial Infrastructure Needs
- Future Industrial Land Identification



Are Our Zoning Codes Keeping Pace with Modern Industry and Technology?

Restrictive Zoning

Item 1.

- Align zoning codes with modern, safe, and technology-driven industries
- Enable by-right zoning for modern, safe industrial uses
- Position zoning as a competitive advantage for future growth



Do We Have the Housing Needed to Attract a Workforce Age Population?

The Answer is No

Item 1.

- Deficit = 20,000
- Easing Regulations:
 - Increase Density
 - Expedited Reviews
 - Incentivize Redevelopment
 - By-Right Zoning
 - Transportation Improvement Districts (TIDs)



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Are We Building the Talent Needed for Tomorrow's Jobs?

Workforce Availability & Talent Pipeline

Item 1.

- “The best states aren’t selling available workers; they’re selling their ability to train the next generation.”
- America’s Skilled Trades Gap
 - Avg Annual Job Openings= 2,930,210
 - 2024 Community College Program Completions for Skilled Trades Training= 1,253,818
 - **DEFICIT= 1,676,392**
- Maintenance and Repair Workers, General
 - Avg Annual Job Openings= 178,662
 - Total 2024 Completions= ~50,000
 - **DEFICIT= ~128,662**



Is Our Area Well Positioned for Future Industry Trends?

Future Industry Trends

Item 1.

- Healthcare
- Transportation & Warehousing
- Manufacturing
 - Advanced Manufacturing
 - Pharmaceutical Manufacturing
 - Energy Production
- Data Centers



We are Doing WELL!!

Major Milestone

Item 1.

**2,000+ new jobs created
for Kent County!!**

KEP Impact on Local Economy

Item 1.



**55 LOCATED
PROJECTS**



**2,012 NEW
JOBS**



**\$431M+
CAPITAL
INVESTMENT**



**42%
BUSINESS
ATTRACTION**



**58%
BUSINESS
EXPANSION**

Site Readiness Success

**14 KC Projects
Supported**

**\$12.295M+ In
Award
Funding**

**\$125M+ in
Projected
Investment**

**810+ Acres to
be Developed/
Redeveloped**

Business Retention & Expansion

Item 1.



KEP on the Deck

Item 1.



**20 ACTIVE
PROJECTS**



729 NEW JOBS



**\$346M+ CAPITAL
INVESTMENT**



**35% BUSINESS
ATTRACTION**



**65% BUSINESS
EXPANSION**

Contact Information

Item 1.

Office: 555 S Bay Road Dover, DE 19901

Website: www.choosecentraldelaware.com

Linda Parkowski

Phone: 302-632-2033

Email: linda.parkowski@kentcountyde.gov



@Kent Economic Partnership



@Choose Central Delaware

Questions?

Thank you!!

Consideration of REQUEST TO WAIVE SUBDIVISION STANDARDS
Review by Council Committee of the Whole: Safety Advisory & Transportation Committee on
February 24, 2026
Recommendation from Planning Commission of January 20, 2026
with Staff and Development Advisory Committee Review

<u>Plan Title:</u>	Dupont Plaza - 747 North DuPont Highway S-26-04
<u>Plan Type:</u>	Site Development Master Plan/Minor Subdivision Plan
<u>Location:</u>	East side of N. DuPont Highway at the intersection of Leipsic Road in Dover, DE
<u>Owner:</u>	Rojan DD 15, LLC
<u>Address:</u>	747 North DuPont Highway, Dover DE 19901
<u>Tax Parcel:</u>	ED05-068.05-01-15.00-000
<u>Site Area:</u>	9.95 +/- acres
<u>Present Uses:</u>	Vacant Land
<u>Proposed Use:</u>	Retail plaza (Retail Buildings and Restaurant)
<u>Zoning:</u>	SC-2 (Community Shopping Center) SWPOZ (Source Water Protection Overlay Zone) – Tier 3 Excellent Recharge Area
<u>Impervious Area:</u>	Existing: 335,197 +/- SF (77.4%) Proposed: 310,513 +/- SF (71.6%)
<u>Building Area:</u>	44,619 +/- SF total: 22,183 +/- SF Tractor Supply Company 12,950 SF retail location divided into four separate retail spaces 7,440 +/- retail location 2,046 +/- SF restaurant
<u>Onsite Parking:</u>	247 total vehicle parking spaces: 235 standard parking spaces, 12 ADA parking spaces, and 17 bicycle spaces
<u>Sewer & Water:</u>	City of Dover
<u>Waivers Recommended:</u>	Appendix A - Land Subdivision Regulations, Article VI §E 5 Subdivision Waiver – Lots without Public Street Frontage

Planning Commission Recommendations Summary:

The Site Development Master Plan Application S-26-05 DuPont Plaza at 747 N. DuPont Highway: Revised Master Plan was represented by Doug Liberman of the applicant's engineering firm Larson Engineering, the property owner Bob Aerenson of Rojan DD 15, LLC; and a representative of MSP Development. A Public Hearing was conducted at the Planning Commission Meeting of January 20, 2026 where no members of the public spoke and no written comments were received. The Planning Commission moved by vote of 7-0 of the members present (2 members absent) to grant conditional approval of Application S-26-04 and including a recommendation of approval of the Subdivision Waiver allowing the creation of lots without public street frontage. See the following Report for additional information on the project and these associated requests. (Meeting Minutes are attached.)

This Subdivision Waiver Request is forwarded to the Council Committee of the Whole: Safety Advisory and Transportation Committee and City Council for consideration. *The following is the Development Advisory Committee (DAC) Report prepared for S-26-04 including the application review narrative and related Department/Agency Review comments and other information. See highlighted sections for detailed information on the Subdivision Waiver Request.*

I. PLAN SUMMARY

This Application is for Review of a Site Development Master Plan to permit construction of a retail plaza in the City of Dover, to be located east of the intersection of N State Street and Leipsic Road in Dover, DE. The proposal includes four (4) retail spaces: 21,930 +/- SF tractor supply company, a 12,950 SF retail space, a 7,440 +/- SF retail (was to be America's Tire store), and a 2,046 +/- SF restaurant, with 247 total vehicle parking spaces, landscaping, and stormwater management features. The 9.95 +/- acre property is currently vacant (98,204 +/- SF open space) with no building structures and 335,397 +/- SF of impervious space. The current owners of record are Rojan DD 15, LLC. Property Address: 747 North DuPont Highway, Dover DE 19901. Tax Parcel: ED05-068.05-01-15.00. Council District 3.

Preliminary Land Use Services Review (PLUS):

An application (PLUS Review #2018-02-02) related to this property was reviewed on February 28, 2018 by the State's Preliminary Land Use Services, as required by the City of Dover's Memorandum of Understanding (MOU). This MOU requires that non-residential developments of over 75,000 square feet or residential developments containing 125 or more dwelling units complete the PLUS Review process prior to application submission. The development proposal submitted in 2018 by the developers to PLUS envisioned a version of this project that had 76,570 S.F. of commercial space for the 10-acre portion of 747 North DuPont Highway as well as a 240-unit apartment complex for the 15-acre portion. Copies of the PLUS Review Comments are available in the Application file (S-19-03) on record in the Planning Office. 747 North DuPont Highway has gone through the PLUS Review process twice before, once in 2007 (Review #2007-01-06) for the Dover Crossroads project and once in 2014 (Review #2014-04-05) for an 81,118 S.F. shopping center, which was never submitted to the city for review and thus never materialized.

As the proposed structure area is less than 75,000 SF, this project S-26-04 was not required to complete PLUS Review process.

Previous Applications

There have been several applications for redevelopment of this property. In 2007, the site at 747 North DuPont Highway was previously proposed for redevelopment as Dover Crossroads proposing to consist of two (2) major buildings and three (3) pad sites totaling 216,650 S.F. The shopping center would have used the entire 25 acres of the previous 747 North DuPont Highway parcel, instead of just the southern area (approximate 10 acres) as the current project does. The project first involved rezoning the three parcels then comprising 747 North DuPont Highway from C-4 to SC-2 under rezoning application Z-07-05. The project's Site Development Plan S-07-39 was then reviewed by the Planning Commission at their meetings of August 20 and September 17, 2007; and the project received Final Approval on September 8, 2008. Several further steps were taken towards starting the development, including consolidating the three parcels, demolition of the existing buildings on site formerly belonging to Berry Van Lines, and approval of a Unified Comprehensive Sign Plan (US-08-01), but construction ultimately did not commence, and the Site Plan expired.

A Minor Subdivision Plan for 747 North DuPont Highway was reviewed by the Planning Commission at their meeting of February 20, 2018 (SB-18-01) with a one-year extension of approval granted at the Commission's meeting of February 19, 2019. The Minor Subdivision Plan divided the 25-acre parcel into a southern 10-acre parcel and a northern 15-acre parcel. Final Approval and recordation of the Minor Subdivision Plan occurred in February 2020.

In 2019, a Site Development Master Plan S-19-03 was submitted; it was distinguished from the prior 2007 plan by its smaller footprint, different layout of proposed buildings, and proposed cooperation with an adjacent hotel property. The Master Plan was subject to review by Planning Commission in March 2019 and July 2019. S-19-03 Retail Center at 747 N. DuPont Highway: Master Plan proposed construction of a retail center to consist of four buildings totaling 62,260 SF in three phases. The initial version of S-19-03 included three retail structures of 19,200 SF, 19,975 SF, and 11,900 SF respectively and a restaurant building (Golden Corral) of 11,185 SF. The project also involved reconfiguration of the property and parking for the hotel located at 764 Dover Leipsic Road owned by Delmarva Hotels LLC; however, a Master Plan Revision in July 2019 removed the concept of shopping center's integration with the hotel property. The Final Plan approval of the S-19-03 Master Plan was issued in 2021 along with the approval of Administrative Site Plan S-19-18 DuPont Plaza: Phase 1. S-19-03 has since expired.

Most recently, S-22-12 was filed but stopped before the scheduled Planning Commission review in October 2022. This plan included a total of 52,190 SF of building area spread among three buildings. The buildings were proposed as retail uses.

Site Development Master Plan

The plan for this project is submitted for review under the Site Development Master Plan process (See *Zoning Ordinance*, Article 10 §2.44 listed below). This process allows for a series of construction phases to be outlined in a Master Plan for Planning Commission review and approval. Prior to each Phase of construction, a Site Plan specific to that phase is submitted for Administrative Site Plan review.

Article 10 §2.44 Site development master plans. Conceptual site development master plans shall be reviewed by the planning commission in accordance with the provisions of subsection 2.43. Conceptual site development master plans shall depict a site development proposal that reflects

general compliance with the provisions of the zoning ordinance and shall also reflect the following information on the plan:

- (A) Conceptual Master Plan. Conceptual Master Plan shall include the proposed general layout of building, streets, parking, open space, landscape concepts, and stormwater management areas.
- (1) Detailed site construction plans, details, and specifications are not required as part of a site development master plan submission.
- (2) The plan shall illustrate distinct phase boundaries for each proposed construction phase and shall depict proposed construction and site improvements planned for each phase. Bulk quantities and area totals for each construction phase, and for the total site, shall be tabulated in a data column on the plan.
- (3) Each construction phase shall be enumerated in sequential order on the site development master plan according to the order of construction contemplated by the plan. Phases shall be implemented in accordance with the approved site development master plan unless the city planner approves an alternate phasing.
- (4) Each construction phase represented on the master plan shall be planned and designed to function independent of construction and site improvements contemplated in future construction phases in all respects, including but not limited to bulk area provisions of the zoning district in which the site is located, off-street parking requirements, site entrances, emergency access requirements, site utilities, and stormwater management improvements except where the requirements and needs of a later phase are met and remain met by a previous phase of completed construction.
- (5) Any special agreements or conditions of approval relative to the overall development that have been specified by regulatory agencies shall be documented on the site development master plan.

Phased site plan approval. Individual phased components of the Conceptual Master Plan are to be reviewed and approved as an Administrative Site Plan. Final site construction plans, including detailed site grading, paving, utilities, stormwater management, and tree planting and preservation plans shall be submitted for final approval by the city planner and/or authorized designee, and to other agencies having jurisdiction, on a phase by phase basis in accordance with the approved site development master plan, and all regulations of the City of Dover governing the approval of site plans as set forth in subsection 2.4 and 2.5.

II. PROJECT DESCRIPTION

The application proposes construction of four (4) commercial buildings (44,618 +/- SF total) to be constructed in four (4) separate phases, comprising a retail plaza in the City of Dover. The property is located on the east side of North DuPont Highway and south of Leipsic Road. Phase 1 includes a 22,183 +/- SF retail building to be occupied by Tractor Supply Company. Phase 2 includes a 7,440 +/- SF retail space (identified as American Tire but will not be American Tire). Phase 3 includes a 12,950 SF retail location divided into four separate retail spaces. Phase 4 includes a 2,046 +/- SF restaurant. The plan proposes 247 total vehicle parking spaces, landscaping, and stormwater management facilities. The proposed site access will connect to North Dupont Highway on the southeast side of the site and will also connect to Leipsic Road from a shared driveway/entrance with The Edge Apartments along the northeast side of Comfort Inn & Suites

Surrounding Land Uses

The subject property is located at the southeast corner of the intersection of North DuPont Highway and Leipsic Road. The site is bordered by retail spaces along Leipsic Road (west/northwest side) and restaurant/retail spaces on North DuPont Highway (south/southeast side). The parcel is zoned SC-2 (Community Shopping Center). Properties immediately adjacent to the subject project location

on the west and southeast sides are zoned C-4 (Highway Commercial). The Dover International Speedway property to the southeast of the subject property is zoned CPO (Commercial Professional Office) as and the apartment complex currently under development to the northeast of the parcel is also zoned SC-2. The subject parcel properties had impervious surfaces from previous commercial businesses that were removed prior to the proposed construction. The abutting commercial businesses are Citizens Bank, Pugh's Automotive Service, and Comfort Inn & Suites (west/northwest side).

III. ZONING REVIEW

SC-2 (Community Shopping Center)

The subject property is zoned SC-2 (Community Shopping Center). Article 3 §17 of the *Zoning Ordinance* details the permitted uses within the SC-2 (Community Shopping Center). Based upon the uses permitted in this zone, the proposed retail and restaurant uses are permitted. With the exception of minimum setbacks provided in Article 3 §17, Shopping Center zones follow the bulk standards for the C-4 zone, which are listed in Article 4 §4.15. The application, as submitted, complies with the required bulk standards. The subject property fronts only North DuPont Highway but shares an access driveway/entrance at the northwest corner of the parcel with The Edge Apartments.

Minor Subdivision

Subdivision Waiver Request - Lots without Public Street Frontage

The application includes a Minor Subdivision to create three lots. Each lot would meet the dimensional requirements set forth in Article 4 §4.15. The proposed subdivision would create one lot without frontage on a public street and one lot with limited frontage on a public street, which would require a waiver from the requirements of *Dover Code of Ordinances*, Appendix A – Subdivisions, Article VI.E.5, which requires that “All lots in a subdivision shall have frontage on a public street.”

According to the *Lands Subdivision Regulations* (Appendix A), Article VI §E.5:

5. All lots in a subdivision shall have frontage on a public street.

The applicant has submitted a waiver request to this effect. The Planning Commission will make a recommendation to City Council regarding the waiver request. *See Subdivision Waiver Request Letter of January 8, 2026.*

The provisions for a waiver are found in the *Land Subdivision Regulations* in Article VIIA.

A. Variance and Waiver.

1. Upon the findings of the commission that, due to special conditions peculiar to a subdivision or a site, certain requirements of these regulations are inappropriate, or that strict compliance with said requirements may cause extraordinary and unnecessary hardships, the commission may recommend to city council, and city council may vary or waive said requirements; provided that such variance or waiver shall not be detrimental to the public health, safety, or general welfare, or have the effect of nullifying the intent and purpose of the official map, the zoning ordinance, the development plan or these regulations. In varying or waiving certain requirements, the council may specify such conditions as will, in its judgment, secure substantially the objectives of the requirements so varied or waived.

Recommendation of Planning Staff on Subdivision Waiver:

As part of the Development Advisory Committee (DAC) Report dated January 7, 2026, the Planning Staff recommended approval on the Subdivision Waiver Request for application S-26-04. Staff recommends in favor of the requested subdivision waiver, based on the applicant's explanation that the shopping center will be subject to cross access easements and a maintenance agreement. Staff recommends that cross access easements and any necessary utility easements be a condition of waiver approvals. The City of Dover's Department of Water & Wastewater/Department of Public Works and City's Office of the Fire Marshal (among other agencies) also participates in the Development Advisory Committee review process. A copy of their review comments is attached to this Report.

Findings and Recommendation of the Dover Planning Commission on Subdivision Waiver:

The Planning Commission at its meeting on January 20, 2026 reviewed the proposed Waiver Request as part of its review of the Application S-26-04 Dupont Plaza at 747 N. DuPont Highway: Revised Master Plan. The Applicant made a presentation on their project and a public hearing was held; see Meeting Minutes excerpt. The Planning Commission recommends approval of the Subdivision Waiver allowing the creation of lots without public street frontage for the shopping center development project based on the project submission documents and the applicant's presentation. The motion passed 7-0 of the members present (2 members absent).

SWPOZ (Source Water Protection Overlay Zone)

The parcel is entirely within zone SWPOZ (Source Water Protection Overlay Zone) - Tier 3 Excellent Recharge Areas. This zone's purpose is to protect public health and safety by minimizing contamination of the aquifer and to ensure that the aquifer is properly maintained and supplied with clean water through the reduction of impervious surfaces.

The following uses are prohibited in the SWPOZ: Automobile body/repair shop, motor vehicle, boat or farm equipment service & Gas stations and motor vehicle service stations. Therefore, America's Tire is prohibited in this zone. The applicant has indicated that America's Tire is no longer a prospective tenant for this retail space.

Also, a cylindrical feature is shown on the Site Plan above the westernmost "Outdoor Display Area" of the proposed Tractor Supply Company and was not labeled or included in the legend. The applicant has indicated that this will be an above-ground storage tank for a propane filling station. Planning Staff is further evaluating this proposed above-ground storage tank since according to the *Zoning Ordinance*, Article 3 §29.74:

Storage tanks. Underground storage tanks are prohibited within Tier 3 lands. Aboveground storage tanks which use, store, transfer, or dispose of any solid or liquid material or waste having potentially harmful impact on groundwater quality are prohibited within Tier 3 lands.

The Site Data Column indicates that the existing impervious area is 77.4%, and the proposed impervious area is 71.56%. According to the *Zoning Ordinance*, Article 3 §29.77:

On a site development master plan, when the city engineer certifies that the project utilizes superior infiltration design that maximizes groundwater recharge, impervious cover may be increased to 75 percent.

The applicant will need to work with the City's Department of Water, Wastewater and Engineering Services to demonstrate that the stormwater management plan meets the standard of "superior infiltration design."

IV. PARKING SUMMARY

The SC-2 (Community Shopping Center) includes a minimum parking requirement. Article 3 §17.5 of the *Zoning Ordinance* requires that parking is calculated at 1 parking space per 300 SF of gross leasable area. Available ADA parking is 5 ADA spaces per standard parking spaces between 101 to 150. Based on the submitted plans of the proposed Dupont Plaza building leasable area (42,320 SF) [excluding the proposed restaurant (2,046 SF)], a minimum of 142 standard parking spaces and 5 ADA spaces would be required. Restaurant parking was calculated as one space per four (4) seats for a total of 13 spaces and 1 required ADA space. The Site Plan states that 247 total spaces will be provided. This exceeds the minimum parking requirement by 92 spaces.

Bicycle Parking

Bicycle parking shall be provided for parking spaces at a rate of one (1) bicycle parking space for every twenty (20) parking spaces. Based on the 247 parking spaces provided, 13 bicycle spaces are required. The Plans submitted include 17 bicycle parking spaces (3 bicycle racks).

V. SITE CONSIDERATIONS

Site Access

The site layout provides vehicle access on both North DuPont Highway and from Leipsic Road but for multiple separate commercial businesses and associated entrance/exit points. The proposed Site Plan connects North DuPont Highway with a 30-foot-wide driveway, providing rights-in/rights-out to and from North DuPont Highway. Access to Leipsic Road is provided via a shared driveway that crosses to the east of the Comfort Inn & Suites, serving the subject site and The Edge Apartments.

Pedestrian Site Access

The site plan shows existing sidewalk on North DuPont Highway frontage of the site. A frontage sidewalk is required on all street frontages. A sidewalk into the site is also shown from the Leipsic Road driveway entrance along the north side opposite the parcel. Pedestrian access into the site is shown from North DuPont Highway with crosswalks and associated curb ramps with early warning detection across the front entrance. Curb ramps with early warning detection are present at the north side entrance, though no interior or exterior crosswalk is present at that location.

Trash Collection

This site will utilize private trash collection. The *Zoning Ordinance* requires two (2) dumpsters for up to three stores, and then 1 per additional retail store. The restaurant requires two (2) dumpsters for the first 3,000 SF of space. The applicant requires a minimum of six (6) retail dumpsters and two (2) dumpsters for the restaurant. The applicant proposes ten (10) dumpsters total for the site, though only 5 for the retail space and none for the restaurant are shown on the Site Master Plan.

VI. BUILDING ARCHITECTURE

The application proposes a Tractor Supply Company retail building. The proposed 22,183 +/- SF single-story building is being designed to include a fenced live goods/garden center with a metal roof/canopy. The proposed one-story building will be 21 feet 4 inches tall with the entrance having a pitched roof. The proposed building will feature three main material palettes. The first includes 4-foot tan masonry banded along the base of the building. The second includes beige tones from the vertical metal planks along the sides and rear of the building with matte red metal trim through the center and along the roof. The third is a 5-foot band of galvanized corrugated metal awning along

the front between 5-foot 4-inch bands of beige masonry. The building's front entrance will feature the Tractor Supply Company logo above the door surrounded by the same galvanized metal.

Architectural renderings were not provided for the other proposed buildings.

The branding shown on the architectural elevations is not considered as part of the Site Plan review. A separate application for sign permits is required. All signage must comply with the requirements of Article 5, §4 Supplementary Sign Regulations. While all signage submitted has not been reviewed for compliance with Article 5, §4, please note the following:

- A sign may be illuminated at night. Signs that are illuminated at night may not exceed a maximum luminance level of 750 cd/m² or Nits, regardless of the method of illumination - as the proposed designs include lighting fixtures above the front entrance signage.
- Signs that have external illumination, whether the lighting is mounted above or below the sign face or panel, shall have lighting fixtures or luminaries that are fully shielded - as the proposed designs include external lighting above the front entrance signage.
- The site is eligible for a Unified Comprehensive Signage Plan in accordance with the *Zoning Ordinance*, Article 5 §4.8. A Unified Comprehensive Signage Plan provides flexibility to meet the signage needs unique to a shopping center or multi-building campus.

VII. TREE PLANTING AND LANDSCAPE PLAN

Tree Planting Requirements

The *Zoning Ordinance* further requires tree planting at a rate of one tree per 3,000 SF of non-woodland development area. Based on the total non-woodland area for the submitted plan 433,601 SF, 145 trees are required to be planted. The applicant proposes to plant 152 trees, 103 of which will be canopy trees and 49 of which will be evergreen trees. An additional five (5) trees are included in the Arterial Street buffer. The Landscape Plan shows 46 shrubs planted throughout the site.

Arterial Street Buffer

The *Zoning Ordinance*, Article 5 §7.3 requires a 30-foot-deep landscape buffer for nonresidential zoned property that fronts on a principal arterial street. The Arterial Street Buffer “shall be planted with a variety of trees, shrubs, and ground cover.” The Landscape Plan shows the required Arterial Street Buffer planted with a variety of trees and shrubs.

Required Shopping Center Design Requirements

A 10-foot-wide buffer is required along all lot lines within the Shopping Center Zones. Additionally, at least 10 percent of the site area “shall consist of landscaping, pedestrian malls, and courtyards,” and parking must be landscaped.

The plan as submitted complies with these requirements when focusing on the perimeter of the development. Trees and shrubs are planted on landscape islands and sidewalk areas throughout the site. The 10-foot buffer along the lot lines is also proposed to be landscaped with trees and shrubs.

VIII. CITY AND STATE CODE REQUIREMENTS (from Planning Office as part of DAC Review Report):

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

1) **Minor Subdivision:**

- a) The application includes a Minor Subdivision to create three lots. The proposed subdivision would create lots without frontage on a public street, which would require a waiver from the requirements of *Dover Code of Ordinances*, Appendix A – Subdivisions, Article VI.E.5, which requires that “All lots in a subdivision shall have frontage on a public street.” The applicant has submitted a waiver request to this effect. The Planning Commission will make a recommendation to City Council regarding the waiver request.
- b) A record plan is required for the Minor Subdivision.
- c) Easements will be required for cross access, utilities, and stormwater management and must be reflected on the Record Plan.

2) Sheet MP-1:

- a) The scale of the Site Plan shown does not match the 1”=30’ scale in the legend.
 - b) The Site Plan Data Column states that 247 total spaces will be provided; however, the current Plans submitted show only 228 total parking spaces: 196 standard and 11 ADA parking spaces for the retail areas and 20 standard and one (1) ADA space for the restaurant. Please provide updated calculations and/or site drawings as needed. This update should be applied to all applicable plan sheets.
- 3) The Site Plan lists ten proposed dumpsters total for the site, though only five dumpsters for the retail space and none for the restaurant are shown on the current Site Plan. The site plans for individual phases must demonstrate compliance with dumpster requirements.
 - 4) The Site Plan lists 17 provided bicycle spaces, though only 15 bicycle spaces (assuming the same size 5-slot bike rack) are shown on the current Site Plan (3 racks). Please provide updated calculations and/or site drawings as needed. The site plans for individual phases must demonstrate bicycle parking that complies with the requirements for the specific phase based on the number of vehicle parking spaces in that phase.
 - 5) The Retail (previous America’s Tire) building area shown on Site Plan is 7,440 +/- SF. However, the stated dimensions (115’x60’) only equate to 6,900 SF. This discrepancy must be addressed in the site plan for Phase 2.
 - 6) The plan proposes an above-ground storage tank for a propane filling station. Planning Staff is further evaluating this proposed above-ground storage tank for compliance with the SWPOZ (Source Water Protection Overlay Zone) provisions.
 - 7) Please work with the Department of Water, Wastewater and Engineering Services to demonstrate that the stormwater management plan meets the standard for superior infiltration design.
 - 8) The architectural elevations include signage locations. Signage is not approved as part of the Site Development Plan review and must be applied for through separate sign permits.
 - 9) Provide construction details for the following items but not limited to, dumpster enclosure, traffic control signage, lighting fixtures, bicycle racks, handicap signage, etc.

- 10) Architectural elevations were provided for only one building (Tractor Supply). Architectural elevations must be submitted with each phase and will be referred to the Planning Commission for review.
- 11) The construction of the site entrances and street improvements must comply with the requirements of DelDOT.
- 12) Erosion & Sediment Control Plans and Stormwater Management Plans granted approval by the Kent Conservation District and Delaware Sediment and Stormwater Management regulations must reflect the Site Plan layout and design conditionally approved by the Planning Commission and be in compliance with the *Zoning Ordinance* and technical review requirements of other agencies.
- 13) The Final Plan set must include notes documenting any action taken by the Planning Commission on the requested waivers and must list any additional conditions of approval.

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

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

- 1) Architecture: Staff recommends that the east elevation of the building be improved. Carrying the red band to this side of the building would provide additional architectural relief. The east elevation of the building will be visible from The Edge Apartments.
- 2) Subdivision Waivers: The applicant has submitted a request for waivers from the requirements of Appendix A – Subdivisions, Article VI.E.5, which requires that “All lots in a subdivision shall have frontage on a public street.” The Minor Subdivision Plan submitted would create lots without frontage on a public street.

Staff recommends in favor of the requested subdivision waivers, based on the applicant’s explanation that the shopping center will be subject to cross access easements and a maintenance agreement. Staff recommends that cross access easements and any necessary utility easements be a condition of waiver approvals.

X. ADVISORY COMMENTS TO THE APPLICANT:

- 1) In the event, that major changes and revisions to the Site Development Master Plan occur in the finalization of the Plan contact the Department of Planning and Inspections. Examples include relocation of site components like paving and increases in building footprint. 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.

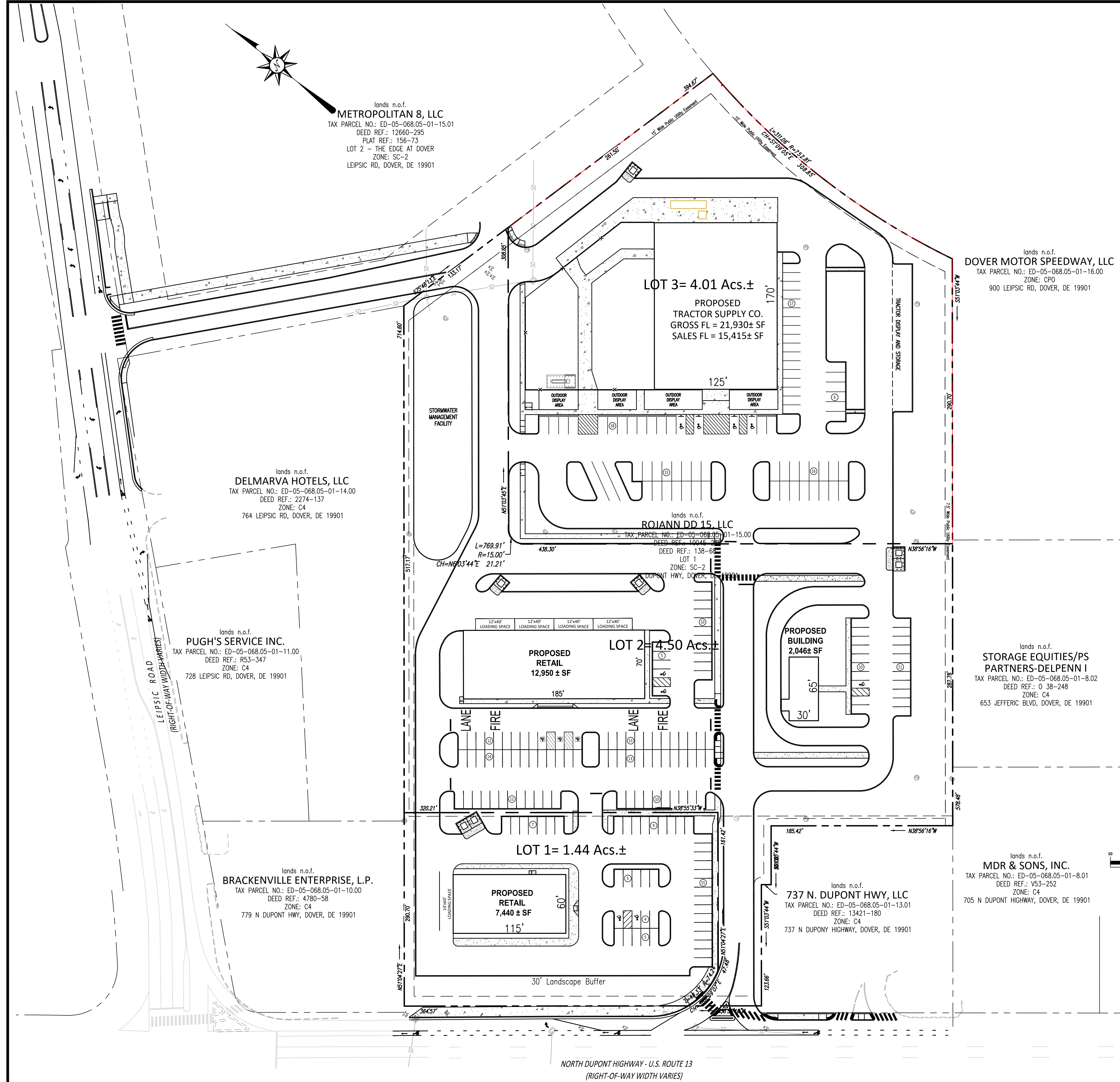
- 2) Following Planning Commission approval of the Site Development Master Plan, the Check Print review and Phase 1 Administrative Site Plan may be addressed concurrently. The process for Site Development Master Plans is addressed in the *Zoning Ordinance*, Article 10 §2.44.
- 3) Once the Site Development Master Plan is approved, each phase will be subject to an Administrative Site Plan. Please work with the Planning Office regarding phases.
- 4) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.
- 5) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate Site Plan approvals, Pre-Construction meetings, site inspections and permits are required.
- 6) For building new construction, the requirements of the building code and the fire code must be complied with. Consult with the Building Inspections Staff and City of Dover Fire Marshal regarding these requirements. The resolution of these items may impact the site design including such items as building dimensions and height, building openings, and fire protection needs, etc.
- 7) The applicant shall be aware that Site Plan approval does not represent a Building Permit and associated construction activity permits. A separate application process is required for issuance of a Building Permit from the City of Dover. Building Permits will be required for each building.
- 8) The applicant shall be aware that Plan approval does not represent a Sign Permit, nor does it convey permission to place any sign on the premises. Any proposed site or building identification sign may require a Sign Permit from the City of Dover prior to placement of any such sign in accordance with *Zoning Ordinance* Article 5 §4.

Attachments:

- Plan drawings: Subdivision (Record) Plan sheet and Highlighted Subdivision Plan sheet
- Subdivision Waiver Request Letter of January 8, 2026
- Development Advisory Committee (DAC) Comments from select agencies: the Department of Water & Wastewater/Department of Public Works and from the City's Office of the Fire Marshal
- Excerpt of Meeting Minutes of Planning Commission Meeting of January 20, 2026

Notes:

- *The Planning Review narrative and comments of the Development Advisory Committee (DAC) Report were 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.*
- *All Application materials are on file at the Planning Office including the complete Plan Set, letters, agency review comments, and Application Forms.*



SITE DATA:

- APPLICATION NUMBER: S-26-04
- TAX PARCEL NO.: 2-05-068.05-01-15.00-00001
- LEGAL OWNER / DEVELOPER: ROJAN DD 15, LLC
2213 CONCORD PIKE
WILMINGTON, DE 19803
PHONE: (302) 654-6153
- SITE ADDRESS: 747 NORTH DUPONT HIGHWAY
DOVER, DE 19903
- ZONING: SC-2 (COMMUNITY SHOPPING CENTER)
SWPOZ (SOURCE WATER PROTECTION OVERLAY ZONE)
- NUMBER OF LOTS: EXISTING: 1 PROPOSED: 3
- PROPERTY USE: EXISTING VACANT PROPOSED SHOPPING CENTER
- SITE ACREAGE: EXISTING 9.95± AC (433,601± SF)
PROPOSED LOT 1.....1.44 AC
LOT 2.....4.50 AC
LOT 3.....4.01 AC
TOTAL.....9.95 AC (433,601± SF)*

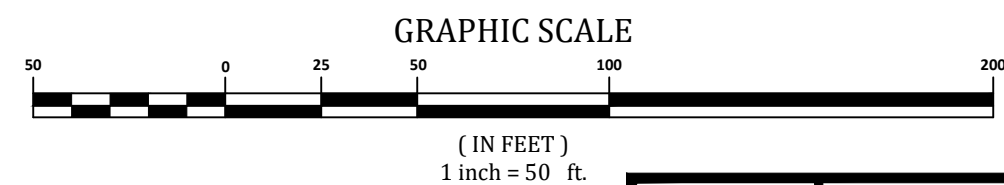
*BASED ON MINOR SUBDIVISION PLAN DATED 10/25/2019

- BULK STANDARDS:
SC-2 (COMMUNITY SHOPPING CENTER):

	REQUIRED	PROPOSED
MIN. LOT CONTIGUOUS AREA	15 ACRES	9.954 ACRES
MIN. LOT WIDTH	150 FT	320 FT
MIN. LOT DEPTH	155 FT	188.88 FT
MIN. FRONT YARD	50 FT	50 FT
MIN. BUILDING SETBACK	50 FT (NONRESIDENTIAL ZONE)	50 FT
MAX. BUILDING HEIGHT	75', 6 STORIES	< 75' 1 STORY
MAX. FLOOR AREA RATIO	4.0	0.10
MIN. LANDSCAPE BUFFER	10 FT / 30 FT STREET	10 FT/30 FT STREET
MIN. OPEN ACTIVE SPACE	NONE REQUIRED	NONE PROPOSED
MAX. IMPERVIOUS COVERAGE	75% (SWPOZ)*	71.6%

NOTE: PER THE CITY OF DOVER DEPARTMENT OF PUBLIC WORKS, THE SITE DEMONSTRATES SUPERIOR INFILTRATION DESIGN, ALLOWING A MAXIMUM IMPERVIOUS SURFACE OF 75% (ZONING ORDINANCE, ARTICLE 3, SECTION 29.77)

10. SITE COVERAGE:		
EXISTING:	OPEN SPACE	98,204± SF (2.25± AC) 22.6%
	BUILDINGS	0± SF (0.00± AC) 0.0%
	OTHER IMPERVIOUS	335,397± SF (7.70± AC) 77.4%
	TOTAL	433,601± SF (9.95± AC) 100.0%



LOCATION MAP SCALE: 1"=1200'

- PROPOSED: OPEN SPACE.....123,088± SF (2.83± AC) 28.44%
- BUILDINGS.....44,366 ± SF (1.02± AC) 10.25%
- OTHER IMPERVIOUS.....266,147± SF (6.10± AC) 61.31%
- TOTAL.....433,601± SF (9.95± AC) 100.0%
- BUILDINGS: EXISTING: VACANT
PROPOSED: BUILDING 'A' (RETAIL).....7,440 SF
BUILDING 'B' (RETAIL).....12,950 SF
BUILDING 'C' (RESTAURANT).....2,046 SF
BUILDING 'D' (RETAIL).....21,930 SF
 - PARKING: RETAIL...1 PER 300 SF (42,320 SF/300= 141.07)...142 SPACES
RESTAURANT BUILDING 'C' - 1 SPACE FOR 4 SEATS (50/4= 12.5)
13 SPACES
TOTAL REQUIRED = 155 SPACES
TOTAL PROVIDED = 228 SPACES (216 STANDARD, 12 HANDICAP)
 - BICYCLE PARKING 1 SPACE PER 20 PARKING SPACES, (247/20 = 12.4)
13 SPACES REQUIRED, 17 PROVIDED
 - LOADING SPACES: 1 FOR 8,000 - 25,000 SF, 1 PER 25,000 SF, THEREAFTER;
BUILDINGS UP TO 150,000 SF, MAX 3 REQUIRED
6 LOADING SPACES PROVIDED
 - SOURCE OF WATER: CITY OF DOVER
 - SOURCE OF SEWER: CITY OF DOVER
 - SOURCE OF ELECTRIC: CITY OF DOVER
 - SOURCE OF GAS: CHESAPEAKE UTILITIES
 - TRASH COLLECTION: PRIVATE
 - DUMPSTER REQUIREMENT:
RETAIL...2 FOR FIRST 3 STORES; 1 PER STORE, THEREAFTER;
DUMPSTERS REQUIRED: 6 (7 STORES)
RESTAURANT...2 FOR FIRST 3,000 SF; 1 PER EACH ADD'L 3,000 SF
DUMPSTERS REQUIRED: 2 (2,046 SF)
TOTAL DUMPSTERS REQUIRED: 8
TOTAL DUMPSTERS PROVIDED: 10
 - BENCHMARK: CAPPED REBAR FND. #51
ELEVATION= 24.92'
N: 430719.51' E: 624676.32'
 - DATUM: HORIZONTAL: NAD 83 DE STATE PLANE GRID
VERTICAL: N.A.V.D. 88
 - TRANSPORTATION IMPROVEMENT DISTRICT: NOT WITHIN A TID
 - INVESTMENT LEVEL AREA: 1
 - FRONTAGE ROAD: NORTH DUPONT HIGHWAY
CLASSIFICATION: MINOR ARTERIAL
POSTED SPEED LIMIT: 40 MPH

DATE	SCALE
11/20/2025	1"=50'
JOB NO.	DRAWN BY
25-027	BDLenhoff
APPLICATION NO.	DESIGNED BY:
***	DJLiberman
APPROVED BY:	CHECKED BY:
DJLiberman	DJLiberman
DATE	REVISION
SIGNATURE	DATE

SUBDIVISION PLAN

FOR

DUPONT PLAZA - TRACTOR SUPPLY COMPANY

EAST DOVER HUNDRED, KENT COUNTY, DELAWARE

PREPARED FOR: MSP-DOVER, LLC.

LARSON
ENGINEERING GROUP INC.

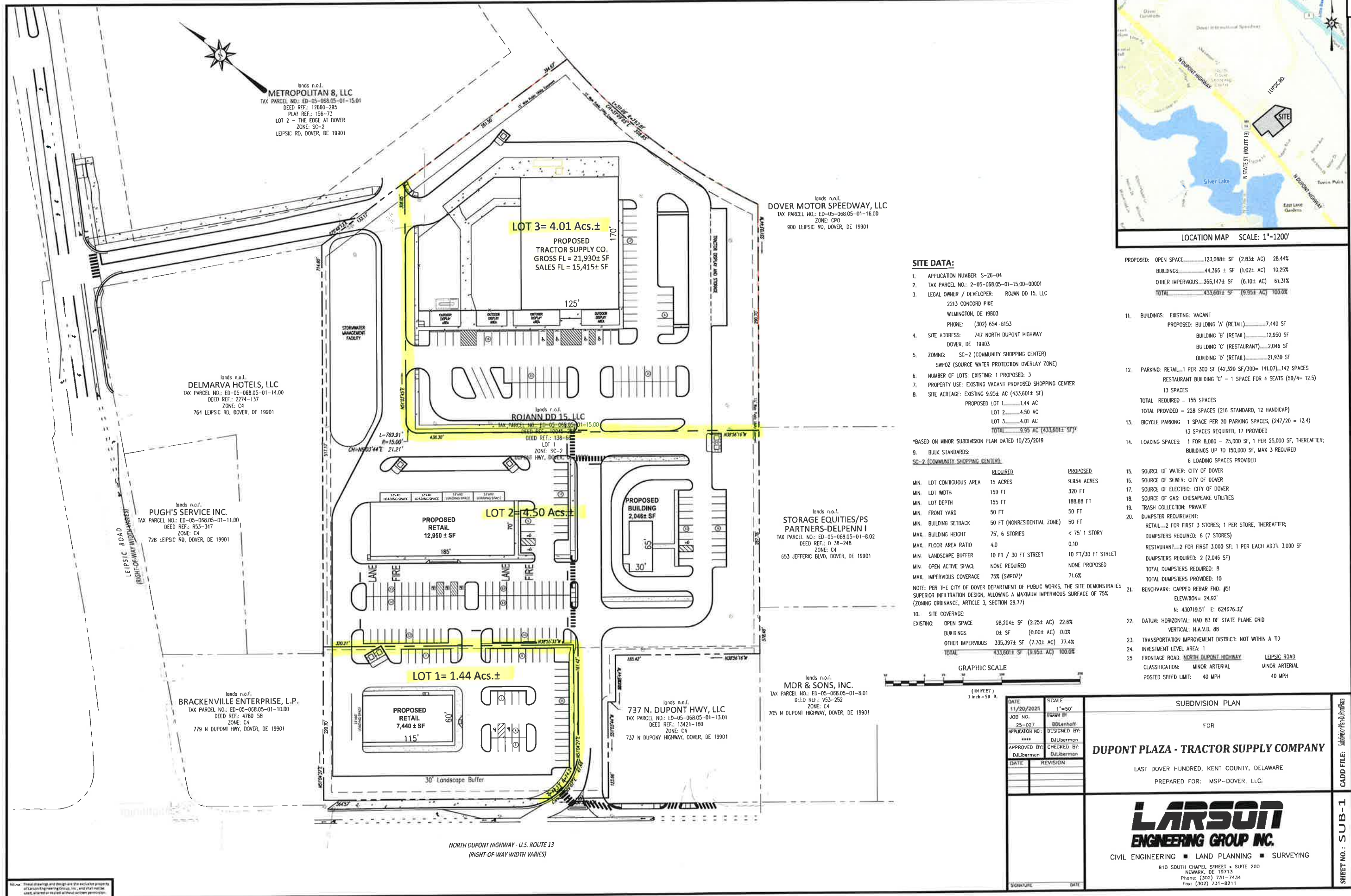
CIVIL ENGINEERING ■ LAND PLANNING ■ SURVEYING

910 SOUTH CHAPEL STREET • SUITE 200
NEWARK, DE 19713
Phone: (302) 731-7434
Fax: (302) 731-8211

CADD FILE: SubdivisionPlan-DupontPlaz

SHEET NO.: SUB-1

39





January 8, 2026

Mr. Dawn Melson-Williams
City of Dover Planning
15 Loockerman Plaza
Dover, DE 19901

**RE: DUPONT PLAZA – SUBDIVISION WAIVER REQUEST
S-26-04**

Dear Dawn,

This letter is to serve as a request for a Subdivision Waiver from Appendix A – Subdivisions, Article VI.E.5 which requires, "All lots in a subdivision shall have frontage on a public street". Only one of the three proposed lots will have compliant frontage.

The proposed DuPont Plaza site is located at 747 DuPont Plaza, near the southeast corner of Route 13 and Leipsic Road. The parcel is zoned SC-2 Community Shopping Center. The plan is to subdivide the parcel into three commercial lots. All lots would be subject to the same Cross Access Easement and Maintenance Agreement.

The parcel shape is the main contributing hardship for the necessity of the no frontage variance. The parcel only has 364.57' of frontage and 714.61' of depth. This makes it very difficult to create viable commercial lots for a parcel that is that deep and 9.954 acres. How the development looks and operates will not change with granting of the waiver. This is very similar to how the Center at Dover was approved and is currently operating.

Please review this request and call me if you have any questions.

Sincerely,

LARSON ENGINEERING GROUP, INC

A handwritten signature in black ink, appearing to read "D. Liberman", with a long horizontal line extending to the right.

Douglas J. Liberman, P.E.
President



CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: DECEMBER 31, 2025



APPLICATION: DuPont Plaza at 747 N. DuPont Highway: Revised Master Plan
FILE #: S-26-04
REVIEWING AGENCY: City of Dover Department of Public Works and Water & Wastewater
CONTACT PERSON: Jason A. Lyon, P.E., Director of Water & Wastewater / Engineering Services
CONTACT PHONE #: 302-736-7025
CONTACT EMAIL: jlyon@dover.de.us

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

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

CITY AND STATE CODE REQUIREMENTS

SANITATION / STORMWATER / STREETS / WATER / WASTEWATER / GENERAL

1. Our office has no objection to the master plan. Further requirements will be provided if additional development plans are submitted, this specifically refers to the sanitary sewer plan.

TYPICAL CITY AND STATE CODE REQUIREMENTS REQUIRED FOR EACH FUTURE ADMINISTRATIVE SUBMISSION

STORMWATER

1. The size, length, slope, type and flow directions must be shown on all existing and proposed storm sewer lines. Rim and invert elevations must be labeled on all stormwater structures.
2. Final site plan approval will not be granted until a copy of the approved Stormwater/Erosion and Sediment Control Plan from Kent Conservation District is submitted to our office.

STREETS

1. Final site plan approval will not be granted until a copy of the approved entrance plan, signed by DelDOT is submitted to our office.

SANITATION

1. The subject property cannot be serviced by the City of Dover. Provide a note on the plan stating that sanitation services will be provided by a private hauler.

WATER

1. All water utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
 - a. Hydrant connections by the contractor are prohibited. This method may not be utilized during any phase of the project.

- b. Any existing water lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Water & Wastewater specifications and requirements.
 - c. The site contractor shall contact the City of Dover Department of Water & Wastewater Construction Manager at (302) 736-7025 prior to the start of construction. A representative from the City of Dover Department of Water & Wastewater must observe and approve all City owned water and sanitary sewer interconnections and testing. All water taps must be performed by a City of Dover approved contractor. The proposed location for the water connection may need to be adjusted in the field due to conditions of the existing main. Possible conditions that would require tapping relocation include proximity to pipe joints, other taps, concrete encasements, conflict with other utilities, and the like. Test holes must be performed by the contractor to determine the best tapping location. The City of Dover will not be held responsible for field conditions requiring adjustment of the tapping location or for any work required by the contractor to make an appropriate and lawful connection.
3. The size, type, and location of all proposed and existing water lines and valves must be shown on the plan.
 4. Water usage projections (peak demand or plumbing fixtures) must be submitted to our office to correctly determine the size of the domestic and irrigation (if applicable) water meter for the proposed building. These projections must be submitted prior to approval so the meter size can be placed on the final site plan. The proposed water meter must be installed in a pit per City of Dover requirements and manufacturer's recommendations. Also, a dual check valve is required downstream of the meter.
 5. The domestic service, fire main connection and valves must be clearly shown for each building. A valve must be installed at the tee to isolate combined fire and domestic water service to the building from the water loop. Typically this valve is installed at the tee or an acceptable distance from the building. A valve must be provided on the domestic water service, which must be tapped off of the combined eight-inch (8") fire/domestic service outside of the building. The domestic water tap and valve should be as close to the building as possible. Typically, the domestic tap and valve are located within five feet (5') to ten feet (10') of the building. A blow up detail of this layout is recommended.
 6. Provide a construction detail for the proposed restraining system for the fire main located within the buildings. The Department of Water & Wastewater will test and inspect all fire mains to a blind flange located inside the buildings. The blind flange with tap is used for hydrostatic pressure testing (200 psi for two (2) hours) and dechlorination. The flange must be restrained in the direction of the pipe entering the facility. A pipe entering horizontally through a wall sleeve shall be restrained with rods through the wall. A pipe entering vertically through a slab shall be restrained through the floor to the ninety degree (90°) bend and thrust block. All rods shall be a minimum of ¾" all thread. All pipes through walls and slabs must be Class 52 cement lined ductile iron pipe. Confirm particulars to meet this requirement with mechanical designer.
 7. A minimum of fifteen feet (15') shall be provided between the fire hydrant and fire hydrant valve.
 8. Please provide more detail on the proposed connection of this service to the City's water main in Bay Road. Our records indicate that the water line is not connected to the water main in Bay Road.
 9. If the existing water main is installed through multiple properties, an easement must be recorded. Depending on the location of the water main, it will either need to be an easement between parties, or with the City of Dover. If an easement is with the City of Dover, the existing water main must meet current City of Dover standards. Please contact our office to discuss this matter in greater detail.

WASTEWATER

1. All wastewater utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
 - a. Any existing sanitary sewer lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Public Works specifications and requirements.
 - b. Part II, Chapter 180, Article III, Section 180-10 of the Code of Kent County requires that "no person shall discharge or cause to be discharged any stormwater, surface water, uncontaminated groundwater, roof runoff, subsurface drainage, uncontaminated noncontact cooling water or unpolluted industrial process waters to any sanitary sewer", this shall include condensate. Sec. 110-231 of the City of Dover Code defines storm sewer as "...any system used for conveying rain water, surface water, condensate, cooling water or similar liquid wastes, exclusive

of sewage.” The contractor, developer, owner and designers shall ensure during construction that no illegal discharges to the sanitary sewer system are created with the site improvements.

3. The size, length, slope, type and flow directions must be shown on all existing and proposed sanitary sewer lines. Rim and invert elevations must be labeled on all sanitary structures.
4. Cleanouts must be installed on sanitary sewer laterals within five feet (5') of the building, one foot (1') outside of the right-of-way and at all bends. Any cleanout located within a traffic bearing location shall be installed with a heavy duty cast iron frame and cover to prevent damage to the cleanout and lateral.
5. Sizing (flow) calculations must be submitted for all sanitary sewer laterals (other than for single-family dwellings) showing that velocity and all other requirements are met.
6. The minimum size of all sanitary sewer laterals shall be six-inch (6”).
7. Sanitary sewer services shall be provided to 737 N. DuPont Highway.
8. If kitchen facilities are proposed a minimum 1,000 gallon, two chamber grease trap, meeting all Kent County ordinance requirements, must be provided. A construction detail for the proposed grease trap, as well as the proposed location, must be provided on the plan.
9. If the existing wastewater main is installed through multiple properties, an easement must be recorded. Depending on the location of the wastewater main, it will either need to be an easement between parties, or with the City of Dover. If an easement is with the City of Dover, the existing wastewater main must meet current City of Dover standards. Please contact our office to discuss this matter in greater detail.
10. Please provide calculations that support the existing pump station in this basin can properly accept the proposed flow from this development. If upgrades are required to the pump station, the developer will be responsible.

GENERAL

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

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

STORMWATER / STREETS / SANITATION / WATER / WASTEWATER / GENERAL

1. None

ADVISORY COMMENTS TO THE APPLICANT

WATER

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

4. Water impact fees will be required to be paid prior to Certificate of Occupancy for this project.

WASTEWATER

1. The City of Dover sanitary sewer system is available to this site. The developer is responsible for all costs associated with extending and providing service and capacity to the proposed development.
2. Prior to plan approval, the sanitary sewer system plans may be required to be submitted to the DNREC, Division of Water Resources, Surface Water Discharges Section for review and approval. The owner/developer is responsible for providing all application fees, completed forms and plan sets directly to DNREC.
3. Wastewater impact fees will be required to be paid prior to Certificate of Occupancy for this project.

GENERAL

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

STORMWATER / STREETS / SANITATION

1. None

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: December 31, 2024**APPLICATION:** DuPont Plaza at 747 N DuPont Highway Revised**FILE #:** S-26-04 **REVIEWING AGENCY:** City of Dover, Office of the Fire Marshal**CONTACT PERSON:** Jason Osika, Fire Marshal
josika@dover.de.us**PHONE #:** (302) 736-4457

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

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

CITY AND STATE CODE REQUIREMENTS:

1. Proposed occupancy classification is :
 - a. America Tire
 - b. Retail
 - c. Restaurant
 - d. Mercantile
2. Building Access shall be no further than 50 feet from a primary entrance.

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

3. Parking shall be prohibited in front of the primary entrance for a width of not less than 1.5 times the width of the door(s) or for 10 feet, whichever is greater.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.2)
4. Perimeter access shall be (see below) and clearly shown on the plans.
 - a. America Tire TBD
 - b. Retail 50%
 - c. Restaurant TBD
 - d. Mercantile 50%

Perimeter Access minimum width shall be 10 feet for one-story buildings and 15 feet for buildings of two or more stories, measured from the face of the building at grade with a maximum slope of

ten percent (10%). Plantings and utility services (includes condenser units, transformers, etc.) shall be permitted within the perimeter access, and shall not interfere with emergency services fire ground operations.

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

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

5. Fire lanes shall cover (see below) of the proposed building.
 - a. America Tire TBD
 - b. Retail 25%
 - c. Restaurant TBD
 - d. Mercantile 50%

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

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

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

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

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

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

7. All Fire Lanes shall be marked as follows:

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

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

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

see Figure 5-16 – Approved Sign For Marking Fire Lanes, fire lane signs shall be spaced at 150 foot intervals maximum, all fire lane signs shall be located no less than six feet (6') and no higher

than eight feet (8') above the pavement, signs shall be placed at each end of the fire lane, and signs shall face all oncoming traffic.

Where parking is not restricted roadway markings shall utilize the words "FIRE" and "LANE" in lieu of fire lane signs and shall conform to the specifications of 7.6.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 7)

10. Where overhangs, canopies, balconies, or any other building or site features must project over any fire lane, an unobstructed vertical clearance of not less than 13'-6" above the fire lane shall be provided and the portion of the building perimeter which contains overhangs, canopies, balconies, or any other building features shall not apply towards the fire lane accessibility requirements of Section 4.0, Table 5-1 in this chapter.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.8)
11. All access roadways shall be paved and be a minimum of 20 feet clear width for two-way traffic and 14 feet clear width for one-way traffic. The paved width of access roadway shall be measured from edge of parking spaces, or face of curb for vertical curb and back of curb for mountable curb, or edge of pavement if there is no curbing. (2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 5.2)
12. Multiple Access Roads shall be provided when a fire department access road (fire lane) is determined by the Fire Marshal to be impaired by vehicle congestion, condition of terrain, climatic conditions, or other factors that could limit access such as placement of fire hose from fire equipment.
13. Street width shall be in accordance with City of Dover Code of Ordinances, Appendix A, Article VII, Section A. 13,

Residential areas

24 feet wide with no parking,
30 feet wide with parking on one side, or
36 feet wide with parking on both sides

Commercial areas

26 feet wide with no parking,
32 feet wide with parking on one side, or
38 feet wide with parking on both sides

Alley

12 feet wide

14. Speed Reduction Devices must be approved, please see City of Dover Ordinance Chapter 98-10 in reference to this process.
15. Fire hydrants shall be installed per the requirements of City of Dover Public Utilities Water/Wastewater Handbook, NFPA requirements, and Delaware State Fire Prevention Regulations. City Ordinance Sec 46-9 (f).
5.1.1 Hydrant spacing as shown in the Fire Flow Tables shall be used as a general rule. Hydrants shall be located at the direction of the State Fire Marshal so as to minimize friction in fire hose. All hydrant spacing shall be located along available roads or at the direction of the State Fire Marshal. This measurement shall be calculated by way of accessible thoroughfare(s) from the

building to be protected to the hydrant and may not necessarily be a radius. 5.1.3 Additional hydrants shall be provided when the State Fire Marshal deems it necessary based on the configuration of the site, building(s), exposures, construction, occupancy, and/or specific hazard(s).

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

NFPA 1

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

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

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

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

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

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

The owner is responsible if the hydrant is private.

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

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

The owner is responsible if the hydrant is private.

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

19. NFPA 72 compliant Fire Alarm System (see below) per occupancy code requirements.

- a. America Tire TBD
- b. Retail required
- c. Restaurant TBD
- d. Mercantile required

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

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

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

(City Code of Ordinances 46-171)

20. Sprinkler system (see below). System is to be monitored by an approved Fire Alarm System.

- a. America Tire TBD
- b. Retail required
- c. Restaurant TBD
- d. Mercantile required

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

New educational occupancies of 5,000 square feet or greater shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13.
(City of Dover Code of Ordinances 46-162)

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

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

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

22. Parking and/or obstructions shall be prohibited in front of fire department connections for a distance measuring from the center line and extending four feet on both sides.
(2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.4)
23. Fire Department Connection to be located within 300 feet of fire hydrant, measured as hose would come off the fire equipment.
24. If there is any type of rack storage, the following will be required: 1) a diagram showing the layout and type of rack system 2) a list and quantity of items being stored 3) a letter from an authorized/licensed fire suppression contractor stating that in rack sprinklers are or are not needed. If in rack sprinklers are not needed, a letter may be requested from an authorized/licensed fire suppression contractor to ensure that the sprinkler system is adequate for the storage presented.

25. All standpipe and sprinkler connections shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation. All standpipe and sprinkler connections shall have minimum of four inch (4") solid yellow demarcation lines to define specific areas, Solid yellow demarcation lines shall be measured from the center line of the connection and extend for a distance of four feet (4') on both sides, and where parking is allow between the building and the street or fire lane the solid yellow demarcation lines shall extend from the end of the sidewalk surface to the street or fire lane (Markings shall not be required on the sidewalk surface).

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

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

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

Color of bollards. Bollards should be of the following colors; yellow, amber or orange. All colors shall be of fluorescent or have a reflective coating. Any deviation of the stated requirements must be approved by the fire marshal and/chief building inspector.
(City of Dover Code of Ordinances, 46-4)

27. Every house, building or structure used or intended for use as living quarters or as a place for conducting business, and having any wall facing or abutting any public or private street or alley, shall have displayed on that wall, in legible, easily read characters which are of contrasting color to the background, the proper street number for such house, building, or structure in accordance with the following:

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

Multiple-family dwellings, measurements, the number shall measure a minimum of six inches when identifying individual apartments with exterior doors, and 12 inches when identifying buildings with apartment complexes where there are two or more buildings not assigned street addresses. Individual buildings with street addresses shall have numbers measuring six inches, *location,* numbers shall be placed either in the center of the building or on the street end of the building so

as to be visible from either the public or private street or from the parking lot, *color*, numbers shall be contrasting to the background color, *Arabic numerals*, all numbers used shall be Arabic numerals.

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

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

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

Arabic numerals, all numbers used shall be Arabic numerals,

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

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

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

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

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

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

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

(City Code of Ordinances 46-127)

Knox Box to be mounted 6 feet above ground level

29. All required means of egress shall have an exit discharge consisting of a non-slip surface and leading to and terminating at a public way. NFPA 101
30. Buildings over 25,000 Sq. Ft are to have radio performance testing done prior to Final CO. This must be scheduled in advance with an authorized vendor.
31. Project to be completed per approved Site Plan.
32. Full building and fire plan review is required.
33. Separate building permits/plans submission will be required for each building and/or tenant fit out. If the permit submission is for a "shell" a Certificate of Occupancy will not be issued. Separate plans and permits submissions will be required for each "tenant fit out" at which time a Certificate of Occupancy will be issued upon compliance/completion of each "tenant fit out".

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

Section 1. - Building permits.

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

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

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

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

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

(Ord. of 7-12-1993, § 3)

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. Please confirm the address (741 versus 747)
2. Need to discuss the location of fire hydrants
3. Please confirm the width of the entrance from the highway (at least 14')
4. Need to discuss the restaurant to determine requirements (occupant load, if alcohol will be served...)
5. Need to discuss the America Tire to determine requirements
6. Is the main entrance of the restaurant less than 50' as outlined in item # 2 listed above?
- 7.

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):

2024 NFPA 1 Fire Code (NFPA; National Fire Protection Association)
 2024 NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)
 2025 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)
 2025 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)
 2009 IBC (International Building Code)
 Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
 2021 Delaware State Fire Prevention Regulations
 City of Dover Code of Ordinances

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

CITY OF DOVER PLANNING COMMISSION
January 20, 2026
Excerpt for Application S-26-04

The Meeting of the City of Dover Planning Commission was held on Tuesday, January 20, 2025, at 6:00 PM as an In-Person Meeting and also using the phone/videoconferencing system Webex. The Meeting Session was conducted with Chair Mr. Witham presiding. Members present were Mr. Lewis, Mr. Roach (virtual), Mrs. Maucher, Dr. Jones, Mr. Reaves (virtual), Mrs. Welsh (virtual – *arrived at 7:00 PM*), and Mr. Witham.

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

NEW APPLICATIONS

S-26-04 – DuPont Plaza at 747 N. DuPont Highway: Revised Master Plan – Public Hearing and Review of a Revised Site Development Master Plan with Minor Subdivision Plan to permit phased construction of a retail center known as DuPont Plaza. The center consists of four buildings totaling 44,366 SF and is to be constructed in phases. The buildings proposed include a 7,440 SF Building A - Retail; 12,950 SF Building B - Retail; 2,046 SF Building C – Restaurant; and 21,930 SF Building D – Retail (Tractor Supply). The property consists of 9.954 acres and is proposed to be subdivided into multiple lots. The property is zoned SC-2 (Community Shopping Center Zone) and subject to the SWPOZ (Source Water Protection Overlay Zone). The property is located on the east side of North DuPont Highway and south of Leipsic Road. The owner of record is Rojan 15 DD, LLC. Property Address: 747 North DuPont Highway. Tax Parcel: ED-05-068.05-01-15.00-000. Council District 3. PLUS #2018-02-02. *Waiver Requests: Subdivision Waiver – Lots without Public Street Frontage. This site was subject to S-19-03 Retail Center at 747 N. DuPont Highway: Master Plan reviewed by Planning Commission in 2019 with its Final Plan approval issued in 2021 along with Administrative Site Plan S-19-18 DuPont Plaza: Phase 1; the plans are expired. A proposed*

Representative: Mr. Doug Liberman, Larson Engineering Group; Mr. Bob Aerenon (virtual); A representative of MSP Development

Mrs. Melson-Williams stated that this is a Site Development Master Plan for DuPont Plaza located at 747 N. DuPont Highway, known years ago as the Berry Van Lines site. The property is zoned SC-2 (Community Shopping Center Zone) and is subject to the SWPOZ (Source Water Protection Overlay Zone). This property in conjunction with the adjoining property to its east where The Edge Apartments is under construction, make up the area that's zoned SC-2 (Community Shopping Center Zone) and meet that land massing requirement. As such, the two projects share an entrance drive that comes from Leipsic Road to access both properties. The project is proposed and consists in this version of a Master Plan to be four (4) buildings. The property is located along the east side of N. DuPont Highway so at that point, there is a right-in right-out entrance that leads to circulation drive aisles throughout the complex. Then you can see on the left hand side that other drive that goes back over to Leipsic Road. There are four buildings that are proposed and we know the most about the one at the top of the screen which

has been identified as a potential location of a Tractor Supply building and kind of garden center area. For all of the buildings, retail uses are allowed and there is also as designed here, one of the buildings that potentially could be a restaurant with drive through. With a Master Plan, what is presented to you is their concept and then each phase will have to submit an Administrative Site Plan for review of that specific phase for its details. With this project, our Report noted all of those previous Master Plans. With this one, it consists of four phases, four buildings, and a building in each phase. They are also proposing a Minor Subdivision. It's a little hard to see on these images but there is a proposal to set the Tractor Supply area as one lot and then the building closest to DuPont Highway on another lot and then the intervening areas on a third lot. What that then leads us to is their Subdivision Waiver Request. This configuration of lots ends up with at least one lot that has no frontage at all on a public street and then another lot that has very limited frontage. The *Land Subdivision Regulations* for the City of Dover as part of our Code in Appendix A do allow for waivers of the Subdivision Regulations. We think because this is meant to function as an overall shopping complex, that it is reasonable to consider these Subdivision Waivers in order to place individual areas on individual lots; however, they will have to be linked together by easements related to circulation, access, and utilities. With the property being in the SWPOZ (Source Water Protection Overlay Zone), there are some limitations related to use. There are early versions and it may still appear in some of your plan sets that the building closest to DuPont Highway potentially could be an America's Tire facility; however, Staff has determined that that use is a type of motor vehicle service which is not allowed in the SWPOZ (Source Water Protection Overlay Zone). Additionally, there are impervious surface coverage limitations with that SWPOZ (Source Water Protection Overlay Zone) and with some caveats that the Master Plan review process can allow a larger area to be impervious if an Excellent Recharge Area for stormwater management is designed. They will be working through the process to definitely determine that and previous project designs were able to achieve that. From a parking standpoint, parking is based on square footage and this, as required, meets the parking requirements and then some. There is over 142 regular parking spaces plus additional handicapped parking spaces that are proposed with the project and then they should also provide bicycle parking spaces at the site. As noted, site access comes from N. DuPont Highway and from Leipsic Road. The design of those entrances is subject to DelDOT review. They are showing sidewalk along the DuPont Highway frontage with sidewalks leading into the site and circulating the site. Likewise, the entrance location from Leipsic Road has sidewalks planned and some of that has actually been built with the construction of the apartments that is underway on the adjacent property. With the Master Plan, a lot of times we do not have full building architecture. They did in their submission provide us information on the Tractor Supply location and what that rendering does look like. The rendering on the screen shows the potential version of the Tractor Supply. You can see all four elevations and there has been some discussion with the applicant to continue that red banding that we see on some of the facades around to the rear which is the bottom image on this screen, as that will be visible from the adjoining parking areas and that entrance drive that is shared with the apartments. As they move into development of the other phases of the project, the architecture for those buildings would need to revisit the Planning Commission. For tree plantings requirements, they are meeting those. There is a requirement to plant 145 trees throughout the site. They are in some cases used as screening opportunities, in other areas on the perimeter for the screening, and then also throughout the parking lot areas and islands. The project also requires that Arterial Street Buffer that's along the frontage along DuPont Highway. That is an area of thirty (30) feet in

depth and they are providing that with this plan design. The Planning Staff noted our various comments for the project. Some of our recommendations focus on the fact of the opportunity for the Tractor Supply change in architecture. We are recommending in favor of the Subdivision Waiver finding that this is a project that is overall linked together and for financing and long term ownership of this, they will be forever linked even if individual buildings are placed on individual lots. The Development Advisory Committee Report includes the information and comments from the other regulatory agencies including the Department of Public Works, the Department of Water/Wastewater, the Fire Marshal's Office, DelDOT, the Kent Conservation District and the Dover/Kent County MPO.

Mr. Liberman stated that Mrs. Melson-Williams does a nice job going over everything but he will go back through and kind of hit the high points. DuPont Plaza was the abandoned Berry Van Lines site located at 747 N. DuPont Highway. The site is generally located at the southeast corner of Leipsic Road and Route 13. The area is largely commercial all the way around. We have apartments for Silver Mill and The Edge that are nearby and he thinks the closest housing lot is over 850 feet from the site. The site has gone through the Brownfield Remediation and has had a few attempts at being developed over the past 15 years. The last approved Master Plan was done on the site in 2019. Development was for four buildings totaling 62,200 SF at that point. Ultimately, that project did not move forward mostly due to COVID-19. The owner had signed leases for the bulk of the development but he did not want to hold those companies to those deals as he wasn't sure and they weren't sure what the business climate was going to be coming out of COVID. It has taken six (6) years now for us to get to this point where they are ready to move forward. Tonight, we have a Revised Master Plan for the four buildings totaling 44,366 SF. This includes a 21,930 SF Tractor Supply Co store on the rear of the parcel. There are ongoing negotiations with tenants for the other three buildings. Our plan tonight is to hopefully get Planning Commission approval for the Master Plan and then move forward with Tractor Supply plans, the entrance plans off Route 13, and the internal drive aisles. We would then acknowledge that if there are major changes to the Plan and building layouts for the others that we have to come back to the Commission to present those changes. The site is served by two entrances as Mrs. Melson-Williams mentioned: a rights-in and rights-out on Route 13 and full access off of Leipsic Road. The access off of Leipsic Road has already been constructed. We will have to make an application to DelDOT to re-approve the entrance on Route 13. They will have to verify the traffic counts and everything for the site, but given that we have less square footage, we are going to have less traffic trips. Traffic trips are what determine the length of our turn lanes; so, what's already been approved should be approved again. But those are the famous last words and we will see how that goes. We acknowledge that we have to deal with DelDOT. The site is located within the SWPOZ (Source Water Protection Overlay Zone). We will be infiltrating a large portion of the runoff from the site to meet the standard of the Superior Infiltration Design. We are decreasing the impervious from what was originally on the Berry Van Lines site of 77.4% and even from the previously approved plan which was 74.9% down to the 71.3% that we are showing on the site. We did meet with Kent Conservation District to discuss a path forward with the review of our plans. We plan to use the original design. If you take a look at the pond on the upper left corner of the site that is the original pond that was called for in the other plans and they have an underground infiltration system on the front pad. We are also proposing to keep that. So, we just have to work out the sizes on those based off of what we have flowing to those but he thinks that the original layout and sizes that they have are going to be more than enough.

for what we need to do to provide stormwater management for the site and meet infiltration requirements of the Source Water Protection Area. The site previously had an approved Comprehensive Sign Package. We intend to update that package and present it to you once we get a couple more tenants in and definitely before Tractor Supply goes to construction. So, we will be back for that package and again, prior to construction. We reviewed the DAC comments and are in agreement with them with the exception of Comment 6 and he doesn't know if we are necessarily in disagreement with what Mrs. Melson-Williams had in the Report, but that's the one that relates to the 1,000 gallon above ground propane tank. Within the SWPOZ (Source Water Protection Overlay Zone), we are not allowed to have what the Code calls "gas tanks." Propane is stored under high pressure when it's a liquid but when it's introduced to atmosphere, it becomes airborne gas. It is not a liquid so it does not infiltrate into the ground and does not become a groundwater contaminate. At this point, we are waiting for DNREC to weigh in on that matter but they wanted to point out the propane is naturally an airborne gas and not a liquid gasoline. There is a definite difference where propane is not very soluble with water so groundwater would not be an issue with allowing the propane tank on the site. We do understand that the architectural elevation for each additional tenant need to come back before Planning Commission for review and actually it is going to be a good way to update the Commission as to the status of the development and give you a say in kind of what's going on. At that point, Mrs. Melson-Williams did mention the comment about carrying a red band around the back of the building and he believes that the developer agreed to do that so that will address Mrs. Melson-Williams' comment towards the architecture. We did not have any concerns with the comments from the City of Dover Department of Public Works and Water/Wastewater, Fire Marshal, DelDOT or the Dover/Kent County MPO that were listed in the DAC Report. Again, Mrs. Melson-Williams mentioned the Subdivision Waiver for the project from the Appendix A-Subdivision, Article IV E.5 which requires each lot to have frontage on a public street. In this case within this zoning district, we have to have 150 feet of frontage for each lot. For the three proposed lots, we have one lot with legal frontage at 289 feet, one with minimal lot frontage with just a hair over 75 feet and then the Tractor Supply at the rear of the site which does not have any frontage. As you can see from the layout of the site with only 367 feet along Route 13 trying to get frontage for these parcels really doesn't work so we have to really rely on that Subdivision Waiver to provide the individual lots that are necessary for this development. Granting this Waiver would not set a precedent as he believes that the Center at Dover has the same type of situation with commercial lots that do not front on public streets and again, how the development looks and operates does not change if the Waiver is granted. Therefore, we would like to request approval of the Revised Master Plan for DuPont Plaza conditioned upon the DAC comments and obtaining all agency approvals.

Mr. Lewis stated that he is intimately familiar with this site. He worked almost 10 years at Dover Motor Speedway and he lives due south of here just north of the lake. Literally anything at this lot would look better than how it looks now. It's just empty and blank and there are plenty of opportunities for growth and building and new businesses on our main corridor on Route 13 and this is one of them. He is looking forward to seeing what's coming there. Responding to Mr. Lewis, Mr. Liberman stated that he thinks this is one of the last really open parcels on Route 13.

Mr. Lewis stated that there are a couple but there are several empty storefronts and he is happy to see that this is reaching this phase.

Mr. Witham asked what was going to happen to the Tractor Supply Store south of Dover in Camden. Responding to Mr. Witham, Mr. Liberman stated that it is still going to be there. The place looks busy every time he drives by.

Mrs. Maucher asked if the propane was for resale. Responding to Mrs. Maucher, Mr. Liberman stated yes.

Mrs. Maucher further asked if the access off of Route 13 and Leipsic is part of the Phase I for the Tractor Supply, correct. Responding to Mrs. Maucher, Mr. Liberman stated that the access off of Leipsic Road is already there and then as part of Phase I, yes we are going to be constructing the entrance off of Route 13.

Mrs. Maucher asked if it would be inclusive of the sidewalk. Responding to Mrs. Maucher, Mr. Liberman stated yes.

Mr. Witham stated that he assumes that the propane to be sold is going to be sold much like you would see at Home Depot or Lowes. Responding to Mr. Witham, Mr. Liberman stated that you would bring your jug and then they refill it at the store. It's not like Lowes or Home Depot; they have the big racks where you pay your money, drop your tank in and grab a new one. This is just you bring your tank and they fill it.

Mr. Witham asked Mrs. Melson-Williams if that requires a waiver from the Commission. Responding to Mr. Witham, Mrs. Melson-Williams stated that the question about the above ground storage tank for the propane is something that we identified during the review process and Planning Staff (our Planning Consultant that was working on this) has reached out to DNREC. There has been some initial conversation, but she is not sure that we have everything totally formally in writing as of yet. We did ask that question as to whether this would be something that would impact groundwater. There is certainly a permitting process with DNREC for above ground storage tanks of a certain size anyway, but we need to have the question clarified about whether it's allowed in the SWPOZ (Source Water Protection Overlay Zone). We are certainly working with the applicant to figure that out at this point. There is not really an action that the Planning Commission specifically needs to do with that. It is just going to be a question of zoning verification compliance if that use is allowed in the SWPOZ (Source Water Protection Overlay Zone).

Mr. Witham asked if that means that any motion to approve the application will have to be subject to zoning compliance. Responding to Mr. Witham, Mrs. Melson-Williams stated yes, any motion would be subject to that. She thinks there is a comment as referenced by Mr. Liberman about it in our DAC Report. In Section VIII, Number 6 talks about that propane filling station aboveground storage tank and that we are further evaluating whether that is zoning compliant at this point.

Mr. Aerenson stated that if there were any questions, he would be happy to answer but he thinks Mr. Liberman did a fabulous presentation. He thinks the Commission has all of the information that you need and we appreciate this court.

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

Mr. Lewis moved to approve S-26-04 DuPont Plaza at 747 N. DuPont Highway: Revised Master Plan with acknowledging the Subdivision Waiver with the public street frontage and also acknowledging that some of the outstanding issues may be subject to zoning requirements and/or the purview of Council, seconded by Mrs. Maucher and the motion was carried 7-0 with Mrs. Denney and Mr. Baldwin absent. Mr. Lewis voting yes; again, it is a much needed project for that area. Mr. Roach voting yes; he agrees that it is definitely needed. Mrs. Maucher voting yes; based on DAC comments, the presentation from the applicant, and she concurs that it is a needed project. Dr. Jones voting yes; based upon previous comments. Mr. Reaves voting yes. Mrs. Welsh voting yes; for reasons previously stated. Mr. Witham voting yes; based on the presentation, the comments received tonight by the Commissioners, and the DAC recommendations.

Minutes Prepared by Kristen Mullaney, Secretary

Minutes Adopted by Planning Commission on February 16, 2026



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) _____

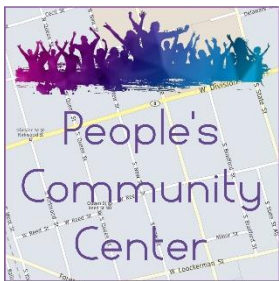


Submit applications to:

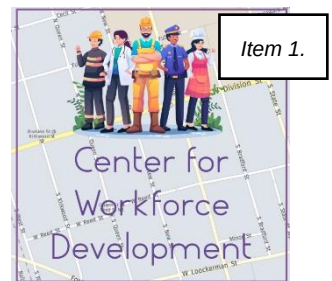
Attention: City Clerk, City of Dover
P.O. Box 475
Dover, DE 19904

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.

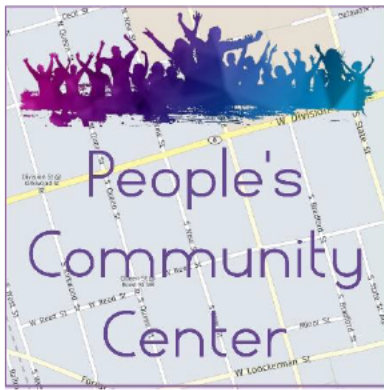
B. Identified Needs. Various barriers make it more difficult for folks to re-enter the workforce. Tier 1 will begin with basic needs:

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
		<u>80,063</u>

Occupancy

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

Staff

Coordinator	20 hours/week x \$22	25,520
Center Director	13 months x 500	<u>6,500</u>
		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
		<u>16,600</u>

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.

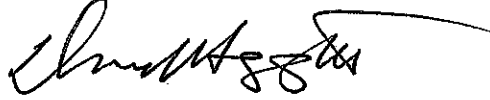
Tier 1 of the program will address basic barriers to workforce entry. The second and third tiers of effort will include coordination and partnerships with NeighborGood Partners, the state Department of Labor Apex Program, the GED program at Polytech, and assistance from other experts.

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

A handwritten signature in black ink, appearing to read "David S. Hugg III", with a long horizontal flourish extending to the right.

Committee consideration and Hearing _____

Committee approval _____

CITY OF DOVER
TRAINING, CONFERENCE & TRAVEL POLICY
ADOPTED _____

A. INTRODUCTION

1. Purpose

The purpose of this policy is to provide guidelines under which City of Dover employees, public officials, and appointees will be reimbursed for authorized travel expenses incurred in the conduct of business for the City of Dover, hereinafter referred to as “City.” In addition to the guidelines, specific procedures regarding incurring and reporting related expenses are provided.

2. Scope

This policy shall apply to employees of the City of Dover, elected officials, boards, commissions and others, who are engaged in authorized travel and who expend City funds for travel purposes. The Mayor and Members of City Council are not required to submit a Travel Request & Itinerary or Travel Expense Report Form but are required to follow the financial and budget requirements of this policy.

While this policy does not cover every possible situation, it establishes adequate guidelines for employees and officials to make appropriate and consistent judgments regarding the expenditure of City funds for reimbursable expenses. The City of Dover will provide flexibility to meet the special needs and requirements of their employees during travel.

It remains the responsibility of city management to control and approve travel-related expenditures. The City Manager and Controller/Treasurer may impose more stringent rules when deemed appropriate or necessary.

The City Manager and Controller/Treasurer will review every three (3) years the implementation of this Policy and will provide policy interpretations and assistance to ensure effective and efficient implementation. Any exceptions will be subject to approval by the City Manager and Controller/Treasurer. The City Manager and Controller/Treasurer may also, on a case-by-case basis, approve reimbursements exceeding the guideline amounts. In any such instance, a detailed explanation and substantiation (receipt) is required. Enforcement of this policy will be the responsibility of the Controller/Treasurer.

3. Responsibility

a. Employee, Public Official, or Appointee

- (1) Travelers should be made aware of and comply with all provisions of this policy.
- (2) Obtain the necessary approvals in advance for overnight travel and out-of-state use of City vehicles. Provide a copy of the approval with the travel prepayment made by direct voucher.
- (3) All expenses incurred during City business are to be in accordance with the City's Administrative Policies and Rules of Ethics and must be paid solely from appropriated funds.
- (4) Comply with the ten (10) working-day rule

b. Department Director/City Manager/Council Designee are responsible for ensuring compliance with this policy

- (1) Review and approve each employee's/official's travel approval requests and reimbursable expenses
- (2) Ensure sufficient funds are available for all anticipated expenses

c. Signatures on the *Travel Expense Report* (City of Dover Form 030 – Exhibit B) certify that the expenses were incurred by the employee/official requesting reimbursement for official City business, are reimbursable in accordance with this policy, and have not been reimbursed except as indicated on Form 030.

B. TRAINING AND CONFERENCE REGISTRATION FEES

1. Request for payment of registration fee shall be accompanied by the registration form
2. City Council, Planning Commission and the Mayor are offered opportunities to attend courses designed for government officials. Any member of Council wanting to take advantage of the courses offered by the following organizations must submit a request to the City Clerk's office.
 - Delaware League of Local Governments
 - National League of Cities
 - US Conference of Mayors
 - International City Managers Association
 - Government Finance Officers Association (GFOA)
 - American Public Power Association (APPA)
 - American Public Works Association (APWA)
 - American Planning Association

- Organizations that provide continuing education credits for professional license renewals of applicable staff.

Note: Any courses not offered by these organizations will be submitted to the City Manager and Controller/Treasurer for **review**.

C. TRAVEL AUTHORIZATION

All out-of-state travel that extends beyond one day shall be approved by the Department Head /Director and Controller and/or City Manager. All requests shall be made on the "Travel Request and Itinerary Estimate Form" (City of Dover - Form 047 Exhibit A). A copy of the conference or meeting program must be attached to the form. The form should be submitted to the Department Head/Director at least 30 days prior to travel unless an explanation is given and approved.

The Department Head/**Director, City Manager and/or Controller/Treasurer or their designee** may impose specific requirements as to the time the form must be submitted prior to travel. Employees and Officials traveling on official City business should be aware that the approval is for travel only and is not a blanket approval of the expenses incurred.

A travel packet including the *Travel Request and Itinerary Estimate* form, the meeting program/itinerary, and the purchase order(s) if over \$5,000, for advanced costs must be submitted to the Accounts Payable Department for audit prior to being keyed by department for reimbursement. Once the travel audit has been completed, Accounts Payable will submit to the Assistant Controller and/or Controller for review and approval. Upon approval of the *Travel Request and Itinerary Estimate*, the Accounts Payable Department will scan and email the authorized packet to the department responsible for processing the travel costs. The department admin will then process the reimbursement request for payment. The Purchase Orders for the advanced costs should include the necessary supporting documentation. It does not require the submission of duplicate information.

Note: Purchase Orders (if required) for registration costs must include the registration form. Submission for hotel and airfare costs must include documentation of the individual costs. Cancellation and changes to travel should be **completed** in a timely manner to avoid loss of City money. If travel cannot be refunded back to **the City**, an explanation is required.

D. TRANSPORTATION: COMMON CARRIER

1. General

- a. All trips requiring the use of common carrier (i.e. airline, rail or bus) must be pre-approved by the appropriate approval authority.
- b. The mode of travel must be justified based on the most economical use of time for the personnel involved, the cost of optional travel modes, **and trip requirements**.
- c. All common carrier reservations must be consistent with reasonable business travel planning and shall be booked at the lowest available fare. **If the traveler wants upgraded seating, a request, with justification, must be submitted with the travel authorization request.**
- d. Travelers should be advised to make travel reservations as far in advance as possible to attain the lowest fares, including non-refundable tickets. Travelers may **not** specify airlines or other carriers to accumulate **mileage/points** on promotional plans, i.e. frequent flyer programs.
- e. To take advantage of special discount rates (i.e. supersaver fares), reimbursement to an employee may be made prior to a trip being taken under the following conditions:
 - (1) Documentation of the substantial savings that will accrue to the City
 - (2) Employer's proof of payment on a statement from the airline, other than credit card receipts
- f. It is encouraged to examine the advantage of fares requiring early trip departure or delayed return. However, it is important to consider the additional cost of meals and lodging for the required extra day(s) stay when comparing cost.

Note: Most airlines will not give refunds or partial refunds for supersaver airfare

2. Air Travel

- a. Accommodations
When commercial airlines are used as a mode of travel, **the traveler shall fly coach/economy class** unless other seating is more economical. Costs of baggage should be considered **when comparing carriers and seating**.
- b. Travel Routing
The most economical and direct routes shall be taken when traveling for the City. In the event a person travels by an indirect route for personal convenience, the extra

expense shall be the responsibility of the individual. **Reimbursement for expenses shall be based only on the cost of the most economical and direct route.**

c. Conference Airfare Arrangements

When attending a conference, always check conference materials to see if special airline discounts are offered. When a special airline discount rate is offered and conferees are instructed to go directly to an airline to obtain the discount fare, the employee should compare the conference rates through the internet with all other airline rates available before scheduling airline reservations. The employee should always book the lowest fare possible. (See Section F.3. for Conference Lodging Arrangements).

Note: The City will not pay for, nor reimburse priority boarding, preferred seating, or overweight baggage for personal preference. Detailed explanation and receipts are required.

3. Rail Travel

When it has been determined that rail travel is the most appropriate mode of transportation, the most economical class accommodations shall be utilized.

E. TRANSPORTATION: PASSENGER VEHICLES

1. City-Owned Vehicles

City-owned vehicles should be utilized for both in-state and out-of-state travel when such use is the most practical and economical mode of transportation, including the cost of tolls, fuel and parking.

2. Use of Privately-Owned Vehicles

- a. The use of privately owned vehicles for any City travel (both in state and out-of-state) should only be used when a city vehicle is not available. The use of a privately owned vehicle for City travel shall require the **prior approval** of the **Department Head/Director and City Manager or Controller/Treasurer or their designee**. Reimbursement of private vehicle expenses shall be at the Council approved rate as indicated on Exhibit B for actual and necessary miles traveled. Beginning and ending odometer readings are required for the reimbursement of mileage or a printout from MapQuest, Google Maps or other reputable internet mapping application showing the quickest or shortest route.

- b. In considering approval for use of personal vehicles, the approval authority shall take into consideration the cost of alternative modes of travel and the cost of meals and lodging for the additional travel/transit days. Mileage reimbursements shall not exceed the cost of airfare plus travel to/from the airport.
- c. When two or more employees travel in a privately owned vehicle, only one mileage reimbursement will be allowed at times when one vehicle is sufficient to carry all passengers.

3. Rental Cars

a. General

The use of a rental car when traveling out-of-state must be justified as an economical need and not as a matter of personal convenience. Prior approval by the Department Head/Director, City Manager, and Controller/Treasurer is required before making any reservations for a rental. All rentals should be at the most economical rate per day, including government rates or special rate agreements.

When traveling in groups, a single vehicle, when practical, must be utilized to minimize costs. The city will not pay for the use of a rental car to accommodate family members or non-business associates traveling with the employee, public official, or appointee.

b. Vehicle Size

Whenever possible, compact cars shall be rented or reserved. However, if a larger sized vehicle is more economical and/or allows for more than two city travelers to ride together, the larger vehicle may be appropriate. Any representative of the City requesting an upgrade in the vehicle size shall provide a written explanation justifying the request, including any increase in cost. The request must be approved by the Department Head/Director, City Manager and/ or Controller / Treasurer or their designee and shall be included with the *Travel Request and Itinerary Estimate*. A receipt is always required.

c. Insurance

- (1) The optional insurance coverage offered by the car rental agency must be declined when the traveler charges the rental car. The traveler will automatically receive primary coverage under the City blanket insurance policy for travel. When insurance is declined, the policy covers collision damage, theft, fire and

vandalism. Reimbursements for additional or optional insurance coverage will not be allowed.

- (2) Travelers not covered under the blanket insurance policy may be covered by their personal automobile insurance policy or other personal credit cards. Travelers should check their automobile policy and credit card policy for business travel coverage and accept or decline additional coverage accordingly. **Reimbursement for additional or optional insurance coverage will not be allowed.**

d. Refueling Before Return

To avoid a refueling surcharge, all rental cars shall be refueled before returning the vehicle to the rental company. Any surcharges billed to the employee, public official, appointee, or City shall be explained in the reimbursement request.

e. Reservations

Approved car rental reservations shall be made in advance whenever possible. The employee should compare car rental rates and always look to reserve the lowest rental.

F. PER DIEM EXPENSES

The City of Dover uses per diem expenses as set by the U.S. General Services Administration (GSA) for official travel within the United States. M&IE rates can be found at:

<http://www.gsa.gov/perdiem>.

1. The Meals and Incidental Expenses (M&IE) rate is dependent on several factors, including:

- a. **Location** of the training and/or conference
- b. **Meals provided** by the host organization, conference, or hotel
 - (1) Any such meals are **not reimbursable**
 - (2) A continental breakfast is considered a meal
- c. **First and last day of travel** are reimbursed at **75% of the applicable M&IE rate**
 - (1) Travel duration does not affect this amount
 - (2) Any reimbursement exceeding 75% is considered **taxable income**
- d. **Receipts** for M&IE are **not** required

2. Exceptions – Actual Expense Method (IRS Accountable Plan)

Reimbursement above the standard GSA rate may be considered under the Actual Expense Method. This requires:

- a. A **detailed explanation** and documentation of actual expenses (e.g. transportation and lodging) justifying the request for higher reimbursement **and** a specific request to use the *Actual Expense Method* in lieu of GSA per diem
- b. **Pre-approval required** from Department Head/Director, Controller/Treasurer, and City Manager, **prior** to making any travel arrangements
- c. **Receipts:** The traveler must acknowledge that **detailed receipts for all expenses, including meals, are required** upon return
- d. Reimbursement is considered taxable unless there is **pre-approval** permitting employee to exceed the GSA amount, i.e. exceeding 75% on first and/or last day of travel

Note: The GSA per diem and Actual Expense methods **cannot be combined**

G. LODGING

1. General

Per diem rates were also established for lodging. City travelers are expected to seek accommodations that are comfortable, convenient, meet business and personal needs and follow the GSA per diem rates for lodging. If employee/official is unable to find lodging at or below the per diem rate, the employee/official is expected to compare local lodging rates in the area and include the pricing, request to exceed per diem, and justification with the travel request documents. Approval must be obtained from Department Head, Finance Department, and City Manager **prior** to making any reservations.

2. Accommodation

- a. Lodging accommodations for reasonably priced single occupancy rooms are reimbursable when the traveler is away from home overnight due to official travel.
- b. Accommodations shared with family members or others not on official City business are reimbursable at the single occupancy rate only.

- c. Accommodations shared with other City travelers should be billed and reimbursed to one traveler. When required, reimbursements to more than one traveler shall be based on a pro rata share as reported on each reimbursement request.
- d. Travelers may **not** select accommodations based on the ability to receive points or other personal benefits through a rewards program.

3. Conference Lodging Arrangements

When hotel rooms are blocked for a conference, seminar, etc., and a special discounted conference hotel rate provided, the employee/official should compare conference rates with the rates for other local hotels within a three (3) block radius of the conference. The employee is urged to reserve hotel accommodations that offer the best value to the City. This includes conference rate, government rate or lower rate, for the employee/official. If a lower rate is not available, the conferees should make their lodging arrangements directly utilizing the conference instructions. Conference lodging will be considered to accommodate persons with special circumstances.

4. Occupancy/Sales Tax

The City is exempt from the tax on occupancy of hotel, motel and tourist home rooms within Delaware only. When in-state overnight accommodations are necessary, the employee should be provided with a copy of the Occupancy Tax Exemption Certificate (see Exhibit C) to be presented to the lodging facility. Tax on occupancy of hotels in other states must be paid. Out of state hotels shall be asked about their sales tax exemption policies and the traveler shall provide documentation to avoid applicable sales taxes whenever possible.

H. MEAL ALLOWANCES

1. General

The City will pay for or reimburse an employee/official for the necessary and reasonable cost of meals and incidental expenses incurred during out-of-state travel requiring overnight lodging.

- a. Additional meal costs incurred over and above those provided as part of a conference, lodging, or airfare fee are not reimbursable, unless justified as a special circumstance and **pre**-approved by the **Department Head and the City Manager and/or Controller/Treasurer or their designee** (e.g. special meeting or diet restrictions).

- b. There will not be any reimbursement for meals when the meals are provided as part of the conference/training, by the host organization or when meals are provided as part of the hotel service and/or airfare.
- c. If an employee is traveling partial days on any calendar day, the City will prorate the applicable advanced M&IE rate based upon time and location of meal. "Breakfast per diem is paid for travel extending after midnight until 10 am. Lunch per diem will be paid for travel that extends after 10 am and until 3 pm. Dinner reimbursement is paid for travel extending after 3 pm of the final day of travel. Travel begins when you leave your home, office or the last location before you proceed to the travel destination or transportation center (e.g., airport, train station). This applies to both day of departure and day of return.
- d. **When meals are provided as part of the conference/training or when meals are provided as part of the hotel service and/or airfare, the meal allowance will be reduced by 25% for each meal provided. Continental Breakfast provided by the hotel or at the conference is counted as a meal**, unless justified as a special circumstance and approved by the City Manager and/or Controller/Treasurer (e.g., special meeting or diet restrictions). **Example of breakdown for M&IE rates can be found at: <http://gsa.gov/perdiem>**

2. Day Trips, In-state Travel and Before or After Hours

The meal allowance for day trips out of the City of Dover will be reimbursed at actual cost, if it does not exceed 25% of the normal per diem per the M&IE allowance. The meal allowance for working before or after hours as a rule are not encouraged but may be approved by the City Manager and/or Controller/Treasurer on a case-by-case basis. At no time can the amount exceed the allowances established. A receipt is required.

I. CASH ADVANCES AND ADVANCE PAYMENT

- a) General/Blanket travel advance checks may not be issued to employees, public officials, or appointees. Employees, public officials, and appointees will be reimbursed for specific travel related expenses after the trip or event has been completed.
- b) Department Head/Directors should use their City of Dover credit card for business travel. Department Head/Directors may use their departmental travel credit card when arranging employee travel. Under urgent situations, and with **prior approval**, employees and officials can also use a personal credit card and request reimbursement when they return.

- c) The City of Dover will pay specific travel and lodging costs in advance, if the deadlines for submitting requests are met. Employees, public officials, and appointees shall use a City purchase order (if necessary) when requesting travel cost advances. **Taking the travel approval process into account, travelers are encouraged to take advantage of early registration discounts whenever possible.**
- a) **Conference/Training registration fees.** Such payment will be made payable directly to the organization offering the event. A copy of the registration form describing the specific event must be attached to the travel packet.
- b) **Airfare.** Airfare is normally reserved online and paid with a City of Dover credit card after travel approval has been received. (See City Credit Card Policy)
- c) **Lodging.** Upon receipt of the approved *Travel Request and Itinerary Estimate* form, the department may submit a purchase order (if necessary) for lodging. The check will be made payable to the hotel and will be given to the person for whom the lodging arrangements are made. The department must provide supporting documentation including the daily lodging rates and applicable taxes along with the travel packet. Lodging reservations can be held with the use of a City of Dover credit card. (See City Credit Card Policy)
- d) **Meal Allowance.** An advance for the M&IE allowance, which includes meals, tax and tip expenses, will be permitted for meals that are not provided by the conference, lodging, or airfare as indicated in Section H. ***Only per diem rates as set for by the Federal Government for official travel will be provided for the M&IE allowance.***

(Refer to Section H) M&IE rates can be found at: <http://www.gsa.gov/perdiem>.

Note: For advance payment of lodging, airfare, and training/conference fees, the travel packet must be submitted to the Accounts Payable Department a minimum of 20 days prior to travel. No purchase order is required for employee travel advance if the amount is less than \$5,000.

J. TRAVEL EXPENSE REIMBURSEMENT

1. General

Travel Expense Report (City of Dover Form 30) is due to Accounts Payable for final audit within ten (10) working days after travel or an expense is incurred (Ten working-day rule). Travel Expense Reports will be scanned and emailed to the remitting department for entry. Paper copies will remain in Finance.

- a. Timely reimbursement can be ensured only if an accurate, properly substantiated Travel Expense Report is received by Accounts Payable ten (10) working days after completion of the trip.
- b. Failure to submit timely Travel Expense Reports after the completion of a trip will result in administrative action, such as notification to the Department Head/Director and denial of future travel requests.

Note: Travel Expense Reports for local travel and related expenses are to be submitted monthly. **Explanation is required if submission exceeds 30 days and must be approved by the Department Head/Director, Controller/Treasurer and/or City Manager. Failure to file for reimbursement for travel/conference/training related expenses within the 30-day window may result in denial of the reimbursement request.**

Note: This section pertains to only those travel expenses paid by the traveler; not to travel expenses directly billed to/paid by the City of Dover.

2. Receipt Requirements and Other Reimbursement Criteria

- a. Tickets booked on common carriers (airline, rail or bus) require original copy of the paid invoice or email confirmation containing total travel costs for arrangements booked online.
- b. Hotel/motel bills shall be the original copy of hotel/motel billing marked paid.
- c. Ground transportation, including airport shuttle, taxi or public transit requires a receipt.
- d. Car rental reimbursements require a paid invoice from the rental company
- e. Meals DO NOT require receipts and are not reimbursable above the maximum per diem allowance. **Tax and tips are included in the M&IE allowance and will not be reimbursed separately.** When more than one City employee, public official or appointee's meals are being reimbursed, each employee must submit a separate Travel Expense Reimbursement for their allowance.
- f. Hotel/motel related expenses should be documented, identifying the date(s) and the cost for each of the following categories:
 - (1) Out-of-pocket costs for incidental items such as tips, baggage handling and maid service are not individually reimbursable by the City of Dover. Costs included under this category are included in the M&IE per diem rate. Only per

diem rates as prescribed by the Federal Government for official travel will be provided for M&IE allowance.

- (2) City business-related telephone calls are reimbursable as incurred and require a receipt from the telephone service provider or on an itemized hotel/motel invoice.
- g. Lodging at campgrounds using traveler's camper or recreational vehicle is reimbursable at the actual cost, not to exceed the equivalent cost of hotel/motel lodging. A receipt is required.
- h. Other Reimbursable Categories

Reimbursement for the following categories should be submitted on a schedule identifying the date, the cost and the category. All supporting receipts must be attached:

- (1) The City will reimburse employees for hotel and airport self-parking. The City encourages all employees to seek 'economy and budget parking'.
- (2) The City will not reimburse employee for valet parking, unless prior approval has been granted by the City Manager and Controller
- (3) The City will reimburse employees the cost of tolls for interstate, turnpike, bridges and/or ferries. All travel expenses require a receipt.
- (4) The City will reimburse employees for necessary airport baggage fees. A receipt is required.
- (5) The City will reimburse employees for dependent care or elder care expenses while traveling during normal business hours (8 a.m. – 5 p.m.). Dependent classification is identified by the IRS as being a child under the age of 13, a spouse or dependent of any age who is incapable of self-care who has resided in the same house for more than six (6) months. For this purpose, elder care qualifies for those who do not live with the authorized employee or official. Elder care would qualify for an immediate family member as defined by the City of Dover Employee Handbook.

Note: Receipts for expenses will be required and only reimbursed if not otherwise covered by qualifying medical or care coverage held by the authorized employee, official, qualified dependent, or elder.

- i. Gasoline and/or Other Supplies require a receipt.
 - (1) In extenuating circumstances where a receipt is not able to be procured for gasoline/fuel purchase(s), a copy of the credit card statement can be

substituted for the receipt. The transaction date should reflect a range within the dates of travel.

- (2) Need for emergency repairs incidental to using a City-owned vehicle shall require a Vendor receipt.
- j. Department Head/Director pre-approval is required to receive reimbursement for Internet Access Costs for city business. These costs must be substantiated with receipts.
- k. While traveling overnight out-of-state, the City will reimburse employees for the cost of up to two (2) personal telephone calls not to exceed \$8 per trip. A receipt is required for reimbursement.
- l. Reimbursements for travel expenses incurred without required receipts, as outlined, are strictly prohibited. A "NO RECEIPT – NO REIMBURSEMENT" policy applies, except in extenuating circumstances in fuel purchase(s) referenced in (i) above.

3. Non- Reimbursable Expenses

The City shall not reimburse expenses for the following:

- a. Alcoholic beverages
- b. In-room movies or pay television
- c. Theater tickets or nightclub entertainment
- d. Laundry
- e. Babysitting
- f. Related expenses of spouse, children and other persons accompanying the authorized employee or official
- g. Pleasure, historic or other tour related expenses. Expenses for business related tours would be reimbursed
- h. Donations and gifts made while at training, conference, or meeting
- i. Loss or damage of personal items
- j. Meals for other conference attendees
- k. Purchase of personal items
- l. Any parking or moving violation fines
- m. Any personal or pleasure travel while on City business
- n. Any pet or animal boarding or care

K. CHARTER AND CODE OF CONDUCT

All City of Dover policies are subject to:

1. *City of Dover Charter Part 1, Subpart A, Article II, Section 12. Compensation; Expenses – Mayor, Councilmembers, and other elected or appointed officials*

“The mayor and councilmembers shall receive their actual and necessary expenses incurred in the performance of their duties of office”.

2. *Dover Code of Ordinances, Chapter 30 – Standards of Ethical Conduct and Ethics Commission*

“Applicable to all elected and appointed officials and all employees of the city”

L. INTERNAL REVENUE CODE – DEFINITION OF PUBLIC OFFICIAL

Generally, if there is any provision in a public law which authorizes the employment of the individual, and the individual is hired or elected under this authority, the individual is considered an employee of the State or political subdivision to which the provision applies.

The following factors indicate that an office is a “public office.”

The office was created by the constitution or through legislation, or by a municipality or other body with authority conferred by the legislature.

The office was delegated a portion of the powers of the government body.

The powers conferred and the duties to be discharged are defined either directly or indirectly by law or through legislative authority.

The duties are being performed independently and without control of a superior power other than the law.

The office has some permanency and continuity, and the officer takes an official oath.

Examples of public officers: president and vice president, a governor or mayor, the secretary of state, a member of a legislative body, such as a state legislature, county commission, city council, school board, a judge, a justice of the peace, and members of advisory boards and committees.

M. REVIEW & REVISION

The City of Dover Travel Policy will be reviewed every three (3) years by the City Manager and Controller/Treasurer **and / or their designee** to provide recommended changes to City Council for approval.

EXHIBITS

Exhibit A - COD Travel Request and Itinerary Estimate Form (Form 47)

Exhibit B - COD Travel Expense Report Form (Form 30)

Exhibit C - COD Exemption Certificate Form 99A

REVISION RECORD

Revised: November 24, 2003

Revised: February 9, 2004

Revised: July 24, 2006

Revised: March 23, 2009

Revised: January 23, 2012

Revised: February 23, 2015

Revised: February 26, 2018

Revised: February 24, 2020

Revised: May 10, 2022

**CITY OF DOVER
TRAINING, CONFERENCE & TRAVEL POLICY
ADOPTED MAY 10, 2022**

A. INTRODUCTION

1. Purpose

The purpose of this policy is to provide guidelines under which City of Dover employees, public officials, and appointees will be reimbursed for authorized travel expenses incurred in the conduct of business for the City of Dover, hereinafter referred to as “City.” In addition to the guidelines, specific procedures regarding incurring and reporting related expenses are provided.

2. Scope

This policy shall apply to employees of the City of Dover, elected officials, boards, commissions and others, who are engaged in authorized travel and who expend City funds for travel purposes. The Mayor and Members of City Council are not required to submit a Travel Request & Itinerary or Travel Expense Report Form but are required to follow the financial and budget requirements of this policy.

While this policy does not cover every possible situation, it establishes adequate guidelines for employees and officials to make appropriate and consistent judgments regarding the expenditure of City funds for reimbursable expenses. The City of Dover will provide flexibility to meet the special needs and requirements of their employees during travel.

It remains the responsibility of city management to control and approve travel-related expenditures. The City Manager and Controller/Treasurer may impose more stringent rules when deemed appropriate or necessary.

The City Manager and Controller/Treasurer will review every three years the implementation of this Policy and will provide policy interpretations and assistance to ensure effective and efficient implementation. Any exceptions will be subject to approval by the City Manager and Controller/Treasurer. The City Manager and Controller/Treasurer may also, on a case-by case basis, approve reimbursements exceeding the guideline amounts referenced in this policy. In any such instance, a detailed explanation and substantiation (a receipt) is required. Enforcement of this policy will be the responsibility of the Controller/Treasurer.

3. Responsibility

- a. Employee, Public Official, or Appointee
 - Traveler should be made aware of and comply with all provisions of this policy.

- Obtain the necessary approvals in advance for overnight travel and out-of-state use of City vehicles. Provide a copy of the approval with the travel prepayment made by direct voucher.
 - All expenses incurred during City business are to be in accordance with the City's Administrative Policies and Rules of Ethics and must be paid solely from appropriated funds.
 - Comply with the ten (10) working-day rule.
- b. Department Director/City Manager/Council Designee
- Ensure compliance with this policy.
 - Review and approve each of their employee's/official's travel approval requests and reimbursable expenses.
 - Ensure sufficient funds are available for all anticipated expenses.
- c. Signatures on the Travel Expense Report (City of Dover Form 030 Exhibit B) certify that the expenses were incurred by the employee/official requesting reimbursement for official City business, are reimbursable in accordance with this policy, and have not been reimbursed except as indicated on this form.

Required signatures for expenses are:

- Employee
- Department Director or Council Designee

B. TRAINING AND CONFERENCE REGISTRATION FEES

1. Request for payment of registration fees shall be accompanied by the registration form.
2. City Council, Planning Commission and the Mayor are offered opportunities to attend courses designed for governmental officials. Any member of Council wanting to take advantage of these courses offered by the following organizations will submit to the City Clerk's office their request for registration.
 - Delaware League of Local Governments
 - National League of Cities
 - US Conference of Mayors
 - International City Managers Association
 - Government Finance Officers Association (GFOA)
 - American Public Power Association (APPA)
 - American Public Works Association (APWA)
 - American Planning Association
 - Organizations that provide Continuing Education credits for professional license renewals of applicable staff.

Any courses not offered by these organizations will be submitted to the City Manager and Controller/Treasurer for concurrence.

C. TRAVEL AUTHORIZATION

All out-of-state travel that extends beyond one day shall be approved by the Department Head /Director. All requests shall be made on the "Travel Request and Itinerary Estimate Form" (City of Dover - Form 047 Exhibit A). A copy of the conference or meeting program must be attached to the form. The form should be submitted to the Department Head / Director at least 30 days prior to travel unless an explanation is given and approved.

The Department Head, Director or City Manager may impose specific requirements as to the time the form must be submitted prior to travel. Employees and Officials traveling on official City business should be aware that the approval is for travel only and is not a blanket approval of the expenses incurred.

A travel packet including the Travel Request and Itinerary Estimate form, the meeting program/itinerary, and the purchase order(s) if over \$5,000, for advanced costs must be submitted to the Accounts Payable Department for audit prior to being keyed by department for reimbursement. Once the travel audit has been completed, Accounts Payable will scan and email the authorized packet to the department responsible for processing the travel costs. The department admin will then process the reimbursement request for payment. The Purchase Orders for the advanced costs should include the necessary supporting documentation. It does not require the submission of duplicate information.

Please note: Purchase Orders (if required based on Purchasing Policy) for registration costs must include the Registration form. Submission for hotel and airfare costs must include documentation of the individual costs. Cancellation and changes to travel should be done in a timely manner to avoid loss of City money. If travel cannot be refunded back to City, an explanation is required.

D. TRANSPORTATION: COMMON CARRIER

1. General

All trips requiring the use of common carrier (airline, rail or bus) must be pre-approved by the appropriate approval authority.

The mode of travel must be justified based on the most economical use of time of the personnel involved, the cost of optional travel modes, and the requirements of the trip.

All common carrier reservations must be consistent with reasonable business travel planning, common carrier will be booked at the lowest available fare. If the lowest available fare is turned down by the traveler, the traveler's explanation for the denial is to be provided with the travel authorization request.

Travelers should be advised to make travel reservations as far in advance as possible to attain the lowest fares, including non-refundable tickets. Travelers may not specify airlines or other carriers to accumulate mileage on promotional plans such as frequent flyer programs.

To take advantage of special discount rates (supersaver fares, etc.), reimbursement to an employee may be made prior to a trip being taken under the following conditions:

- a. Documentation of the substantial savings that will accrue to the City (e.g., supersaver discounts).
- b. Employee's proof of payment on a statement from the airline, other than credit card receipts.

Most airlines will not give refunds or partial refunds for supersaver airfares.

It is encouraged to examine the advantage of fares requiring early trip departure or delayed return. However, it is important to consider the additional cost of meals and lodging for the required extra day(s) stay when comparing cost.

2. Air Travel

- a. Accommodations - When commercial airlines are used as a mode of travel, accommodations shall be coach/economy class unless some other class accommodations are more economical. Costs of baggage should be considered along with accommodations to achieve the lowest total cost for travel.
- b. Routing of Travel - All travel will be by the most economical and direct routes.

In the event a person travels by an indirect route for personal convenience, the extra expense shall be the responsibility of the individual. Reimbursement for expenses shall be based only on the cost of the most economical and direct route.

- c. Conference Airfare Arrangements

When attending a conference, always check conference materials to see if special airline discounts are offered. When a special airline discount rate is offered and conferees are instructed to go directly to an airline to obtain the discount fare, the employee should compare the conference rates through the internet with all other airline rates available before scheduling airline reservations. The employee should always book the lowest fare possible. (See Section F.3. for Conference Lodging Arrangements).

**City will not pay for, nor reimburse priority boarding, preferred seating, or overweight baggage for personal preference. Detailed explanation and receipts are required. **

3. Rail Travel

- a. Accommodations – When it has been determined that rail travel is the most appropriate mode of transportation, the most economical class accommodations shall be utilized.

E. TRANSPORTATION: PASSENGER VEHICLES

1. City-Owned Vehicles

City-owned vehicles should be utilized for both in-state and out-of-state travel when such use is the most practical and economical mode of transportation, including the cost of tolls, fuel and parking.

2. Use of Privately-Owned Vehicles

- a. The use of privately owned vehicles for any City travel (both in state and out-of-state) should only be used when a City Vehicle is not available. The use of a privately owned vehicle for City travel shall require the prior approval of the City Manager or Department Head / Director. Reimbursement of private vehicle expenses shall be at the Council approved rate as indicated on Exhibit B for actual and necessary miles traveled. Beginning and ending odometer readings are required for the reimbursement for mileage or a printout from MapQuest, Google Maps or other reputable internet mapping application showing the quickest or shortest route.
- b. In considering approval for use of personal vehicles, the approval authority shall take into consideration the cost of alternative modes of travel and the cost of meals and lodging for the additional travel/transit days. Mileage reimbursements shall not exceed the cost of airfare plus travel to/from the airport.
- c. When two or more employees travel in a privately owned vehicle, only one mileage reimbursement will be allowed at times when one vehicle is sufficient to carry all passengers.

Dept Head approval indicates that they verified a city-owned vehicle is not available

3. Rental Cars

- a. General
The use of a rental car when traveling out of state must be justified as an economical need and not as a matter of personal convenience. Prior approval by the Department Head / Director or City Manager is required before arranging for car rental. All rentals should be at the most economical rate per day including government rates or special rate agreements. When traveling in groups, sharing of cars, when practical, must be done to minimize costs. The city will not pay for the use of a rental car to accommodate family members or non-business associates traveling with the employee, public official, or appointee.
- b. Vehicle Size
Whenever possible, compact cars shall be rented or reserved. However, if a larger size vehicle is more economical or more than two city travelers are traveling together the larger vehicle may be appropriate. Any representative of the City requesting an

upgrade of the size of a rented vehicle shall provide a written explanation of their reasons to the City Manager or Department Head / Director. **A receipt is always required.**

c. Insurance

- (1) The optional insurance coverage offered by the car rental agency must be declined when the traveler charges the rental car. The traveler will automatically receive primary coverage under the City blanket insurance policy for travel. When insurance is declined, the policy covers collision damage, theft, fire and vandalism. Reimbursements for additional or optional insurance coverage will not be allowed.
- (2) Other. Travelers not covered under the blanket insurance policy may be covered by their personal automobile insurance policy or other personal credit cards. Travelers should check their automobile policy and credit card policy for business travel coverage and accept or decline additional coverage accordingly. Reimbursement for additional or optional insurance coverage will not be allowed.

d. Refueling Before Return

To avoid a refueling surcharge, all rental cars shall be refueled before returning the vehicle to the rental company. Any surcharges billed to the employee, public official, appointee, or City shall be explained in the reimbursement request.

e. Reservations

Approved car rental reservations shall be made in advance whenever possible. The employee should compare car rental rates and always look to reserve the lowest rental.

****If there is more than one person traveling, travelers should ride in the same vehicle.**

F. PER DIEM EXPENSES

The City of Dover uses per diem expenses as set by the U.S. General Services Administration (GSA) for official travel within the United States. M&IE Rates can be found at: <http://www.gsa.gov/perdiem>. **

****INSERT GSA VS. ACTUAL EXPENSE METHOD BREAKDOWN/REQUIREMENTS****

G. LODGING

1. General

City travelers are expected to seek accommodations that are comfortable, convenient, meet business and personal needs and offer good value. Employees are expected to compare local lodging rates in the area prior to reserving lodging. **Travelers may not specify hotels or other accommodations to accumulate points for rewards/benefits on hotel loyalty plans.**

2. Accommodation

- a. Lodging accommodations for reasonably priced single occupancy rooms are reimbursable when the traveler is away from home overnight due to official travel.
- b. Accommodations shared with family members or others not on official City business are reimbursable at the single occupancy rate only.
- c. Accommodations shared with other City travelers should be billed and reimbursed to one traveler. When required, reimbursements to more than one traveler shall be based on a pro rata share as reported on each reimbursement request.

3. Conference Lodging Arrangements

When hotel rooms are blocked for a conference, seminar, etc., and a special discounted conference hotel rate provided, the employee/official should compare conference rates with the rates for other local hotels within a three (3) block radius of the conference. The employee is urged to reserve hotel accommodations that offer the best value to the City. This includes conference rate, government rate or lower rate, for the employee/official. If a lower rate is not available, the conferees should make their lodging arrangements directly utilizing the conference instructions. Conference lodging will be considered to accommodate persons with special circumstances.

4. Occupancy/Sales Tax

The City is exempt from the tax on occupancy of hotel, motel and tourist home rooms within Delaware only. When in-state overnight accommodations are necessary, the employee should be provided with a copy of the Occupancy Tax Exemption Certificate (see Exhibit C) to be presented to the lodging facility. Tax on occupancy of hotels in other states must be paid. Out of state hotels shall be asked about their sales tax exemption policies and the traveler shall provide documentation to avoid applicable sales taxes whenever possible.

H. MEAL ALLOWANCES**1. General**

- a. The City will pay for or reimburse an employee/official for the necessary and reasonable cost of meals and incidental expenses incurred during out of state travel requiring overnight lodging.

Additional meal costs incurred over and above those provided as part of a conference, lodging, or airfare fee are not reimbursable, unless justified as a special circumstance and approved by the City Manager and/or Controller/Treasurer (e.g., special meeting or diet restrictions). Exceptions are to be pre-approved by the City Manager and/or Controller/Treasurer.

There will not be any reimbursement for meals when the meals are provided as part of the conference/training or by the host organization and when meals are provided as part of the hotel service and/or airfare.

If an employee is traveling partial days on any calendar day, the City will prorate the applicable advanced M&IE rate based upon time and location of meal. "Breakfast per diem is paid for travel extending after midnight until 10 am. Lunch per diem will be paid for travel that extends after 10 am and until 3 pm. Dinner reimbursement is paid for travel extending after 3 pm of the final day of travel. Travel begins when you leave your home, office or the last location before you proceed to the travel destination or transportation center (e.g., airport, train station). This applies to both day of departure and day of return.

When meals are provided at the conference or by the host, the meal allowance will be reduced by 25% for each meal provided. Continental Breakfast provided by the hotel or at the conference is counted as a meal, unless justified as a special circumstance and approved by the City Manager and/or Controller/Treasurer (e.g., special meeting or diet restrictions). [Example of breakdown for M&IE rates can be found at: http://gsa.gov.perdiem.](http://gsa.gov.perdiem)

2. Day Trips, In-state Travel and Before or After Hours

The meal allowance for day trips out of the City of Dover will be reimbursed at actual cost, if it does not exceed 25% of the normal per diem per the M&IE Allowance. The meal allowance for working before or after hours as a rule are not encouraged but may be approved by the City Manager and/or Controller/Treasurer on a case-by-case basis. At no time can the amount exceed the allowances established. A receipt is required.

I. CASH ADVANCES AND ADVANCE PAYMENT

General/Blanket travel advance checks may not be issued to employees, public officials, or appointees. Employees, public officials, and appointees will be reimbursed for specific travel related expenses after the trip or event has been completed.

Department Head / Directors should use their City of Dover credit card for business travel. Department Head / Directors may use their departmental travel credit card when arranging employee travel. Under urgent situations, and with prior approval, employees and officials can also use a personal credit card and request reimbursement when they return.

The City of Dover will pay specific travel and lodging costs in advance, if the request deadlines are met. Employees, public officials, and appointees shall use a City purchase order (if necessary) when requesting travel cost advances.

Please note: The same procedure for Travel Authorization, as identified in Part C (above) will be required, with the exception that the travel packet must be submitted to the Accounts Payable Department a minimum of 20 days prior to travel.

The City of Dover will pay in advance the following costs:

- a) **Conference/Training registration fees.** Such payment will be made payable directly to the organization. A copy of the registration form describing the specific event must be attached to the travel packet.
- b) **Airfare.** Airfare is normally reserved on-line through the internet and paid with a City of Dover credit card after travel approval has been received. (See City Credit Card Policy)
- c) **Lodging.** Upon receipt of the approved Travel Request and Itinerary Estimate Form, the department may submit a purchase order (if necessary) for lodging. The check will be made payable to the hotel and will be given to the person for whom the lodging arrangements are made. The department must provide supporting documentation including the daily lodging rates and applicable taxes along with the travel packet. Lodging reservations can be held with the use of a City of Dover credit card. (See City Credit Card Policy)
- d) **Meal allowance.** An advance for the M&IE Allowance, which includes meals, tax and tips expenses, will be permitted for meals not provided by the conference, lodging or airfare as indicated in Section H (1) above. Only per diem rates as set by the Federal Government for official travel will be provided for M&IE Allowance. No purchase order is required for employee travel advance if the amount is less than \$5,000.00. M&IE Rates can be found at: <http://www.gsa.gov/perdiem>.

J. TRAVEL EXPENSE REIMBURSEMENT**1. General**

Travel Expense Report (City of Dover Form 30) is due to Accounts Payable for final audit within ten (10) working days after travel or an expense is incurred (Ten working-day rule). Travel Expense Reports will be scanned and emailed to the remitting department for entry. Paper copies will remain in Finance.

- a. Timely reimbursement can be assured only if an accurate, properly substantiated Travel Expense Report is received by Accounts Payable ten (10) working days after completion of the trip.
- b. Failure to submit timely Travel Expense Reports after the completion of a trip will result in administrative action, such as notification to the Department Head / Director and denial of future travel requests.

Travel Expense Reports for local travel and related expenses are to be submitted monthly. **Explanation is required if over 30 days and approved by Controller/Treasurer Department**

Head / Director and/or City Manager. Failure to file for reimbursement for travel/conference/training related expenses within the 30-day window may result in denial of the reimbursement request.

Note: This section pertains to only those travel expenses paid by the traveler; not to travel expenses directly billed to/paid by the City of Dover.

2. Receipt Requirements and Other Reimbursement Criteria

- a. Tickets booked on common carriers (airline, rail or bus) require original copy of the paid invoice or email confirmation containing total travel costs for arrangements booked on-line.
- b. Hotel/motel bills shall be the original copy of hotel/motel billing marked paid.
- c. Ground transportation, including airport shuttle, taxi or public transit requires a receipt.
- d. Car rental reimbursements require paid invoice from the rental company.
- e. All Meals DO NOT require receipts and are not reimbursable above the maximum daily/partial day per diem meal allowance. **Tax and tips are included in the M&IE Allowance and will not be reimbursed separately.** When more than one City employee, public official, or appointee's meals are being reimbursed, each employee must submit a separate Travel Expense Reimbursement for their allowance.
- f. Hotel/motel related expenses should be documented identifying the date and the cost for each category with the following requirements:
 - (1) Out-of-pocket costs for incidental items such as tips, baggage handling and maid service are not individually reimbursable by the City of Dover. Costs included under this category are included in the M&IE per diem rate. Only per diem rates as prescribed by the Federal Government for official travel will be provided for M&IE allowance.
 - (2) City-business related telephone calls are reimbursable as incurred and require a receipt from the telephone service provider or included on the hotel/motel billing invoice.
- g. Lodging at campgrounds using traveler's camper or recreational vehicle is reimbursable at the actual cost, not to exceed the equivalent cost of hotel/motel lodging. Receipt is required.
- h. Other Reimbursement Categories

Reimbursement for the following categories should be submitted on a schedule identifying the date, the cost and the category. All supporting receipts must be attached:

- 1) The City will reimburse employees for hotel and airport self-parking. The City encourages all employees to seek 'economy and budget parking'.
- 2) The City will not reimburse employees for Valet parking, unless prior approval has been granted by the City Manager and Controller.
- 3) The City will reimburse employees the cost of tolls for interstates, turnpike, bridges and/or ferries. All travel expenses require a receipt.
- 4) The City will reimburse employees for necessary airport baggage fee. A receipt is required.

- i. Gasoline and/or Other Supplies require a receipt.

In extenuating circumstances where a receipt is not able to be procured for gasoline/fuel purchase(s), a copy of the credit card statement can be substituted for the receipt. The transaction date should reflect a range within the dates of travel.

Need for emergency repairs incidental to using a City-owned vehicle shall require a Vendor receipt.

- j. Department Head / Director pre-approval is required to receive reimbursement for Internet Access Costs for city business. These costs must be substantiated with receipts.
- k. While traveling overnight out-of-state, the City will reimburse employees for the cost of up to two (2) personal telephone calls not to exceed \$8 per trip. A receipt is required for reimbursement.
- l. Reimbursements for travel expenses incurred without required receipts, as outlined, is strictly prohibited. A "no receipt - no reimbursement" policy applies, except in extenuating circumstances in fuel purchase(s) referenced in (i) above.

3. Non- Reimbursable Expenses

The City shall not reimburse expenses for the following:

- a. Alcoholic beverages.
- b. In-room movies or pay television.
- c. Theater tickets or nightclub entertainment.
- d. Laundry.
- e. Babysitting.
- f. Related expenses of spouse, children and other persons accompanying the authorized employee or official.
- g. Pleasure, historic or other tour related expenses. Expenses for business related tours would be reimbursed.

- h. Donations and gifts made while at training, conference, or meeting.
- i. Loss or damage of personal items.
- j. Meals for other conference attendees.
- k. Purchase of personal items.
- l. Any parking or moving violation fines.
- m. Any personal or pleasure travel while on City business.

K. CHARTER AND CODE OF CONDUCT

All City of Dover policies are subject to the City of Dover Charter Part 1, Subpart A, Article II, Section 12 “Compensation and expenses - Mayor and Council and other elected or appointed officials”, whereas “Members of the council, mayor and other elected or appointed officials shall receive reimbursement for actual and necessary expenses incurred when on official business as prescribed by city ordinance or policy” and Part.

II Code of Ordinances Chapter 2, Article 1, Division 4 “Code of Conduct”, which is “applicable to all elected and appointed officials and to all employees of the City of Dover.”

L. INTERNAL REVENUE CODE - DEFINITION OF PUBLIC OFFICIAL

Generally, if there is any provision in a public law which authorizes the employment of the individual, and the individual is hired or elected under this authority, the individual is considered an employee of the State or political subdivision to which the provision applies.

The following factors indicate that an office is a “public office.”

The office was created by the constitution or through legislation, or by a municipality or other body with authority conferred by the legislature.

The office was delegated a portion of the powers of the government body.

The powers conferred and the duties to be discharged are defined either directly or indirectly law or through legislative authority.

The duties are being performed independently and without control of a superior power other than the law.

The office has some permanency and continuity, and the officer takes an official oath.

Examples of public officers are the president and vice president, a governor or mayor, the secretary of state, a member of a legislative body, such as a state legislature, county commission, city council, school board, a judge, a justice of the peace, and members of advisory boards and committees.

M. REVIEW & REVISION

The City of Dover Travel Policy will be reviewed every three years by the City Manager and Controller/Treasurer to provide recommended changes to City Council for approval.

EXHIBITS

Exhibit A - COD Travel Request and Itinerary Estimate Form (Form 47)

Exhibit B - COD Travel Expense Report Form (Form 30)

Exhibit C - COD Exemption Certificate Form 99A

REVISION RECORD

Revised: November 24, 2003

Revised: February 9, 2004

Revised: July 24, 2006

Revised: March 23, 2009

Revised: January 23, 2012

Revised: February 23, 2015

Revised: February 26, 2018

Revised: February 24, 2020

Revised: May 10, 2022

EXHIBIT A

CITY OF DOVER							
TRAVEL REQUEST AND ITINERARY ESTIMATE							
EMPLOYEE TRAVELING				REQUEST DATE			
BUSINESS PURPOSE							
DEPARTMENT				TRAVEL DESTINATION		TRAVEL DATES	
ESTIMATE ITEMIZED EXPENSES AND TRAVEL ADVANCES							
NOTE: ITINERARY AND PROOF FOR ALL TRAVEL ADVANCE REQUESTS BELOW ARE REQUIRED PRIOR TO TRAVEL.							
* APPROVAL FOR SPECIAL REQUESTS ARE REQUIRED FROM FINANCE-CONTROLLER/TREASURER OR CITY MANAGER PRIOR TO TRIP *							
							ESTIMATED COST:
REGISTRATION FEE:		MEALS PROVIDED BY CONFERENCE MUST BE DEDUCTED FROM M & IE RATE					
MODE OF TRAVEL AND COSTS:							
AIRLINE		ONE WAY		ROUND TRIP			0.00
AIRPORT PARKING		PER DAY		TOTAL DAYS			0.00
TRAIN		ONE WAY		ROUND TRIP			0.00
BUS		ONE WAY		ROUND TRIP			0.00
* RENTAL CAR		ONE WAY		ROUND TRIP			0.00
* PERSONAL CAR		TOTAL MILEAGE	0.40	PER MILE			0.00
* TOLLS		ONE WAY		ROUND TRIP			0.00
CITY VEHICLE		" IS ADVISE TO BE USED INSTEAD OF PERSONAL CAR"					
LODGING EXPENSES: BREAKFAST PROVIDED BY HOTEL MUST BE DEDUCTED FROM M & IE RATE							
HOTEL		PER NIGHT		TAXES		NUM OF NIGHTS	0.00
* SHUTTLE		PER TRIP		TAXES		TOTAL TRIP	0.00
* TAXI		PER TRIP		TAXES		TOTAL TRIP	0.00
* PARKING		PER DAY		TAXES		TOTAL DAYS	0.00
M&IE RATE (MEALS & INCIDENTAL EXPENSES) MEALS ARE PRORATED FOR PARTIAL DAYS AND REDUCED BY 25% FOR EACH MEAL PROVIDED BY HOST. SEE TRAVEL POLICY.							
MEALS:							
	SUN	MON	TUE	WED	THUR	FRI	SAT
DATES:							
PER DIEM RATE:							
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
							\$0.00
							TOTAL EXPENSE
EMPLOYEE SIGNATURE				DATE			
DEPARTMENT HEAD APPROVAL				DATE			
ACCOUNTS PAYABLE APPROVAL				DATE			
CITY MANAGER OR COUNCIL DESIGNEE APPROVAL				DATE			

Form 047

EXHIBIT B

CITY OF DOVER
TRAVEL EXPENSE REPORT FORM

NAME OF EMPLOYEE	DEPARTMENT	TRIP TAKEN TO (CITY)
PURPOSE OF TRIP		

Please attach receipts for hotels, tolls, transportation, etc., and show all costs on this form.

Please use a separate form for each week.**Please note incidental expenses (tips) are included in M & IE Rate.**

EXPENSES	DATE	MON	TUES	WED	THUR	FRI	SAT	SUN	TOTAL
REGISTRATION FEES									\$ -
TRANSPORTATION - AIR/TRAIN/BUS									\$ -
PERSONAL AUTO Miles @ .40 cents a mile									\$ -
AUTO RENTAL									\$ -
PARKING FEES / TOLLS / GAS									\$ -
TAXI / SHUTTLE / PUBLIC TRANSIT									\$ -
HOTEL / MOTEL									\$ -
TELEPHONE									\$ -
BAGGAGE / MISC. EXPENSES									\$ -
MEALS (M & IE RATE)									\$ -
MEAL ALLOWANCE OVERAGE									\$ -
TOTALS		\$ -	\$ -	\$ -	\$0.00	\$0.00	\$ -	\$ -	\$ -

EMPLOYEE INCURRING EXPENSE	DATE	TOTAL EXPENSES INCURRED ABOVE	\$ -
		LESS AMOUNT PAID BY CITY BELOW:	\$ -
DEPARTMENT HEAD SIGNATURE (For Certification)	DATE	REGISTRATION	
		CHECK / CITY CC	
FINANCE DEPARTMENT - AUDIT	DATE	HOTEL	
		CHECK / CITY CC	
FINANCE - FINAL ACTION	DATE	AIRFARE	
		CHECK / CITY CC	
		MEALS	
		CHECK#	
GL ACCOUNT NUMBER		MISC:	
		CHECK / CITY CC	
		REIMBURSEMENT AMOUNT DUE EMPLOYEE	
		AMOUNT DUE CITY	

EXHIBIT C

CITY OF DOVER
DEPARTMENT OF FINANCEEXEMPTION CERTIFICATE
TAX ON OCCUPANCY OF HOTEL AND MOTEL AND TOURIST HOME ROOMS

In accordance with Internal Revenue Code Section 5253(I), no tax shall be imposed under section 4251 upon any payment received for services or facilities furnished to the government of any State, or any political subdivision thereof, or the District of Columbia.

This Part to be Completed by the Operator

Name of Hotel, Motel, or Tourist Home			Fed. EI or SS number
Address	City	State	Zip Code

This Part to be Completed by the Occupant

This is to certify that I, the undersigned, am a representative of the City of Dover, Delaware; that the charges for the occupancy at the above establishment on the dates set forth below has been or will be paid for by the City of Dover, a government unit; and that such charges are incurred in the performance of my official duties as a representative or employee of the governmental unit.

Name (Please type or print)		Signature	
City of Dover	51-6000092		
Governmental Unit	Tax I.D. #	Title	
P.O. Box 475	Dover	DE	19903-0475
Address	City	State	Zip Code

Date(s) of Occupancy _____

If additional information is needed, please contact the City of Dover Finance Director at (302) 736-7018.

NOTE: A separate Exemption Certificate is required for each occupancy and for each representative or employee.

THIS EXEMPTION CERTIFICATE IS TO BE RETAINED BY THE OPERATORS OF HOTELS, MOTELS, AND TOURIST HOMES AS EVIDENCE OF EXEMPT OCCUPANCY.