

CITY OF DOVER, DELAWARE
COUNCIL COMMITTEE OF THE WHOLE MEETING
Tuesday, April 14, 2026 at 6:00 PM

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

AGENDA

THIS AGENDA AND PACKET HAVE BEEN REVISED BY REMOVING LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING ITEM 2 – PROPOSED ORDINANCE #2026-04 – AMENDING CHAPTER 22 – BUILDING AND BUILDING REGULATIONS, ARTICLE XII – VACANT BUILDINGS AND BY ADDING LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING ITEM # 6 – CITY OF DOVER MUNICIPAL POLICE ACADEMY COST REVIEW

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

VIRTUAL MEETING NOTICE

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

Dial: 1-650-479-3208

Link: <https://shorturl.at/iFt4v>

Event number: 2531 682 9865

Event password: DOVER (if needed)

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CALL COUNCIL COMMITTEE OF THE WHOLE MEETING TO ORDER

ADOPTION OF AGENDA

COUNCIL REPORTS - March 2026

- 1. First District**
- 2. Second District**
- 3. Third District**

4. **Fourth District**
5. **At-Large**
6. **Council President Neil**

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

ADOPTION OF THE AGENDA

1. Annual Report from the Silver Lake Commission (Kathy Doyle, Chair)

(Recommendation: Acceptance of the Silver Lake Commission Annual Report)

2. Input Discussion on the Future Planning for Silver Lake Park (Councilwoman Arndt and Roger Ridgeway, Director of Parks and Recreation)

(Committee Action Not Required)

3. Revisit Request for Review of Cash-in-Lieu Payment for Active Recreation Area Requirement for Cecil Street Townhouses at 207 N, West Street (Dawn Melson-Williams, Principal Planner) – (Properties located at the northeast corner of North West Street and Cecil Street now subdivided into four lots addressed as 527, 525, 523, and 521 Cecil Street, as owned by 4BL, LLC. Planning Reference: Conditional Use/ Subdivision Plan C-25-01.)

(Recommendation: Staff provided an Active Recreation Report for consideration)

4. Review of Active Recreation Plan – Lands of Fuller at 7 Nixon Lane (Dawn Melson-Williams, Principal Planner) (Subdivision of 41,526 SF +/- property to be divided into three lots, including an existing single-family detached dwelling located on the east side of Nixon Lane and slightly north of North Little Creek Road, as owned by Lupe N. Fuller. Planning Reference: Minor Subdivision Plan: SB-26-01)

(Recommendation: Staff provided an Active Recreation Report for consideration)

5. Review of Active Recreation Plan – Bay Village Residential Planned Neighborhood Design on south side of White Oak Road (Dawn Melson-Williams, Principal Planner) (Property of 79.14 acres +/- located on the south side of White Oak Road and to the south of the Garrison Oak Business and Technology Center, as owned by Bay Village of Dover, LLC. Planning Reference: Conditional Use/Master Plan with Subdivision Plan: C-26-02)

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

6. Silver Lake Dam - Annual Inspection Review (Jason Lyon, Water & Wastewater Director)

(Staff Recommendation: Accept the Silver Lake Dam 2025 Dam Safety Inspection Report and the FY 2026 Silver Lake Dam Inspection Update Memorandum)

7. Community Development Block Grant (CDBG) Proposed Grant Recommendations for 2026 (Debbie Obrien, CDBG Program Manager)

(Staff Recommendation: Approval of the recommended funding amounts)

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

UTILITY COMMITTEE

ADOPTION OF THE AGENDA

1. Evaluation of Proposals – Manganese Removal Systems for Drinking Water (Kate Mills, P.E., Assistant Director of the Department of Water & Wastewater)

(Staff Recommendation: Award contract to Verdantas for the Manganese Removal Systems for Drinking Water, RFP #26-0012WW, for the amount of \$449,500.)

2. Presentation - Safer Community Campaign HELP Initiatives (Charles Kistler, HELP Initiative)

(Staff Recommendation: Approve the Acting City Manager to sign and submit a letter of authorization)

ADJOURNMENT OF THE UTILITY COMMITTEE MEETING

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

ADOPTION OF THE AGENDA

1. Review of Snowstorm Budget Costs (Sharon Duca, Assistant City Manager)

(Committee Action Not Required)

2. Consideration of Restoring an Alderman's Court (Council President Neil)

(Committee Action Not Required)

3. Consideration of an Alderman's Court - Speed Control (Council President Neil)

(Committee Action Not Required)

4. The Mayors' Blue Ribbon Opioid Use Disorder (OUD) Taskforce Committees Recommendations (Councilman Dr. Sudler)

(Committee Action Not Required)

5. City of Dover Municipal Police Academy Cost Review (Thomas Johnson, Chief of Police)

(Committee Action Not Required)

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

ADJOURNMENT OF THE COUNCIL COMMITTEE OF THE WHOLE

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

PROPOSED RESOLUTION - SILVER LAKE COMMISSION

Council President Christiansen explained that the Silver Lake Commission was created in 1986 as a temporary Commission to work with the Parks and Recreation Committee on the cleanup of Silver Lake. This Commission has been very helpful to the Parks and Recreation Committee, and Mayor Richter has requested that the Silver Lake Commission be formally established by Resolution.

By motion of Mr. Lynn, seconded by Mr. Weyandt, Council unanimously adopted the following Resolution:

WHEREAS, Silver Lake is a prominent and an important part of the City of Dover; and

WHEREAS, Silver Lake is on the St. Jones River which, with its tributaries, is the largest watershed for the City of Dover; and

WHEREAS, Silver Lake and the St. Jones River provide for storm water runoff, recreation, open space, fish and wildlife habitat, and natural beauty not only for the City of Dover, but for the entire region; and

WHEREAS, realizing the importance of Silver Lake, the Silver Lake Commission was originally formed on August 25, 1986, and it is now desirable to continue and more formally establish the Silver Lake Commission.

NOW, THEREFORE, BE IT RESOLVED THAT THE MAYOR AND COUNCIL OF THE CITY OF DOVER HEREBY FORMALLY ESTABLISH THE SILVER LAKE COMMISSION, WHICH SHALL:

1. Consist of seven (7) members, appointed by the Mayor and confirmed by Council at their Annual Meeting, or as necessary to fill vacancies as they may occur.
2. Organize itself, electing a Chairman and other officers as necessary and meeting as required in accordance with rules regulating official public bodies of the City, with the City providing staff support as appropriate or as needed.
3. Consider matters related to Silver Lake and the St. Jones River Watershed, including Fork Branch, Mudstone Branch, Penrose Branch, Cahoon Branch, and Puncheon Run; including adjacent open spaces and park lands; and water activities, to include swimming, boating, skiing, and fishing.
4. Act as an advisory body, to formulate recommendations to Council and staff through the Parks and Recreation Committee, and providing a forum for public involvement and coordination with other government bodies and institutions.

ADOPTED: August 27, 1990

The following members of the Silver Lake Commission were appointed at the May 14, 1990 Annual Meeting of City Council: (* appointed July 23, 1990)

John G. Armistead
Edward J. Bennett
Don Knox

Michael Malkiewicz
Sherman Townsend
* Dr. John Stith
* Dr. Robert Gorkin

The Silver Lake Sub-Watershed of The St. Jones River Watershed



ACTION FORM

Item 2.

PROCEEDING: CCW – Parks, Recreation, and Community Enhancement Committee	
DEPARTMENT OF ORIGIN: Parks & Recreation	DATE SUBMITTED: April 9, 2026
PREPARED BY: Roger Ridgeway, Director of Parks and Recreation	
SUBJECT: Input Discussion on the Future Planning for Silver Lake Park	
REFERENCE: Silver Lake Master Plan	
RELATED PROJECT: n/a	
REVIEWED BY: Sharon J. Duca, P.E., ICMA-CM, Acting City Manager	
EXHIBITS: Public Input Survey	
EXPENDITURE REQUIRED: N/A	AMOUNT BUDGETED: N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): N/A	
TIMETABLE:	
STAFF RECOMMENDATION: No formal staff recommendation is requested.	

BACKGROUND AND ANALYSIS

The City of Dover Parks and Recreation Department is preparing to initiate the development of a Silver Lake Master Plan through the issuance of a Request for Proposals (RFP). The purpose of the master plan is to establish a long-term vision for Silver Lake Park and identify priority improvements related to recreation amenities, accessibility, environmental considerations, and infrastructure.

As an initial step in the process, a public input survey has been developed to gather feedback from residents on desired features and enhancements. This survey will help inform staff to ensure the scope of work for the master plan and ensure that future improvements align with community needs and priorities. This survey will be mailed to surrounding residents, as well as posted at City Hall, the Pitts Center and on social media.



Please share your comments with us.

1. Park Usage

How often do you visit Silver Lake Park?

☐ Daily ☐ Weekly ☐ Monthly ☐ Rarely ☐ Never

What activities do you currently use the park for? (Check all that apply)

☐ Walking/Jogging ☐ Fishing ☐ Playground ☐ Picnicking
☐ Events ☐ Wildlife Viewing ☐ Other: _____

2. Current Conditions

How would you rate the overall condition of the park?

☐ Excellent ☐ Good ☐ Fair ☐ Poor

What improvements are most needed? (Select up to 3)

☐ Trails ☐ Playground ☐ Restrooms ☐ Lighting
☐ Parking ☐ Landscaping ☐ Safety/Security ☐ Water Quality
☐ Other: _____

3. Desired Amenities

What would you like to see, added or improved? (Check all that apply)

☐ Walking/Biking Trails ☐ Updated Playground
☐ Dog Park ☐ Fitness Equipment ☐ Picnic Shelters
☐ Amphitheater ☐ Kayak/Canoe Launch ☐ Fishing Pier
☐ Gardens/Pollinator Areas ☐ Other: _____

Top 3 priorities:

1. _____
2. _____
3. _____

4. Community Needs

Who do you typically visit the park with?

☐ Alone ☐ Children ☐ Family ☐ Friends ☐ Pets

What age groups should the park better serve? (Check all that apply)

☐ Toddlers ☐ Teens ☐ Adults ☐ Seniors

5. Safety & Accessibility

Do you feel safe in the park?

☐ Always ☐ Usually ☐ Sometimes ☐ Rarely

What would improve safety?

☐ Lighting ☐ Patrols ☐ Signage ☐ Emergency Stations ☐ Other: _____

How can accessibility be improved?

☐ ADA Paths ☐ Parking ☐ Seating ☐ Other: _____

6. Environmental Priorities

How important are the following? (Circle one per item)

Water Quality: Very / Somewhat / Not

Habitat Protection: Very / Somewhat / Not

Tree Planting/Shade: Very / Somewhat / Not

Sustainability Features: Very / Somewhat / Not

Please complete and return to City of Dover Parks & Recreation

Parks@dover.de.us

City of Dover Parks & Recreation PO Box 475 Dover, DE 19903



DATA SHEET FOR RECREATION PLAN REVIEW
 Revisit Request for Review of Cash-in-lieu Payment for Active Recreation Area Requirement
 PARKS, RECREATION AND COMMUNITY ENHANCEMENT COMMITTEE
 MEETING OF April 14, 2026

Previous PLANNING COMMISSION MEETING of February 18, 2025
 Previous PARKS, RECREATION and COMMUNITY ENHANCEMENT COMMITTEE
 MEETING of February 11, 2025

Plan Title: Lands of 4BL, LLC: Cecil Street Townhouses at 207 W. North Street, C-25-01

Plan Type: Conditional Use Site Plan and Minor Subdivision
Active Recreation Area Plan

Location: Northeast corner of N. West Street and Cecil Street

Address: 207 N. West Street
(Now Addressed as 527, 525, 523, and 521 Cecil Street)

Tax Parcels: ED-05-076.08-02-01.00-000 ED-05-076.08-02-01.01-000
ED-05-076.08-02-01.02-000 ED-05-076.08-02-01.03-000

Owner: 4BL, LLC

Site Area: Total 12,168 SF now subdivided into 4 Lots

Zoning: RG-1 (General Residence Zone)

Current Use: Vacant Land
 Proposed Use: Townhouse Lots
 Dwelling Units: 4 units

Parking: Required: 2 per dwelling unit
Proposed: 2 per dwelling unit

Water and Sewer: City of Dover

Prior Approval: Active Recreation Plan (Cash-in-Lieu Donation)
With Exemption under *Zoning Ordinance*, Article 5 §10.511

For Consideration: Request for Waiver of Cash in Lieu of Recreation Area Construction

- Consideration of Determination of Suitability under *Zoning Ordinance*, Article 5 §10.171
- Small Development Exemption under *Zoning Ordinance*, Article 5 §10.511

I. PROJECT AND REQUEST SUMMARY

Conditional Use and Minor Subdivision Plan C-25-01 was reviewed to permit the construction of four (4) townhomes on a 12,168-SF parcel of land located at the northeast corner of Cecil Street and North West Street. It was granted conditional approval by the Planning Commission on February 18, 2025. The Plan achieved Final Plan Approval on March 11, 2026 and the plan has been recorded to create the four (4) lots for development with Building Permits currently under review. As part of the review process, the project received approval from the Parks, Recreation and Community Enhancement Committee and Planning Commission to utilize the Cash in Lieu donation instead of providing areas for Active Recreation in the development area of the four lots.

Determination of Cash-in-Lieu Amount

As part of approval of an Active Recreation Area Plan for the project, the Planning Commission accepted that the applicant would make a Cash-in-Lieu payment for the Active Recreation Area. A copy of an appraisal prepared for construction financing was required to be provided to the Planning Office in order to determine the amount of the Cash-in-Lieu payment in accordance with *Zoning Ordinance*, Article 5 Section 10. The applicant submitted a full copy of the appraisal performed by Dover Consulting Services, Inc. as of April 1, 2025 which relates a market value for the parcel of land. The following is a summary of the calculations for the Cash-in-Lieu payment amount under the Small Development exemptions.

2025 Appraisal of Land Value: \$80,700

Cash-in-Lieu Amount = 10% of appraised value of gross land area = **\$8,070**

The *Zoning Ordinance* requires payment of the Cash-in-Lieu donation prior to issuance of the first Building Permit.

Request for Waiver of Cash in Lieu

The Applicant has made a Request to Revisit the Cash in Lieu of Recreation Area Construction; see attached email with Narrative. This Revisit with the Parks, Recreation and Community Enhancement Committee (and Planning Commission) is to allow consideration for Waiver of the Cash in Lieu payment or consideration of accepting a partial (reduced) Cash in Lieu payment.

Attachments for Waiver Request:

- Email of March 31, 2026 with narrative Request for Waiver
- Aerial Map of Subject Site and Proximity to Dover Park (added by Staff for Reference)
- Record Plat of Approved Subdivision C-25-01

Code Citations

Dover Code of Ordinances, Appendix B – Zoning, Article 5 – Supplementary Regulations, Section 10 – Open Space, Recreation and Other Public Facilities outlines the provisions for Active Recreation Area requirements. *Zoning Ordinance*, Article 5 §10.17 describes an option for Cash in lieu of Recreation Area construction and determination of its suitability. This determination of suitability allows for consideration of proximity to existing recreation facilities, land characteristics, and if beneficial to residents. Additionally, Article §10.5 provides the additional guidelines for Exemptions for Small Developments. See the code excerpts that follows:

Article 5 §10

10.17 Cash in lieu of recreation area construction.

10.171 Determination of suitability for cash donation. If the commission determines that the construction of recreation is not practical due to close proximity to existing available recreation facilities or infeasible due to natural characteristics of the land or will not benefit the residents of the development, the commission shall require a full or partial cash in lieu of areas of donation to be made by the developer in lieu of a full or partial dedication of land.

10.5 *Exemption to recreation area and open space dedication.*

10.51 *Exemptions for small developments.*

10.511 *Residential developments with less than five acres of land and less than ten dwelling units.* These developments shall be exempt from the land requirements set forth in [sub]sections 10.1 and 10.2, but shall require a full cash donation to be made by the developer in lieu of a dedication of land.

10.52 *Amount of cash donation.* This cash donation shall be equivalent to ten percent of the appraised value of gross land area. The land area value shall be based on the appraisal prepared for the developer to secure construction financing. This submitted appraisal shall be a copy of the original supplied to the lending institution, with that institution identified, and shall conform in all ways to the Uniform Standard of Professional Appraisal practice and be performed by an appropriately qualified certified appraiser. If an appraisal prepared for construction financing is not available, then the developer shall have an appraisal done in accordance with the procedures set forth in [sub]section 10.174.

II. STAFF RECOMMENDATIONS on Request for Waiver

The following are comments and recommendations from staff of the Planning Office following review of the Applicant's Request for Waiver of the Cash in Lieu payment.

- 1) The *Zoning Ordinance* allows for a determination of suitability and consideration for a full or partial Cash in Lieu donation. The subject lots are about a block south of Mary Street Park located at the corner of Mary Street and North Kirkwood Street. The Capital City Bike Trail is also nearby.
- 2) Previously, the project was authorized for the Cash in Lieu Payment option and upon receipt of the appraisal information the payment amount was determined. Based on the code provisions for Cash in Lieu under the Small Development Exemption, the Cash in Lieu Payment is \$8,070 due to the land value of the property.
- 3) Due to the proximity of the lots to the Mary Street Park and evaluation of the reasonableness of the payment amount versus the project's development size, Staff recommends that consideration be given to the Applicant's request for Waiver of the Cash in Lieu payment or to accepting a partial (reduced) Cash-in-lieu payment.
 - a. Any Cash in Lieu payment donation is placed in the Parkland Reserve Account which is a separate account to be used for parks, playgrounds, or recreational purposes.

The following is the original Review Report prepared for the Council Committee of the Whole: Parks, Recreation and Community Enhancement Committee Meeting of February 11, 2025 and Planning Commission Meeting of February 18, 2025. It is included for reference.

Note: The Review Report of February 2026 was initially prepared by Staff of the Rossi Group (under a Planning Services contract with the City of Dover). The Report was completed with additional review and editing by the City's Planning Office.

I. PROJECT SUMMARY:

This application is for review of a Conditional Use and Minor Subdivision Plan to permit the construction of four (4) townhomes on a 12,168-SF parcel of land located at the northeast corner of Cecil Street and North West Street. The property is currently a vacant parcel of land, after the prior residential structure was demolished. The property for the proposed development is zoned RG-1 (General Residence Zone). The owner of record is 4BL, LLC. Property Address: 207 North West Street. Tax Parcel Number: ED-05-076.08-02-01.00-000. Council District 4. *For Consideration: Active Recreation Plan Review. See Attached Plan Sheets.*

II. ACTIVE RECREATION AREA PLAN SUMMARY:

Article 5, Section 10 of the *Zoning Ordinance* requires the reservation of open space, recreation and other public facilities as a condition of approval for all one-family dwelling, two-family dwelling and multiple-family dwelling residential developments requiring conditional use approval, site development plan approval, or land subdivision approval by the City of Dover Planning Commission.

Exemption to Recreation Area and Open Space Dedication

The *Zoning Ordinance* Article 5, Section 10.511 notes that residential developments with less than five acres of land and less than ten dwelling units are considered a “small development” and as such are exempt from requiring recreation area and open space facilities, but shall require a cash donation to be made by the developer in lieu of a dedication of land.

The Applicant is therefore not required to provide such recreation facilities, but must otherwise pay a cash-in-lieu fee. This fee is determined based off the appraised value of the gross land area. The appraisal document with the appraised value of the gross land area must be submitted to the Planning Office so that the fee calculation (Cash-in-Lieu amount) may be completed. The information is required to be submitted to the Parks, Recreation and Community Enhancement Committee of City Council for review and approval.

III. REVIEW PROCESS

The Planning Office has prepared this Active Recreation Area Report outlining the requirements based on the *Zoning Ordinance*. The Parks, Recreation and Community Enhancement Committee will make a recommendation. The Planning Commission must act to accept the Recreation Area Plan as part of the Site Plan review process.

The Parks, Recreation and Community Enhancement Committee will review the Recreation Area Plan at their meeting on February 11, 2025. The Planning Commission Public Hearing and Review of the Conditional Use/Minor Subdivision Plan C-25-02 is scheduled for February 18, 2025.

IV. CODE CITATIONS:

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

Article 5 Section 10

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

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

10.1 Recreation areas.

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

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

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

10.5 *Exemption to recreation area and open space dedication.*

10.51 *Exemptions for small developments.*

10.511 *Residential developments with less than five acres of land and less than ten dwelling units.* These developments shall be exempt from the land requirements set forth in [sub]sections 10.1 and 10.2, but shall require a full cash donation to be made by the developer in lieu of a dedication of land.

10.52 Amount of cash donation. This cash donation shall be equivalent to ten percent of the appraised value of gross land area. The land area value shall be based on the appraisal prepared for the developer to secure construction financing. This submitted appraisal shall be a copy of the original supplied to the lending institution, with that institution identified, and shall conform in all ways to the Uniform Standard of Professional Appraisal practice and be performed by an appropriately qualified certified appraiser. If an appraisal prepared for construction financing is not available, then the developer shall have an appraisal done in accordance with the procedures set forth in [sub]section 10.174.

10.53 *Separate recreation account.* The cash donation shall be deposited in a separate account to be used for parks, playgrounds or recreational purposes.

10.54 *Appeal of appraised value.* If the city does not accept the land value established by the appraisal detailed in [sub]section 10.52, the city may, at the developer's expense, require another appraisal be performed. This appraisal will be let on a bid basis between at least three qualified, certified and licensed appraisers selected by the city. The appraiser(s) who prepared the original appraisal in [sub]section 10.52 cannot be a party to this appeal appraisal.

10.55 *Payment of cash donation.* One hundred percent cash donation provided under this [sub)section [10.5] shall be collected prior to issuing the first building permit for the development.

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

10.7 *Council approval.* Prior to acceptance by the planning commission, all areas planned for public dedication, or cash donations provided under this section must be submitted to, and approved by the parks, recreation, and community enhancement committee of the City of Dover, and shall be subject to final review and approval by [the] city council.

Regarding the calculation of the amount of the cash donation, the *Zoning Ordinance* in Article 5 §10.52 specifies that the “cash donation shall be equivalent to ten percent of the appraised value of gross land area” and this value shall be “based on the appraisal prepared for the developer to secure construction financing.” The Applicant is aware of the need to submit this Appraisal document; upon its submission to the required Cash-in-lieu donation amount will be calculated.

V. STAFF RECOMMENDATIONS

The following are comments and recommendations from staff of the Planning Office following review of the Active Recreation Area Plan (Potential request for Cash-in-Lieu).

- 1) Staff recommends that a Cash-in-lieu donation of an Active Recreation Area be approved for this project. The project is located Downtown, across from the Senator Bikeway, and within walking distance of City parks and recreation amenities.
 - a. The Cash-in-lieu amount is yet to be determined as a land appraisal submission is required to be submitted to the Planning Office.
 - b. This Request must be reviewed by the Parks, Recreation & Community Enhancement Committee of City Council so that they may provide a recommendation to the Planning Commission.
 - c. The payment of the Cash-in-lieu is required prior to the issuance of the Building Permit for this first dwelling unit. The donation amount is deposited in the City’s Parkland Reserve Fund account.

VI. ADVISORY COMMENTS

- 1) In the event that major changes and revisions to the Plan occur in the finalization of the Plan, contact the Planning Office. Examples include reorientation of buildings, relocation of site components, changes in floor area or unit count, or design revisions impacting Active Recreation Areas. These changes may require resubmission for review by the Development Advisory Committee, Planning Commission, or other agencies and commissions making recommendations in regard to the plan.
- 2) The Parks, Recreation, and Community Enhancement Committee shall submit to the Planning Commission a report detailing the recommendations as to the Recreation Area Plan.

Attachments (to Original Report):

- Select pages from the C-25-01 Plan set

From: [Cameron Llewellyn](#)
To: [Melson-Williams, Dawn](#)
Cc: [Lori Llewellyn](#)
Subject: EXTERNAL: Cecil Street Townhomes
Date: Tuesday, March 31, 2026 3:35:31 PM

Dawn,

Lori and I appreciate the guidance you have provided throughout the Cecil Street Affordable Townhomes project. We value the City’s partnership as we work to deliver four modest, for-sale homes—one of which is intended for our daughter and son-in-law.

That said, the process to date has been challenging. We have experienced extended delays and slow response times, over \$45,000 in engineering costs, and significant carrying costs. For a small, four-unit project, these impacts are substantial. If bulk standards were more aligned with the existing lot fabric of downtown Dover, and if administrative flexibility were available at the staff level, these homes would likely already be completed and occupied.

We applaud the SJR8 Housing Reform Program, which seeks to address many of the barriers we have encountered. However, those reforms do not provide relief to the buyers currently waiting for these homes.

Unfortunately, due to these delays, our daughter and son-in-law have been forced to sign a lease for an apartment, as construction has not progressed. As a result, we now face the financial burden of carrying that unit for an additional 6–7 months, or alternatively incurring penalties to terminate their lease early.

From the outset, we made intentional design decisions to improve both safety and livability. Specifically, we elected to install a full sprinkler system, eliminating the need for a rear alley. While this adds cost to each home, it reduces impervious coverage, **provides meaningful and usable backyard space**, and limits opportunities for undesirable activity. These yards are functional spaces for families—whether for children’s play, small patios, or general outdoor use.

Despite these considerations, each unit is still subject to a \$2,000 active recreation fee. While described as a “cash donation,” this functions in practice as a direct cost burden—one that is ultimately borne by first-time and moderate-income homebuyers. In today’s housing market, even modest additional costs can meaningfully impact affordability and access to homeownership.

This requirement also appears inconsistent with the City’s adopted policies. The 2019 Comprehensive Plan prioritizes expanding affordable homeownership opportunities, and recent statewide initiatives emphasize reducing barriers to housing production and affordability. From our perspective, allocating \$2,000 toward a buyer’s closing costs would provide a far more direct and meaningful benefit than funding off-site recreation improvements.

Additionally, the Zoning Ordinance provisions for active recreation appear to support relief in this case:

- **Section 10.514** requires 150 square feet of active recreation area per unit. The Cecil

Street homes provide approximately 850 square feet of usable, sodded rear yard space for interior units and approximately 1,320 square feet for end units.

- **Section 10.515**, applicable to developments within the Downtown Redevelopment Target Area (Appendix C), reduces this requirement to 75 square feet per unit. While we have been unable to confirm whether this parcel falls within that boundary due to limitations accessing the City's mapping resources, the site is located within the Downtown Development District and functions as part of the broader redevelopment area.

Further, the project is directly connected to meaningful recreational assets. The homes are located along the Capital City Trail, providing access to downtown amenities, First State Heritage Park, and Silver Lake Park. Nearby neighborhood amenities, including Mary Street Park and the Division Street Playground, offer additional accessible recreational opportunities.

Given the significant delays, the substantial costs already incurred, the recreational amenities already provided both on-site and nearby, and the project's clear alignment with the City's housing and redevelopment goals, we respectfully request a waiver of the active recreation fee.

We respectfully request to be placed on the agenda for the April 14th City Council of the Whole Parks and Recreation Committee meeting to present this request and provide any additional information that may assist in your consideration.

We appreciate your consideration and would welcome the opportunity to discuss this further.

Sincerely,

Cameron and Lori Llewellyn

Planning & Inspections View Map

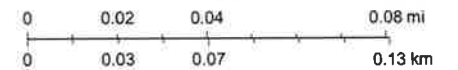


4/8/2026, 4:49:04 PM

- ☐ Dover_Boundary
- ☐ Dover Parcels

Subject Cecil St Townhouse Lots

1:2,257



VGIN, Microsoft, Vantor

RECORD PLAN FOR CONDITIONAL USE PLAN CECIL STREET TOWNHOMES CITY OF DOVER, KENT COUNTY, DELAWARE

GENERAL NOTES

- These drawings show information obtained from the best available records regarding pipes, conduits, telephone lines, and other structures and conditions which exist along the lines of the work at and below the surface of the ground. The owner and engineer disclaim any responsibilities for the accuracy or completeness of said information given. If the contractor relies on said information, he does so at his own risk. The giving of the information on the contract drawings will not relieve the contractor of his obligations to support and protect all pipes, conduit, telephone lines, and other structures/improvements.
- The contractor shall notify the following, two (2) weeks prior to the start of construction and shall coordinate construction and erosion control with the utility companies involved:

Dover Department of Public Utilities.....	1-302-736-7025
Miss Utility.....	1-800-282-8555
Kent Conservation District.....	1-302-741-2600
Larson Engineering Group, Inc.....	1-302-731-7434
- All materials and workmanship shall meet the State of Delaware Standards and Specifications, dated August 2001 and any addendum thereto.
- All disturbed area within the State Right-Of-Way, but not in pavement, shall be topsoiled (6" minimum), fertilized and seeded.
- A 24-hour (minimum) notice shall be given to the District Permit Supervisor prior to starting entrance construction.
- All construction shall be marked for traffic and pedestrian safety.
- The contractor shall provide all equipment, labor, and materials for any miscellaneous or test pit excavations required by the engineer.
- The owner is responsible for the acquisition of all easements, both permanent and temporary.
- The contractor assumes all responsibility for any deviations from these plans unless said deviation is approved by the engineer. Contractor shall receive written permission from the engineer if a deviation of the plans is necessary.
- All sidewalks shall meet each door at finished floor elevation.
- All disturbed areas shall be smoothly graded to provide positive drainage in the direction of flow arrows herein and stabilized with topsoil, seed, and mulch. If settlement occurs, topsoil seed, and mulching shall be repeated until settlement subsides (see erosion and sediment control specifications).
- Trenches shall not remain open overnight. If it is necessary for trenches to remain open, steel plates capable of bearing traffic shall be used to completely cover the trench openings.
- All sediment and erosion control facilities shall conform to Delaware Erosion and Sediment Control Handbook, Dec. 2003.
- All fire lanes, fire hydrants, and Fire Department connections shall be marked in accordance with the State Fire Protection regulations.
- Topography was field verified by Larson Engineering Group, Inc. in December 2024.
- Boundary information was prepared by Larson Engineering Group, Inc. in December 2024.
- No wetlands on this site.
- The Kent Conservation District reserves the right to add, modify or delete any erosion and sediment control measures as it deems necessary.
- The Kent Conservation District reserves the right to enter private property for purposes of periodic site inspection.
- If the approved plan needs to be modified, additional sediment and stormwater control measures may be required as deemed necessary by the Kent Conservation District.
- All construction/demolition debris shall be removed off-site to an approved solid waste facility.
- All construction shall be done in accordance with Delaware Department of Transportation Standard Specifications for Road and Bridge Construction, dated June 2022 and Standard Construction Details, dated 9/24/24.
- All entrances shall conform to the State of Delaware Department of Transportation and will be subject to approval.
- Standard City of Dover sidewalk, as per chapter 98, article IV of the Dover Code of Ordinances, shall be required to be installed along the entire public street frontage of a property. Where frontage sidewalk exists but does not meet the standards of chapter 98, article IV, the sidewalk shall be re-laid to meet the standards. Sidewalk shall include barrier-free access ramping at points of intersection with street crossings on at other locations so as to afford reasonable barrier-free pedestrian movement and site access.
- In accordance to Appendix A, Article VI, Section B.3, all sidewalks shall ascend from the curbstone to the building line at the ratio of one-quarter of an inch to the foot. Nothing in this section shall be construed to affect any pavement previously laid by order of the city council, until it is taken up and relaid.
- The site is located in Zone X (unshaded): Areas of less than 0.2% annual chance of flood per FIRM map panel number 10001C0166H dated May 5, 2003.
- All stormwater management facilities, including storm drains and catch basins, located on site shall be owned and maintained by the property owner in perpetuity.

DeIDOT NOTES:

- All entrances shall conform to DeIDOT Development Coordination Manual (DCM) and shall be subject to its approval.
- Shrubby, plantings, signs and/or other visual barriers that could obstruct the sight distance of a driver preparing to enter the roadway are prohibited within the defined departure sight triangle area established on this plan. If the established departure sight triangle area is outside the right-of-way or projects onto an adjacent property owner's land a sight easement should be established and recorded with all affected property owners to maintain the required sight distance.

DeIDOT
NO OBJECTION TO
RECORDATION
February 17, 2026
DATE

OWNER'S CERTIFICATION

We, 4BL, LLC hereby certify to the ownership of the property described and shown on this plan, that the plan was made at our direction, and that we acknowledge the same to be our act and that we desire the plan to be recorded according to law.

Date 02.11.2026

Signature

Print: Cameron Llewellyn
4BL, LLC

RECEIVED FOR RECORD
3/12 A.D. 2026
TIME 12:35 PM
Eugene Thorton
RECORDER

PLOT BOOK 161 PAGE 2
SIZE 24 x 36

ENGINEER'S CERTIFICATION

I, Douglas J. Liberman PE, hereby certify that I am a Registered Engineer, Land Surveyor, or Architect in the State of Delaware, that the information shown hereon has been prepared under my supervision and to the best of my knowledge and belief represents good engineering, surveying, and/or architectural practices as required by the applicable laws of the State of Delaware.

Date 2/10/26

Signature

Douglas J. Liberman Engineer

DATA COLUMN

Plan Purpose: Subdivision of existing parcel into 4 residential lots for construction of 4 residential townhomes.

Plan Type: Conditional Use & Minor Subdivision Plan

Parcel Number: ED-05-076.08-02-01.00-00001

Owner Address: 4BL, LLC
114 W Reed Street
Dover, DE 19904
Representative: Cameron Llewellyn
Phone: (302) 359-4646

Property Address: 207 N. West St.
Dover, DE 19904

Site Area: 12,158.214 Sq. Ft.; 0.279± Acres.

Lots: Existing 1
Proposed 4

Existing Zoning: RG-1 (General Residence)

Datum: NAVD88

Existing Use: Residential/Vacant
Proposed Use: Residential/Townhouse

Percent existing lot coverage: 29.7%

Posted Speed Limit: 25 MPH

The site is not located within a
Traffic Improvement District

Sewer Service: Gravity, City of Dover

Water Service: City of Dover

Trash Service: City of Dover

Required Bulk Standards	Townhouse/DU Family Attached	Lot			
		1	2	3	4
Minimum required					
Lot Area (sq. ft.)	3000* (2366)	3723.26	2367.41	2368.09	3699.45
Lot Width	20'	44.00'	28.00'	28.00'	43.65'
Lot Depth	100'* (84.50')	84.50'	84.54'	84.56'	84.59'
Front Yard	15'	15.8'	15.8'	15.8'	15.8'
Side Yard (minimum)	10'/0	N/A	0	0	15.7'
Rear Yard	30'	30.8'	30.8'	30.8'	30.9'
Off-Street Parking Spaces/DU	1	2	2	2	2
Maximum Permitted Building Height Stories	35' 3	26' 2	26' 2	26' 2	26' 2
Lot Coverage	60%	35.%	54.9%	54.9%	35.1%
*Bulk Standards Modified by Board of Adjustment Variance					

WAIVER GRANTED ON FEBRUARY 18, 2025

- Waiver from Land Subdivision Regulations (Appendix A), Article VI, A.—Streets, Section 13.8; To waive the requirement for townhouses to have rear alleys.
- Waiver from Zoning Ordinance Article 5, Section 17 to waive the rear emergency access by providing sprinkler systems within the proposed townhouses.
- Active Recreation Area — Exemption granted on March 17, 2025 to recreation area and open space dedication by providing the required open space due to "small development" designation of site per Zoning Ordinance Article 5, Section 10.511.

VARIANCES GRANTED ON NOVEMBER 20, 2024 (City of Dover Board of Adjustment under Case No. V-24-06)

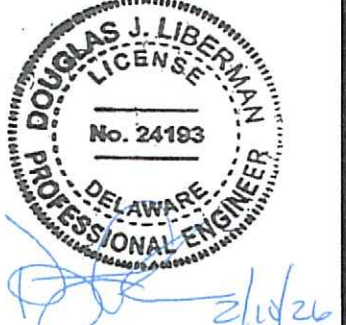
- Variance from Article 4, Section 4.2 to allow a lot area of 2,366 Sq. Ft. for Lots 2 and 3 from the required 3,000 Sq. Ft.
- Variance from Article 4, Section 4.2 to allow a lot depth of 84.50 Ft. from the required 100 Ft.

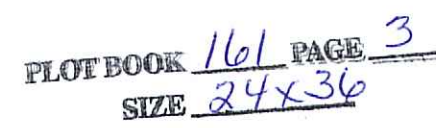
RECORD PLAT

Recorded in the Kent County Recorder
of Deeds Office on _____ in
Plat Book _____ page _____

APPROVED C-25-01

This plan reflects conformity with all applicable conditions of approval specified by the City of Dover Planning Commission at its meeting of February 18, 2025
Name Douglas J. Liberman
Date March 11, 2026

DATE 2/5/25	SCALE AS NOTED	RECORD PLAN — TITLE SHEET FOR CONDITIONAL USE PLAN CECIL STREET TOWNHOMES CITY OF DOVER, EAST DOVER HUNDRED, KENT COUNTY, DELAWARE PREPARED FOR: 4BL, LLC	FINAL PLAN RECORDING TOWNHOMES
JOB NO. 24-022	DRAWN BY YATuroczy		
APPLICATION NO. C-25-01	DESIGNED BY: DULiberman		
APPROVED BY: DULiberman	CHECKED BY: DULiberman		
DATE 1/21/26	REVISION Per DeDOT Comments		
		 910 SOUTH CHAPEL STREET • SUITE 200 NEWARK, DE 19713 Phone: (302) 731-7434 Fax: (302) 731-8211	
SIGNATURE		DATE	





DATA SHEET FOR RECREATION PLAN REVIEW
Review of Active Recreation Area Plan – Request for Waiver of Cash-in-Lieu

PARKS, RECREATION AND COMMUNITY ENHANCEMENT COMMITTEE
MEETING OF April 14, 2026
PLANNING COMMISSION MEETING of April 20, 2026

Plan Title:	Lands of Lupe N. Fuller, 7 Nixon Lane, SB-26-01
Plan Type:	Minor Subdivision Plan
Location:	East side of Nixon Lane to slightly north of North Little Creek Road
Address:	7 Nixon Lane, Dover, DE 19901
Tax Parcel:	Tax Parcel: ED-00- 068.19-01-28.00-000 (New Tax Parcel Number to be assigned)
Owner:	Lupe N. Fuller
Site Area:	41,526 SF +/- (0.9533+/- acres)
Zoning:	R-8 (One Family Residence Zone)
Current Use:	Residential – One Family detached dwelling on existing lot
Proposed Use:	Residential – Existing One Family detached dwelling on Lot 1 Lot 2 and Lot3 – Future Residential
Parking:	Required: 2 off-street parking spaces per dwelling unit Proposed: 2 off-street parking spaces per dwelling unit
Water and Sewer:	City of Dover
Recreation Area Requirement:	To be based on new Lots (Lot 2 and Lot 3) which consist of 12,642.85 SF and 12,766.73 SF that are proposed for development. (Development Area size is 25,409.58 SF.)
For Consideration:	Request for Waiver of Cash in Lieu of Recreation Area Construction • Consideration of Determination of Suitability under <i>Zoning Ordinance</i>, Article 5 §10.171 • Small Development Exemption under <i>Zoning Ordinance</i>, Article 5 §10.511

I. PROJECT SUMMARY:

This Application is the review of Minor Subdivision Plan for a parcel of land totaling 41,526 SF+/- (0.9533 acres +/-) located at 7 Nixon Lane to be subdivided into three (3) lots. From south to north, Lot 1 is 0.3700 acres +/-, Lot 2 is 0.2902 acres+/-, and Lot 3 is 0.2931 acres +/- . The property is zoned R-8 (One-Family Residence Zone). Lot 1 is currently developed with a one-story single-family home, and Lots 2 and 3 are undeveloped. The property is located on the east side of Nixon Lane to slightly north of North Little Creek Road. The property was annexed into the City of Dover on March 9, 2026 (Application AX-26- 01). The property owner is Lupe N. Fuller. Property Address: 7 Nixon Lane, Dover, DE 19901. Tax Parcel: ED-00- 068.19-01-28.00-000 (new tax parcel number to be assigned). Council District 3. *For Consideration: Active Recreation Plan Review – Request for Waiver of Cash in Lieu.*

II. ACTIVE RECREATION AREA PLAN SUMMARY:

Article 5, Section 10 of the *Zoning Ordinance* requires the reservation of open space, recreation and other public facilities as a condition of approval for all one-family dwelling, two-family dwelling and multiple-family dwelling residential developments requiring conditional use approval, site development plan approval, or land subdivision approval by the City of Dover Planning Commission.

This is a Minor Subdivision Plan Application that the Planning Commission will review. It proposes the existing parcel be divided into three lots. It does not designate any recreation area but the development of Lot 2 and Lot 3 is expected to have yard areas surrounding each (future) single family detached dwellings as each lot is over 12,000 SF in size. Lot 1 includes an existing single family detached dwelling. The Applicant has requested consideration of a waiver of the Cash in Lieu payment; see Statement.

Exemption to Recreation Area and Open Space Dedication

The *Zoning Ordinance*, Article 5 Section 10.511 notes that residential developments with less than five acres of land and less than ten dwelling units are considered a “small development” and as such are exempt from requiring recreation area/ recreation construction and open space facilities but shall require a cash donation to be made by the developer in lieu of a dedication of land.

III. REVIEW PROCESS

The Planning Office has prepared this Active Recreation Area Report outlining the requirements based on the *Zoning Ordinance*. The Parks, Recreation and Community Enhancement Committee will make a recommendation. The Planning Commission must act to accept the Recreation Area Plan as part of the review process.

The Parks, Recreation and Community Enhancement Committee will review the Recreation Area Plan at their meeting on April 14, 2026. The Planning Commission Public Hearing and Review of the Minor Subdivision Plan SB-26-01 is scheduled for April 20, 2026.

IV. CODE CITATIONS:

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

Article 5 §10 describes the requirements and purpose of an active recreation plan. The commission shall require the dedication or reservation of recreation areas, and the subsequent construction of recreation facilities of a character, extent and location suitable to the needs created by a development for recreation facilities as defined and in accordance with the design guidelines set forth:

Article 5 §10.1 Recreation areas.

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

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

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

There are currently no recreation facilities identified on the proposed Minor Subdivision Plan. Article 5 §10.17 describes an option for Cash in lieu of Recreation Area construction and determination of its suitability. This determination of suitability allows for consideration of proximity to existing recreation facilities, land characteristics, and if beneficial to residents. Additionally, Article §10.5 provides additional guidelines for Exemptions for Small Developments. See code excerpt below:

10.17 Cash in lieu of recreation area construction.

10.171 Determination of suitability for cash donation. If the commission determines that the construction of recreation is not practical due to close proximity to existing available recreation facilities or infeasible due to natural characteristics of the land or will not benefit the residents of the development, the commission shall require a full or partial cash in lieu of areas of donation to be made by the developer in lieu of a full or partial dedication of land.

10.5 *Exemption to recreation area and open space dedication.*

10.51 *Exemptions for small developments.*

10.511 *Residential developments with less than five acres of land and less than ten dwelling units.* These developments shall be exempt from the land requirements set forth in [sub]sections 10.1 and 10.2, but shall require a full cash donation to be made by the developer in lieu of a dedication of land.

10.52 *Amount of cash donation.* This cash donation shall be equivalent to ten percent of the appraised value of gross land area. The land area value shall be based on the appraisal prepared for the developer to secure construction financing. This submitted appraisal shall be a copy of the original supplied to the lending institution, with that institution identified, and shall conform in all ways to the Uniform Standard of Professional Appraisal practice and be performed by an appropriately qualified certified appraiser. If an appraisal prepared for construction financing is not available, then the developer shall have an appraisal done in accordance with the procedures set forth in [sub]section 10.174.

10.53 *Separate recreation account.* The cash donation shall be deposited in a separate account to be used for parks, playgrounds or recreational purposes.

10.54 *Appeal of appraised value.* If the city does not accept the land value established by the appraisal detailed in [sub]section 10.52, the city may, at the developer's expense, require another appraisal be performed. This appraisal will be let on a bid basis between at least three qualified, certified and licensed appraisers selected by the city. The appraiser(s) who prepared the original appraisal in [sub]section 10.52 cannot be a party to this appeal appraisal.

10.55 *Payment of cash donation.* One hundred percent cash donation provided under this [sub]section [10.5] shall be collected prior to issuing the first building permit for the development.

V. STAFF RECOMMENDATIONS

The following are comments and recommendations from staff of the Planning Office following review of the Active Recreation Area Plan and the Applicant's Request for Waiver of the Cash in Lieu payment.

- 1) The *Zoning Ordinance* allows for a determination of suitability and consideration for a full or partial Cash in Lieu donation. The subject lots are located approximately 500 feet from the boundary of Dover Park while the main park entrance is located off White Oak Road. Dover Park is an approximately 28.2-acre park with tennis courts, pickleball courts, basketball courts, softball field, playgrounds, disc golf course, pavilions shuffleboard courts, and walking paths.
- 2) The subdivision project is located on the east side of Nixon Lane to slightly north of North Little Creek Road as a grouping of three (3) Lots totaling 41,526 SF +/- (currently a one-story single-family home on Lot 1, with Lot 2 and Lot 3 as undeveloped). The Development Area would be the area of Lots 2 and 3 which totals 25,409.58 SF in size.
- 3) Staff notes that a Cash donation in lieu of an Active Recreation Area may be appropriate for this project as allowed under the Small Development exemptions. With the exemption, the construction of Active Recreation Area is not required at the subject site. Instead, a Cash in Lieu donation is made based on a calculation related to the appraised value of the land area.
 - a. The Applicant must provide a copy of the land appraisal to the Planning Office.
 - b. Under the Small Development exemption, the Cash in Lieu Amount is equal to 10% of the appraised value of gross land area. The gross land area is the development area of 25,409.58 SF (Lots 2 and 3). The Cash in Lieu Amount is unknown.
- 4) Due to the number of lots, size and proximity of the lots to Dover Park, Staff recommends that consideration be given to the Applicant's request for Waiver of the Cash in Lieu payment or consideration of accepting a partial (reduced) Cash-in-lieu payment.
 - a. The Cash in Lieu payment donation is placed in the Parkland Reserve Account which is a separate account to be used for parks, playgrounds, or recreational purposes. It is paid prior to issuance of Building Permits.

VI. ADVISORY COMMENTS

- 1) The Parks, Recreation, and Community Enhancement Committee shall submit to the Planning Commission a report detailing the recommendations as to the Recreation Area requirements.
- 2) In the event, major changes and revisions to the Plan occur in the finalization of the Plan contact the Planning Office. Examples include reorientation of buildings, relocation of site components, changes in lot count, or design revisions impacting Active Recreation Area requirements. These changes may require resubmission for review by the Development Advisory Committee, Planning Commission, or other agencies and commissions making recommendations in regard to the plan.
- 3) The applicant shall be aware that Recreation Area Plan approval does not represent a site development or subdivision approval, a Building Permit, and associated construction activity permits. A separate application process is required for review and approvals for development activity from the City of Dover.

Attachments:

- SB-26-01 Minor Subdivision Plan sheet submission
- Statement: Request for Waiver of Cash in Lieu of Recreation Requirements
- Aerial Map of Subject Site and Proximity to Dover Park

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

DATA

TAX MAP PARCEL NO.:
OWNER OF RECORD:

ENGINEER / SURVEYOR OF RECORD:

EXISTING ZONING:
PROPOSED ZONING:
TOTAL EXISTING PARCELS:
PROPOSED NUMBER OF PARCELS:

EXISTING AREA:
PARCEL 28.00
PROPOSED AREA:
LOT #1
LOT #2
LOT #3

PRESENT USE:
EXISTING: PARCEL 28.00
PROPOSED USE: LOTS #1 - #3

WASTEWATER :
WATER:

FEMA PANEL NO.: EFFECTIVE DATE OF MAY 5, 2003

MONUMENTS FOUND:
MONUMENTS PROPOSED:
STRUCTURES:
EASEMENTS:
YARDS AND SETBACKS:
FRONT YARD:
REAR YARD:

SIDE YARD:
IMPERVIOUS COVERAGE PERMITTED
DENSITY (NUMBER OF LOTS PER GROSS ACRE)
RELATION TO GROWTH ZONE
ROADWAY CLASSIFICATION:
NIXON LANE (C.R. # 201400)
POSTED SPEED LIMIT:

ALL OF ED-00-068.19-01-28.00-000
LUPE N. FULLER
7 NIXON LANE
DOVER, DE 19901
(302) 736-1541
SCOTT ENGINEERING, INC.
22 OLD RUDNICK LANE
SUITE 2
DOVER, DE 19901
(302) 736-3058
RS1
R-8
1
3

0.9533± AC.
0.3700± AC.
0.2902± AC.
0.2931± AC.

RESIDENTIAL
RESIDENTIAL

EX. INDIVIDUAL SEPTIC & CITY OF DOVER SEWER
EX. INDIVIDUAL WATER & CITY OF DOVER WATER

10001C0167H
FLOOD ZONE "UNSHADED X"
NO IMPACT

4
0
AS SHOWN
NONE

25 FT.
30 FT.

10 FT. (AGG. 20 FT.)
35 PERCENT
3.15
INSIDE
LOCAL ROAD
25 MPH

NOTES

- THIS BOUNDARY SURVEY WAS COMPILED BY USE OF PUBLIC LAND RECORDS, AND UPON PHYSICAL EVIDENCE AS COLLECTED BY A FIELD SURVEY; SAID BOUNDARY SURVEY IS SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY OR ENCUMBRANCES AS MAY BE EVIDENCED BY A SUBSEQUENT TITLE SEARCH.
- ALL CERTIFICATIONS HEREON ARE VALID FOR THIS MAP AND COPIES THEREOF ONLY IF SAID MAP AND COPIES BEAR THE RED SEAL OF THE LICENSED ENGINEER WHOSE NAME APPEARS THEREON.
- THIS PLAN WAS PREPARED FOR THE CLIENT NOTED. NO RESPONSIBILITY IS IMPLIED AND/OR ASSUMED BY THE ENGINEER TO ANY FUTURE LAND OWNER OR OCCUPANT.
- THIS PROPERTY IS NOT IMPACTED BY STREAMS, DITCHES, PONDS, OR LAKES.
- THIS PROPERTY IS NOT IMPACTED BY WETLANDS.
- THIS PROPERTY IS NOT LOCATED IN THE 100-YEAR FLOOD PLAIN AS DEPICTED ON FEMA PANEL 10001C0167H, EFFECTIVE DATE OF MAY 5, 2003. IT IS LOCATED IN "UNSHADED X" ZONE. NO IMPACT.
- DATE OF FIELD SURVEY - 4/21/21.
- NO TITLE EXAMINATION FURNISHED TO OR PERFORMED BY THE PREPARERS HEREOF.
- IF EXISTING ENTRANCES ARE ALTERED, THEY SHALL CONFORM TO DELDOT'S DEVELOPMENT COORDINATION MANUAL (DCM) AND SHALL BE SUBJECT TO ITS APPROVAL. NO CONSTRUCTION ACTIVITY SHALL OCCUR IN THE RIGHT-OF-WAY (ROW) WITHOUT A DELDOT PERMIT.
- ALL LOTS ON THIS PLAN HAVE CURRENT ACCESS TO CR #14196A (NIXON LANE).
- THIS PROPERTY IS NOT LOCATED IN THE NEARBY VICINITY OF ANY TRAFFIC IMPROVEMENT DISTRICTS (TID) IN OPERATION OR UNDER DEVELOPMENT.
- THE PROPERTIES SHOWN HEREON ARE THE SUBJECT OF AN ANNEXATION REQUEST TO BRING THE PROPERTIES WITHIN THE CITY OF DOVER LIMITS, APPLICATION NO. AX-26-01.

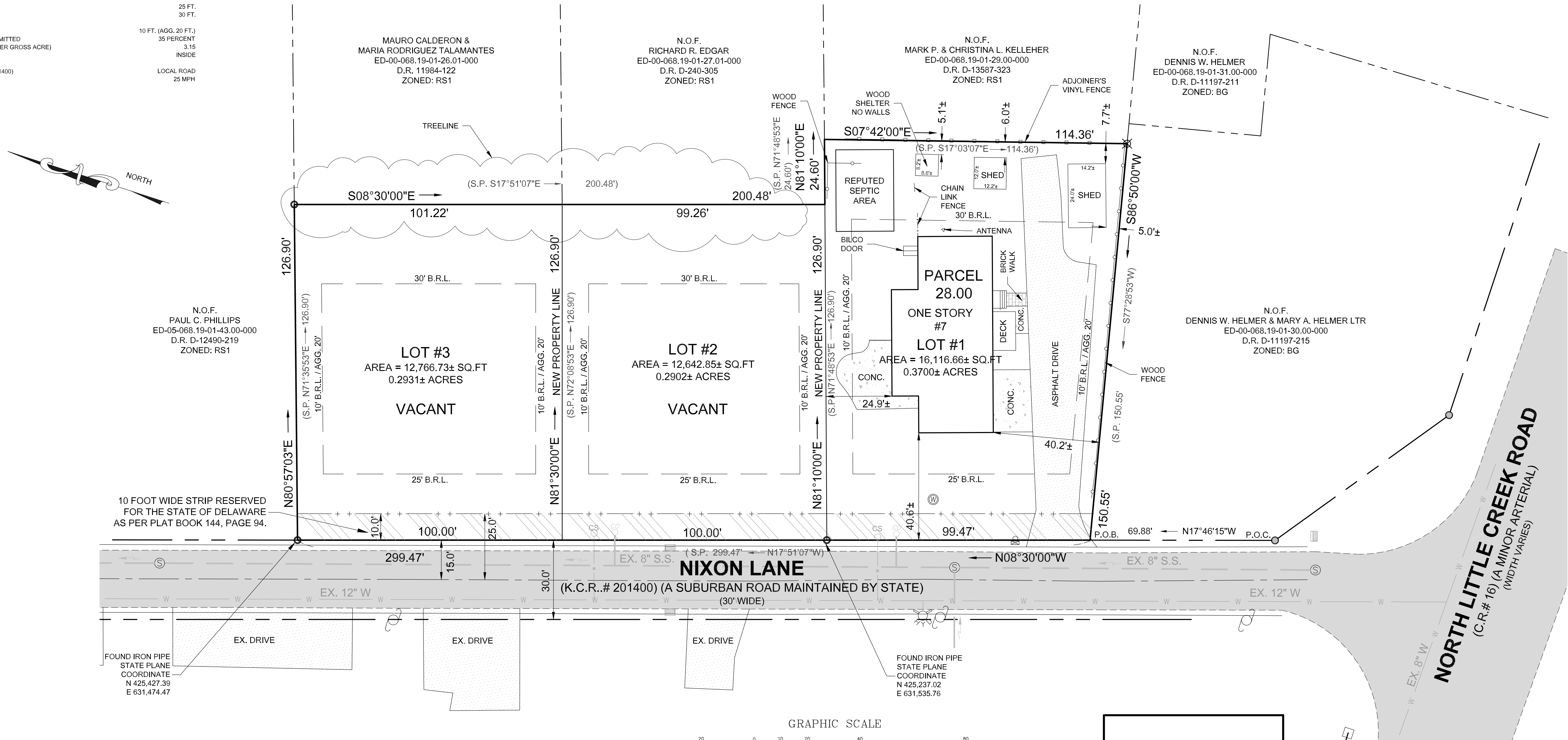
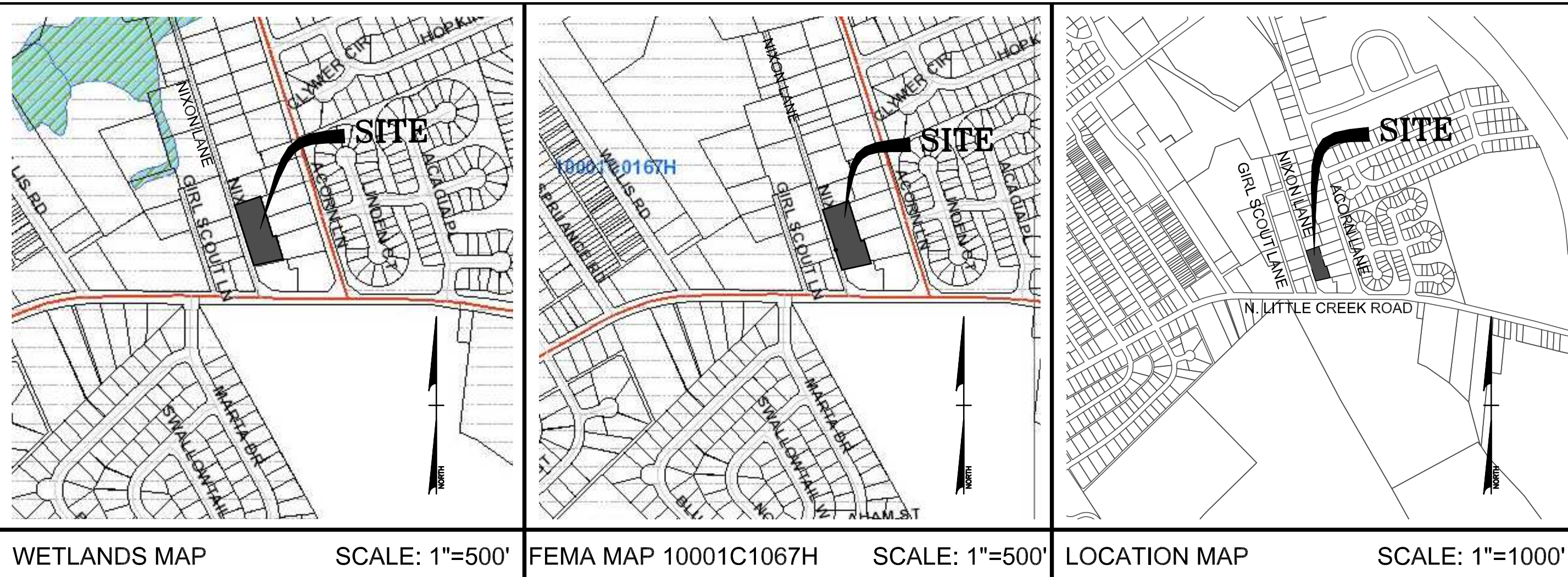
LEGEND

PROPERTY LINE
ADJOINER PROPERTY LINE
SETBACK LINE
CENTERLINE ROAD
R.O.W.
(S.P. N00°00'00"E 10.0')

TREE LINE
PROPOSED DELDOT RESERVATION
FOUND IRON PIPE
FOUND REBAR
FOUND POST
UTILITY POLE
WATER VALVE
CLEAN OUT
MAIL BOX
STORM BASIN
SANITARY MANHOLE
WELL
P.O.C.
P.O.B.

STATE PLANE BEARING

POINT OF COMMENCEMENT
POINT OF BEGINNING



OWNER'S CERTIFICATION

I, LUPE N. FULLER, HEREBY CERTIFY THAT I AM THE LEGAL OWNER OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, AND THAT THE PLAN WAS MADE AT MY DIRECTION, AND THAT I ACKNOWLEDGE THE SAME TO BE MY ACT AND DESIRE THE PLAN BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS OF THE CITY OF DOVER.

DATE

LUPE N. FULLER

ENGINEERS CERTIFICATION

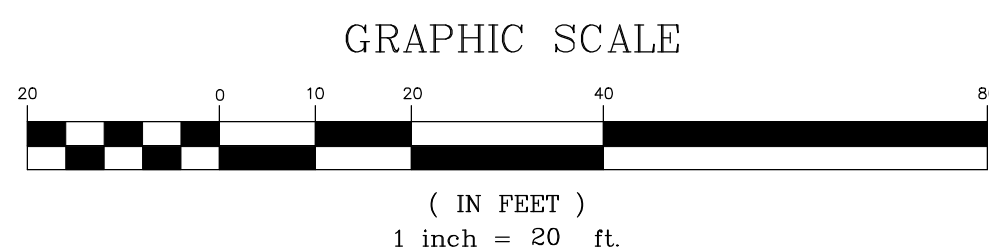
I, GREGORY SCOTT, HEREBY CERTIFY THAT I AM A REGISTERED ENGINEER IN THE STATE OF DELAWARE, THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

03-05-26

DATE

SEAL

GREGORY R. SCOTT



CITY OF DOVER APPROVAL

CLASS "B" SURVEY

REVISIONS

DATE

ROBERT SCOTT
REGISTERED PROFESSIONAL ENGINEER
No. 6428
DATE 03-05-26

MINOR SUBDIVISION PLAN

LANDS OF
LUPE N. FULLER
7 NIXON LANE
DOVER, DE

SITUATE IN: EAST DOVER HUNDRED, KENT COUNTY, DELAWARE

ISSUED FOR AGENCY REVIEW

SURVEYED BY: S.E.I.
DESIGNED BY: S.E.I.
DRAWN BY: G.R.S.
CHECKED BY: G.R.S.
SCALE: 1" = 20'
DATE: 03/04/23
DWG. NO: M-5543

SHEET NO.

C-1

**Request for waiver of Cash In Lieu of Recreation requirements for lands of 7
Nixon Lane
Z 26-01**

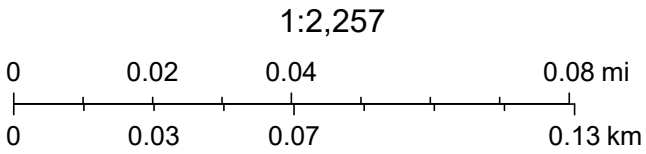
Due to the close proximity of Dover Park we are requesting the Waiver of the Cash in Lieu for parks. This land was originally 3 separate lots. We are simply putting this back to the original lots and providing 2 new residential R-8 zoned homes for Dover residents.

Planning & Inspections View Map



4/8/2026, 4:53:11 PM

- Dover_Boundary
- Parcels Outside Dover
- Dover Parcels



VGIN, Microsoft, Vantor



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

PARKS, RECREATION AND COMMUNITY ENHANCEMENT COMMITTEE
MEETING OF APRIL 14, 2026
PLANNING COMMISSION MEETING OF APRIL 20, 2026

Plan Title: Bay Village Residential Planned Neighborhood Design (C-26-02)

Plan Type: Planned Neighborhood Design Option Conceptual Plan
(Conditional Use) and Active Recreation Area Plan

Location: South side of White Oak Road across from the Garrison Oak
Business and Technology Center (industrial park), east of State
Route 1

Address: Unaddressed off White Oak Road

Tax Parcel: LC-04-68.00-01-06.00-000

Owner: Bay Village of Dover, LLC
Equitable Owner/Developer: Bay Village Holdings, LLC

Site Area: 79.14 +/- acres

Zoning: RM-2 (Medium Density Residence)
SWPOZ (Source Water Protection Overlay Zone) Tier 2 – Primary
Wellhead Protection Area

Current Use: Vacant Land (agriculture)

Proposed Use: Planned Neighborhood Design Option
Dwelling Units: 250 Townhouse Units (and future Apartment Complex)

Parking: Required: 2 parking spaces per dwelling unit (Townhouse)
Proposed: 2 parking spaces per dwelling unit (Townhouse)
With on-street parking

Water and Sewer: City of Dover

For Consideration: Active Recreation Area Plan
Recreation Area: Required – 68,750 SF
Provided – 72,310 SF

I. PROJECT SUMMARY:

This application is for review of a Planned Neighborhood Design Option Plan (Conditional Use/Master Plan Application and Major Subdivision Plan) for the construction of 250 townhouse units and active recreation areas. There is a development area held for an apartment complex. Also proposed are 500 off-street parking spaces, 110 on-street parking spaces, landscaping, and other site improvements. The project area of 79.14 +/- acres is zoned RM-2 (Medium Density Residence Zone) and subject to the SWPOZ (Source Water Protection Overlay Zone) Tier 2 – Wellhead Protection Area. The property is located south side of White Oak Road, east of State Route 1 and across from the Garrison Oak Business and Technology Center (industrial park). The owner of record is Bay Village of Dover, LLC and equitable owner/developer is Bay Village Holdings, LLC. Property is currently unaddressed on White Oak Road. Tax Parcel: LC-04-68.00-01-06.00-000. Council District 3. *For Consideration: Active Recreation Area Plan.*

II. ACTIVE RECREATION AREA PLAN SUMMARY:

The Conceptual Plan as submitted by the applicant for the Planned Neighborhood Design development identifies Active Recreation features consisting of a basketball half court, tot lot, pavilion and tables, dog park, and walking path with benches to serve the proposed development of the 250 Townhouse units. The future development of an apartment complex will be subject to additional active recreation requirements.

Per *Zoning Ordinance*, Article 5, Section 10.16, recreation area for this project is required at a rate of 275 SF per dwelling unit or 0.5 acre of land, whichever is greater. Based on 250 dwelling units, 68,750 SF of recreational area is required. The applicant proposes 72,310 SF, exceeding this minimum requirement. The Active Recreation Areas proposed are shown on the overall Site Plan, Landscape Plan, and the calculations are provided in the Data Column on page C-001. See Summary Table below of Active Recreation Areas for Bay Village Residential PND.

Active Recreation Area (Article 5 §10.16)	
<i>Required</i>	<i>Provided on Plan</i>
275 S.F. per dwelling unit (DU) or 0.5 acre of land, whichever is greater to be provided on site. 250 DU = 68,750 SF (1.58 +/- ac) Required = 68,750 SF	- Active Open Space area with basketball half court, pavilion and tables, and tot lot (31,798.8 SF) - Active Open Space area with walking path and benches (8,276.4 SF) - Active Open Space area with walking path and benches (8,712 SF) - Active Open Space with proposed fenced Dog Park (23,522.4 SF) Total of 72,310 SF
Other Land Areas	This property includes woodland areas with wetlands and the Little River Tax Ditch system with associated wetlands and Special Flood Hazard Areas (floodplain) which have limitations on development. The Active Recreation Areas are not within these areas.

Article 5 §10.151	<i>Accessible</i>	There is sidewalk proposed along the front of the townhouse units that connect to all active reaction spaces. There are also crosswalks at all intersections. Amenities within the active recreation spaces that are accessible via sidewalks include the basketball half court, pavilion and tables, and tot lot. The proposed dog park is not connected to the sidewalk network. A sidewalk that connects the frontage sidewalk to the dog park entrance would enhance accessibility.
10.152	<i>Pedestrian oriented</i>	In addition to the sidewalks along the front of the townhouse units, there are walkways through three of the active open space areas. There is also a proposed shared-use path along White Oak Road from the east entrance to the proposed development to west of the western entrance.
10.153	<i>Age Oriented</i>	The active recreation areas provide activities for a range of ages. The tot lot offers activities specifically to younger children while the other amenities, such as the basketball half court, pavilion with tables, walking path with benches, and dog park appeal to all ages.
10.154	<i>Parking</i>	There are 110 on-street parking spaces provided in addition to 500 parking spaces on the individual lots. The parking areas are adjacent to sidewalks which offer access to the active recreation areas.
10.155	<i>Walking, jogging and biking trails</i>	There are no bicycle parking spaces depicted on the plan sheet. The individual dwelling units would likely have some opportunity for bicycle storage. Bicycle racks for parking should be added near the key amenity areas of the central open space and at the dog park area.
10.156	<i>Setbacks</i>	The basketball half court on these site plans will need to be moved inward to conform to the 25-foot setback from any right-of-way line requirement for game courts.
10.157	<i>Landscaping</i>	The site requires 462 trees and the applicant proposes planting 476 trees in addition to preservation of certain woodland areas. Specific tree species will need to be identified on the plans and of a species and size as set forth in the table of trees approved by the Planning Commission and kept on file in the office of the city planner or be of an alternate species found acceptable by the commission. The woodland areas to remain are shown.
10.158	<i>Area</i>	The breakdown of the allotted recreation areas is listed on the site plans and they all exceed the minimum area size of 2,000 SF.

III. REVIEW PROCESS

The Planning Office has prepared this Active Recreation Area Report outlining the Recreation Area proposal. The Parks, Recreation and Community Enhancement Committee will need to consider the proposed Active Recreation Area and make a recommendation. The Planning Commission must act to accept the Recreation Area Plan as part of the Planned Neighborhood Design Option Conceptual Plan (Conditional Use/Master Plan with Major Subdivision Plan) review process.

The Parks, Recreation and Community Enhancement Committee will review the Recreation Area Plan at their meeting on April 14, 2026. The Planning Commission Public Hearing and Review of the Planned Neighborhood Design Conceptual Plan C-26-02 is scheduled for April 20, 2026.

IV. CODE CITATIONS:

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

Article 5 Section 10

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

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

10.1 Recreation areas.

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

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

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

10.14 Recreation area review.

10.141 *Presubmission conference*. Prior to the submission of a development plan, the applicant or his representative shall meet in person with the city manager or his appointee and the city planner to receive early advice and consultation on the proposed development and the proposed recreation facilities, including the size, type and layout.

10.142 *Review with parks, recreation, and community enhancement committee*. Upon receipt of the submitted development plan, the city manager or his appointee shall consult with the city council parks, recreation, and community enhancement committee.

10.143 *Report to planning commission*. Upon consultation with the committee, the city manager or his designee shall submit to the planning commission, through the development advisory committee, a report detailing the recommendations as to the active

recreation facilities to be recommended and their location, related parking areas, and proposed landscaping.

10.15 *Design guidelines.*

10.151 *Accessible.* Recreation areas shall be accessible within the development and arranged in a manner which affords reasonable access to all residents within the development. When warranted, recreation areas can be dispersed throughout the development, provided that each remote location is accessible.

10.152 *Pedestrian oriented.* Recreation areas shall be pedestrian oriented and designed with linkages to existing and planned public walkways and with other existing or planned recreation areas.

10.153 *Age oriented.* The nature and scope of planned recreation areas shall reflect an awareness of, and sensitivity toward, the anticipated age groups that would reside within the proposed development.

10.154 *Parking.* Designs consider the need for parking facilities associated with recreation areas.

10.155 *Walking, jogging and biking trails.* Recreation trails shall only be counted toward the recreation area requirement when constructed as an accessory to central recreation facilities. The developed trail shall be the only area counted toward the area requirement.

10.156 *Setbacks.* No structure, equipment or game court surface required under this section shall be located nearer than 30 feet to any lot line of a lot to be used for residential purposes, nor nearer than 25 feet from any right-of-way line.

10.157 *Landscaping.* Such uses shall be landscaped in accordance with provisions of article 5, section 15, and where warranted, visual screening of parking areas, game courts, playground areas and other features as necessary to preserve and protect the interests of adjoining residential properties may be required.

10.158 *Area.* The minimum area of a remote recreation area shall be 2,000 square feet.

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

V. STAFF RECOMMENDATIONS

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

1) Recreation Areas: As a residential development, there is a requirement for Active Recreation area(s). Staff Recommends the following regarding these Recreation Areas for the Bay Village Residential Planned Neighborhood Design Option plan:

a) Sport Courts:

- i. The recreation areas outlined for specific sports should indicate the materials used for court surfaces.
- ii. Adjust location of court surfaces to ensure a minimum of 25 feet from any right-of-way line.

b) Active Recreation Area Amenities:

- i. Add a sidewalk to connect the frontage sidewalk to the proposed dog park.
- ii. Add bicycle parking (rack) to the central Recreation Area with the tot lot, pavilion, and basketball half court and at the dog park area.
- iii. Please clearly identify the location of benches.
- iv. Consider adding benches to the recreation area containing the dog park and recreation area containing the tot lot.

- v. Ensure at least one table in the pavilion allows handicapped accessible seating.
 - c) Please indicate the material and width of the sidewalks and walkways.
- 2) Sidewalk Curb Cuts: Accessible curb ramps are required at sidewalk curb cuts. Please clearly identify the location of curb ramps.
- 3) Adequate Lighting for the Site: There should be light fixtures added to sufficiently light the recreation areas.
- 4) Landscaping: Please indicate the species of trees and shrubs proposed for planting. Consideration of the placement of canopy trees for shading of certain amenities should be given. Ensure that the location of street trees do not interfere with utilities, sidewalks, or walkways.

VI. ADVISORY COMMENTS

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

Attachments:

- Conceptual Plan C-26-02 Bay Village Residential PND: Select Sheets C-001, C-201 and Sheet L-101
- Narrative Letter on Bay Village Residential PND

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

GENERAL NOTES:

1. THE PURPOSE OF THIS PLAN IS TO CREATE A PLANNED NEIGHBORHOOD DEVELOPMENT WITH 250 TOWNHOUSES. A PORTION OF THE SITE WILL BE SUBDIVIDED OUT FOR THE POSSIBLE DEVELOPMENT OF A 200 UNIT APARTMENT COMPLEX. THE APARTMENT DEVELOPMENT IS NOT PART OF THIS DEVELOPMENT PLAN.
2. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE STATE OCCUPATIONAL SAFETY LAWS AND THE CITY OF DOVER CODE AND STANDARD SPECIFICATIONS, MOST CURRENT EDITION. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
3. EXISTING UTILITIES ARE SHOWN FOR THE CONVENIENCE OF THE CONTRACTOR, BUT THE COMPLETENESS OF ACCURACY OF THE SAME IS NOT GUARANTEED. THE CONTRACTOR SHALL DETERMINE THE LOCATION AND ELEVATION OF EXISTING UTILITIES AT HIS OWN EXPENSE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DAMAGES AND REPAIRS TO EXISTING UTILITIES DURING CONSTRUCTION.
4. THE EXISTING UTILITIES SHOWN WERE TAKEN FROM THE BEST AVAILABLE RECORDS. THE CONTRACTOR SHALL CONTACT MISS UTILITY OF DELMARVA (1-800-282-8555) TO VERIFY THEIR EXACT LOCATION PRIOR TO THE START OF ANY CONSTRUCTION. ANY DAMAGE INCURRED TO ANY UTILITIES SHALL BE REPAIRED IMMEDIATELY AT THE CONTRACTORS' EXPENSE. IF THE CONTRACTOR RELIES ON THE UTILITY LOCATIONS SHOWN HEREON, HE DOES SO AT HIS OWN RISK AND WILL NOT BE ENTITLED TO ADDITIONAL COMPENSATION DUE TO THE DELAYS FROM SAID RELIANCE.
5. A FINAL TRAFFIC IMPACT STUDY LETTER WAS RECEIVED BY VERDANTAS FROM DELDOT ON DECEMBER 18,2025.
6. DELAWARE REGULATIONS PROHIBIT THE BURIAL OF CONSTRUCTION DEMOLITION DEBRIS, INCLUDING TREES AND STUMPS ON CONSTRUCTION SITES. ANY SOLID WASTES FOUND DURING EXCAVATION MUST BE REMOVED AND PROPERLY DISPOSED.
7. A WETLAND EVALUATION WAS CONDUCTED BY VERDANTAS IN OCTOBER 2022 AND WETLANDS WERE FOUND ON THE SITE. WETLAND FLAGGING WAS LOCATED AS PART OF THE BOUNDARY SURVEY.
8. FLOODPLAINS ARE PRESENT ON SITE PER FEMA MAP PANEL 10001C0186J LAST REVISED 7/7/2014. THEY ARE SHOWN ON THE PLANS PER THIS MAPPING.
9. ALL HANDICAPPED PARKING DEMARCATION, STALLS AND BUILDINGS ACCESSIBLE ROUTES SHALL COMPLY WITH THE AMERICANS WITH DISABILITIES ACT AND ANSI A117.1-1998 ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES.
10. BEFORE THE CONTRACTOR CAN BEGIN CONSTRUCTION, HE MUST OBTAIN THE PROPER PERMITS AND/OR APPROVALS FROM THE CITY OF DOVER, KENT CONSERVATION (KCD), DELAWARE DEPARTMENT OF TRANSPORTATION (DEDOT), AND OTHER APPROPRIATE FEDERAL, STATE, CITY, AND COUNTY AGENCIES.
11. ALL CONSTRUCTION METHODS AND MATERIALS SHALL BE ACCORDING TO THE CITY OF DOVER AND DELDOT STANDARDS AND CONSTRUCTION SPECIFICATIONS.
12. ALL FIRE LANES, FIRE HYDRANTS, AND FIRE DEPARTMENT CONNECTIONS SHALL BE MARKED IN ACCORDANCE WITH THE STATE FIRE PREVENTION REGULATIONS.
13. ALL WORK WITHIN STATE MAINTAINED ROAD RIGHT-OF-WAYS SHALL MEET THE REQUIREMENTS AS SET FORTH IN THE CURRENT REVISION OF THE STANDARD SPECIFICATIONS FOR THE ROAD AND BRIDGE CONSTRUCTION, BY THE DELAWARE DEPARTMENT OF TRANSPORTATION (DEDOT).
14. TRAFFIC AND SAFETY CONTROL SHALL BE MAINTAINED DURING CONSTRUCTION IN CONFORMANCE WITH THE CURRENT VERSION OF THE DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (DE MUTCD) FOR CONSTRUCTION AND MAINTENANCE OPERATIONS.
15. ALL PROPOSED SIGNS (PYLON SIGNS, MONUMENT SIGNS) ARE SUBJECT TO A SEPARATE CITY OF DOVER PERMIT AND IS ALSO SUBJECT TO A COMPREHENSIVE UNIFIED SIGN PLAN.
16. STORMWATER MANAGEMENT SEDIMENT/EROSION CONTROL SHALL BE IN ACCORDANCE WITH THE CURRENT DELAWARE SEDIMENT AND STORMWATER REGULATIONS BY THE DELAWARE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL (DNREC).
17. CONTRACTOR SHALL REFER TO ARCHITECTURAL/STRUCTURAL DRAWINGS OF PROPOSED BUILDING FOOTPRINTS. THE PROPOSED BUILDING FOOTPRINTS, AS SHOWN ON SITE PLAN, SHOULD ONLY BE USED AS A REFERENCE TO THE ABOVEMENTIONED PLANS.
18. WATER, SANITARY SEWER, AND STORM DRAIN LINES PIPES AND STRUCTURES PROPOSED LOCATED WITHIN DEDICATED PUBLIC RIGHT-OF WAY ARE INTENDED FOR DEDICATION TO THE CITY OF DOVER.
19. THE SITE CONTRACTOR SHALL NOTIFY THE CITY OF DOVER DEPARTMENT OF PUBLIC WORKS AT 302-736-7025 48 HOURS PRIOR TO THE START OF CONSTRUCTION. A REPRESENTATIVE FROM THE CITY OF DOVER DEPARTMENT OF PUBLIC WORKS 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 OR FOR ANY WORK REQUIRED BY THE CONTRACTOR TO MAKE AN APPROPRIATE AND LAWFUL CONNECTION.
20. 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 CONDESATE. SECTION 11-231 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.
21. BOUNDARY AND TOPOGRAPHIC SURVEY DATA SHOWN HERE WAS PREPARED BY TRANSITION ENGINEERING SURVEYING IN OCTOBER 3, 2022. AERIAL TOPOGRAPHY WAS PROVIDED BY COOPER AERIAL SURVEYS ON AUGUST 27, 2022.
22. IF THE APPROVED PLAN NEEDS TO BE MODIFIED, ADDITIONAL SEDIMENT AND STORMWATER CONTROL MEASURES MAY BE REQUIRED AS DEEMED NECESSARY BY THE KENT CONSERVATION DISTRICT.
23. THE KENT CONSERVATION DISTRICT RESERVES THE RIGHT TO ENTER PRIVATE PROPERTY FOR PURPOSES OF PERIODIC SITE INSPECTION.
24. ALL OPEN SPACES AND STORMWATER MANAGEMENT FACILITIES SHALL BE MAINTAINED BY THE PROPERTY OWNER WITH THE RESPONSIBILITY OF THE MAINTENANCE TO BEGIN AT THE COMPLETION OF THE PROJECT UPON FINAL ACCEPTANCE BY THE CITY, DELOT, AND KCD. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO MAINTAIN THE STORMWATER MANAGEMENT FACILITIES UNTIL THE PROPERTY OWNER TAKES OVER RESPONSIBILITY OF THE MAINTENANCE.
25. ANY GAS FIRED HVAC EQUIPMENT MUST BE EQUIPPED WITH EMERGENCY CUT OFF SWITCHES REMOTELY LOCATED.
26. ADDRESS NUMBERS OF AT LEAST 12 INCHES IN HEIGHT MUST BE PLACED ON THE STREET SIDE OF THE BUILDING VISIBLE FROM THE STREET, IS REQUIRED.
27. ANY NATURAL OR LP GAS BOTTLES, METERS, REGULATORS, ETC. MUST HAVE IMPACT PROTECTION.

KENT CONSERVATION DISTRICT NOTES:

1. IF THE APPROVED PLAN NEEDS TO BE MODIFIED DUE TO ERRORS, OMISSIONS, OR FIELD CONDITIONS, ADDITIONAL SEDIMENT AND STORMWATER CONTROL MEASURES MAY BE REQUIRED AS DEEMED NECESSARY BY THE KENT CONSERVATION DISTRICT.
2. THE KENT CONSERVATION DISTRICT (KCD) RESERVES THE RIGHT TO ENTER PRIVATE PROPERTY FOR PURPOSES OF PERIODIC SITE INSPECTION.
3. THE OWNER IS RESPONSIBLE FOR PROPER OPERATION AND MAINTENANCE OF THE STORMWATER MANAGEMENT FACILITIES ON SITE.

CERTIFICATION OF ACCURACY

I, VERONICA M. DUBE, P.E., HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ENGINEER WITH A BACKGROUND IN CIVIL ENGINEERING IN THE STATE OF DELAWARE, THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

DATE

VERONICA M. DUBE, P.E.
REGISTRATION # 14062

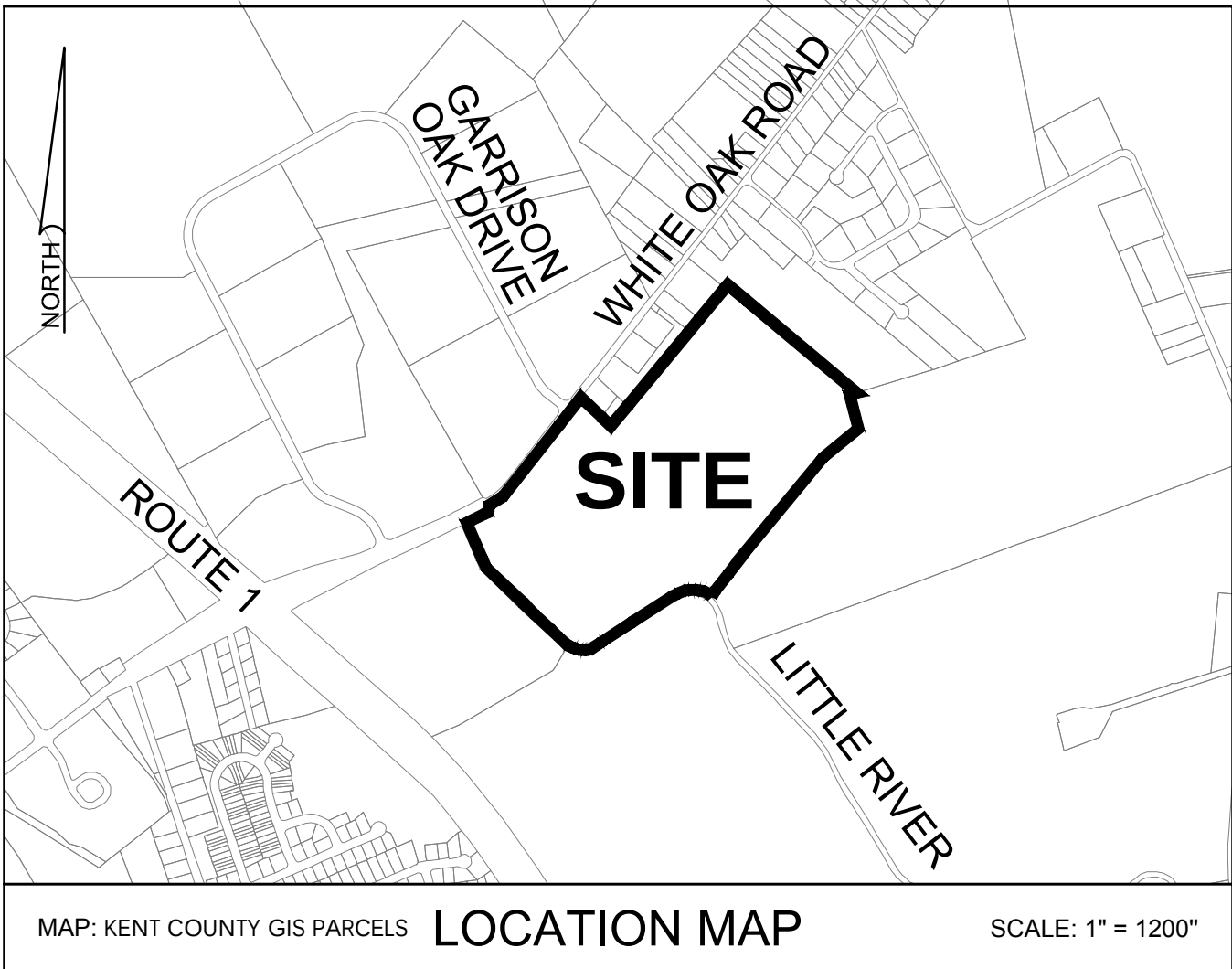
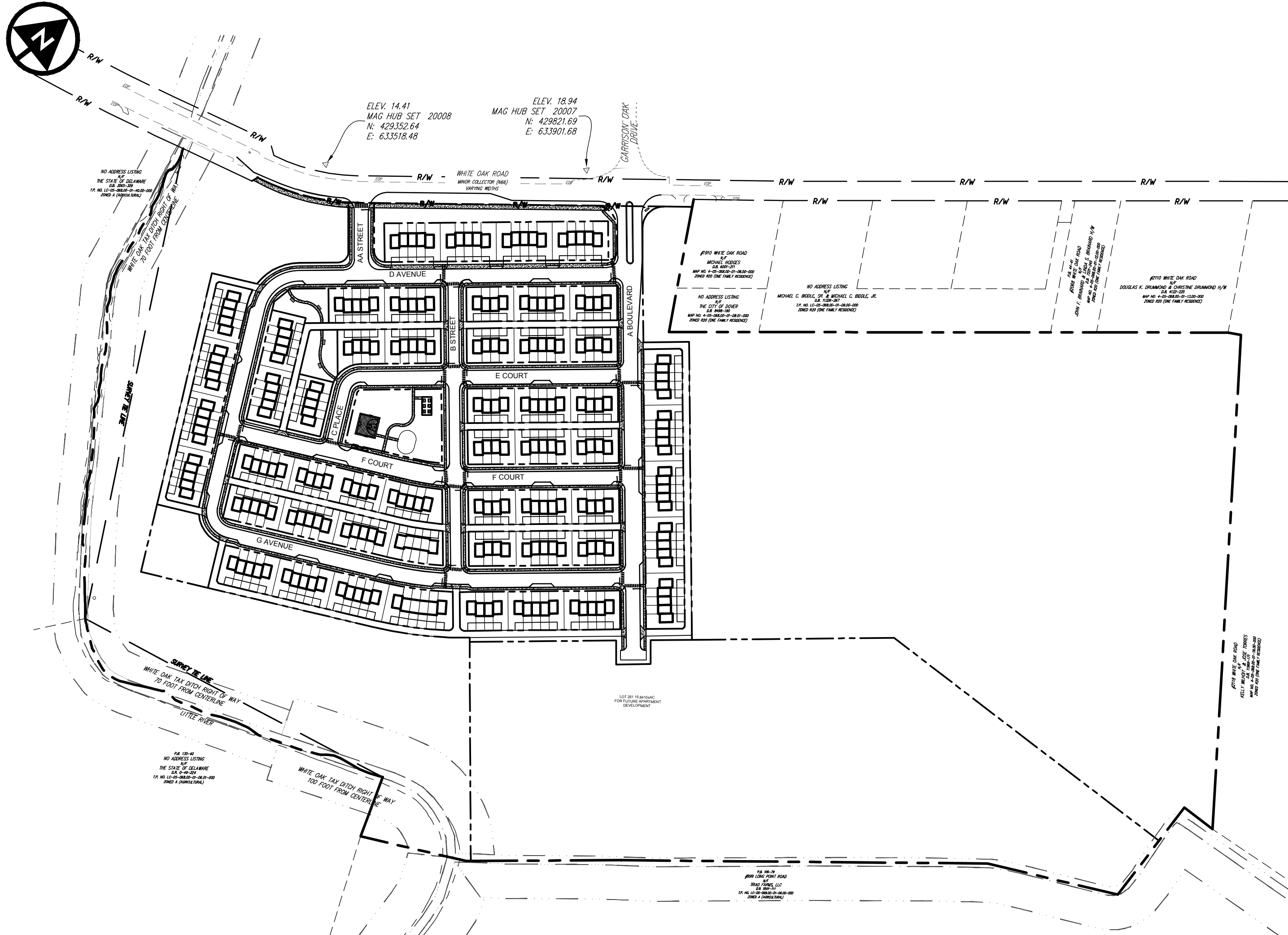
OWNER / DEVELOPER'S PLAN DEVELOPMENT APPROVAL

I THE UNDERSIGNED, HEREBY CERTIFY THAT BAY VILLAGE OF DOVER, LLC IS THE OWNER OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THAT THE PLAN WAS MADE AT MY DIRECTION, AND THAT I ACKNOWLEDGE THE SAME TO ME BY ACT AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN AND IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

DATE

AUTHORIZED REPRESENTATIVE
BAY VILLAGE OF DOVER, LLC

CONDITIONAL USE SITE PLAN BAY VILLAGE RESIDENTIAL AT WHITE OAK ROAD



SITE DATA:

1. TAX PARCEL NO.: 4-05-068.00-01-06.00-00001
2. SOURCE OF TITLE: DEED: D6718 / 242
PLAT BOOK: 0113 0073
3. OWNER: BAY VILLAGE OF DOVER, LLC
PO BOX 461
DOVER, DE 19903
4. APPLICANT / EQUITABLE OWNER: BAY VILLAGE HOLDINGS, LLC
179 REHOBOTH AVE. SUITE 1081
REHOBOTH BEACH, DE 19971
5. SITE ADDRESS: WHITE OAK ROAD
DOVER, DE 19901
6. ZONING: EXISTING: RM-2 (RESIDENTIAL MEDIUM DENSITY)
PROPOSED: PLANNED NEIGHBORHOOD DEVELOPMENT (PND)
7. PROPERTY USE: EXISTING: VACANT (FARM LAND)
PROPOSED: TOWNHOUSES
8. SITE ACREAGE: EXISTING: 79.13644 AC
PROPOSED: 79.13644 AC
R.O.W DEDICATION: -0.40594 AC
TOTAL: 78.73055 AC
9. DATUM: HORIZONTAL: NAD 83 DE STATE PLANE GRID
VERTICAL: N.A.V.D. 88
10. BENCHMARK: MAG NAIL 20007
ELEV: 18.94
NORTHING: 429821.69
EASTING: 633901.68
MAG NAIL 20008
ELEV: 14.41
NORTHING: 429352.64
EASTING: 633518.48
11. ZONING REQUIREMENTS :

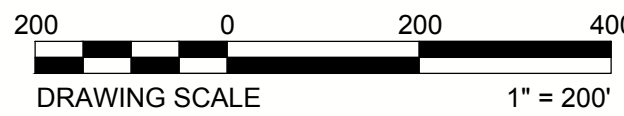
	REQUIRED (RM-2)	PROPOSED (PND)
MIN. LOT AREA	20 AC	78.7315
MAX. DENSITY	8 DU / AC	5.72 DU / AC
TOTAL DWELLING UNITS	633.1 DU	250 DU
TOWNHOUSES		250 DU
FUTURE APARTMENT DEVELOPMENT		200 DU
MIN. OPEN SPACE	25% / 19.8 AC	>25% / 35.45 AC
12. PROPOSED TOWNHOME REQUIREMENTS:

	REQUIRED (RM-2)	PROPOSED (PND)
TOTAL DWELLING UNITS	500 SPACES	250 UNITS
OFF-STREET PARKING		500 SPACES
		110 OVERFLOW
MIN. LOT AREA	1 AC	1,600 SF
MIN. LOT AREA / DWELLING UNIT	2,200 SF	20 FT
MIN. LOT WIDTH	22 FT	20 FT
MIN. LOT DEPTH	80 FT	20 FT
MIN. BUILDING SETBACK FROM STREET	20 FT	10 FT
MIN. BUILDING SETBACK FROM PROPERTY LINE	10 FT	30 FT
MIN. BUILDING SPACING	30 FT	5.72 DU
MAX. DWELLING UNITS / BUILDING	8 DU	35 FT / 3 STORY
MAX. BUILDING HEIGHT/STORIES	35 FT	<75% (1,200 SF MAX)
MAX. LOT COVERAGE	75%	
13. ACTIVE OPENS SPACE: REQUIRED 275 SF PER UNIT = 275 x 250 = 68,750 SF (1.58 ACRES)
PROVIDED = 1.66 ACRES
14. SITE COVERAGE:

	EXISTING:	PROPOSED:
OPEN SPACE	2,431,928 ± SF (55.83± AC)	70.55%
WOODLAND	1,015,247± SF (23.31± AC)	26.45%
BUILDINGS	0± SF (0.00± AC)	0.0%
GRAVEL	0± SF (0.00± AC)	0.0%
ASPHALT	0 ± SF (0.00± AC)	0.0%
TOTAL	3,447,175± SF (79.14± AC)	100.0%
PROPOSED:		
OPEN SPACE	1,168,681± SF (26.83± AC)	34.08%
FUTURE APARTMENT LOT	690,036± SF (15.84± AC)	20.12%
WOODLAND	993,188± SF (22.80± AC)	28.96%
BUILDING	150,000± SF (3.44± AC)	4.37%
OTHER IMPERVIOUS	427,822± SF (9.82± AC)	12.47%
TOTAL	3,429,479 ± SF (78.73± AC)	100.0%
15. SOURCE OF WATER: CITY OF DOVER
16. SOURCE OF SEWER: CITY OF DOVER
17. SOURCE OF ELECTRIC: CITY OF DOVER
18. SOURCE OF GAS: CHESAPEAKE UTILITIES
19. TRASH COLLECTION: PRIVATE
20. EXISTING WETLAND AREA: 22.02 ACRES±

SHEET LIST TABLE

SHEET No.	SHEET TITLE
C-001	INDEX SHEET
C-101	EXISTING CONDITIONS - DEMO PLAN
C-201	OVERALL SITE PLAN
C-202	SITE PLAN
C-301	UTILITY PLAN
C-401	GRADING PLAN
L-101	OVERALL LANDSCAPE PLAN
L102	LANDSCAPE PLAN
L-103	LANDSCAPE NOTES AND DETAILS



5400 LIMESTONE ROAD
WILMINGTON, DE 19808
TEL. 302.239.6634

VERONICA M. DUBE, P.E.

DESIGNED BY

CHK'D BY

DATE

BRK

DRAWN BY

MC

CHECKED BY

VMD

PROJECT NO.

34877

REVISION

No.

1

PRELIMINARY

NOT FOR

CONSTRUCTION

INDEX SHEET

CITY OF DOVER-KENT COUNTY-DELAWARE

BAY VILLAGE RESIDENTIAL

AT WHITE OAK ROAD

CONDITIONAL USE SITE PLAN

INDEX SHEET

DATE

MARCH 6, 2026

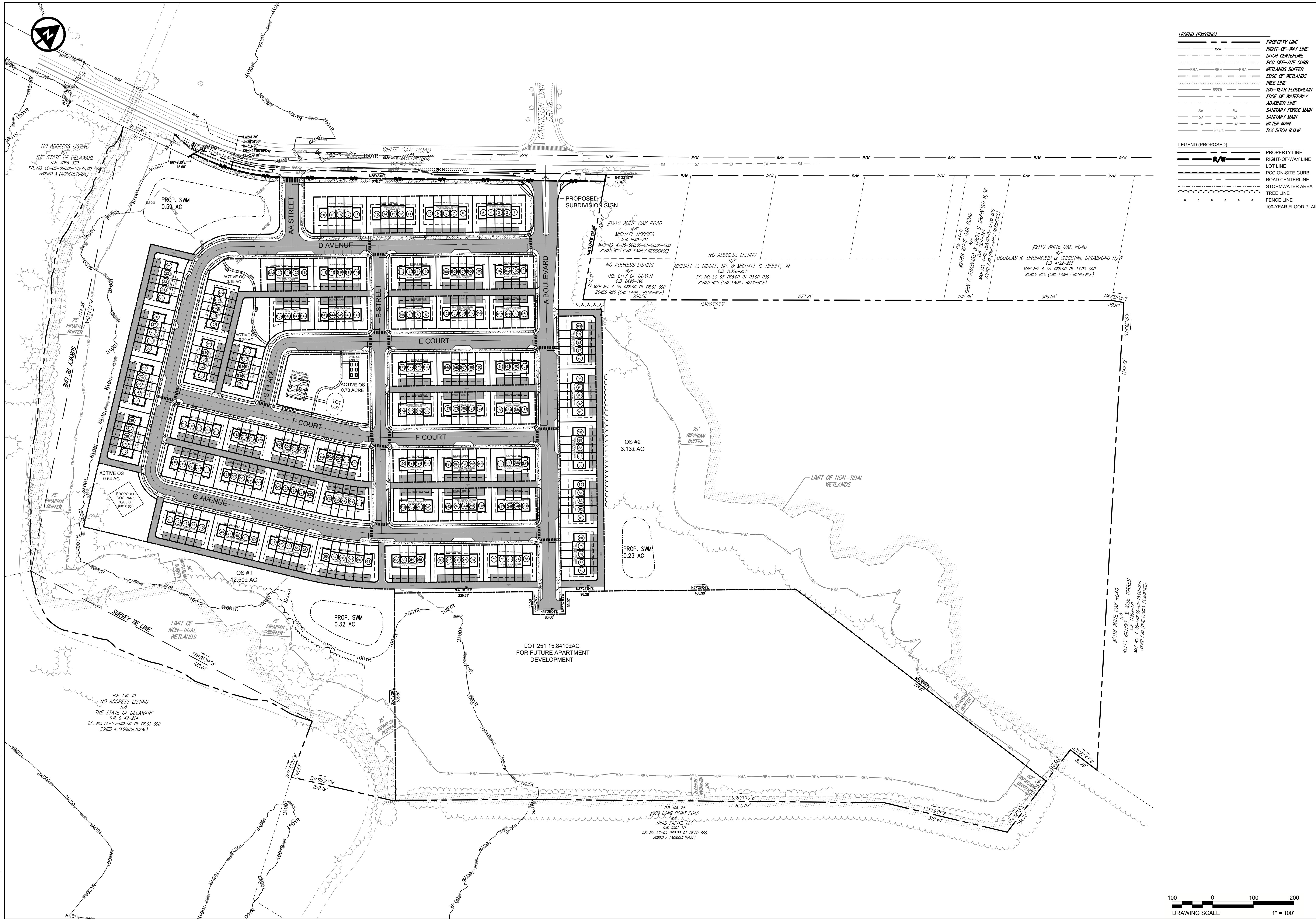
SCALE

1" = 200'

SHEET

C-001

\\verdantas.com\dfs\project files\as-b\bay\34877 - bay village residential development\cadd\site-34877.dwg 3/5/2026 1:44 PM



- LEGEND (EXISTING)**
- PROPERTY LINE
 - RIGHT-OF-WAY LINE
 - DITCH CENTERLINE
 - PCC OFF-SITE CURB
 - NETLANDS BUFFER
 - EDGE OF WETLANDS
 - TREE LINE
 - 100-YEAR FLOODPLAIN
 - EDGE OF WATERWAY
 - ADJOWNER LINE
 - SANITARY FORCE MAIN
 - SANITARY MAIN
 - WATER MAIN
 - TAX DITCH R.O.W.
- LEGEND (PROPOSED)**
- PROPERTY LINE
 - RIGHT-OF-WAY LINE
 - LOT LINE
 - PCC ON-SITE CURB
 - ROAD CENTERLINE
 - STORMWATER AREA
 - TREE LINE
 - FENCE LINE
 - 100-YEAR FLOODPLAIN

verdantas

5400 LIMESTONE ROAD
WILMINGTON, DE 19808
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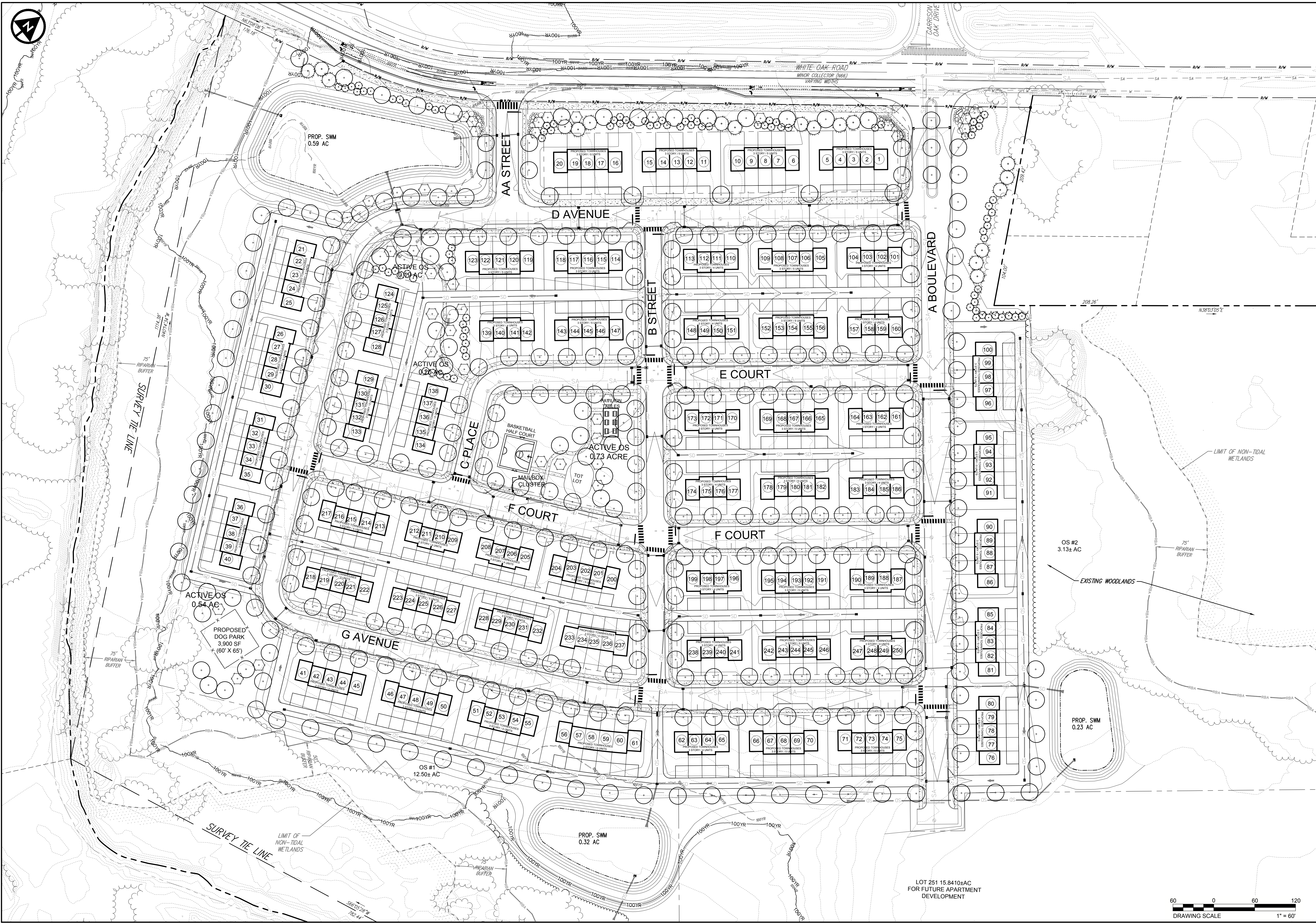
DESIGNED BY	BRK
DRAWN BY	MC
CHECKED BY	VMD
PROJECT NO.	34877

REVISION	PRELIMINARY NOT FOR CONSTRUCTION
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CITY OF DOVER-KENT COUNTY-DELAWARE
**BAY VILLAGE RESIDENTIAL
AT WHITE OAK ROAD**
CONDITIONAL USE SITE PLAN
OVERALL SITE PLAN

DATE	MARCH 6, 2026
SCALE	1" = 100'
SHEET	C-201

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LOT 251 15.8410± AC
FOR FUTURE APARTMENT
DEVELOPMENT



CITY OF DOVER-KENT COUNTY-DELAWARE
BAY VILLAGE RESIDENTIAL
AT WHITE OAK ROAD
CONDITIONAL USE SITE PLAN
LANDSCAPE PLAN

DATE
FEBRUARY 3, 2026
SCALE
1" = 60'
SHEET
L-102

REVISION
PRELIMINARY
NOT FOR
CONSTRUCTION

CHK'D BY
DATE
DESIGNED BY
JUL
DRAWN BY
JUL
CHECKED BY
IK
PROJECT NO.
34877

INGRID KOHLER, RLA

verdantas

5400 LIMESTONE ROAD
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STATE DELAWARE
PLA # S-000871

March 5, 2026

City Of Dover
Department of Planning & Inspections
15 Loockerman Plaza
Dover DE 19903
302.736.7196
Attn: Dawn Melson-Williams

**Re: Bay Village - Conceptual Planned Neighborhood Development Narrative
S.White Oak Road
Dover , DE 19903
Tax Parcel -04-05-06800-01-0600-00001
Verdantas Project Number 34677**

Dear Ms. Melson-Williams:

The purpose of this correspondence is to present the development of the existing farmland at the above referenced site into a Planned Neighborhood Development. The project envisions the construction of 250 townhouse units, as well as a dedicated parcel reserved for the future development of an approximately 250-unit apartment complex. The current site primarily consists of row crops and is surrounded by meadows and woodlands. The property is bordered to the west and south by an existing tax ditch and stream, which include associated floodplain and wetland areas. The proposed site plan incorporates townhomes, a sport court area, playground and dog park, and other active open space areas, all of which will be interconnected by public roads and alleys situated behind the townhouse units.

An earlier version of this development plan was submitted for review through the Office of State Planning Preliminary Land Use Service (PLUS) and featured a different layout, with apartments and townhouses intermixed throughout the site. In response to feedback from the PLUS process and in coordination with the City of Dover's initial recommendations, the updated sketch plan now designates the apartment parcel for future development, concentrates all townhouse units in the northeastern section, and relocates the playground and community space for a better community fit. Additionally, alleys have been added to improve townhouse access. These revisions reflect our collaborative efforts to address planning priorities and enhance the overall design of the neighborhood. In addition, the number of units brought before PLUS has not changed.

Architectural design of the townhomes is still in development, however a similar unit that was recently approved and in construction in the City of Dover is the basis for this unit. We have included these plans in this submission and will supplement them in future submissions as the design progresses.

1. Location

The subject property encompasses approximately 79.14 acres and is located east of Route 1 within the City of Dover, Kent County, Delaware. More specifically, the site is situated on the southern side of White Oak Road, approximately 1,600 feet east of Route 1. The property is identified as Tax Parcel Number 4-05-068.00-01-06.00-00001 and is zoned RM-2 (Residential Medium Density). The site is part of the Little Creek Watershed, which is within the broader Delaware Bay Watershed.

2. Existing Site Information

The land cover consists of approximately 51.05 acres of row crops and 28.08 acres of woodland and vegetation, with no existing impervious surfaces. The Little River defines the southwestern boundary of the property, featuring a channel approximately twenty feet wide with steep, vegetated slopes. The river connects to the site via three large concrete culverts running beneath White Oak Road. Additionally, a drainage ditch runs along the southeastern boundary of the property, measuring approximately five feet wide at its base, and is similarly lined with mature vegetation. This ditch ultimately discharges into the Little River through a corrugated metal culvert.

The northeast corner of the property contains dense, flat wetlands that, while lacking a traceable discharge location, are presumed to flow toward the ditch. These wetlands are contiguous with those along Little River and will be preserved in their natural state throughout the development process. Portions of the site are located within a FEMA-designated floodplain with mapped elevations.

3. Proposed Development

This development is being pursued under the Planned Neighborhood Development (PND) option in accordance with the City of Dover's zoning code. The plan proposes 250 townhome units, each served by 16-foot-wide alleys providing access to parking areas at the rear of each lot. The internal road network will feature 60-foot rights-of-way with a 24-foot cartway and parallel parking on one side to accommodate overflow parking needs. Townhomes will be grouped in clusters of five or fewer, with reduced lot widths of 20 feet, consistent with the PND application for this site. In addition, the minimum lot size is requested to be 1,600 sf. A centrally located community space will provide convenient access for residents, while smaller, interconnected active open spaces are distributed throughout the development via sidewalk connections.

Concurrently with this application, a Conditional Letter of Map Revision (CLOMR) will be submitted to FEMA for review and approval to adjust the current floodplain boundaries on the site. Utilizing detailed survey data and calculations, the adjusted floodplain will allow for the development to be situated outside of floodplain areas. Significant portions of the property, including wooded wetlands and stream corridors, will be preserved, with substantial buffers

maintained between developed areas and existing natural features, consistent with PND objectives to minimize site disturbance.

The site will be serviced by City of Dover water and gravity sewer systems, eliminating the need for a pump station. Utilities will be extended to Lot 251, which has been designated for future apartment development. The Delaware Department of Transportation (DelDOT) has reviewed and approved the Traffic Impact Study for the site, which requires the installation of turn lanes and frontage improvements, as well as two site entrances. Stormwater management plans will be submitted to and reviewed by the Kent Conservation District for approval.

We appreciate your time and consideration of this proposal and the associated Planned Neighborhood Development application. We look forward to your response and the opportunity to collaborate on a project that will contribute positively to the growth and development of the City of Dover.

Sincerely,

Verdantas LLC


Benjamin Kulp
Project Manager


Veronica Dube, PE
Civil Group Leader
bkulp@verdantas.com
vdube@verdantas.com



CITY OF DOVER, DELAWARE ACTION FORM

PROCEEDING: Council Committee of the Whole (Parks, Recreation & Community Enhancement)

DEPARTMENT OF ORIGIN: Water & Wastewater

SUBMITTED ON: March 31, 2026

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

REVIEWED BY: Sharon J. Duca, P.E., ICMA-CM, Acting City Manager and Patricia M. Marney,
Controller / Treasurer

SUBJECT: Silver Lake Dam – Annual Inspection Review

TIMETABLE: In accordance with the 2025 Silver Lake Dam Inspection Update Memorandum

RELATED PROJECT: n/a

REFERENCE: n/a

EXPENDITURE REQUIRED: n/a

AMOUNT BUDGETED: n/a

FUNDING SOURCE (Dept./Page in CIP & Budget): n/a

STAFF RECOMMENDATION:

To accept the Silver Lake Dam 2025 Dam Safety Inspection Report and the FY 2026 Silver Lake Dam Inspection Update Memorandum.

BACKGROUND AND ANALYSIS:

The Department of Water & Wastewater (DWW) utilizes a consultant to perform an annual inspection of the Silver Lake Dam. The annual inspection is required by the State of Delaware's Department of Natural Resources and Environmental Control (DNREC) as well as our insurance carrier. The 2025 above-water inspection and underwater inspection was performed on November 17, 2025. The final report was fully executed on December 30, 2024. The next inspection will occur prior to the end of the 2026 calendar year.

Silver Lake Dam 2025 Dam Safety Inspection Report provides the results of the field observations of the embankment dam, concrete spillway and drop inlet including the sluice gate. The report also includes recommendations for repair and maintenance. The 2025 Silver Lake Dam Inspection Update Memorandum provides a summary of the recommendations provided in the report. Action items are assigned to either the Parks & Recreation (P&R) Department's Ground Division or the DWW Engineering Division. The plan of action and/or status for the recommendations are included within the memorandum. The breakdown of the twenty-two (22) action items contained in the report is as follows:

- P&R Grounds Division – Annual Maintenance Checklist – 12
- P&R Grounds Division – Evaluate / Monitor – 2
- DWW Engineering Division – Future CIP Proposal – 7
- DPW Streets Division – Maintenance Action - 1

MEMORANDUM

Department of Water & Wastewater
P.O. Box 475
Dover, Delaware 19903
Phone: (302) 736-7025
Fax: (302) 736-7092
E-mail: jlyon@dover.de.us



TO: Sharon J. Duca, P.E., ICMA-CM, Acting City Manager

CC: Roger Ridgeway, Parks & Recreation Director
Mark Nowak, GISP, Public Works Director

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

DATE: March 31, 2026

SUBJECT: 2025 Silver Lake Dam Inspection Update

The Silver Lake Dam Inspection Report was finalized on December 30, 2025, and contains various recommendations necessary to maintain the dam in good working order. The tables below provide a summary of the recommendations as well as a status update of each. It should be noted that the report did not provide any repairs that needed to be immediately addressed.

A Silver Lake Dam Annual Maintenance Checklist for the Parks & Recreation Department Grounds Division was developed in January 2020. Since that time, annual maintenance activities have been performed and will continue to be performed. Some of the recommendations below added additional activities to the Annual Maintenance Checklist.

CATEGORY	DESCRIPTION	ASSIGNMENT	STATUS
Earth Embankment Upstream Slope	Continue to control the vegetative growth in the rip rap with herbicide.	Grounds	Annual Maintenance Checklist – 3x Per Year
	Continue to remove trash and debris that accumulates at the waterline.	Grounds	Annual Maintenance Checklist – 1x Per Year
	Seed the areas of bare ground on the east and west embankments. (10,000 SF)	Grounds	Annual Maintenance Checklist – 2x Per Year
	Fill the depression forming at the stump noted above the rip rap on the right upstream slope and seed to prevent surface erosion (2 CY). Monitor.	Grounds	One Time Repair
Dam Crest	The crest appears to be in good condition. As indicated in previous inspections, it should continue to be monitored for depressions.	Grounds	Monitor
	Consideration should be given to repaving the asphalt roadway on the dam crest.	Streets	Evaluate

CATEGORY	DESCRIPTION	ASSIGNMENT	STATUS
Earth Embankment Downstream Slope	Continue controlling the rip rap's vegetative growth with herbicide.	Grounds	Annual Maintenance Checklist – 3x Per Year
	Any bare spots, including eroded areas, areas disturbed by mowing operations, or areas around bollards, should be seeded and covered with new grass.	Grounds	Annual Maintenance Checklist – 2x Per Year
	Continue to monitor the areas adjacent to bituminous pavement driveways for surface erosion	Grounds	Annual Maintenance Checklist – 2x Per Year
	Continue to monitor the area along the fenceline at the bottom of the fish ladder and beneath the fish ladder for woody vegetation and weeds	Grounds	Annual Maintenance Checklist – 2x Per Year
	Continue to monitor the area inside the fence adjacent to the fish ladder for weeds and wood vegetation, and remove and control weeds with herbicide as needed. To minimize the potential for weed growth, consider replacing the No. 57 stone with grass seed or rip rap.	Grounds	Annual Maintenance Checklist – 2x Per Year
	The riprap appears sparse or may have been filled in the areas adjacent to the fish ladder on the left downstream slope. Additionally, rip rap has been placed only along a portion of the right downstream wing wall and appears to be sparse at the toe of the right downstream wing wall. It is recommended to perform an evaluation to consider the addition of rip rap	Engineering	Future CIP Proposal

CATEGORY	DESCRIPTION	ASSIGNMENT	STATUS
Concrete Spillway – Downstream Face and Wing Walls	Repair cracked and spalled area on the downstream end of the left wingwall	Engineering	Future CIP proposal.
Fish Ladder	Seal Interior Joints with marine grade sealant or epoxy	Engineering	Future CIP proposal
	Continue to remove the growing vegetation	Grounds	Monitor
	Consider a total replacement suited for needs or a replacement with minimum maintenance	Engineering	Future CIP proposal.
Spillway	Monitor seep on the downstream side.	Engineering	Future CIP proposal.
	Evaluate a resurfacing program for the apron as aggregates are getting more exposed and will eventually progress to complete aggregate loss.	Engineering	Future CIP proposal.
Pedestrian Walkway	Monitor walkway for cracks, and repair as needed.	Engineering	Future CIP proposal.
Outlet Works	Operate sluice gate monthly to monitor performance and keep mechanical components in working shape.	Grounds	Annual Maintenance Checklist – Monthly.
Exit Channel	Bushes and woody weeds in the rip rap should be removed and controlled with herbicide.	Grounds	Annual Maintenance Checklist – Quarterly.
	Any bare spots along the exit channel should be remediated with rip rap or seeded.	Grounds	Annual Maintenance Checklist – 2x Per Year

TASK TOTALS	22
P&R Grounds Division – Annual Maintenance Checklist	12
P&R Grounds Division – Evaluate / Monitor	2
DWW Engineering Division – Future CIP proposal	7
DPW Streets Division – Maintenance Action	1



Dam Inspection Report

Silver Lake Dam, City of Dover, DE

Prepared for:

City of Dover
Department of Water and Wastewater
P.O. Box 475
Dover, DE 19903

Prepared by:

Verdantas LLC
5400 Limestone Road
Wilmington, Delaware 19808

Verdantas Project No: 39807

December 2025

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Appendices

- Appendix A Site Photographs
- Appendix B Underwater Photographs – Walker Diving
- Appendix C DNREC Inspection Checklist

1. Executive Summary

The following report provides a summary of Verdantas LLC's (Verdantas') observations obtained during the annual inspection of Silver Lake Dam performed on November 17, 2025. The Silver Lake Dam was originally constructed in 1944 and is classified as a high-hazard dam. This classification is based on the impact of dam failure, which has a high probability of causing loss of human life. As such, the dam is subject to annual inspections to ensure it conforms to the state's guidelines and standards.

The dam consists of an earthen embankment approximately 630 feet long with a concrete gravity spillway that is approximately 150 feet long and 15 feet high. Verdantas performed the above-water inspection while the underwater inspection was subcontracted to Waker Diving, a commercial diving contractor. The following non-immediate repairs and improvements are recommended:

Upstream Slope:

1. Continue to control the vegetative growth in the rip rap with herbicide.
2. Continue to remove trash and debris that accumulates at the waterline.
3. Seed the areas of bare ground on the left and right embankments (10,000 SF).
4. Repair the crack on the boat ramp's right side (10 LF). This crack was previously repaired but has cracked again.
5. Fill the depression forming at the stump noted above the rip rap on the right upstream slope and seed to prevent surface erosion (2 CY). Continue to monitor embankments for further settlement.
6. Add rip rap (1,600 SF) on the east embankment upstream slope at the waterline to protect from wave action erosion during low lake level seasons.

Dam Crest:

1. Although the crest appears to be in good condition, continue to monitor for depressions as indicated in previous inspections.
2. Consideration should be given to repaving the asphalt roadway on the dam crest.

Downstream Slope:

1. Continue to control the vegetative growth in the rip rap with herbicide.
2. Seed and stabilize any bare spots, including eroded areas, areas disturbed by mowing operations, or around bollards.

3. Backfill the undermined sidewalk near the fence adjacent to the fish ladder to reduce the tripping hazard (2 CY).
4. Continue to monitor the area along the fenceline at the bottom of the fish ladder and beneath the fish ladder for woody vegetation and weeds.
5. Continue to monitor the area inside the fence adjacent to the fish ladder for weeds and woody vegetation, and remove and control weeds with herbicide as needed. To minimize the potential for weed growth, consider replacing the No. 57 stone with grass seed or rip rap.
6. The riprap appears sparse or may have been filled in the areas adjacent to the fish ladder on the left downstream slope. Additionally, rip rap has been placed only along a portion of the right downstream wing wall and appears to be sparse at the toe of the right downstream wing wall. It is recommended to perform an evaluation to consider the addition of rip rap.
7. Continue to monitor the areas adjacent to bituminous pavement driveways for surface erosion.

Upstream Face and Wing Walls:

1. Repair the cracks below waterline with pressure injected epoxy (7 LF).
2. Field measure, cut and re-adjust rotated fence extension on all wingwalls, and secure to prevent rotation. (7 LF)
3. Check, tighten, and replace bolts if missing on the railing system.

Downstream Face and Wing Walls:

1. There are three seeps on the east wing wall, under the fish ladder. The seeps appear to be below areas that were previously patched and repaired (15 LF). The 2023 inspection report also noted these seeps. It is recommended to conduct a resistivity geophysics study to aid in determining the water elevation behind the wall (nondestructive method) before looking into destructive methods of investigation.
2. Repair cracked and spalled area on the downstream end of the left wingwall. (5 SF)

Fish Ladder:

1. Repair the broken weld at the third steel brace from the north (0.17 LF).
2. Replace missing bolts and nuts with stainless steel hardware.
3. Seal interior joints with marine grade sealant or epoxy.
4. Tighten all loose bolts.

5. Continue to remove vegetation as needed.
6. Consider complete replacement of the fish ladder suited for fish passage needs and for reduced maintenance.

Spillway:

1. Monitor seep on the downstream side.
2. Evaluate a resurfacing program for the apron as exposure of the concrete aggregate appears to be continuing. Continued deterioration of the concrete surface may eventually progress to complete aggregate loss.

Pedestrian Walkway:

1. Monitor walkway for cracks, and repair as needed.

Outlet Works:

1. Repair the opening between the two trash rack panels (5 LF).
2. Operate sluice gate monthly to monitor performance and keep mechanical components in working shape.
3. Repair outlet works platform and ladder and install new railing for added operator safety (32 LF).

Exit Channel:

1. Place approximately 2,000 square feet of rip rap downstream of the downstream apron
2. Remove bushes and woody weeds in the rip rap and control weeds with herbicide as needed.
3. Stabilize bare spots along the exit channel with rip rap or seeding.

2. Introduction

This report presents Verdantas LLC's (Verdantas') observations and recommendations obtained from the 2025 annual inspection of the Silver Lake Dam. The dam is classified as a high-hazard dam. This classification is based on the impact of dam failure, which has a high probability of causing loss of human life. As such, the dam is subject to annual inspections to ensure that it conforms with the state's guidelines and standards. On November 17, 2025, Verdantas personnel performed the dam safety inspection and subcontracted Walker Diving Underwater Construction, LLC (Walker Diving) for underwater inspection services.

The following documents were available to aid in the inspection and in developing this report:

- A set of drawings titled "Silver Lake Dam, Dover – Delaware, prepared by 1944 Set of Plans prepared by Albright & Friel, Inc.
- An undated set of drawings titled "City of Dover, Silver Lake Dam Rehabilitation, Structural Repair Plan," prepared by EMJ/McFarland-Johnson Engineers, Inc.
- A dam inspection report prepared by Verdantas, dated December 2024, revised June 2025.

The following section provides a background on the dam and a brief description of the dam design. Afterward, the above-water field observations of the dam conditions are outlined, followed by a summary of the underwater observations made by Walker Diving. Photographs taken by Verdantas during the inspection are included in Appendix A. Photographs taken by Walker Diving during the underwater inspection are included in Appendix B. Appendix C includes the Delaware Department of Natural Resources and Environmental Control (DNREC) Dam Safety Program Visual Inspection Checklist.

2.1 Background

The Silver Lake Dam, constructed in 1944, is located within Silver Lake Park at the end of Lewis Mill Drive, City of Dover, Delaware. The location of the dam is shown in Figure 1. The dam is along the Saint Jones River and impounds Silver Lake, an approximately 167-acre manmade Lake. The City of Dover owns the dam, Silver Lake Park, and Silver Lake Beach recreational areas. Silver Lake Beach is located to the west side of the dam, while residential houses are located to the east.



Figure 1: Silver Lake Dam Location

2.2 Dam Design

Based on our review of the drawings prepared by Albright & Friel Inc. of Philadelphia, Pennsylvania, the dam upstream face was designed to be 22 feet in height. The foundation of the dam was composed of sheet steel piling on both upstream and downstream ends (north and south). The spillway apron was designed to have a 12-inch thick bituminous joint seal on the surface. The dam core was made of a class “C” concrete. The width of the dam from the upstream foundation to the downstream foundation limits was 28 feet. The toe of the dam was designed to be a 24-inch wide and 6 feet deep concrete footing wall. The wing walls were made of class “B” concrete. The design called for a 24-inch diameter cast iron pipe as the main outlet. Figure 2 shows the cross-section drawings used in this section.

Project No. 39807
Silver Lake Dam Inspection
December 2025

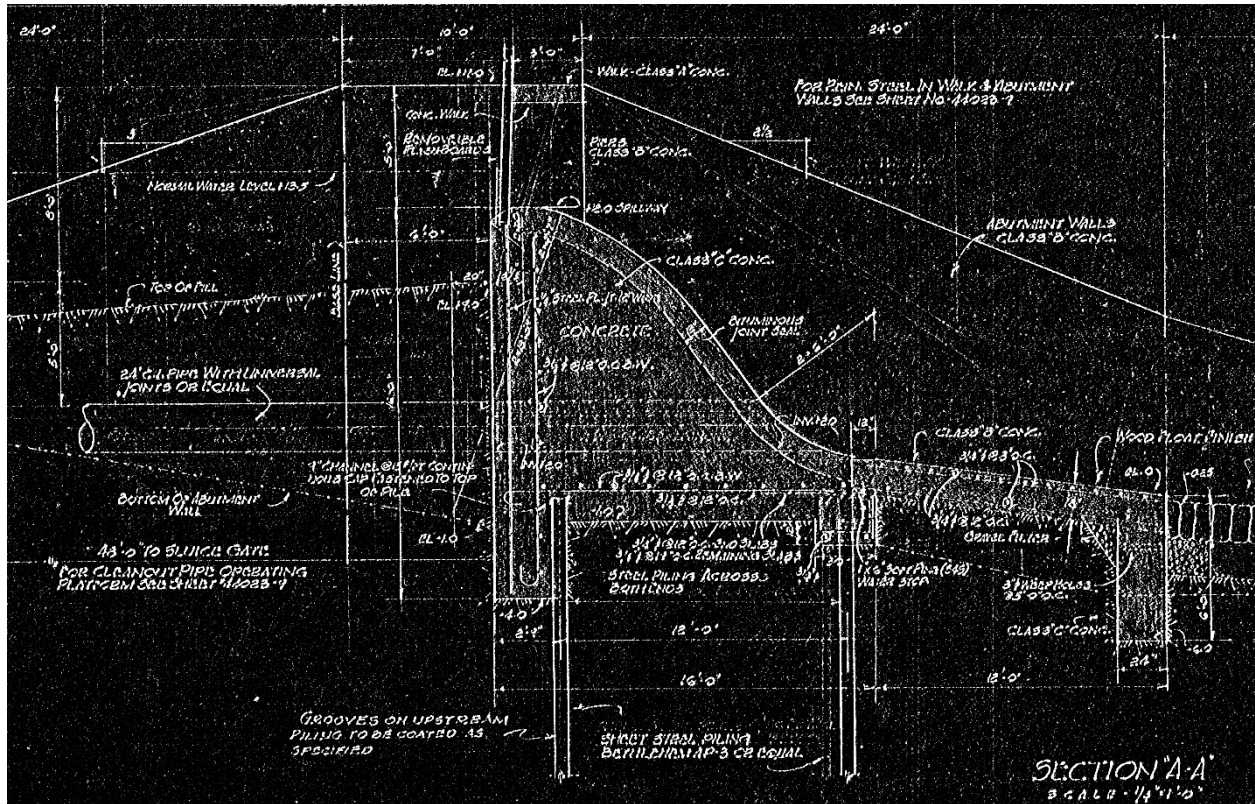


Figure 2: Cross Section of Design (Plan Number 44023-5, Albright & Friel Inc. July 7, 1944)

3. Observations

The observations and general assessment made during the dam inspection are outlined in the section herein. These observations are accompanied by photographs taken across the site and presented in Appendix A. The observations listed below address the main dam structure, fish ladder, walkway bridge, east and west abutments, downstream channel and boat ramp and pier separately. In addition, miscellaneous observations that do not pertain to the previously mentioned sections were addressed in a standalone section. Refer to Figures 3 and 4 below for the general location of the identified features.

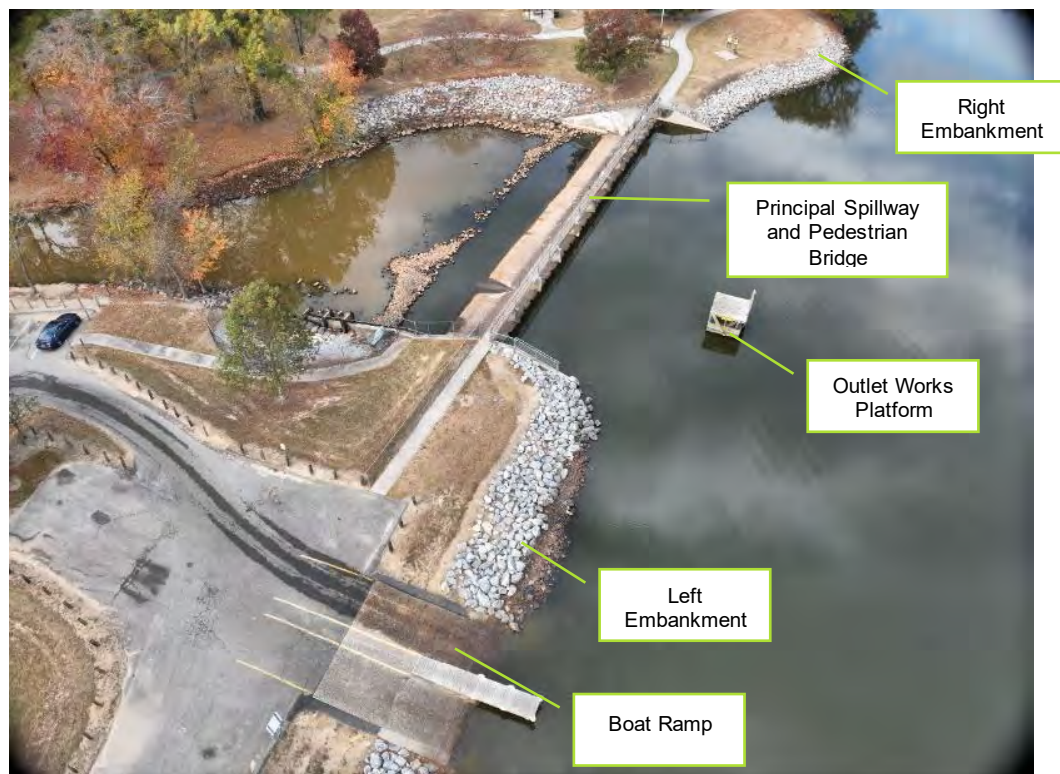


Figure 3: 2024 Aerial Photograph of Main Dam Features



Figure 4: 2024 Aerial Photograph of Spillway and Fish Ladder

3.1 Main Dam

- The low level outlet consists of a 24" cast iron pipe discharging through the concrete principal spillway. The outlet works is controlled by a sluice gate operated from the outlet works platform located within the reservoir.
- The outlet works platform can only be accessed by boat and needs to be operated by two operators.
- The 24-inch diameter cast iron pipe (part of the outlet works) did not have visible cracks or evidence of deformation.
- Normal flow is channeled over the principal spillway by two concrete wingwalls that retain the earth embankments on both the west and east sides of the dam.
- The left (east) wingwall had a staff gage and fish ladder adjacent to the wingwall. There is a concrete chute adjacent to the fish ladder. The chute was flowing at the time of inspection, but the fish ladder was not in operation. The left wingwall was observed to be previously repaired and in good shape above the water line on the upstream side.
- The right (west) wingwall was observed to have previous repairs and was in good condition above water.

- Slots for flashboards were noted on the upstream face of the principal spillway, but no flashboards were installed at the time of inspection. The reservoir level was just above the spillway crest elevation during the inspection. No debris was accumulated along the spillway crest and flow over the spillway appeared to be uniform.
- The downstream face of the concrete spillway is significantly abraded by flow, with exposed aggregate over more than 75% of the face. Some pockets of deeper abrasion and aggregate loss are sporadically located across the spillway face. There is evidence of prior patch and joint repairs that appear to be in fair condition.
- The 2024 inspection report noted a hole (2 inches deep and ¼ inch in diameter) and a potential seep (moist spot) (0.5 inches by 10 inches in area) on the downstream face of the spillway. These were not able to be observed during this inspection due to flow over the spillway. It is recommended that these areas continue to be monitored during low flow periods.
- Verdantas conducted a hammer test using a geologic hammer on the concrete surface of the spillway to identify hollow sounds (potentially indicating voids below the concrete surface). Some hollow sounds were observed in areas of prior patch repairs.
- The riprap within the stilling basin originally placed downstream of the spillway apron has been displaced by higher flow over the spillway. There is an estimated 10 feet (width) by 140 feet (length) by 18 inches (depth) of rip rap that has been displaced.
- There were three seeps observed on the left wingwall the fish ladder elevation. One seep was noted to be under a metal bracket that supports the fish ladder. The second seep was on the lower part of a previously patched/repared concrete spot. The third seep was near the bottom of the spillway, north of a metal bracket with iron oxidation staining. Seeps were generally characterized by damp concrete and water staining. Active flow at the seeps was negligible at the time of inspection.
- The downstream side of the right west wingwall was in good condition. Prior crack repairs were noted to be in good condition with no evidence of seepage or movement of the wall.

3.2 Fish Ladder

- The fish ladder was not in operation during the inspection.
- The fish ladder was in fair to poor condition. Numerous missing bolts and nuts were noted throughout the structure. Also, loose nuts may become undone during operation-induced vibrations. All loose or missing nuts and bolts should be tightened or replaced periodically, especially immediately before and after operating the fish ladder.

- Prior inspection reports indicate that the fish ladder leaks significantly through failed welds during operations. This could not be verified as the fish ladder was not operating at the time of inspection.
- The bracket supports for the fish ladder are rusted and should continue to be monitored for section loss.

3.3 Left (East) Abutment and Earth Embankment

- Varying sizes of riprap on the upstream slope of the left abutment and earth embankment were noted. The rip rap closest to the spillway and left wingwall appears to be an average 12-inch diameter. A smaller 6-inch diameter riprap was observed east of the concrete boat ramp. Both areas of riprap were in good condition with no signs of displacement or erosion due to wave action.
- The embankment slope above the rip rap is bare earth with no vegetative cover and shows signs of surface erosion.
- Riprap armoring terminated shortly below the waterline and was not extended to protect against erosion during low reservoir levels.
- Approximately 7 feet of railing required adjustment between the railing on the upstream side of the wingwall and the north/east corner of the walkway bridge.

3.4 Pedestrian Walkway Bridge

- Pedestrians are able to cross the principal spillway by means of a concrete pedestrian bridge supported by nine concrete piers cast integrally with the spillway.
- The walkway bridge was observed to be in good to fair condition.
- The concrete deck top and bottom surfaces have been previously repaired and appear to be in fair condition. Some efflorescence was observed on the bottom of the deck.
- The concrete piers supporting the deck appear to be in good condition. No significant damage due to debris impacts were observed.
- The railing consists of steel pipe railing with chain link fence fabric. The railing was securely attached.

3.5 Right (West) Abutment and Earth Embankment

- Riprap armoring is present along approximately half of the length of the right embankment. This riprap appears to be in good condition.
- The area above the riprap armor is bare (no vegetation cover) and shows minor surface erosion.

- There is a depression and erosion forming at a dead stump located above the rip rap on the right upstream slope near the spillway training wall.
- Numerous small trees are present along the right embankment slope adjacent to the beach area where there is no riprap armor. Roots are exposed on the surface of the embankment slope.

3.6 Downstream Channel

- The receiving channel downstream of the principal spillway was generally wide and unobstructed.
- The downstream banks appeared to be well vegetated. Continue to monitor downstream banks for signs of erosion, particularly after large flood events.

3.7 Boat Ramp and Pier

- The concrete boat ramp is in fair condition with prior crack repairs. One ¼-inch crack was noted at a previous repair.
- The timber “convenience” pier appears to be in good condition.

3.8 Miscellaneous

- The street lamp located on the left embankment crest has an open access panel and exposed wiring at the base
- The sidewalk on the east abutment has undermining and erosion that should be repaired to prevent a trip hazard.
- Asphalt pavement on the dam crest and downstream embankment slope has alligator cracks. There was rutting along the edge of pavement that should be repaired.
- Several trees were noted within the earth embankments, including one tree less than 25 feet from the west wing wall.
- Bare spots on the embankment slopes were noted throughout likely due to foot traffic.
- No dam warning signs or buoys were present.

3.9 Sluice Gate Exercise and Operator Comments

The sluice gate was operated by the City of Dover on November 24, 2025, witnessed by Verdantas. The operator reported no issues opening and closing the gate. No leakage was observed after gate operation. The sluice gate can only be operated from a wooden platform that can only be accessed by a boat. Replacing the existing ladder and installing railings on the platform would allow for safer operation.

4. Underwater Inspection Summary

The following are observations from Walker Diving Underwater Construction, LLC during the underwater inspection. Photographs are included in Appendix B.

4.1 Outlet Works

- The stem guides were in good condition. All hardware appeared present and tightly fastened.
- The sluice gate stem was in good condition. No damage was observed.
- The gate stem coupler (at the transition from smooth stem to threaded) appears to be missing one of the four set screws. Coupler appeared to be sufficiently connected.
- The guide bracket/gate stop below the coupler is heavily corroded, is broken and spins freely around the stem.
- The gate frame extensions are in good condition. All fasteners were in place and tight.
- The side gate wedges (2 on each side) were in place. Each wedge was secured with 3 bolts, all tight.
- Two top wedges were in place and in good condition. All hardware was present and tight.
- The pipe flange behind the gate was secured with 18 bolts total, all tight and in place. The outlet pipe is flanged up to the thimble/transition to the gate frame.
- The gate frame is in good condition. All mounting hardware appeared to be in place and tight.
- The gate disc is approximately 3' wide by 3' high, with two horizontal ribs and one vertical rib. The disc appears to be in good condition with some light marine growth in some areas.
- The timber cribbing around the outlet works structure was in fair condition.
- There were gaps in the chain link fence used as a trash rack on the north side of the structure, approximately 30" high by 18" wide. This opening was used by the diver to access the interior of the outlet works to inspect the gate.

4.2 Left (East) Spillway Wing Wall

- Abrasion was observed at the waterline across the left wingwall, approximately 2' above the bottom. Abrasion was generally estimated not to exceed ½-inch depth.
 - An area of abrasion was located approximately 2' upstream of the fish ladder, approximately 18" long by 3" wide by 3/8" deep.
 - An area of abrasion was located approximately 6" upstream of the fish ladder, oriented vertically, approximately 5" wide by 2' high by ½" deep.

- There was a crack that runs horizontally with a width of $\frac{1}{4}$ inch to $\frac{1}{2}$ inch and a length of 27 inches. The crack was located approximately 5 feet north of the fish ladder and 1 foot above the mudline.
- There are six prior repairs appearing to be hand packed concrete or mortar within former attachment points. The repairs appear to be in good condition.
- Prior concrete repair upstream of a construction joint, approximately 3' wide by 2' high, was in good condition.

4.3 Fish Ladder

- Hardware securing the upstream frame of the fish ladder was stainless steel and appears to be in place and tight.
- The stop log guides appear to be in good condition. Welds appear to be in good condition where visible (top 16" of the guides). The stop logs prevent inspection of all welds.
- The stop logs appear in generally good condition. The second stop log from the top has a 5" long gouge, approximately $\frac{3}{4}$ " deep.
- The frame of the fish ladder exhibited heavy corrosion with an estimated 40% section loss.
- The two vertical trash rack bars across the fish ladder opening are heavily corroded, with hourglass deterioration. 85% section loss was estimated on one bar and 60% on the other.

4.4 Spillway Upstream Face and Crest

- Riprap was present and piled to approximately 1' to 2' below the spillway crest/water surface.
- Abrasion was noted along the crest of the spillway, approximately 25' from the left spillway wing wall.

4.5 Right (West) Spillway Wing Wall

- Riprap was present and piled to approximately 1' below the water surface along the wing wall.
- A delamination was observed running horizontally along the wingwall, approximately 5' long, beginning approximately 6" above the riprap and extending down below the riprap line.
- Prior concrete repair was noted running horizontally along the waterline for the entire length of the wing wall. The repair appeared to be in good condition.

- There are 3 holes, approximately 2-inch diameter that appear to be former attachments to the concrete face.
- Prior concrete repairs just below the waterline appear in fair condition. Cracks noted in previous inspection report remain to be addressed.

5. Recommendations

Verdantas recommends that the condition of Silver Lake Dam should be classified as **FAIR**, according to the criteria outlined on the DNREC Dam Safety Visual Inspection Checklist, contained in Appendix C.

The following non-immediate repairs and improvements are recommended:

Upstream Slope:

1. Continue to control the vegetative growth in the rip rap with herbicide.
2. Continue to remove trash and debris that accumulates at the waterline.
3. Seed the areas of bare ground on the left and right embankments (10,000 SF).
4. Repair the crack on the boat ramp's right side (10 LF). This crack was previously repaired but has cracked again.
5. Fill the depression forming at the stump noted above the rip rap on the right upstream slope and seed to prevent surface erosion (2 CY). Continue to monitor embankments for further settlement.
6. Add rip rap (1,600 SF) on the east embankment upstream slope at the waterline to protect from wave action erosion during low lake level seasons.

Dam Crest:

1. Although the crest appears to be in good condition, continue to monitor for depressions as indicated in previous inspections.
2. Consideration should be given to repaving the asphalt roadway on the dam crest.

Downstream Slope:

1. Continue to control the vegetative growth in the rip rap with herbicide.
2. Seed and stabilize any bare spots, including eroded areas, areas disturbed by mowing operations, or around bollards.
3. Backfill the undermined sidewalk near the fence adjacent to the fish ladder to reduce the tripping hazard (2 CY).
4. Continue to monitor the area along the fenceline at the bottom of the fish ladder and beneath the fish ladder for woody vegetation and weeds.
5. Continue to monitor the area inside the fence adjacent to the fish ladder for weeds and woody vegetation, and remove and control weeds with herbicide as needed. To minimize the potential for weed growth, consider replacing the No. 57 stone with grass seed or rip rap.

6. The riprap appears sparse or may have been filled in the areas adjacent to the fish ladder on the left downstream slope. Additionally, rip rap has been placed only along a portion of the right downstream wing wall and appears to be sparse at the toe of the right downstream wing wall. It is recommended to perform an evaluation to consider the addition of rip rap.
7. Continue to monitor the areas adjacent to bituminous pavement driveways for surface erosion.

Upstream Face and Wing Walls:

1. Repair the cracks below waterline with pressure injected epoxy (7 LF).
2. Field measure, cut and re-adjust rotated fence extension on all wingwalls, and secure to prevent rotation. (7 LF)
3. Check, tighten, and replace bolts if missing on the railing system.

Downstream Face and Wing Walls:

1. There are three seeps on the east wing wall, under the fish ladder. The seeps appear to be below areas that were previously patched and repaired (15 LF). The 2023 inspection report also noted these seeps. It is recommended to conduct a resistivity geophysics study to aid in determining the water elevation behind the wall (nondestructive method) before looking into destructive methods of investigation.
2. Repair cracked and spalled area on the downstream end of the left wingwall. (5 SF)

Fish Ladder:

1. Repair the broken weld at the third steel brace from the north (0.17 LF).
2. Replace missing bolts and nuts with stainless steel hardware.
3. Seal interior joints with marine grade sealant or epoxy.
4. Tighten all loose bolts.
5. Continue to remove vegetation as needed.
6. Consider complete replacement of the fish ladder suited for fish passage needs and for reduced maintenance.

Spillway:

1. Monitor seep on the downstream side.
2. Evaluate a resurfacing program for the apron as exposure of the concrete aggregate appears to be continuing. Continued deterioration of the concrete surface may eventually progress to complete aggregate loss.

Pedestrian Walkway:

1. Monitor walkway for cracks, and repair as needed.

Outlet Works:

1. Repair the opening between the two trash rack panels (5 LF).
2. Operate sluice gate monthly to monitor performance and keep mechanical components in working shape.
3. Repair outlet works platform and ladder and install new railing for added operator safety (32 LF).

Exit Channel:

1. Place approximately 2,000 square feet of rip rap downstream of the downstream apron
2. Remove bushes and woody weeds in the rip rap and control weeds with herbicide as needed.
3. Stabilize bare spots along the exit channel with rip rap or seeding.

Boat Dock:

1. No repairs are required at this time.

Concrete Slab on Grade Pad:

1. No repairs are required.

Additional Maintenance Items:

1. Monitor growth of areas where new grass seed has been planted.
2. Remove weeds growing from the joints between the rip rap and maintain area to prevent future vegetation growth.

Appendix A

Site Photographs



PHOTO 1: Left embankment upstream slope, looking west toward boat ramp and spillway



PHOTO 2: Left embankment upstream slope. Bare area above riprap armor.



PHOTO 3: Typical riprap gradation along upstream slope east of boat ramp.



PHOTO 4: Open access panel and exposed wiring at light in embankment. Bare earth above riprap



PHOTO 5: Bare earth and minor erosion along upstream slope of left embankment approaching boat ramp.



PHOTO 6: Crest of left embankment, looking east. Some bare earth, minor erosion along pavement edge.



PHOTO 7: Crest of left embankment, looking west approaching spillway and pedestrian bridge.



PHOTO 8: Downstream slope of left embankment.



PHOTO 9: Downstream slope of left embankment.



PHOTO 10: Downstream slope of left embankment above paved parking lot.



PHOTO 11: Downstream slope of left embankment above paved parking lot.



PHOTO 12: Right embankment upstream slope, looking west.

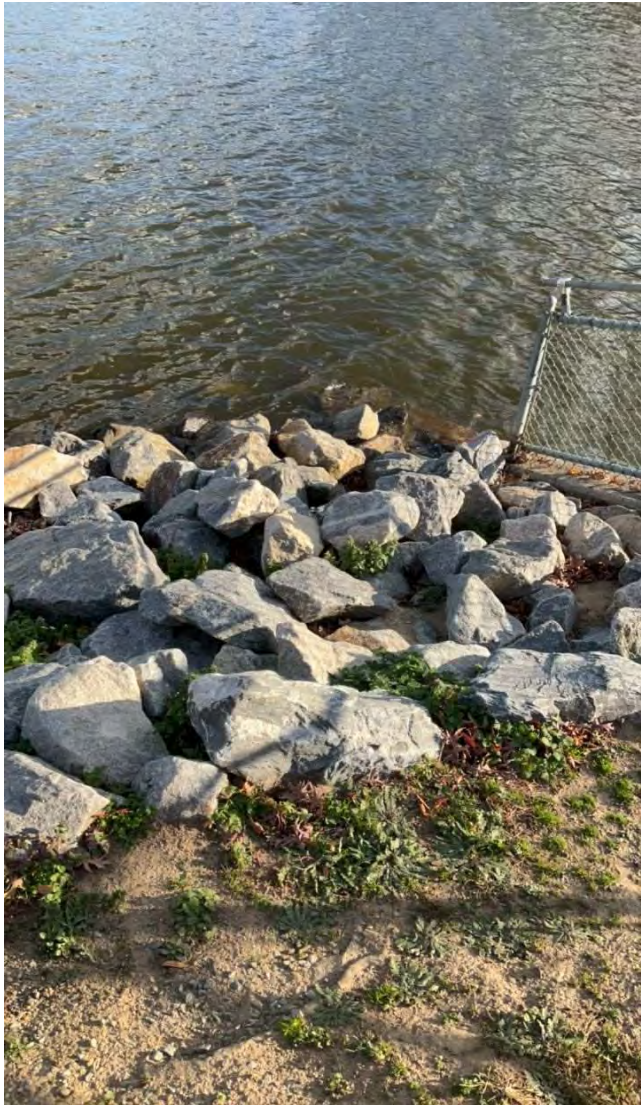


PHOTO 13: Right embankment upstream slope, riprap at right spillway wingwall/training wall.



PHOTO 14: Bare earth and minor erosion on upstream embankment slope at right spillway wingwall.



PHOTO 15: Right embankment upstream slope.
Erosion/settlement at dead stump.



PHOTO 16: Right embankment upstream slope.



PHOTO 17: Right embankment upstream slope, west of riprap armoring



PHOTO 18: Right embankment end at public beach area.



PHOTO 19: Right embankment crest, looking east.



PHOTO 20: Right embankment crest and reservoir beyond.



PHOTO 21: Right embankment downstream slope. Note tree adjacent to right spillway wingwall/training wall.



PHOTO 22: Right embankment downstream slope at right wingwall/training wall.



PHOTO 23: Right embankment downstream slope and riprap armoring at stilling basin and downstream channel.



PHOTO 24: Outlet works platform located in reservoir upstream of principal spillway.



PHOTO 25: Left spillway wingwall/training wall, upstream of spillway.



PHOTO 26: Left spillway training wall, fish ladder and low-flow chute downstream of spillway.



PHOTO 27: Left spillway training wall, fish ladder and low-flow chute downstream of spillway.



PHOTO 28: Downstream end of fish ladder on left side of spillway.



PHOTO 29: Damage at downstream end of left spillway wingwall, adjacent to fish ladder.



PHOTO 30: Damage at downstream end of left spillway wingwall, adjacent to fish ladder.



PHOTO 31: Spillway entrance channel and crest; right spillway wingwall/training wall upstream of spillway.

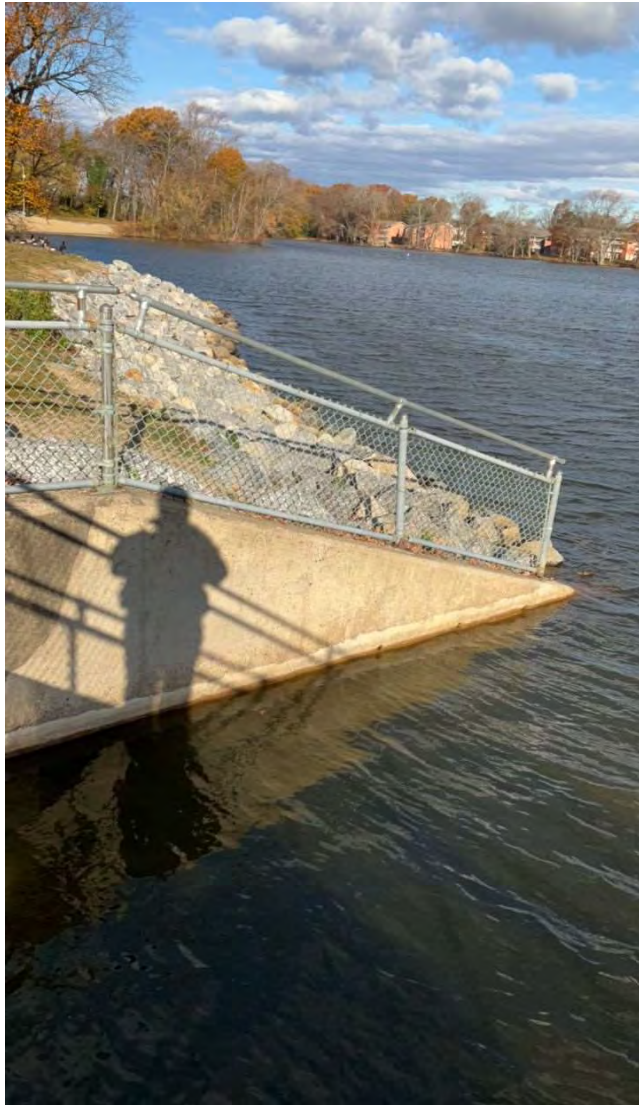


PHOTO 32: Right spillway wingwall/training wall, upstream of spillway.



PHOTO 33: Right spillway wingwall/training wall downstream of spillway crest.



PHOTO 34: Right spillway wingwall/training wall downstream of spillway crest.

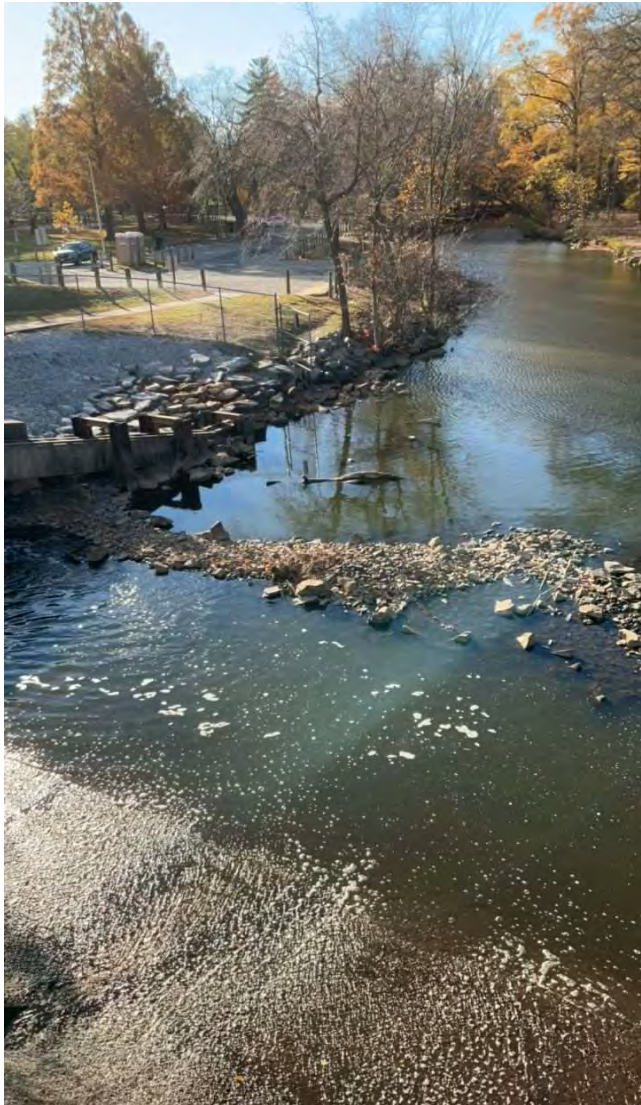


PHOTO 35: Stilling basin and receiving channel left bank.

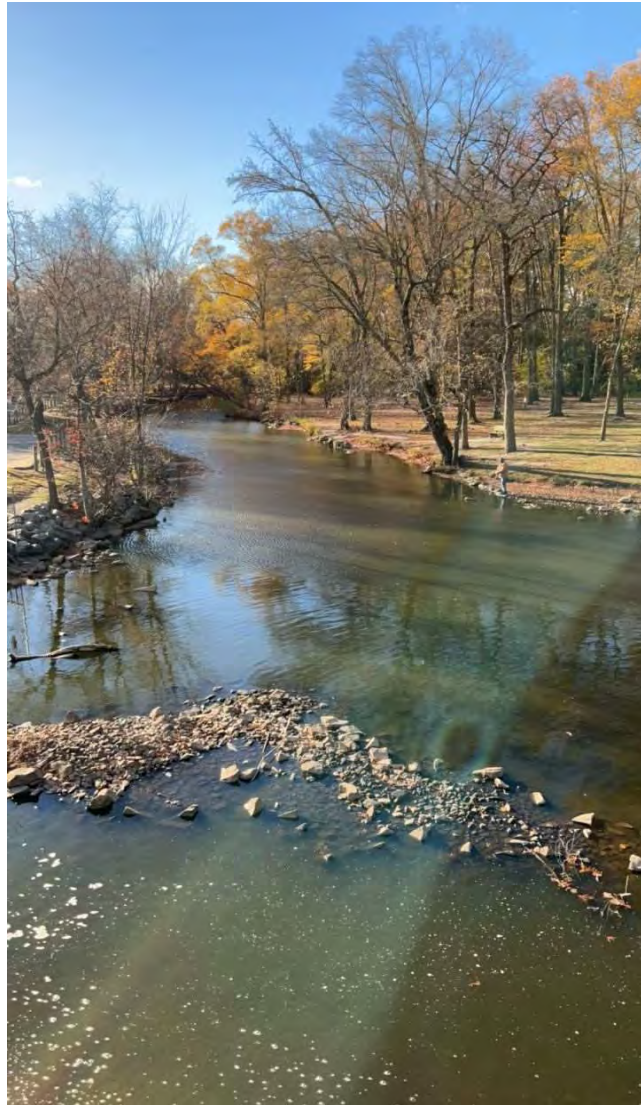


PHOTO 36: Stilling basin and receiving channel.

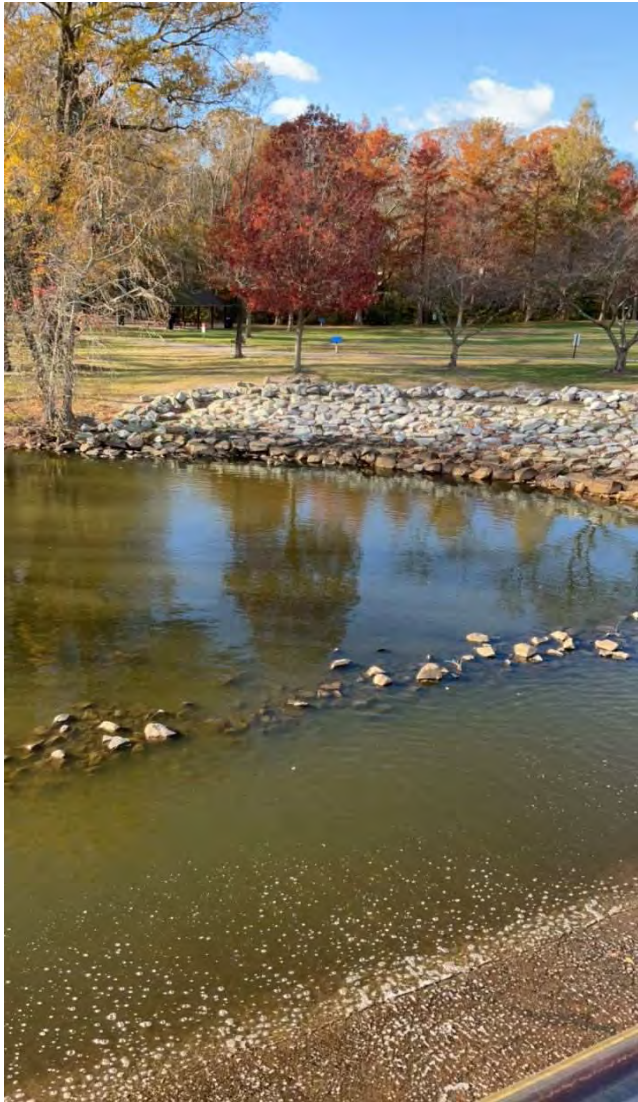


PHOTO 37: Stilling basin right bank.

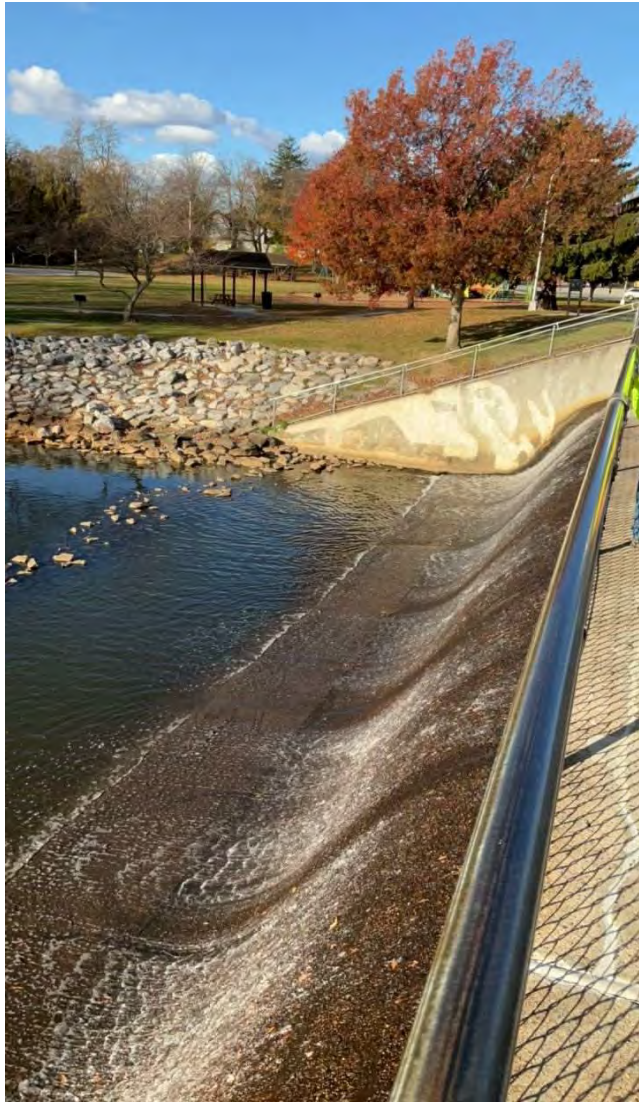


PHOTO 38: Downstream spillway face, stilling basin and right spillway wingwall/training wall.



PHOTO 39: Overall downstream face of spillway.



PHOTO 40: Downstream face of spillway from right side.



PHOTO 41: Overhead view of low level outlet works discharge through spillway.



PHOTO 42: Downstream spillway face.



PHOTO 43: Downstream spillway apron.



PHOTO 44: Typical condition, underside of pedestrian access bridge deck.



PHOTO 45: Downstream face of spillway at construction joint and prior repair.



PHOTO 46: Sounding downstream face of spillway.



PHOTO 47: End of concrete apron, beginning of displaced riprap within stilling basin.



PHOTO 48: Abrasion of concrete and exposed aggregate, typical over entire downstream face of spillway.



PHOTO 49: Abrasion of concrete, deeper areas of eroded aggregate sporadic along downstream face.



PHOTO 50: Downstream face of spillway and transition to apron. Low level outlet works discharges through spillway face.



PHOTO 51: Outlet end of low level outlet works.



PHOTO 52: Interior of low level outlet culvert from downstream end.



PHOTO 53: Low flow chute on downstream face of spillway at left training wall.



PHOTO 54: Location of seeps on face of left training wall.



PHOTO 55: Closeup of left training wall at upstream most seep (at steel brace)



PHOTO 56: Prior crack repair used flexible sealant on top of concrete/mortar patch indicated by arrow.



PHOTO 57: Closeup of third seep at crack/former attachment point. Rust staining noted.



PHOTO 58: Face of left spillway training wall below fish ladder.

Appendix B

Underwater Photographs – Walker Diving

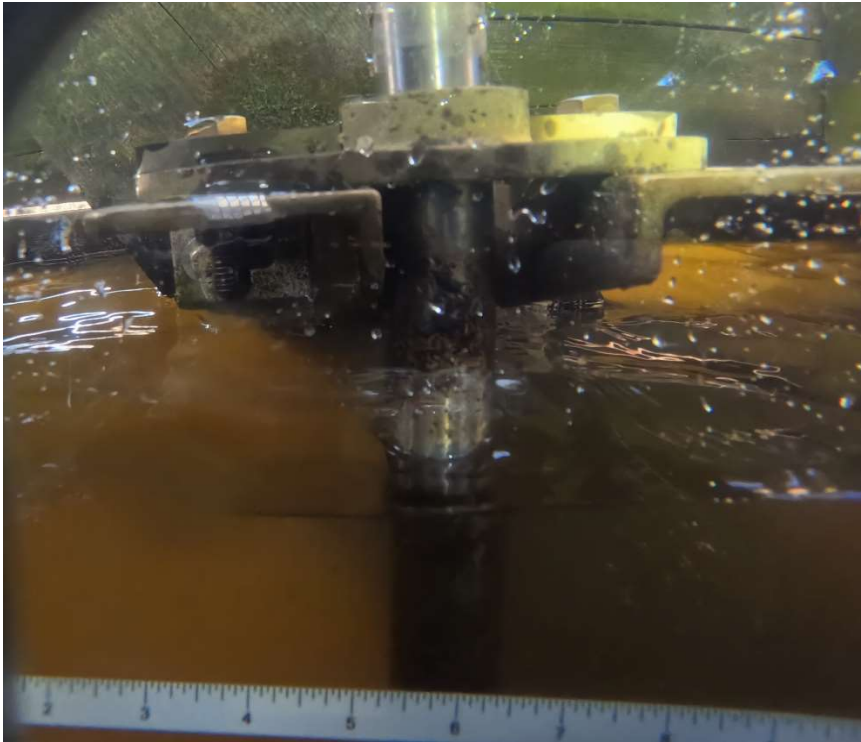


PHOTO 1: Sluice gate stem guide at water surface level



PHOTO 2: Timber cribbing around outlet works structure

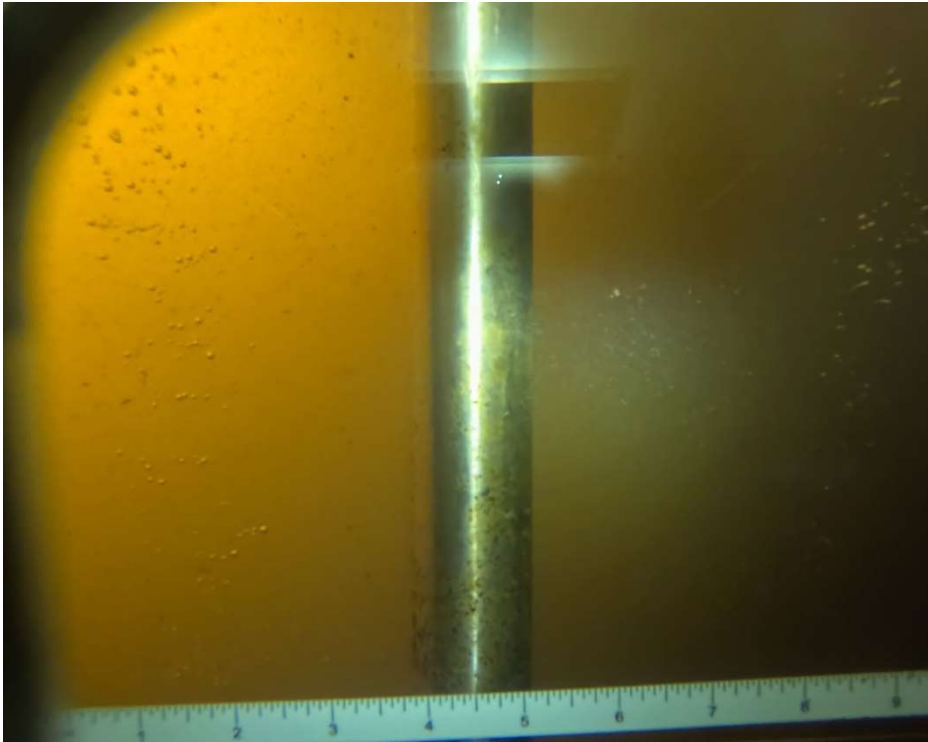


PHOTO 3: Sluice gate stem, typical condition



PHOTO 4: Gate stem and thrust nut



PHOTO 5: Gate stem coupler and gate stop



PHOTO 6: Gate stem coupler and gate stop



PHOTO 7: Gate stem coupler and gate stop



PHOTO 8: Gate frame connection



PHOTO 9: Gate frame connection



PHOTO 10: Side wedge, typical condition



PHOTO 11: Side wedge, typical condition

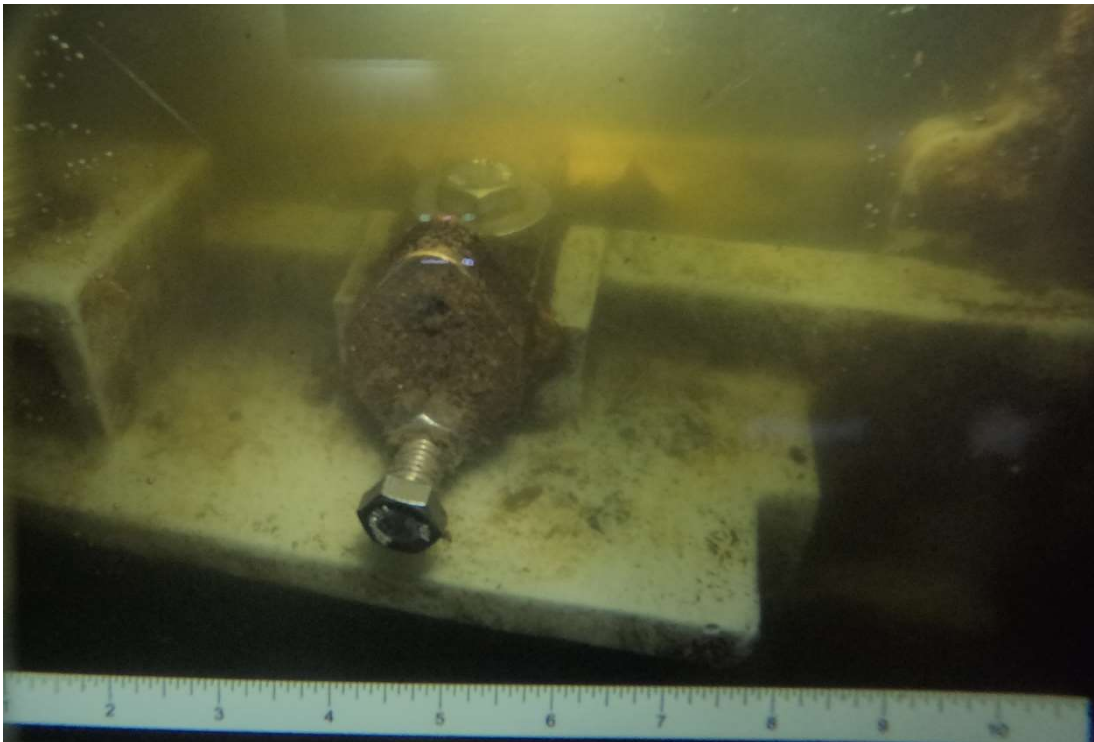


PHOTO 12: Top wedge, right side of gate



PHOTO 13: Top wedge, left side of gate

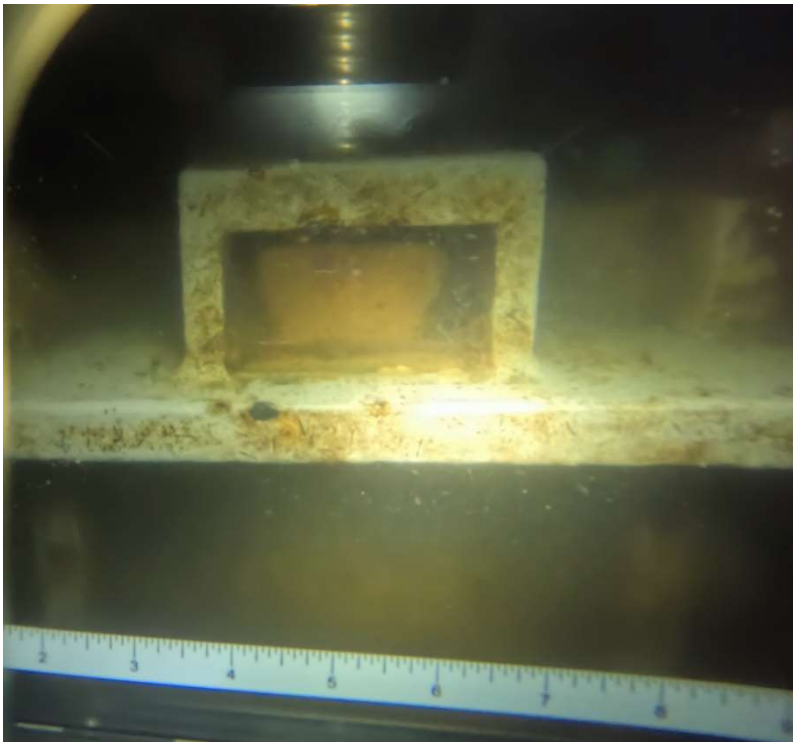


PHOTO 14: Stem connection to gate disc and thrust nut



PHOTO 15: Left training wall upstream of fish ladder and spillway



PHOTO 16: Left training wall upstream of fish ladder



PHOTO 17: Left training wall upstream of fish ladder



PHOTO 18: Upstream entrance to fish ladder



PHOTO 19: Vertical trash rack rod below waterline



PHOTO 20: Fish ladder exterior framing



PHOTO 21: Fish ladder stop log guide below waterline



PHOTO 22: Right training wall upstream of spillway.



PHOTO 23: Prior concrete repair at right training wall



PHOTO 24: Prior concrete repair at right training wall

Appendix C

DNREC Inspection Checklist



Delaware Dam Safety Program Visual Inspection Checklist

This general checklist should be used as an aid when examining all dams. This checklist may not, however, include all features or conditions found at a specific dam that are relevant to the safety of that dam. All features integral to the safety of the dam being examined should be inspected and their condition reported.

TYPE OF INSPECTION: (Regular, Formal or Informal): REGULAR

DE INSPECTION YEAR: 2025

DAM NAME: Silver Lake Dam

NID ID: S137

STATE ID: DE00031

LOCATION: St. Jones River, Dover, DE

OWNER: The City of Dover, DE

OPERATOR: The City of Dover, DE

DATE OF INSPECTION: November 17, 2025

RESERVOIR INFORMATION

Normal Reservoir Elevation (ft): N/A

Reservoir Elevation at time of inspection (ft): At spillway crest

WEATHER CONDITIONS (including recent rainfall): Mostly Clear, 45 degrees F

INSPECTION PERSONNEL

Delaware Licensed Professional Engineer(s):

NameAffiliation**Stephen Szewczak, P.E.****Verdantas, LLC**

Assisted By:

NameAffiliation**Laura Lutes, E.I.T.****Verdantas, LLC****William Thompson, P.E.****Verdantas, LLC****Michael Lambert****Walker Diving****Harry Duffield****Walker Diving****Angel Ramos****Walker Diving**

DNREC Dam Safety Program Representative(s):

NameAffiliation**Janice Shute, P.E.****DNREC Division of Watershed Stewardship**

Dam Owner Representative(s):

NameAffiliation

Others:

NameAffiliation

2008 DELAWARE DAM INVENTORY INFORMATION (provided by DNREC if available):

HISTORY

Date Constructed: 1944

Date(s) Reconstructed: N/A

Designer: Albright & Friel, Inc. Consulting Engineers

Constructed By: N/A

Owner & Address: The City of Dover, DE, 19903

Owner/ Operator present during inspection (yes or no): No

PREVIOUS INSPECTIONS

Last Inspection: November 7, 2024

Last Regular Inspection:

Phase I Inspection: January, 1978

Last Formal Inspection:

List all recommendations from previous inspection reports and note whether those items have been completed:

Recommendations from 2024 Inspection Report:

Upstream Slope:

1. All weeds noted within the rip rap should be controlled with herbicide and removed. **Continue to monitor—weeds were removed or dead due to the season.**
2. The trash accumulated along the water line at the west end of the left embankment. **Continue to monitor – some trash and debris was present during the inspection.**
3. Seed areas on the ground on the left and right embankment. **Not completed.**
4. Repair the crack noted on the right side of the boat ramp. **Previous repair has cracked again.**
5. Depressions on the crest should be monitored periodically. **Continue to monitor.**
6. The stump noted above the rip rap on the right upstream slope can remain provided it is no longer alive and should be monitored periodically. **A depression was noted around the stump. This area should be filled and seeded, continue to monitor.**

Dam Crest:

1. Depressions that were noted in previous inspections were not noted. **Continue to monitor.**
2. Consideration should be given to repair the cracks and depressed asphalt pavement. **Not completed.**

Downstream Slope:

1. All weeds noted within the rip rap should be removed and controlled with herbicide so future weeds do not grow. **Continue to monitor.**
2. Any bare spots should be seeded and covered with new grass, including any eroded areas, areas disturbed by mowing operations, or around bollards. **Not completed.**
3. The undermined sidewalk near the fence adjacent to the fish ladder should be remediated/backfilled. **Not completed.**
4. The woody bushes/weeds that were noted growing in the fence that cordons off the bottom of the fish ladder and near the fish ladder sign can be left in place provided they are no longer alive and should be monitored periodically. **Continue to monitor.**
5. The No. 57 stone that is being used as ground cover inside the fence adjacent to the fish ladder is allowing weeds to grow. The weeds should be removed and controlled with herbicide. Consideration should be given to replacing the No. 57 stone with grass seed or rip rap to minimize the potential for weed growth. **Continue to monitor.**
6. The undermined fence post at the southern end of the chain link fence adjacent to the fish ladder should be remediated. The eroded areas noted in the area of the fence post and the eroded area south of the fence that extends to the exit channel should be remediated. **Not completed.**

7. Continue to monitor the eroded area adjacent to the upper parking lot that has been remediated for further signs of erosion. Repair the soil reinforcement netting in this location. **Continue to monitor/not completed.**

Upstream Face and Wing Walls

1. Repair the cracks throughout, above and below water, with pressure injected epoxy (27 LF). **Completed above water but not completed below water line.**
2. Field measure, cut and re-adjust the rotated fence extension on all wingwalls (195 LF). **(7 LF was not completed on east abutment).**

Fish Ladder:

1. Repair the leaking joints. **Not completed.**
2. Repair the broken weld at the third steel brace from the north (0.17 LF) **Not completed.**
3. Replace the missing bolts and nuts with stainless steel hardware (2 EA) **Not completed (additional bolts and nuts are becoming loose and need tightening).**
4. Remove the growing vegetation. **Not Completed**

Spillway:

1. None of the defects noted warrant repair. **Continue to monitor.**

Pedestrian Walkway:

1. Bolts should be checked, tightened, and replaced if missing on the railing system. **Continue monitoring.**

Outlet Works:

1. Repair the opening between the two trash rack panels (5 LF). **Not completed.**
2. Continue to monitor the condition of the timbers & hardware for further deterioration or lack of function which would warrant repair. **Continue monitoring.**

Exit Channel:

1. The rip rap, other smaller stones, and the two bushes just downstream of the spillway and adjacent to the fish ladder should be removed. **Not completed.**
2. Bushes and woody weeds should be removed and controlled with herbicide. **Not completed.**
3. Any bare spots along the exit channel should be remediated with rip rap or seeded. **Not completed.**

EMERGENCY ACTION PLAN (Required for all High and Significant Hazard dams)

Date of Approved Plan: **N/A (Not Provided)**

Date of Plan Revision: **N/A (Not Provided)**

Is the notification flowchart complete and current? *(If the notification flow chart is not complete and current, all modifications, corrections, and additions must be made and replacement pages submitted with this report)*

Is inundation mapping or a description included? **N/A**

Are emergency materials and equipment identified? **N/A**

When was the plan last tested? **N/A**

DOWNSTREAM HAZARD CLASSIFICATIONS

Present Hazard Classification: **High**

Changes in Downstream Land Use and Habitation: **No**

Is present classification appropriate? **Yes**

OPERATION AND MAINTENANCE

Date of Operation and Maintenance Plan: **N/A**

Are instructions adequate? **N/A**

Do operating personnel follow instructions? **N/A**

What are operating personnel capabilities? **N/A**

EXAMINATION OF EMBANKMENT DAMS

DESCRIPTION OF STRUCTURE

Embankment Material: **Earth**

Cutoff Type: **Unknown**

Impervious Core: **Unknown**

Internal Drainage System: **Drainage system outlets were not observed which may indicate one is not present**

Movement (Horizontal and Vertical Alignment): **None observed**

Junctions with Abutments or Embankments: **Good condition, no cracks or separation observed.**

Miscellaneous: **N/A**

CREST

Vertical Alignment: **Good**

Horizontal Alignment: **Good**

Surface Cracks: **None observed**

Settlement: **None observed**

Unusual Conditions: **None observed**

UPSTREAM SLOPE

Slope (Estimate) (H:V): **3H:1V**

Trees, Undesirable Growth or Debris, Animal Burrows: **The Upstream Slope is in good condition except as noted below. No animal burrows were observed.**

1. **The riprap on both left and right slopes appeared in good condition, with some small to medium dead weeds noted. Monitoring should continue.**
2. **Minor trash and debris accumulation was noted in the water at the end of the east upstream embankment.**
3. **There is a 1,200 SF area on the west slope (upper side of slope) that needs reseeding since the area is bare from erosion and foot traffic.**
4. **There is 310 SF of area on the east slope (upper side of slope, west of the boat ramp) that needs reseeding since the area is bare from erosion and foot traffic.**
5. **There is 600 SF of area on the east slope (upper side of slope, east of boat ramp) that needs reseeding since the area is bare from erosion and foot traffic.**
6. **Additional 1,500 SF of rip rap is needed on the north side of the east slope for lower water elevations – noted in 2024 inspection and not completed.**
7. **One tree is present at the left abutment of the earth embankment on private property behind a fenceline. Continue to monitor for signs of erosion or settlement.**
8. **There is a depression forming at a dead stump located above the rip rap on the right upstream slope near the spillway training wall. This should be filled with earth material and seeded to prevent surface erosion. Continue to monitor for further settlement.**
9. **Numerous small trees are present along the right embankment slope adjacent to the beach area. Roots are exposed on the surface of the embankment slope. Continue to monitor for signs of erosion**

or settlement.

Sloughing, Subsidence or Depressions: **Small depression observed at the location of a dead stump – see above.**

Slope Protection: **Rip rap is missing along the waterline on the left (east) embankment slope. Rip rap is in good condition on the right (west) slope.**

Surface Cracks or Movement at Toe: **None Observed.**

Unusual Conditions: **None Observed.**

DOWNSTREAM SLOPE

Slope (Estimate) (H:V): **Varies from 2H:1V to flatter than 5H:1V**

Trees, Undesirable Growth or Debris, Animal Burrows: **Downstream Slope in good condition except as noted below. No animal burrows observed.**

1. **All weeds noted within the riprap and No. 57 stone ground cover should be controlled with herbicide and removed.**
2. **Any bare spots on either side should be covered with new grass.**
3. **A tree is present approximately 20 feet west of the downstream right spillway training wall. State of Delaware Dam Regulation 5103 Section 10.1.2.3 states, "Trees and other woody vegetation shall be prevented from growing on the dam unless waived by the Department". Continue to monitor the wing wall for cracks or signs of deflection as the tree continues to mature and grow. Tree roots can cause damage to concrete structures and create seepage paths.**

Sloughing, Subsidence or Depressions: **None Observed.**

Surface Cracks or Movement at Toe: **None Observed.**

Seepage: **None Observed.**

External Drainage System (Ditches, Trenches, Blanket): **None Observed.**

Condition Around Outlet Structure: **No separate outlet works. Low level outlet discharges through the spillway to the apron. See comments on spillway apron.**

Unusual Conditions: **None Observed.**

ABUTMENTS AND TOE AREA

Erosion at Contract: **None Observed.**

Seepage or Wet Area Along Contract: **None Observed.**

Signs of Movement: **None Observed.**

Depressions, Sinkholes: **None Observed.**

Unusual Conditions: **None Observed.**

SEEPAGE OR TOE DRAIN FLOW MEASUREMENTS

Location

Estimated Flow

Color (Turbidity)

OTHER CONDITIONS/OBSERVATIONS: None.

EXAMINATION OF SPILLWAYS AND OUTLET WORKS

TYPE(S) AND DESCRIPTION OF SPILLWAY(S)

Primary: **Concrete ogee-shaped spillway with base flow chute with flash boards on left side of spillway**

Secondary (auxiliary): **None**

Emergency: **Combined with Primary Spillway**

Low Level Outlet (flashboards, operable gates, etc.): **Sluice gate operated from wood platform upstream of spillway with 24-inch diameter cast iron pipe outletting through spillway downstream face**

Other:

FOR EACH SPILLWAY THE FOLLOWING ASPECTS MUST BE EXAMINED WHERE APPROPRIATE

ENTRANCE CHANNEL

Description: **Cast in place concrete wingwalls, riprap piled within the reservoir.**

Vegetation (Trees, Bushes): **None observed.**

Debris: **Small wooded debris on the spillway crest (west side).**

Channel Side-Slope Stability: **Concrete training walls were observed to be vertical and in generally good condition. Prior concrete repairs appear to be in generally good condition. Rip rap was observed piled within the entrance channel along the walls, terminating approximately 1 foot below the water surface.**

Slope Protection/Erosion: Unusual Conditions: **Minor surface erosion around existing rip rap along left and right walls.**

Unusual Conditions: **None observed.**

SPILLWAY CREST

Description: **Concrete**

Condition of Material:

1. **Water was flowing over the crest of the spillway, but the general condition was visible. Crest appeared to be level, uniform and in generally good condition.**
2. **Rip rap was observed piled along the upstream face of the spillway, terminating between 1 foot and 2 feet below the crest of the spillway.**

Signs of Movement: **None observed.**

Joints: **Good condition.**

Unusual Conditions: **None observed.**

DROP BOX

Description: **N/A**

Condition of Material: **N/A**

Signs of Movement: Joints: **N/A**

Floor: **N/A**

Unusual Conditions: **N/A**

SPILLWAY WING WALLS

Description: **Concrete**

Condition of Material:

Left Wingwall (East Side)

1. Areas of abrasion and spalling were noted along the length of the upstream wingwall. Abrasion depth was estimated at 1/2" to 3/8". This was noted in the 2024 inspection and remains to be repaired.
2. Handpacked concrete repairs to prior hardware attachments within the concrete were noted at 6 locations along the upstream wingwall. Repairs appear to be in good condition.
3. Prior concrete repair on the upstream wingwall approximately 3'L x 2'H appears to be in good condition.
4. There was a crack that runs horizontally with a width of 1/4" inches to 0.5 inches, with a length of 27 inches. The crack was located 5 feet north of the fish ladder and 1 feet above the mudline. This was noted in the 2024 inspection and remains to be repaired.
5. Minor seepage was noted at three locations along the wingwall downstream of the spillway, below the fish ladder. The first seepage was located under the metal bracket that holds the fish ladder, approximately 27 feet north of the south end of the east wall. The second was located on the bottom of recent patch repairs approximately 25 feet north of the south end of the east wing wall. The third seep was located approximately 15 feet north of the south end of the east wing wall. These seeps were noted in the 2024 inspection and remain to be addressed.
6. There is cracking at the corner of the downstream end of the wingwall. Concrete repair should be performed (approximately 2'L x 1.5"H). This is new damage since the 2024 inspection.

Right Wingwall (West Side)

7. Right wingwall has abrasions along its length at the water line to 1 foot in depth. There was spalling throughout. This was noted in the 2024 inspection and remains to be repaired.
8. Previous crack repairs appear to be to hand packed concrete placement and are in fair condition.
9. Crack observed approximately 29 inches long, 1/8 inches wide, approximately 6 feet south from the upstream end of the wingwall. This was noted in the 2024 inspection and remains to be repaired.
10. Cracks observed approximately 8 feet from the upstream end of the wingwall that were 8 inches in length, 1/4 inches in width and also a crack that was 12 inches in length with 1/4 inches in width. This was noted in the 2024 inspection and remains to be repaired.
11. Prior repair patches on downstream side of spillway appear to be in good condition.

Signs of Movement: **None observed.**

Joints: **Good condition.**

Drains: **None observed.**

Unusual Conditions: **None observed.**

DOWNSTREAM APRON

Description: **Concrete**

Condition of Material: **Fair.**

1. **Exposed aggregate was observed throughout the downstream face of the spillway and apron. The entire downstream face has sporadic pockets of deeper abrasion where up to 75% of the aggregate grains are exposed.**
2. **2024 inspection report indicated a possible seep located 57 feet west from the east abutment wing wall. This was not observed during this inspection as flow over the spillway obscured the area. This should continue to be monitored during low flow periods and on a quarterly basis.**
3. **2024 inspection report indicated a hole, 2 inches deep, less than 0.5 inches in diameter located 41 feet east from the west abutment wing wall. This was not able to be located during this inspection, as flow over the spillway obscured the area. No repair was observed.**
4. **Construction joints appear to be sealed and in fair condition. No evidence of seepage through joints was observed.**
5. **A rock hammer was used to sound the concrete spillway and apron face. Prior patched areas indicated a slightly hollow sound but were not of significant severity to warrant immediate action. Continue to monitor concrete spillway and apron for potential undermining.**

Signs of Movement: **None observed.**

Unusual Conditions: **None**

CULVERTS

Description: **24-inch diameter cast iron pipe from low level outlet works penetrates downstream apron.**

Condition of Material: **Observable portions appear to be in good condition.**

Joints: **Pipe interior was observed from the downstream outlet and not all joints could be observed directly. No signs of misalignment were present. A camera inspection of the culvert is recommended for the next regulatory inspection.**

Signs of Movement: **None observed.**

Seepage: **None observed.**

Location

Estimated Flow

Turbidity

Unusual Conditions: **Light scaling was noted at the interface between pipe and concrete spillway. Some rust staining was present on the downstream apron. No trash rack or animal guard is present on the outlet end of the culvert.**

TRASH RACKS

Description: **N/A**

Condition of Material: **N/A**

Unusual Conditions: **N/A**

CHUTES

Description: **Base flow concrete chute located on west side of downstream apron with wood flash boards. Chute was actively flowing at the time of inspection.**

Condition of Material: **The chute appears to be in good condition. The side walls appear well aligned and vertical. There were no cracks or missing components observed. The condition of the chute floor could not be observed due to flow within the chute.**

Signs of Movement: **None observed.**

Unusual Conditions: **The exterior of the chute walls exhibited abrasion/scaling with exposed aggregate, similar to the condition of the downstream apron. The condition of the chute floor could not be observed due to flow within the chute.**

STILLING BASIN

Description: **6 to 18-inch size stone riprap**

Condition of Material: **Fair, with no signs of seepage and boils observed. Rip rap has been displaced from the downstream end of the apron approximately 12 feet downstream creating a small rip rap berm downstream. There is an approximately 18 to 24 inch drop from the top of the apron slab to the bottom of the stilling basin. An estimated 1,900 to 2,000 square feet of rip rap should be placed to prevent scour and undermining of the apron.**

Signs of Movement: **None observed.**

Erosion: **Yes, as described on the “Condition of Material” description.**

Unusual Conditions: **None observed.**

EXIT CHANNEL

Vegetation (Trees, Bushes): **Some minor vegetation was observed to be growing in riprap that lined the entrance channel at the end of the wing walls for the downstream apron.**

Debris: **None observed.**

Channel Side-Slope Stability: **Good Condition. No signs of stability problems.**

Erosion: **Some shear erosion and bare spots were noted. Larger areas of erosion were observed on the right bank.**

Unusual Conditions: **None observed.**

LOW LEVEL OUTLET

Description: **Wood riser structure with sluice gate.**

Condition:

Riser Structure and Operating Platform:

1. **Personnel with the City of Dover successfully opened and closed the sluice gate on November 24, 2025.**
2. **The wooden riser operating platform is in poor condition. The boards that serve as a platform for the operators are cracked and warped. Platform does not have a handrail.**
3. **The timber structure’s galvanized hardware is in poor condition below the waterline with up to 30% section loss.**
4. **The timber piles exhibit 1/8”W checking. The diver was unable to verify the previously noted 50% section loss at the right downstream pile due to lack of access, but some evidence of pile section loss was observed through the gaps in the trash rack fencing.**
5. **The outlet works is armored with riprap piled around the perimeter.**

Sluice Gate:

1. **The diver was able to access the interior of the outlet structure and inspect the gate through an opening (hole) in the trash rack.**
2. **Sluice gate stem and stem guides above the thrust nut are in good condition.**
3. **Thrust nut – one set screw missing on bottom of southwest side of the thrust nut.**

4. **Stem guide below the thrust nut is corroded, broken and freely spinning.**
5. **Gate frame is in good condition, stainless steel bolts are in place and tight.**
6. **Gate wedges are in good condition, all wedges appear to be tight.**
7. **Pipe flange behind the gate is secured with 18 bolts. All appear to be in place and secure.**
8. **Gate disc is approximately 3'W x 3'H. Disc is in good condition with light marine growth in some areas.**

Trash Rack: The outlet works trash rack on the north face exhibits an opening between the two panels of approximately 30"H x 18" W. The trash rack consists of chain link fence mesh secured to the timber structure.

Leakage: None observed.

Location

Estimated Flow

Unusual Conditions: None observed.

Was the low level outlet operated during the inspection? Sluice gate was opened and closed by the City of Dover subsequent to the inspection on November 24, 2025, observed by Verdantas.

Were there difficulties operating the low level outlet? No, operator indicated that the gate opened and closed smoothly with normal effort. After closing the gate, no leakage was observed from the downstream outlet.

When was the low level outlet last operated and did this conform with the Operation and Maintenance procedures? Operator indicated that the outlet was last operated during the 2024 inspection. It is recommended to operate the low level outlet monthly to keep the mechanical components in working shape.

Miscellaneous: None.

STILLING BASIN FOR LOW LEVEL OUTLET

Description: Combined with stilling basin for combined principal and emergency spillways. See description above.

Condition of Material: See description above.

Signs of Movement: None observed.

Erosion: None observed.

Unusual Conditions: None observed.

EXIT CHANNEL FOR LOW LEVEL OUTLET

Description (Trees, Bushes): N/A

Debris: N/A

Channel Side-Slope Stability: N/A

Slope Protection Erosion: N/A

Unusual Conditions: N/A

EXAMINATION OF CONCRETE AND MASONRY DAMS

DESCRIPTION OF STRUCTURE

Type of Dam (Gravity, Arch, etc.):

Internal Drainage System:

Movement (Horizontal and Vertical Alignment):

Miscellaneous:

UPSTREAM FACE

Condition of Concrete or Masonry:

Cracking:

<u>Location</u>	<u>Orientation</u>	<u>Length</u>	<u>Width</u>	<u>Type</u>
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DOWNSTREAM FACE

Condition of Concrete or Masonry:

Cracking:

<u>Location</u>	<u>Orientation</u>	<u>Length</u>	<u>Width</u>	<u>Type</u>
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Leakage through Dam (Location and Estimated Flow):

CREST

Condition of Concrete or Masonry:

Cracking

<u>Location</u>	<u>Orientation</u>	<u>Length</u>	<u>Width</u>	<u>Type</u>
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Signs of Movement:

Differential Movement (Joint or Crack Separation or Offset):

GALLERIES

Cracking

<u>Location</u>	<u>Orientation</u>	<u>Length</u>	<u>Width</u>	<u>Type</u>
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Differential Movement (Joint or Crack Separation):

Leakage into Galleries (Location and Estimated Flow):

Condition of Gallery Drains:

FOUNDATION

Condition of Rock or Concrete Lining:

Cracking:

Signs of Movement:

Seepage (Location and Estimated Flow):

ABUTMENTS AND TOE AREA

Seepage or Wet Areas:

Signs of Movement:

Cracking:

Erosion:

Unusual Conditions:

EXAMINATION OF OTHER FEATURES

INSTRUMENTATION (Monumentation/Surveys, Observation Wells, Weirs, Piezometers, etc.) location, condition: **A reservoir staff gauge is attached to the left spillway wingwall. No other instrumentation is present.**

(A separate report including instrument readings, condition of instruments, observations, and conclusions based upon the collected data should be attached.)

RESERVOIR

Slopes: **Good condition.**

Sedimentation: **Could not be observed.**

Unusual Conditions Which Affect Dam: **None observed.**

Other Unusual Conditions: **Consider installation of dam warning buoys in reservoir upstream of the spillway due to the proximity of the boat ramp.**

APPURTENANT STRUCTURES

Description and Condition of Each:

Fish Ladder:

1. The stainless-steel fish ladder was in poor condition. The top and side seem to be starting to rust.
2. The fish ladder steel support members and hardware exhibit moderate corrosion with up to 10% section loss.
3. Previous inspection reports indicated that the fish ladder leaks significantly. No leaking was observed in this inspection since the fish ladder was not operating.
4. The trash rack at the upstream end of the fish ladder is significantly corroded, with up to 85% section loss on the component bars.
5. Stop log guides at upstream end appear to be in fair condition.
6. Second stop log from the top has a 5"L x ¾" deep gouge running horizontally. Other stop logs appear to be in good condition.
7. The upstream frame of the fish ladder entrance is heavily corroded with 40% section loss.
8. The third fish ladder steel brace from north exhibits a 2.0"L x ¼"W broken weld splice.
9. The horizontal beams at the bottom of the ladder are in good condition and painted. There is algae on the bottom vertical columns.
10. There was one bolt and nut missing on the fish ladder upper area, west side.
11. There were two bolts missing nuts on the fish ladder west side.
12. There were two bolts missing nuts on the fish ladder east side.
13. There were three bolts with loose nuts (about to detach from bolts) on the fish ladder west side.
14. Missing bolts, nuts should be replaced. Loose nuts should be retightened.

Pedestrian Walkway:

1. The concrete surfaces between spillway and bottom of piers exhibit abrasion up to ½" D with exposed aggregate on all piers.
2. Prior repairs to the concrete deck appear to be in good condition. Some efflorescence is present on the underside of the deck and should continue to be monitored.
3. Walkway railing is in fair condition. Width of walkway is narrower than desirable for pedestrian access.

RECOMMENDATIONS

THE FOLLOWING REPAIRS SHOULD BE MADE IMMEDIATELY:

No immediate repairs required.

THE FOLLOWING NON-IMMEDIATE REPAIRS/IMPROVEMENTS SHOULD BE MADE:

Upstream Slope:

1. Continue to control the vegetative growth in the rip rap with herbicide.
2. Continue to remove trash and debris that accumulates at the waterline.
3. Seed the areas of bare ground on the left and right embankments (10,000 SF).
4. Repair the crack on the boat ramp's right side. This crack was previously repaired but has cracked again.
5. There is a depression forming at the stump noted above the rip rap on the right upstream slope. This should be filled with compacted earth material and seeded to prevent surface erosion. Continue to monitor embankments for further settlement.
6. Rip rap (1,600 SF) should be added on the east embankment upstream slope at the waterline to help with wave action erosion during low lake level seasons.

Dam Crest:

1. The crest appears to be in good condition. As indicated in previous inspections, it should continue to be monitored for depressions.
2. Consideration should be given to repaving the asphalt roadway on the dam crest.

Downstream Slope:

1. Continue controlling the rip rap's vegetative growth with herbicide.
2. Any bare spots, including eroded areas, areas disturbed by mowing operations, or around bollards, should be seeded and covered with new grass.
3. The undermined sidewalk near the fence adjacent to the fish ladder should be remediated/backfilled, as it will be a tripping hazard.
4. Continue to monitor the area along the fenceline cordoning off the bottom of the fish ladder and beneath the fish ladder for woody vegetation and weeds.
5. Continue to monitor the area inside the fence adjacent to the fish ladder for weeds and woody vegetation. Weeds should be removed and controlled with herbicide as needed. To minimize the potential for weed growth, consider replacing the No. 57 stone with grass seed or rip rap.
6. The riprap appears sparse or may have been filled in the areas adjacent to the fish ladder on the left downstream slope. Additionally, rip rap has been placed only along a portion of the right downstream wing wall and appears to be sparse at the toe of the right downstream wing wall. A study should be performed to determine if additional rip rap should be added and/or replaced.
7. Continue to monitor the areas adjacent to bituminous pavement driveways for surface erosion.

Upstream Face and Wing Walls:

1. Repair the cracks below waterline with pressure injected epoxy (7 LF).
2. Field measure, cut and re-adjust rotated fence extension on all wingwalls, and secure to prevent rotation. (7 LF)
3. Bolts should be checked, tightened, and replaced if missing on the railing system.

Downstream Face and Wing Walls:

1. There are three seeps on the east wing wall, under the fish ladder. The seeps appear to be below areas that were previously patched and repaired. The 2023 inspection report also noted these seeps. It is recommended to conduct a resistivity geophysics study to aid in determining the water elevation behind the wall (nondestructive method) before looking into destructive methods of investigation.
2. Repair cracked and spalled area on the downstream end of the left wingwall. (2'L x 1.5'H)

Fish Ladder:

1. Repair the broken weld at the third steel brace from the north (0.17 LF).
2. Replace missing bolts and nuts with stainless steel hardware.
3. Tighten loose bolts.
4. Continue to remove vegetation as needed.
5. Consider complete replacement of the fish ladder suited for fish passage needs and for reduced maintenance.

Spillway:

1. Monitor seep on the downstream side.
2. Evaluate a resurfacing program for the apron as aggregates is becoming more exposed and will eventually progress to complete aggregate loss.

Pedestrian Walkway:

1. Repair the small indent on the west side of the walkway to avoid potential tripping hazard.
2. Monitor walkway for cracks, and repair as needed.

Outlet Works:

1. Repair the opening between the two trash rack panels (5 LF).
2. Operate sluice gate monthly to monitor performance and keep mechanical components in working shape.
3. Repair outlet works platform and ladder and install new railing for added operator safety.

Exit Channel:

1. Approximately 1,900 to 2,000 square feet of rip rap needs to be repaired downstream of the downstream apron
2. Bushes and woody weeds in the rip rap should be removed and controlled with herbicide.
3. Any bare spots along the exit channel should be remediated with rip rap or seeded.

Boat Dock:

1. No repairs are required at this time.

Concrete Slab on Grade Pad:

1. No repairs are required.

THE FOLLOWING MAINTENANCE ITEMS SHOULD BE COMPLETED:

1. Areas where new grass seed is planted should be monitored for growth.
2. Weeds growing from the joints between the rip rap stones should be removed and maintained to prevent further growth

THE FOLLOWING ENGINEERING ANALYSIS/STUDIES SHOULD BE PERFORMED:

- ☒ Hydrologic and Hydraulic Analysis
- ☐ Embankment Stability Analysis
- ☒ Dam Failure Analysis/Inundation Mapping
- ☒ Other: **Electrical resistivity geophysics on the east wing wall to determine potential water path that is causing the three seeps on the downstream side of the wing wall (under the fish ladder)**
- ☐ None

CONDITION ASSESSMENT

Silver Lake Dam was personally inspected by me and was found to be in the following condition (**select one only**):

SATISFACTORY

No existing or potential dam safety deficiencies are recognized. Acceptable performance is expected under all loading conditions (static, hydrologic, seismic) in accordance with the applicable regulatory criteria or tolerable risk guidelines.

X FAIR

No existing dam safety deficiencies are recognized for normal loading conditions. Rare or extreme hydrologic and/or seismic events may result in a dam safety deficiency. Risk may be in the range to take further action.

POOR

A dam safety deficiency is recognized for loading conditions which may realistically occur. Remedial action is necessary. POOR may also be used when uncertainties exist as to critical analysis parameters which identify a potential dam safety deficiency. Further investigations and studies are necessary.

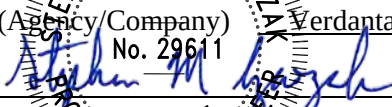
UNSATISFACTORY

A dam safety deficiency is recognized that requires immediate or emergency remedial action for problem resolution.

Delaware Registered Professional Engineer Performing Condition Assessment:

Name Stephen M. Szwedczak DE PE License Number 29611

Affiliation (Agency/Company) Verdantas LLC

Signature  Date 2/10/2026

Delaware Dam Safety Program Concurrence with Condition Assessment:

Name _____ DE PE License Number _____

Signature _____ Date _____

Dam Owner Acknowledgement of Condition Assessment:

Name _____ Title _____

Signature _____ Date _____

ACTION FORM

PROCEEDING: Council Committee of The Whole (Parks, Recreation, and Community Enhancement)
DEPARTMENT OF ORIGIN: Planning, Inspections & Community Development
DATE SUBMITTED: 4/2/26
PREPARED BY: Debbie O'Brien
SUBJECT: Community Development Block Grant (CDBG) proposed grant recommendations for multi-year approved CDBG projects
REFERENCE: N/A
RELATED PROJECT: N/A
REVIEWED BY: Sharon J. Duca, P.E., ICMA-CM, Acting City Manager
EXHIBITS: 2026 Draft Annual Action Plan
EXPENDITURE REQUIRED: \$300,000 AMOUNT BUDGETED: \$300,000
FUNDING SOURCE (Dept./Page in CIP & Budget): CDBG Entitlement Grant
TIMETABLE: Pending Council approval, CDBG grant agreements will be prepared for execution and initiation of projects effective 7/1/26.
RECOMMENDED ACTION: Approve the City of Dover's FY 2026 Annual Action Plan, including the proposed contingency provision, and authorize its submission to the U.S. Department of Housing and Urban Development (HUD).

BACKGROUND AND ANALYSIS

The City of Dover receives annual funding through the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program to support housing and community development activities that benefit low- and moderate-income residents. As a requirement of participation in the CDBG program, the City must prepare and submit an Annual Action Plan (AAP) that outlines the proposed use of funds for the upcoming program year. The 2026 Annual Action Plan represents the second year of the City's FY 2025–2029 Consolidated Plan and identifies specific projects and funding allocations designed to address priority needs, including housing rehabilitation, homeownership assistance, and services for individuals experiencing homelessness or housing instability.

The City anticipates receiving approximately \$300,000 in CDBG funding; however, the final allocation amount has not yet been confirmed by HUD at the time of plan preparation. To ensure timely submission of the Annual Action Plan to HUD by the May 15, 2026 deadline, staff recommends inclusion of a contingency provision allowing for adjustments to the final funding amounts upon receipt of the actual allocation. Any necessary adjustments will be made proportionally to align with the final award amount, with primary adjustments applied to the Homeownership Assistance Program. Adjustments to public service funding will only be made if required to remain within the 15% regulatory cap.

This approach allows the City to maintain compliance with HUD requirements while avoiding delays associated with amending the plan and repeating the citizen participation process. Approval of the Annual Action Plan will authorize submission to HUD and enable the City to continue administering CDBG-funded programs in a timely and effective manner.

The following activities are projects to be funded with proposed recommended funding allocations:

Homeownership Assistance Program

The city will provide settlement assistance up to \$20,000.00 to assist up to 4 low to moderate income households that are first time homebuyers purchase affordable housing in the City of Dover.

Grant Request: \$80,000 Recommended funded amount: \$80,000

Program Administration

CDBG funds will be used to oversee management, monitor and coordinate the CDBG program. Twenty percent 20% of the total grant allocation will be used to fund program administration.

Recommended funded amount: \$60,000

Milford Housing Development Corporation (Homeowner Rehabilitation)

CDBG funds will be used to rehabilitate single-family owner-occupied housing units that are found to be in violation of the City's Housing Code. This project will service between 3 low-income households.

Grant Request: \$55,000 Recommended funded amount: \$55,000

Milford Housing Development Corporation (Emergency Home Repairs)

CDBG funds will be used to complete emergency home repairs for single family residential owner-occupied housing units that are found to be in violation of the City's Housing Code. This project will serve between 5-15 low-income households.

Grant Request: \$40,000 Recommended funded amount: \$40,000

Central Delaware Housing Collaborative

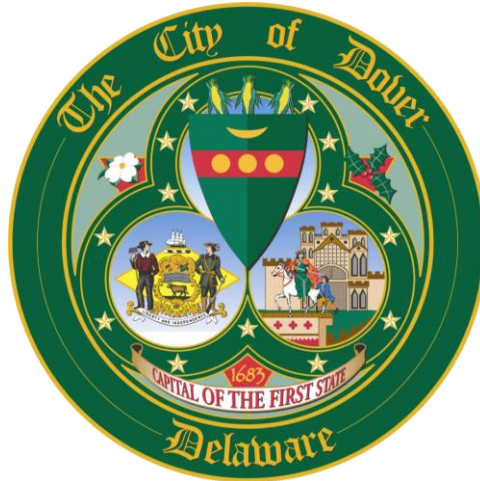
CDBG funds will be used for operations costs for a women's shelter. This project is a public service activity and subject to the 15% cap requirement.

Grant Request: \$50,000 Recommended funded amount: \$40,000

Central Delaware Habitat for Humanity

CDBG funds will be used for the construction of affordable housing in the Downtown Revitalization Area.

Grant Request: \$25,000 Recommended funded amount: \$25,000



CITY OF DOVER, DELAWARE

2026 DRAFT ANNUAL ACTION PLAN

Community Development Block Grant (CDBG) Program

Program Year: July 1, 2026 – June 30, 2027

Prepared by:

City of Dover

Department of Planning, Inspections & Community Development

Community Development Office

Date: March 27, 2026

*Prepared in accordance with the U.S. Department of Housing and Urban Development (HUD) requirements under
24 CFR Part 91.*

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Dover, the capital of Delaware, is centrally located within the state and lies in the Mid-Atlantic region of the United States. The city is approximately 90 miles from both Philadelphia and Washington, D.C., providing convenient access to two major metropolitan areas. With a population second only to Wilmington, Dover is one of the largest municipalities in Delaware. Dover also serves as the county seat of Kent County and is home to several key state government institutions, including the Delaware Supreme Court and Legislative Hall.

Delaware, together with the Eastern Shore counties of Maryland and Virginia, forms the Delmarva Peninsula. Within this region, Dover is the largest city by land area, encompassing more than 23 square miles.

As a recipient of Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD), the City is required to prepare a five-year Consolidated Plan and an Annual Action Plan (AAP) in accordance with 24 CFR Part 91.

This 2026 Annual Action Plan outlines how the City will utilize approximately \$300,000 in CDBG funding during the City's Fiscal Year 2027 (July 1, 2026 – June 30, 2027), funded through HUD's Program Year 2026 allocation, to address priority housing and community development needs identified in the 2025–2029 Consolidated Plan.

The Consolidated Plan is guided by four primary goals, listed in order of priority:

1. Provide aid for persons with special needs.
2. Preserve the existing housing stock.
3. Encourage owner-occupied housing in low- and moderate-income areas.
4. Promote safe and livable neighborhoods.

2. Summarize the objectives and outcomes identified in the Plan

The City of Dover's 2026 Annual Action Plan implements the priority goals established in the FY 2025–2029 Consolidated Plan, with a focus on housing preservation, expansion of homeownership opportunities, and support for vulnerable populations.

Rather than restating these goals, this plan identifies the specific actions and measurable outcomes that will advance them during the program year.

Planned activities include housing rehabilitation, emergency home repairs, homeownership assistance, and public service programs for individuals experiencing homelessness or housing instability. These investments are designed to improve housing conditions, increase access to affordable homeownership, and enhance housing stability for low- and moderate-income residents.

Consistent with HUD's performance measurement framework, these activities are expected to produce measurable outcomes aligned with the objectives of Decent Housing and Suitable Living Environments. Anticipated results include the preservation of existing housing units, assistance to first-time homebuyers, and expanded access to essential services for vulnerable populations.

3. Evaluation of past performance

The City of Dover made measurable progress in advancing the goals outlined in the FY 2025–2029 Consolidated Plan during the most recent program year. CDBG-funded activities supported housing stability, expanded access to homeownership, and provided essential services to low- and moderate-income residents, while maintaining compliance with HUD timeliness and expenditure requirements.

The City prioritized housing preservation and affordability through its housing rehabilitation programs, completing critical repairs to 15 owner-occupied homes. These improvements addressed health and safety concerns, allowing residents to remain safely housed while preserving the City's existing housing stock.

Efforts to expand homeownership opportunities also yielded positive results, with nine first-time homebuyers receiving financial assistance. These activities promote long-term neighborhood stability and create wealth-building opportunities for low- and moderate-income households.

In addition, the City supported programs serving vulnerable populations through partnerships with local service providers. More than 250 individuals received emergency shelter, case management, and supportive services, contributing to efforts to reduce homelessness and improve housing stability.

Overall, the City's past performance demonstrates effective use of limited resources to address priority needs. While housing affordability and service demands remain ongoing challenges, the City continues to make meaningful progress toward its community development goals.

4. Summary of Citizen Participation Process and consultation process

The City of Dover follows its adopted Citizen Participation Plan to ensure that residents—particularly low- and moderate-income individuals—have meaningful opportunities to participate in the development of the Annual Action Plan.

A minimum of two public hearings will be held to gather input on community needs and proposed funding priorities. The draft plan will be made available for a 30-day public comment period. Public

notices will be published in local media and on the City's website, and outreach will be conducted to organizations serving low- and moderate-income populations.

In addition to public engagement, the City consults with housing providers, social service agencies, and regional partners to inform funding decisions and align resources with identified needs. Public and stakeholder input plays a key role in shaping the City's priorities and program design.

5. Summary of public comments

To be determined

6. Summary of comments or views not accepted and the reasons for not accepting them

To be determined

7. Summary

The City of Dover has undertaken good faith efforts to engage all segments of the community that may benefit from the CDBG program. Through strategic investments, strong partnerships, and ongoing community engagement, the City remains committed to addressing critical housing needs, supporting vulnerable populations, and promoting sustainable community development.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	DOVER	Planning/ City of Dover

Table 1 – Responsible Agencies

Narrative (optional)

The Community Development Office is a part of the Department of Planning, Inspections & Community Development. The Community Development Office has one full-time employee, the Community Development Manager who administers the Community Development Block Grant and is the Fair Housing Coordinator. The City leverages cross-departmental support and experienced subrecipients to ensure effective program delivery and compliance. Clerical, planning and inspection assistance is provided by the Planning and Inspections Departments. The Building Inspections Office also provides housing and life safety inspections throughout the City, including property maintenance. The Dover Housing Authority provides responsibility for the public housing needs within the City and is a separate entity from the City. The Delaware State Housing Authority operates both Section 8 vouchers and public housing units also caters to the housing needs of low- and moderate-income households.

Consolidated Plan Public Contact Information

City of Dover Department of Planning, Inspections & Community Development
 15 Loockerman Plaza, Dover, DE 19901
 Phone (302) 736-7175 Fax: (302) 736-4217
 Website: www.cityofdover.com
 Debbie O'Brien, Community Development Manager
 Email: dobrien@dover.de.us

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Dover consults with a range of public, private, and nonprofit organizations to identify housing and community development needs and to guide the allocation of Community Development Block Grant (CDBG) funds. These consultations support a coordinated approach to addressing the needs of low- and moderate-income residents, including those experiencing homelessness, housing instability, and other challenges.

The City works collaboratively with housing providers, social service agencies, state and local government partners, and organizations participating in the Continuum of Care to ensure that programs and services are aligned with community priorities. Through these efforts, the City seeks to leverage available resources, reduce duplication of services, and improve the overall effectiveness of its housing and community development activities.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City of Dover enhances coordination among public and assisted housing providers, and private and governmental health and service agencies, through ongoing collaboration with local, state, and nonprofit partners. The City engages these stakeholders in identifying housing and community development needs, particularly for vulnerable populations including persons experiencing homelessness, individuals with disabilities, the elderly, and low- and moderate-income households.

The City works closely with housing providers such as the Delaware State Housing Authority and Dover Housing Authority, as well as nonprofit housing and service organizations including Dover Interfaith Mission for Housing, Central Delaware Housing Collaborative, Central Delaware Habitat for Humanity, and Milford Housing Development Corporation. In addition, coordination with the State of Delaware Department of Health and Social Services and internal departments such as the City of Dover Planning Department helps align housing activities with health, supportive services, and broader community development efforts.

Through these partnerships, the City promotes a coordinated service delivery system, reduces duplication of efforts, and leverages resources to improve housing stability and access to supportive services for residents in need.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Dover coordinates with the Housing Alliance of Delaware, which serves as the Continuum of Care (CoC) for the State of Delaware, to address the needs of individuals and families experiencing homelessness or at risk of homelessness. City staff participate in ongoing communication and collaboration with CoC partners to better understand local homeless needs and align funding priorities with statewide strategies.

Through partnerships with local service providers that are part of the Continuum of Care network, including emergency shelter and transitional housing providers, the City supports programs that provide shelter, case management, and supportive services to individuals experiencing housing instability. These efforts contribute to a coordinated approach to reducing homelessness and improving access to housing resources.

The City's coordination with the Continuum of Care helps ensure that available resources are used effectively, services are not duplicated, and individuals experiencing homelessness are connected to appropriate housing and support services through an integrated system of care.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Not applicable, the City of Dover does not receive ESG funds.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

See Table 2 on next page

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Housing Alliance Delaware
	Agency/Group/Organization Type	Services - Homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs and Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City coordinates with the Housing Alliance of Delaware as the Continuum of Care (CoC) for the State of Delaware. City staff participate in ongoing collaboration and utilize data and input from the CoC to better understand local homelessness trends and service needs. This coordination supports alignment of funding priorities and strengthens efforts to reduce homelessness and improve access to housing and supportive services.
2	Agency/Group/Organization	NeighborGood Partners
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Needs and Homeownership Assistance
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City partners with NeighborGood Partners to administer housing counseling services for first-time homebuyers participating in the Homeownership Assistance Program. Consultation with this organization helps ensure that eligible households are prepared for homeownership and supports the City's efforts to expand access to affordable housing opportunities.
3	Agency/Group/Organization	DELAWARE STATE HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA / Other Government – State
	What section of the Plan was addressed by Consultation?	Housing Needs and Public Housing

Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City consults with the Delaware State Housing Authority to assess affordable housing needs, including rental housing demand and housing assistance programs. Information from DSHA helps inform planning decisions related to housing priorities and supports coordination of resources to address housing affordability challenges within the City.
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Identify any Agency Types not consulted and provide rationale for not consulting

The City of Dover made a good-faith effort to consult with a broad range of agencies and organizations involved in housing, homelessness, and community development activities. Outreach efforts included public notices, direct communication with local and state agencies, and engagement with nonprofit service providers.

Due to the City's size and the limited number of agencies operating within the jurisdiction, not all potential agency types were represented during the consultation process. However, many of the organizations consulted provide overlapping services and represent the needs of multiple populations, including low- and moderate-income residents, persons experiencing homelessness, and individuals with special needs.

The City will continue to expand outreach efforts and strengthen coordination with additional partners as opportunities arise to further support the goals and priorities identified in the Consolidated Plan.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Housing Alliance of Delaware	The City of Dover prioritizes funding for homeless services and housing stability activities that align with the goals and priorities identified by the Continuum of Care. Coordination with the CoC supports efforts to reduce homelessness and improve access to housing and supportive services.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal setting

The City of Dover follows its adopted Citizen Participation Plan to ensure that residents, particularly low- and moderate-income persons, have meaningful opportunities to participate in the development of the Annual Action Plan.

To encourage public input, the City will conduct outreach through public hearings, public notices, and online engagement. A minimum of two public hearings will be held to gather feedback on housing and community development needs and to present proposed funding priorities. Notices of these hearings will be advertised in local media and on the City's website, and information will be shared with service providers and organizations that serve low- and moderate-income populations.

In addition to public hearings, the City consults with housing providers, social service agencies, and community organizations to identify priority needs, including housing affordability, homelessness services, and housing rehabilitation.

Public input received during the participation process will play a key role in shaping the City's funding priorities and program design. Feedback from residents and stakeholders will inform the selection of activities included in the Annual Action Plan, ensuring that resources are directed toward the most critical community needs.

The draft Annual Action Plan will be made available for public review for a 30-day period, during which comments will be accepted. All comments received will be considered in the preparation of the final plan.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	Public hearings will be held to solicit input from residents and stakeholders	Comments will be accepted during hearings and the public comment period	To be determined	
2	Newspaper Ad	Non-targeted/broad community	Public notices will be published in a local newspaper to inform residents of hearings and plan availability	Comments will be accepted during the public comment period	To be determined	
3	Internet Outreach	Non-targeted/broad community	Information will be posted on the City's website to provide access to the draft plan and hearing notices	Comments will be accepted online and during the public comment period	To be determined	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Dover receives Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD) to support housing and community development activities that benefit low- and moderate-income residents.

Given the limited availability of CDBG resources, the City prioritizes funding for activities that address the most critical needs identified in the Consolidated Plan, including housing preservation, homeownership assistance, and public service programs. The City also leverages partnerships with local nonprofit organizations, housing providers, and state agencies to maximize the impact of available funding.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
CDBG	Federal	Administration, Housing, Public Services	\$300,000	\$0	\$0	\$300,000	Approximately 20 percent (\$60,000) of the total allocation will be used for program administration. Public service activities will receive approximately 13.3 percent (\$40,000) of the allocation, supporting programs that serve low- and moderate-income residents, including individuals experiencing homelessness. The remaining funds will be dedicated to housing-related activities, including homeownership assistance and housing rehabilitation programs.

Table 5 - Expected Resources – Priority Table.

The funding amounts reflected in this Action Plan are based on the City's estimated CDBG allocation at the time of preparation. Upon receipt of the final allocation from HUD, the City may adjust funding amounts proportionally to align with the actual award. Any such adjustments will be made in a manner consistent with program requirements, with primary adjustments applied to the Homeownership Assistance Program, and adjustments to public service funding made only as necessary to remain within the 15 percent regulatory cap.

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Although there is no matching requirement for CDBG funds, the City of Dover leverages additional resources through partnerships with nonprofit organizations and housing providers. Subrecipients such as Milford Housing Development Corporation, Central Delaware Housing Collaborative, and Habitat for Humanity utilize additional funding sources, including private and state funds, to expand the impact of CDBG-funded activities.

These partnerships enable the City to address housing rehabilitation, homeownership, and supportive service needs more effectively while maximizing the use of limited federal resources. The City further supports housing development through local incentives, including tax abatements and fee waivers, which complement federal funding sources.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Dover supports the use of publicly owned and strategically acquired properties to address affordable housing needs. Through partnerships with organizations such as Habitat for Humanity and NeighborGood Partners, available properties may be utilized for the development or rehabilitation of affordable housing, particularly within targeted neighborhoods.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homeownership Assistance	2026	2027	Affordable Housing	Citywide	Homeownership Assistance	CDBG: \$80,000	Direct Financial Assistance to Homebuyers: 4 Households Assisted
2	Preserve Housing Stock – Owner-occupied Rehabilitation	2026	2027	Affordable Housing	Citywide	Improve Housing Conditions	CDBG: \$55,000	Housing Units Rehabilitated: 3 Units
3	Preserve Housing Stock -Emergency Repairs	2026	2027	Affordable Housing	Citywide	Maintain Safe and Habitable Housing	CDBG: \$40,000	Housing Units Rehabilitated: 6 Units
4	Providing Public Services to Vulnerable Populations	2026	2027	Public Services	Citywide	Support Homeless and At-risk Individuals	CDBG: \$40,000	Persons assisted: 150 persons
5	Affordable Housing Development	2026	2027	Affordable Housing	Downtown Target Area	Expanding Affordable Housing Supply	CDBG: \$25,000	Housing Units Constructed: 1 Unit

Table 6 – Goals Summary

These goals directly support the priority needs identified in the 2025–2029 Consolidated Plan. The City of Dover’s annual goals are based on available funding, prior program performance, and identified community needs. The City prioritizes activities that preserve housing, expand homeownership opportunities, and support vulnerable populations. The goals established for the program year are designed to be achievable and reflect the City’s commitment to making measurable progress toward the objectives outlined in the Consolidated Plan. Administrative activities are not included in the goals table, as they do not directly produce measurable outcomes.

Goal Descriptions

1	Goal Name	Homeownership Assistance
	Goal Description	The City will provide financial assistance to eligible first-time homebuyers to support the purchase of affordable housing. This activity increases access to homeownership opportunities and promotes long-term housing stability for low- and moderate-income households.
2	Goal Name	Preserve Housing Stock – Owner-occupied Rehabilitation
	Goal Description	The City will support rehabilitation activities that improve housing conditions and extend the life of existing housing units. This program focuses on maintaining safe, decent, and affordable housing for low- and moderate-income homeowners.
3	Goal Name	Preserve Housing Stock -Emergency Repairs
	Goal Description	The City will fund emergency repair programs to address urgent health and safety issues in owner-occupied homes. These efforts help prevent displacement and ensure that residents can remain safe in their homes.
4	Goal Name	Providing Public Services to Vulnerable Populations
	Goal Description	The City will fund public service programs that provide shelter, case management, and supportive services to individuals experiencing homelessness or housing instability. These services improve stability and access to essential resources for vulnerable residents.
5	Goal Name	Affordable Housing Development
	Goal Description	Funding will support the development of affordable housing units through partnerships with nonprofit housing organizations. These efforts increase the availability of safe and affordable housing within the City.

Projects

AP-35 Projects – 91.220(d)

Introduction

The projects included in the 2026 Annual Action Plan are designed to implement the goals and priorities identified in the City of Dover’s 2025–2029 Consolidated Plan. These projects focus on addressing the most critical housing and community development needs of low- and moderate-income residents, including housing preservation, homeownership assistance, and support for vulnerable populations.

Funding allocations were determined based on community input, identified needs, and the availability of CDBG resources. Projects were selected based on demonstrated capacity, prior performance, and alignment with identified community needs. The selected projects represent a coordinated approach to improving housing conditions, expanding access to affordable housing, and providing essential services to residents in need.

Projects

#	Project Name
1	Homeownership Assistance Program
2	Program Administration
3	MHDC Homeowner Rehabilitation Program
4	MHDC Emergency Home Repair Program
5	CDHC House of Hope Operations
6	CD Habitat for Humanity

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of Dover’s allocation priorities are based on the goals and objectives identified in the 2025–2029 Consolidated Plan, as well as input received through the citizen participation process and consultation with local housing and service providers. Priority is given to activities that address the most critical needs of low- and moderate-income residents, including preserving the existing housing stock, expanding access to homeownership, and supporting individuals experiencing homelessness or housing instability.

Funding decisions reflect a focus on programs that have demonstrated effectiveness and the capacity to deliver measurable outcomes, such as housing rehabilitation, homeownership assistance, and public service programs administered by local nonprofit partners. The City also prioritizes activities that leverage additional resources and partnerships to maximize the impact of limited CDBG funding.

The primary obstacle to addressing underserved needs is the limited availability of funding relative to the demand for housing and services. The need for affordable housing, particularly for low- and very

low-income households, continues to exceed available resources. In addition, rising construction and rehabilitation costs have reduced the number of households that can be served with available funding.

Despite these challenges, the City continues to coordinate with local and regional partners to leverage additional resources and improve service delivery, while prioritizing investments that provide the greatest benefit to low- and moderate-income residents.

AP-38 Project Summary

Activities will meet national objectives through low- and moderate-income area benefit and limited clientele criteria.

Project Summary Information

1	Project Name	Homeownership Assistance Program
	Target Area	Citywide
	Goals Supported	Affordable Housing
	Needs Addressed	Homeownership Assistance
	Funding	CDBG: \$80,000
	Description	CDBG funds will be used to provide down payment and closing cost assistance to eligible low- and moderate-income first-time homebuyers purchasing homes within the City of Dover.
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 4 low- and moderate-income households.
	Location Description	Citywide
	Planned Activities	Financial assistance will be provided to eligible households to support the purchase of affordable housing.
2	Project Name	Program Administration
	Target Area	Citywide
	Goals Supported	N/A
	Needs Addressed	Planning and Administration
	Funding	CDBG: \$60,000
	Description	CDBG funds will be used for the administration and management of the City's CDBG program, including oversight, reporting, and compliance.

	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable
	Location Description	Citywide
	Planned Activities	Program management, environmental review, reporting, and coordination.
3	Project Name	MHDC Homeowner Rehabilitation Program
	Target Area	Citywide
	Goals Supported	Preserve Housing Stock – Owner-Occupied Rehabilitation
	Needs Addressed	Housing Rehabilitation
	Funding	CDBG: \$55,000
	Description	CDBG funds will be used to rehabilitate owner-occupied homes to address code violations and improve housing conditions.
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 3 low- and moderate-income households
	Location Description	Citywide
	Planned Activities	Rehabilitation including structural repairs, system upgrades, and code compliance.
4	Project Name	MHDC Emergency Home Repair Program
	Target Area	Citywide
	Goals Supported	Preserve Housing Stock – Emergency Repairs
	Needs Addressed	Emergency Home Repairs
	Funding	CDBG: \$40,000
	Description	CDBG funds will be used to provide emergency repairs to owner-occupied homes to address urgent health and safety issues.
	Target Date	6/30/2027

	Estimate the number and type of families that will benefit from the proposed activities	Approximately 6 households.
	Location Description	Citywide
	Planned Activities	Emergency repairs including roofing, plumbing, electrical, and other critical systems.
5	Project Name	CDHC House of Hope Operations
	Target Area	Citywide
	Goals Supported	Providing Public Services to Vulnerable Populations
	Needs Addressed	Homelessness
	Funding	CDBG: \$40,000
	Description	CDBG funds will support operational costs for programs serving individuals experiencing homelessness, including shelter services and case management.
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 150 individuals
	Location Description	Citywide
	Planned Activities	Provision of shelter, case management, and supportive services.
6	Project Name	Habitat for Humanity Affordable Housing
	Target Area	Downtown Target Area
	Goals Supported	Support Affordable Housing Development
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$25,000
	Description	CDBG funds will support the development of affordable housing units in partnership with Habitat for Humanity.
	Target Date	6/30/2027

	Estimate the number and type of families that will benefit from the proposed activities	Approximately 1 household
	Location Description	Downtown Target Area
	Planned Activities	Construction of new affordable housing.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Dover will carry out most Community Development Block Grant (CDBG) activities on a citywide basis, with the primary objective of benefiting low- and moderate-income residents. Housing rehabilitation, homeownership assistance, and public service activities will be available throughout the City to eligible households.

A portion of funding will be directed to the Downtown Target Area to support the development of affordable housing. This targeted investment aligns with the City's ongoing efforts to revitalize areas with a higher concentration of low- and moderate-income households, as identified through HUD LMI data and local analysis.

Geographic Distribution

Target Area	Percentage of Funds
Downtown Target Area	8
Citywide	92

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City's geographic distribution strategy balances the need for flexible, citywide programs with targeted investments in areas of greatest need. While many programs are demand-based and must be available citywide, targeted funding in the Downtown area supports neighborhood revitalization and expands affordable housing opportunities in areas with higher concentrations of low- and moderate-income residents.

Discussion

The City of Dover continues to focus revitalization efforts within the Downtown Target Area, which includes one of the City's older neighborhoods with a higher concentration of low- and moderate-income households. This area contains an aging housing stock and has historically experienced a greater need for housing rehabilitation and investment.

Targeted investments in this area are intended to complement broader citywide programs by concentrating resources where they can have a visible and lasting impact. The development of affordable housing within the Downtown Target Area supports neighborhood stabilization, increases access to quality housing, and aligns with the City's long-term revitalization goals.

While many CDBG-funded activities are made available citywide to ensure accessibility, the City continues to prioritize strategic investments in areas where needs are most significant and where coordinated efforts can produce meaningful community improvements.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City of Dover recognizes the ongoing need for affordable housing for low- and moderate-income residents. Through the use of CDBG funds, the City supports a range of housing activities, including homeownership assistance, housing rehabilitation, and the development of new affordable housing units. These efforts are designed to improve housing conditions, increase access to homeownership, and expand the availability of safe and affordable housing.

One Year Goals for the Number of Households to be Supported	
Homeless	150
Non-Homeless	16
Special-Needs	0
Total	166

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	1
Rehab of Existing Units	9
Acquisition of Existing Units	0
Total	10

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Special needs populations are served through public service activities rather than housing production or direct housing assistance goals.

AP-60 Public Housing – 91.220(h)

Introduction

The Dover Housing Authority (DHA) is the primary public housing agency serving the City of Dover. DHA provides affordable housing opportunities to low-income families, elderly residents, and individuals with disabilities through a variety of federally funded programs.

Actions planned during the next year to address the needs for public housing

The City of Dover will continue to coordinate with the Dover Housing Authority to support the provision of safe, decent, and affordable housing for low-income residents. DHA administers public housing and housing assistance programs designed to meet the needs of eligible households, including families, seniors, and persons with disabilities.

The City supports these efforts through collaboration with housing providers and by funding activities that complement public housing programs, including housing rehabilitation, homeownership assistance, and services for vulnerable populations.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Dover Housing Authority offers programs and services that encourage residents to achieve greater economic self-sufficiency. These efforts include access to supportive services, housing counseling, and programs that assist residents in transitioning to homeownership opportunities.

The City of Dover complements these efforts by providing homeownership assistance programs that are available to eligible residents, including those transitioning from rental housing.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Dover Housing Authority is not currently designated as a troubled public housing agency. Therefore, no additional actions are required at this time.

Discussion

These activities are consistent with the goals of the Consolidated Plan and reflect ongoing efforts to address identified community needs.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City of Dover is committed to addressing the needs of individuals and families experiencing homelessness and those at risk of homelessness. Through coordination with local service providers and the Continuum of Care, the City supports programs that provide shelter, supportive services, and pathways to stable housing.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City supports outreach efforts through partnerships with local service providers, including the Central Delaware Housing Collaborative (CDHC), which provides shelter and supportive services to individuals experiencing homelessness. These programs help identify individuals in need and connect them to appropriate housing and services.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City will provide CDBG funding to support the operation of emergency shelter programs, including CDHC House of Hope. These programs provide safe shelter, case management, and supportive services to individuals experiencing homelessness.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City supports programs that assist individuals in transitioning from homelessness to permanent housing through case management, housing placement assistance, and coordination with housing providers. These efforts are aligned with the goals of the Continuum of Care to reduce the length of time individuals experience homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving

assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City works with local and state partners to support individuals and families at risk of homelessness by providing access to housing resources, supportive services, and housing stability programs. These efforts help prevent displacement and reduce the risk of homelessness among vulnerable populations.

Discussion

These activities are consistent with the goals of the Consolidated Plan and reflect ongoing efforts to address identified community needs.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City of Dover recognizes that barriers to affordable housing can limit access to safe and affordable housing for low- and moderate-income residents.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The primary barriers to affordable housing in the City include limited housing supply, rising construction and rehabilitation costs, and increasing demand for affordable units. These factors contribute to housing affordability challenges for low- and very low-income households.

The City continues to support policies and programs that promote affordable housing, including flexible zoning, partnerships with nonprofit housing developers, and incentives to encourage the development of affordable housing. The City also supports housing rehabilitation programs to preserve existing housing stock and maintain affordability.

Through coordination with local and state partners, the City will continue to explore strategies to reduce barriers and expand access to affordable housing opportunities.

Discussion:

To help address barriers to affordable housing, the City of Dover offers a range of development and homeownership incentives designed to encourage investment and reduce the cost of housing production and purchase. These incentives include financial assistance, fee waivers, and tax abatements that support both developers and homebuyers.

Available incentives include:

- Up to 20 percent cash rebate for qualifying construction projects (capped at \$1,000,000 per property)
- Transfer tax rebate for the buyer's portion upon issuance of a Certificate of Occupancy
- Waiver of building, plumbing, mechanical, and fire protection permit fees
- Waiver of City sewer and water impact fees
- 10-year abatement of property taxes on the value of improvements
- Up to \$20,000 in down payment assistance for the purchase of affordable housing

These incentives support the development of affordable housing, reduce financial barriers for developers and homebuyers, and complement the City's use of CDBG funds to expand housing opportunities. The City is actively working to address regulatory barriers through participation in the DSHA Zoning and Land Use Reform Pilot Program.

AP-85 Other Actions – 91.220(k)

Introduction:

The City of Dover will continue to take actions to address the needs of low- and moderate-income residents and to support the goals of the Consolidated Plan.

Actions planned to address obstacles to meeting underserved needs

The primary obstacle to meeting underserved needs is the limited availability of funding relative to the demand for housing and services. The City will continue to prioritize funding for programs that address the most critical needs and leverage partnerships to maximize available resources.

Actions planned to foster and maintain affordable housing

The City of Dover will continue to support affordable housing through a combination of financial assistance programs, strategic partnerships, and local policy initiatives. Key activities include homeownership assistance, housing rehabilitation programs, and support for the development of new affordable housing units.

In addition to direct funding, the City promotes affordable housing through local incentives, including tax abatements, fee waivers, and financial assistance programs that support both housing development and homeownership.

The City is also participating in the Delaware State Housing Authority's Zoning and Land Use Reform Pilot Program. Through this initiative, Dover will receive technical assistance to evaluate and modernize its zoning and land use regulations to better support the development of affordable housing. The program is intended to increase the variety of housing types, encourage compact and mixed-use development, and reduce regulatory barriers that limit housing supply.

These combined efforts position the City to address both immediate housing needs and long-term affordability challenges by increasing housing opportunities and supporting sustainable community development.

Actions planned to reduce lead-based paint hazards

The City will comply with all federal requirements related to lead-based paint in housing rehabilitation activities. The City works in coordination with state agencies to ensure that lead hazards are properly identified and addressed in accordance with applicable regulations.

Actions planned to reduce the number of poverty-level families

The City supports programs that assist low-income households by providing access to safe and

affordable housing, supportive services, and opportunities for homeownership. These efforts help improve economic stability and reduce the number of households living in poverty.

Actions planned to develop institutional structure

The City will continue to strengthen coordination among public and private housing providers, social service agencies, and community organizations. These partnerships enhance the delivery of services and improve the effectiveness of housing and community development programs.

Actions planned to enhance coordination between public and private housing and social service agencies

The City will continue to collaborate with local and regional partners, including housing providers, nonprofit organizations, and state agencies, to improve coordination of housing and supportive services. These efforts help ensure that resources are used efficiently and that residents receive the services they need.

Discussion:

These activities are consistent with the goals of the Consolidated Plan and reflect ongoing efforts to address identified community needs.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

Projects planned with all Community Development Block Grant (CDBG) funds expected to be available during the program year are identified in the Projects Table. The following information outlines program income, if any, and other CDBG-specific requirements applicable to the City of Dover.

Community Development Block Grant Program (CDBG)

1. Program Income

The City of Dover does not anticipate receiving program income during the program year.

Amounts:

- Program Income: **\$0**
- Section 108 Loan Proceeds: **\$0**
- Urban Renewal Funds: **\$0**
- Float-Funded Income: **\$0**

2. Other CDBG Requirements

Urgent Need Activities

The City of Dover does not anticipate undertaking any activities that meet the urgent need national objective during the program year.

Amount: \$0

Overall Benefit Requirement

The City of Dover will ensure that at least 70 percent of CDBG funds are used for activities that benefit low- and moderate-income persons over a one-, two-, or three-year period, in accordance with HUD requirements. For the current program year, it is anticipated that approximately 100 percent of CDBG funds, excluding administration and planning activities, will benefit low- and moderate-income persons.



CITY OF DOVER, DELAWARE ACTION FORM

PROCEEDING: Council Committee of the Whole (Utility Committee)

DEPARTMENT OF ORIGIN: Water & Wastewater

SUBMITTED ON: April 1, 2026

PREPARED BY: Kate L. Mills, Assistant Director of Water & Wastewater

REVIEWED BY: Sharon J. Duca, P.E., ICMA-CM, Acting City Manager and Patricia M. Marney, Controller / Treasurer

SUBJECT: Evaluation of Proposals – Manganese Removal Systems for Drinking Water

TIMETABLE: Notice to proceed to be issued within thirty (30) days of Council approval. Project anticipated to be completed in three hundred sixty-five (365) calendar days.

RELATED PROJECT: X

REFERENCE: X

EXPENDITURE REQUIRED: \$449,500

AMOUNT BUDGETED: \$400,000

FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Water & Wastewater – Water Treatment Plant – Manganese Removal Systems for Drinking Water, Account No.: 401-40-76-99-000-54031, Project Number WD2602. Shortfall to be covered by surplus funds from project WD2505, Account No.: 401-40-68-99-000-54031.

STAFF RECOMMENDATION:

Award contract to Verdantas for the Manganese Removal Systems for Drinking Water, RFP #26-0012WW, for the amount of \$449,500.

BACKGROUND AND ANALYSIS:

This project, identified by the Delaware Office of Drinking Water, is for the design of treatment systems for the removal of manganese from five (5) of the city's deep production wells. This project will be completed within three hundred sixty-five (365) calendar days and will deliver the design for each of the five (5) wells.

The proposal was advertised to the public as a Request for Proposals in accordance with the City's purchasing policy, by the City's Purchasing Agent under RFP #26-0012WW. Proposals were opened on February 25, 2026. The City of Dover received two (2) proposals. Each proposal was rated in six (6) categories and evaluated by four (4) staff members. The proposal evaluations are as follows:

CONTRACTOR	LOCATION	AVERAGE EVALUATED SCORE	TOTAL COST	EVALUATED COST
DAVIS BOWEN & FRIEDEL, INC.	MILFORD, DE	66	\$900,000.00	\$900,000.00
VERDANTAS	DOVER, DE	96	\$449,500.00	\$436,015.00*

**Verdantas claimed local vendor preference which provided a 3% reduction on their evaluated cost.*

The shortfall is proposed to be supplemented by the following:

Funding Source	Description	Current Budget	Spent / Encumbered	Savings / Remaining	Requested Change	Proposed Budget Remaining
Water Fund	WD2602 – Manganese Removal Systems for Drinking Water	\$400,000	\$0	\$400,000	\$49,500	\$449,500
Water Fund	WD2505 – SCADA Equipment Upgrade	\$975,000	\$480,613	\$494,387	(\$49,500)	\$444,887

City staff reviewed the submissions and found that the Verdantas proposal met all requirements for the qualifications of this project. Staff recommends awarding the contract to Verdantas in the amount of \$449,500.00 for the Manganese Removal Systems for Drinking Water project.

ACTION FORM

Item 2.

PROCEEDING: Council Committee of the Whole – Utility Committee	
DEPARTMENT OF ORIGIN: City Manager's Office	DATE SUBMITTED: 04-03-2026
PREPARED BY: Charles Kistler, Help Initiative, Inc.	
SUBJECT: Presentation – Safer Community Campaign HELP Initiatives	
REFERENCE:	
RELATED PROJECT:	
REVIEWED BY: Sharon, J. Duca, P.E., ICMA-CM, Acting City Manager	
EXHIBITS: Letter of Authorization and Project Safe Neighborhoods PowerPoint Presentation	
EXPENDITURE REQUIRED: n/a AMOUNT BUDGETED: n/a	
FUNDING SOURCE (Dept./Page in CIP & Budget): n/a	
TIMETABLE: May – July 2026	
STAFF RECOMMENDATION: Approve the Acting City Manager to sign and submit a letter of authorization.	

BACKGROUND AND ANALYSIS

The HELP Initiative, Inc., recently met with City of Dover staff to discuss target areas within the city that are high energy consumption areas. They offer no cost services for Dover residents that will help reduce energy burden and provide other health and safety measures to improve quality of life outcomes.

April 28, 2026

Charles T. Kistler, Executive Director
HELP Initiative, Inc.
101 W. Loockerman Street
Suite 1B
Dover, DE 19904
ckistler@helpinitiatede.org

RE: Project Safe Neighborhoods/City of Dover

Dear Mr. Kistler:

During their regular meeting on April 27, 2026, City Council approved your request for the City of Dover's participation in the Project Safe Neighborhoods program.

We appreciate your willingness to collaborate with the city on this initiative. We look forward to working together and are confident in the positive impact your efforts will bring to the community. Please keep us updated on your progress.

If you have any additional questions, feel free to call me at (302)736-7005 or via email at sduca@doover.de.us.

Sincerely,

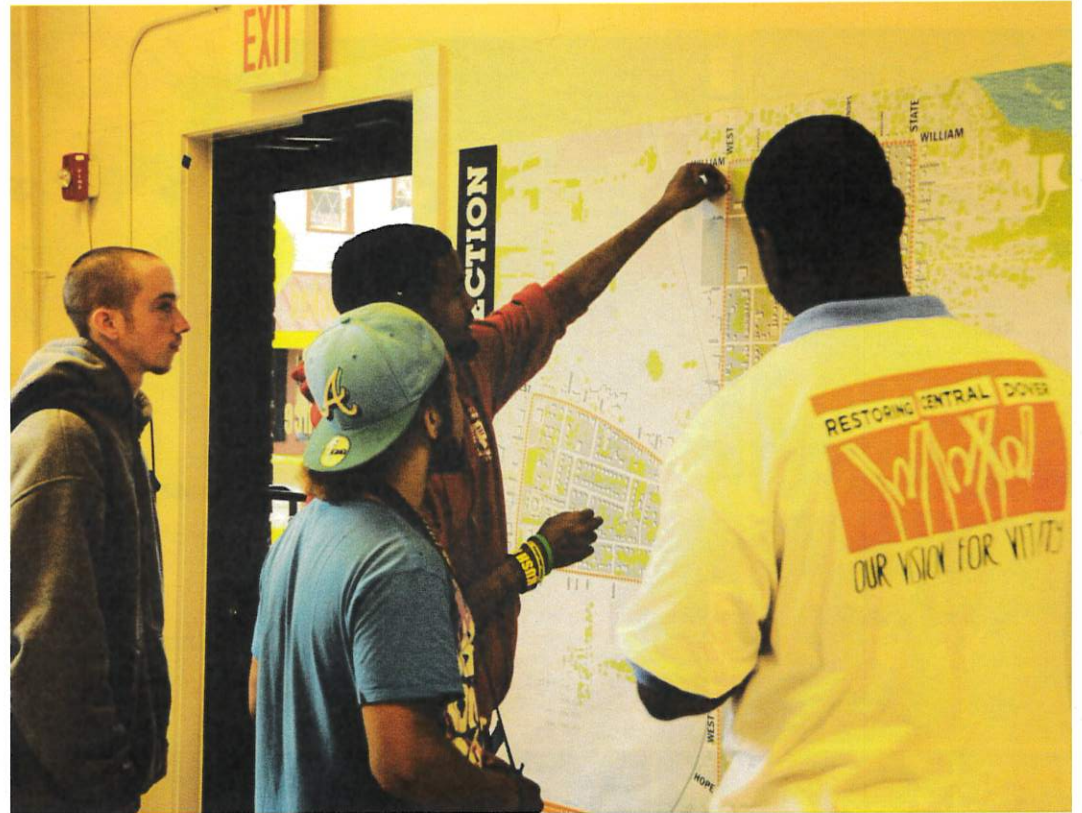
Sharon J. Duca, P.E., ICMA-CM
Acting City Manager
City of Dover



Dover Utility Committee Briefing

Project: Safe Neighborhoods

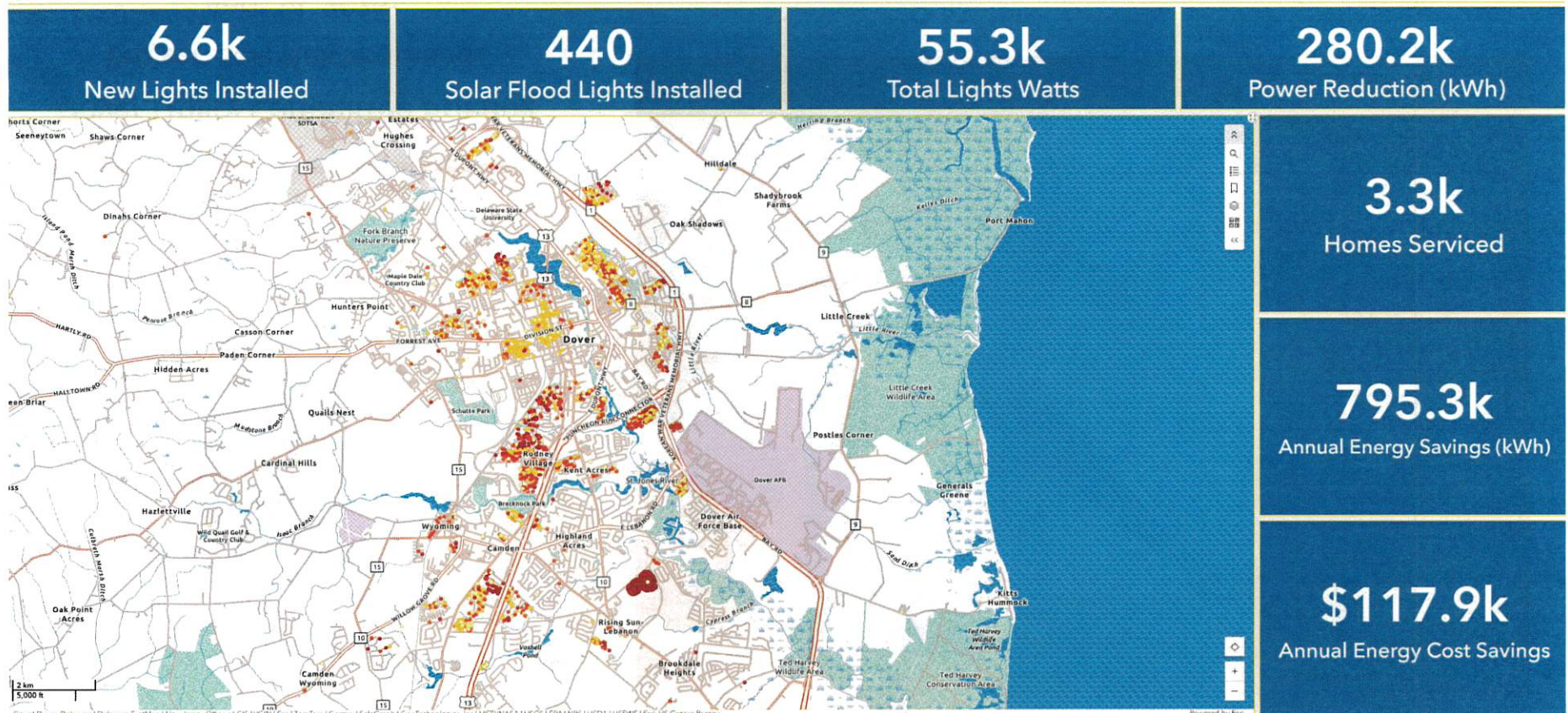
April 14, 2026



Dover Past Performance



HELP All Measures - Lights-ON



Objectives: Project Safe Neighborhoods

1. **Improve** public safety by installing energy-efficient lighting **outside** the home (i.e., Lights-ON Dover Strong) which will contribute to the reduction in criminal activity (Milford Case Study).
2. **Lower** energy bills by installing energy efficient measures **inside** the home in partnership with Energize Delaware's Home Energy Checkup & Council (**HEC2**) Program.
3. **Educate** residents for Emergency Response situations
 - a. Register for Smart911.Com
 - b. Complete Medical Prescription Card Information
 - c. Develop an Emergency Evacuation Plan (Home)
 - d. Identify vulnerable residents for a future Senior Roll Call Service
4. **Build** a referral system (Clearinghouse) that qualifies residents based on need and eligibility and shares resident details with program service providers using smart data exchange methodology
5. **Integrate** into existing networks of community and faith-based partnerships
6. **Increase** neighborhood engagement and trust building by educating residents about social media resources (Next-door, Camera Registration, Facebook, Anonymous Reporting)
7. **Create** Dover jobs in Home Performance, Weatherization and Energy based trades

Performance Benchmarks

No.	Activity	1Q2026	2Q2026	Total	%	Total	Project
		Jan-March	April-June	Completed	Completed	Remaining	Preliminary Targets
	Project: Safe Neighborhoods (PSN)						
1	Improve Public Safety						
	Lights-ON Installations	0	0	0	0%	3000	3000
2	Lower Energy Bills (Energize Delaware)						
	HEC2 Installations	0	0	0	0%	3000	3000
3	Educate - Emergency Response						
	Smart911 Registrations	0	0	0	0%	3000	3000
	Medical Prescription Card Completions	0	0	0	0%	3000	3000
	Emergency Evacuation Plan (Home)	0	0	0	0%	3000	3000
	Vulnerable Residents Identified	0	0	0	0%	300	300
4	Build a Referral Network (Clearinghouse)						
	Residents referred to Program Service Providers	0	0	0	0%	300	300
5	Create Jobs						
	Internship Recruitment	0	0	0	0%	5	5
	BPI Certifications	0	0	0	0%	5	5
	Intern Graduation	0	0	0	0%	5	5

Timeline: Project Safe Neighborhoods

Phase	Milestone Activity	Proposed Target Dates
1	START - Planning & Implementation	Dover City Council Vote & Letter of Authorization April 2026
2	Identify through outreach and community engagement events and subsequently serve residents with high energy bills in collaboration with Customer Service and immediately provide PSN Services	May - July 2026
3	Identify Open Street Geofenced Focus Areas of NEED and launch a neighborhood awareness campaign (door hangers, mailings, press release, website notices)	May – July 2026
4	Integrate into existing networks of community and faith-based partnerships to facilitate community awareness and intake & enrollment campaign	May - July 2026
5	Promote Jobs-ON Program to Dover residents and initiate the internship onboarding process.	May - July 2026
6	Submit Progress Report monthly to the City of Dover	May - July 2026

Project Requirements:

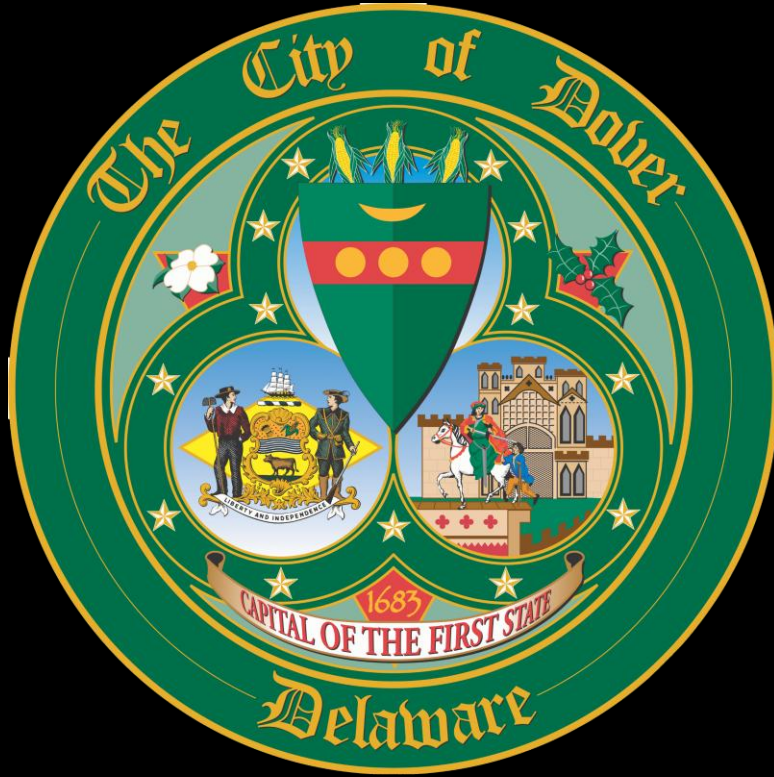
- City of Dover – Letter of Authorization
- Access to local crime data in collaboration with the Dover PD
- Access to First Responder (Fire & EMT) Education Expertise
- Work with Dover Customer Service to educate residents high energy bills so we can facilitate delivery of PSN services
- Identify Temporary Storage Area for Energy Efficiency Measures – HELP Initiative to provide Warehouse Area
- Identify Resident Intake & Enrollment Areas (Community Centers) in collaboration with a network of community stakeholders

Points of Contact:

Bether Rojas
Chief Operating Officer
Phone: (302)841-3546
brojas@helpinitiatede.org

Rosalynd Amen
Program Manager
Phone: (302)260-0236
ralam@helpinitiatede.org

Charles Kistler
Executive Director
Phone: (302)236-7773
ckistler@helpinitiatede.org



Snowstorm Costs January and February 2026

Facts

- Total Miles To Clear = 132.85 miles
 - Emergency Routes = 8.76 miles (Typically brine treated 12 hours before the snow event, January storm they salted 12 hours prior.)
 - Critical routes and parking lots = 22.14 miles (This includes Dover Police Department and the two fire stations to keep emergency services accessible. These are salt treated within 12 hours prior to the start of snow events.)
 - Other roads = 101.95 all other
- Equipment
 - 1 Brine Truck 4 - V Boxes Tailgate Spreader for 1 Ton
 - 9 - 6 Wheel Dump Trucks with plows 3 – 1 Ton trucks with plows
- “Floating” blades
 - Primarily due to infrastructure projections, plows sit 1-2” above pavement which allows the space to create a packed layer.

January Storm – Key Points

- Primary Response January 24, 2026 - January 27, 2026
- Conditions - Not just Snow - ice, snow, freezing rain and finally sleet
 - 6.5 inches of snow, freezing rain, sleet (created a solid base of ice)
- State of Emergency Issued (Level 1 and 2 statewide)
- Dealt with ice for extended period due to ongoing low temps (below zero with windchills) which reduces the efficacy of salt.
- Slower clean up, refreezing, and prolonged hazardous conditions.
- Relocated EMS to Station 1 and to a hotel in North Dover for faster response.

February Storm – Key Points

- Primary Response February 22, 2026 - February 25, 2026
- Conditions - heavy snow, blizzard conditions, whiteout and drifting snow
 - 16.5 inches of snow
- State of Emergency Issued (Level 3 Kent and Sussex)
- National Guard brought in for assistance.
- Shelter opened at Dover High School.
- Electrical outages increased.
- Temps far less extreme than January, still some overnight refreezing but much easier recovery than in January.
- Relocated EMS to Station 1 and to a hotel in North Dover for faster response.

Approximate Overall costs (January)

- Staff = **\$112,380**
 - Meal Allowances = \$790
 - Hotel costs = \$1,590
 - Salaries = \$110,000
- Contractors = **\$110,080**
 - Teal Construction = \$107,000
 - Kent Construction = \$3,080
- Materials = **\$13,120**
 - Salt (136 tons) = \$11,300
 - Brine (1,000 gallons – staff makes own) = \$100
 - Sand (43 tons) = \$1,720

Total: \$235,580

Approximate Overall costs (February)

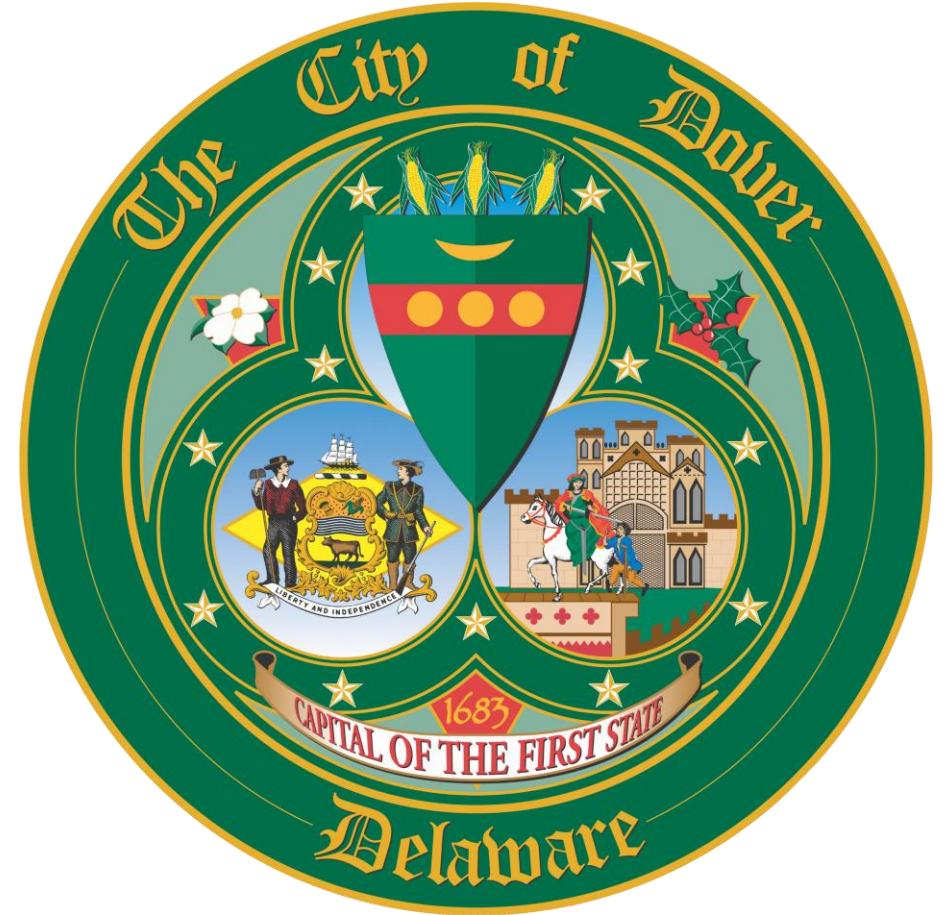
- Staff = **\$112,755**
 - Meal Allowances = \$770
 - Hotel costs = \$2,350
 - Salaries = \$109,635
- Contractors = **\$33,944**
 - Teal Construction and Asplundh
- Materials = **\$23,979**
 - Salt (57.5 tons) = \$4,420
 - Electric Equipment = \$19,559

Total: \$170,678

Approximate Total Cost for January and February Storms

\$406,258

Questions?



Statement by Fred Neil, President, Dover City Council Proposal for Alderman's Court

Item 2.

To my colleagues on the Dover City Council, I present the case for re-establishing the Dover Alderman's Court to end the continuing chaos caused by people breaking the law. These are people who are unable to act rationally and refuse help when offered to them who have addiction, mental health or other problems.

At the Council as a Whole city councilman, I asked staff to study and bring back the cost of re-establishing the court. Today, I am making that a formal request.

The goal of bringing back the Alderman's Court is to strengthening local accountability tools lessening the burden on the state systems. A municipal level court would allow Dover to:

- Address low-level nuisance offenses locally and efficiently
- Provide faster adjudication and consistent follow-through
- Impose enforceable penalties when warranted including medical intervention when appropriate
- Offer structured diversion options such as community service, mandatory treatment programs, and substance abuse counseling,
- Reduce repeated cycling through higher courts
- Ease the burden on state prosecutorial and judicial resources
- A Traffic court component to help control speeding and other violations

This approach aligns accountability with rehabilitation and would allow the City to handle quality-of-life offenses more effectively without escalating strain on state systems.

The City will seek a partnership with the State as solution. The court would strengthen local capacity so the State is not solely responsible for managing chronic low-level disorder in its capital city. Citizen complaints of speeding in neighbors will receive a quicker and higher profile response.

Step-by-Step approach to Institute an Alderman's Court in Dover, Delaware

This approach provides a start-to-finish roadmap to initiate, advance, and implement the establishment of an Alderman's Court, given Dover's current charter structure and Delaware law.

Phase 1 — Define the Court Concept (Weeks 0–2)

1. Draft a one-page concept brief defining the court's jurisdiction, authority, and scope, with the assumption that the court would operate out of Council Chambers without new construction. 2. Identify the most common recurring ordinance and misdemeanor issues the court is intended to address, using police, code enforcement, and downtown complaint data.

Phase 2 — Legal Pathway & Charter Analysis (Weeks 2–6)

3. Direct the City Solicitor to prepare a legal memorandum addressing required charter amendments, appointment authority, jurisdictional limits, appeals, and consistency with Delaware's judicial structure. 4. Engage Delaware Court Administration to confirm requirements for Alderman's Courts operating under the Chief Justice's jurisdiction. 5. Confirm facility requirements and judicial-independence standards if the court operates from Council Chambers.

Phase 3 — Operational & Financial Modeling (Weeks 4–8)

6. Develop an operating model covering court schedule, staffing, case flow, records management, and enforcement mechanisms. 7. Prepare a conservative budget including alderman stipend, clerical support, and minimal facility or security costs, offset where possible by retained fines, fees, and reduced repeat enforcement demands.

Phase 4 — Council Action & Public Process (Weeks 8–12)

8. Place the proposal on a Council committee or Committee of the Whole agenda for formal review. 9. Adopt a Council resolution advancing a charter amendment request to the Delaware General Assembly. 10. Conduct a targeted public hearing to gather input and address public safety, civil liberties, and operational concerns.

Phase 5 — State Legislative Approval (Months 3–9)

11. Coordinate with Dover-area state legislators to sponsor the charter amendment bill. 12. Support the bill through committee hearings with testimony from City officials, legal counsel, and court administration.

Phase 6 — Court Implementation & Launch (Months 9–12)

13. Complete the appointment or confirmation process for the Alderman as specified in the amended charter. 14. Adopt implementing ordinances, court rules, fee schedules, and enforcement protocols. 15. Configure Council Chambers for court use with minimal capital expenditure. 16. Execute memoranda of understanding with police, prosecutors, and detention facilities as required. 17. Launch the court with a limited-scope pilot and publish performance metrics for the first 90 days.

Key Early Decision Point

Appointment authority is a critical threshold issue. While traditional Delaware models rely on gubernatorial nomination and Senate confirmation, we may pursue a Council President appointment with full Council confirmation if permitted by state law and clearly reflected in the charter amendment.

Speeding and the Alderman's Court

Proposal by Fred Neil, Council, 3rd District

Item 3.

Speeding complaints come from every corner of our city, and residents expect meaningful action. I am proposing that we add to the budget a **Mobile Camera Speed Unit** staffed by sworn civilian traffic personnel within the Police Department. This gives us a flexible, citywide tool that does not depend on permanent infrastructure or disruptive street redesigns.

Traditional Traffic-Calming Tools Considered

- Physical barriers such as chicanes or bump-outs are expensive and cannot be installed everywhere.
- Speed bumps and humps damage city and private vehicles and can delay fire, EMS, and police response.
- Closing off streets or neighborhoods pushes traffic into other areas and creates new safety risks, including slower emergency access.
- Speed studies conducted by staff consistently show that the level of speeding in many areas does not justify extreme measures like street closures. But that does not mean we should ignore the problem.

What We Know

- Enforcement has a cost, and there is a time limit for taking legal action.
- We cannot afford delays created by the state system.
- The Alderman's Court eliminates state-level bottlenecks, allowing Dover to act quickly and consistently on speeding violations.
- The court is not designed as a revenue generator, but fines will help offset the cost of the Mobile Camera Speed Unit and the court itself.
- This approach keeps our sworn police officers focused on their primary duties rather than routine traffic enforcement.

A Flexible Enforcement Model

We already have streets marked with **Strictly Enforced** speed signs. A mobile "flying squad" camera team can appear anywhere, at any time, creating a strong deterrent without disrupting neighborhoods or emergency response routes. It can be advertised in advance initially and then randomly show-up.

This model gives Dover the ability to respond to residents' concerns, enforce our laws promptly through the Alderman's Court, and improve safety without resorting to costly or counterproductive measures.

I am requesting staff to work with the police department to determine the cost for personnel equipment and software budget consideration.



MAYOR
CHRISTENSEN'S
BLUE RIBBON
(**OD**)
TASKFORCE
COMMITTEE



SETTLEMENT FUNDS PLAN



CHAIRMAN
Dr. Roy Sudler, Jr.

PHASE 1.0

10-29-2025



6:30 P.M.



Item 4.

**MAYOR ROBIN R. CHRISTIANSEN'S BLUE RIBBON
OPIOID USE DISORDER (OUD)
TASKFORCE MEETING**
Wednesday, October 29, 2025, at 6:30 PM



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

AGENDA

ADOPTION OF AGENDA

1. Purpose of OUD-Taskforce Committee
2. Fiduciary Duties of Committee
3. Introduction of Committee Members
4. OUD – Ad-Hoc Committee Chairs
5. Abatement Goals
6. Biopsychosocial Model
7. Traffic Safety Laws
8. Team Dover's Phase 1. Recommendations to the Mayor and City Council (Constituents & OUD- Taskforce Recommendations)

ADJOURNMENT

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

THE PURPOSE

- *The purpose of the Mayor's OUD Blue Ribbon Taskforce is to build a healthier community by elevating the voices of a diverse range of stakeholders and strategically investing settlement funds to support initiatives that empower recovery and resilience. Subsequently, generating a lasting impact in the fight against opioid use disorder and paved the way for a brighter future for everyone affected.*

THE MAYOR'S OPIOID USE DISORDER (OUD) BLUE RIBBON TASKFORCE

*The **Mayor's Blue Ribbon Opioid Use Disorder (OUD) Taskforce**, comprised of six diverse experts with extensive knowledge in the field, is dedicated to implementing a comprehensive and innovative approach to the allocation of **Opioid Settlement Funds**. Through robust interagency collaboration, we will induce transformative progress in the fight against Opioid Use Disorders, elevating outcomes for our community and fostering hope for a healthier future.*

COMMITTEE'S FIDUCIARY DUTIES

Item 4.

- A. Allocate opioid settlement funds solely for evidence-based interventions that directly target the ongoing opioid crisis.*
- B. Implement robust planning, oversight, accountability, and transparency mechanisms to categorically reject any attempts to divert these vital resources towards unrelated expenses, offsetting government debts, or investing in ineffective strategies and tools.*
- C. Establish strong planning, oversight, accountability, and transparency measures to guarantee that these funds are utilized effectively in combating opioid use disorder, while preventing any misappropriation or underutilization of these critical resources.*
- D. Focus on identifying and promoting optimal harm reduction practices, such as Fentanyl Test Strips (FTS), while crafting robust, evidence-driven policy recommendations that will markedly enhance the Capital of Delaware's response to Opioid Use Disorders and the effectiveness of Treatment Facilities in Kent County.*

THE MAYOR'S OUD TASKFORCE COMMITTEE MEMBERS CONSIST OF THE FOLLOWING:

1. The Honorable Dr. Roy Sudler, Jr. (Chairman of the Opioids Use Disorder (OUD) Committee/District 4 City Councilman in the Capital of Delaware)
2. The Honorable Eric L. Buckson (16 Senate District in the Delaware General Assembly).
3. Mr. Benard Pratt (Associate Vice-President of Facilities Management/Planning & Construction for Delaware State University).
4. Mr. James Oxford Sr. (Former Teacher, Athletic Director, and Head Football Coach for Dover High School).
5. Mr. Joseph H. Bedford III (Para-Professional-The Capital School District).
6. Mrs. Toni Jordan (NorthNode Group Counseling LLC.)
7. Mrs. Chelle Paul (Founder of the Criminal Justice Advocacy Organization Divided We Fall of Delaware).

AD-HOC COMMITTEE CHAIRS 2025-2027

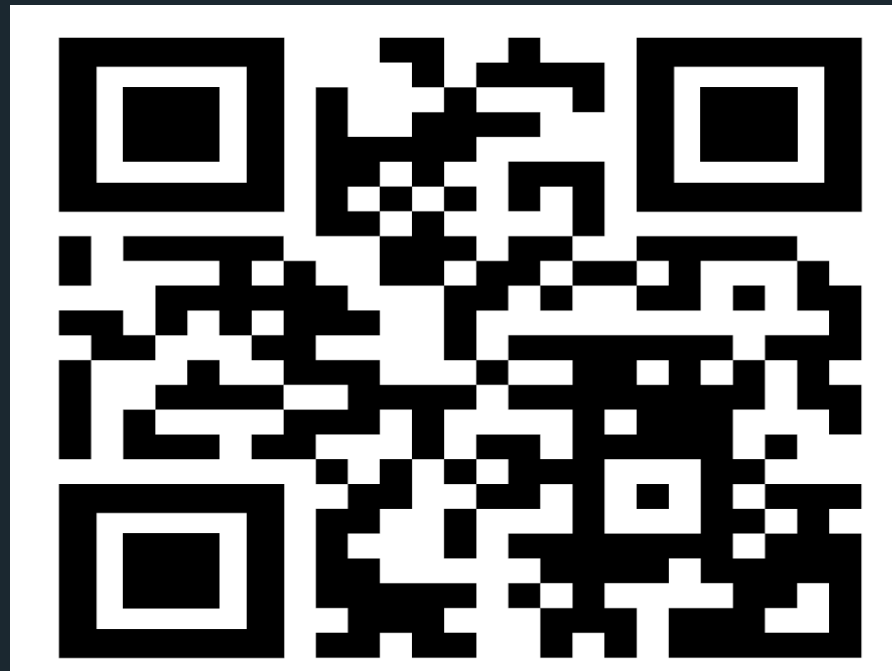
Item 4.



EXHIBIT E. LIST OF OPIOID REMEDICATION USES

PLEASE

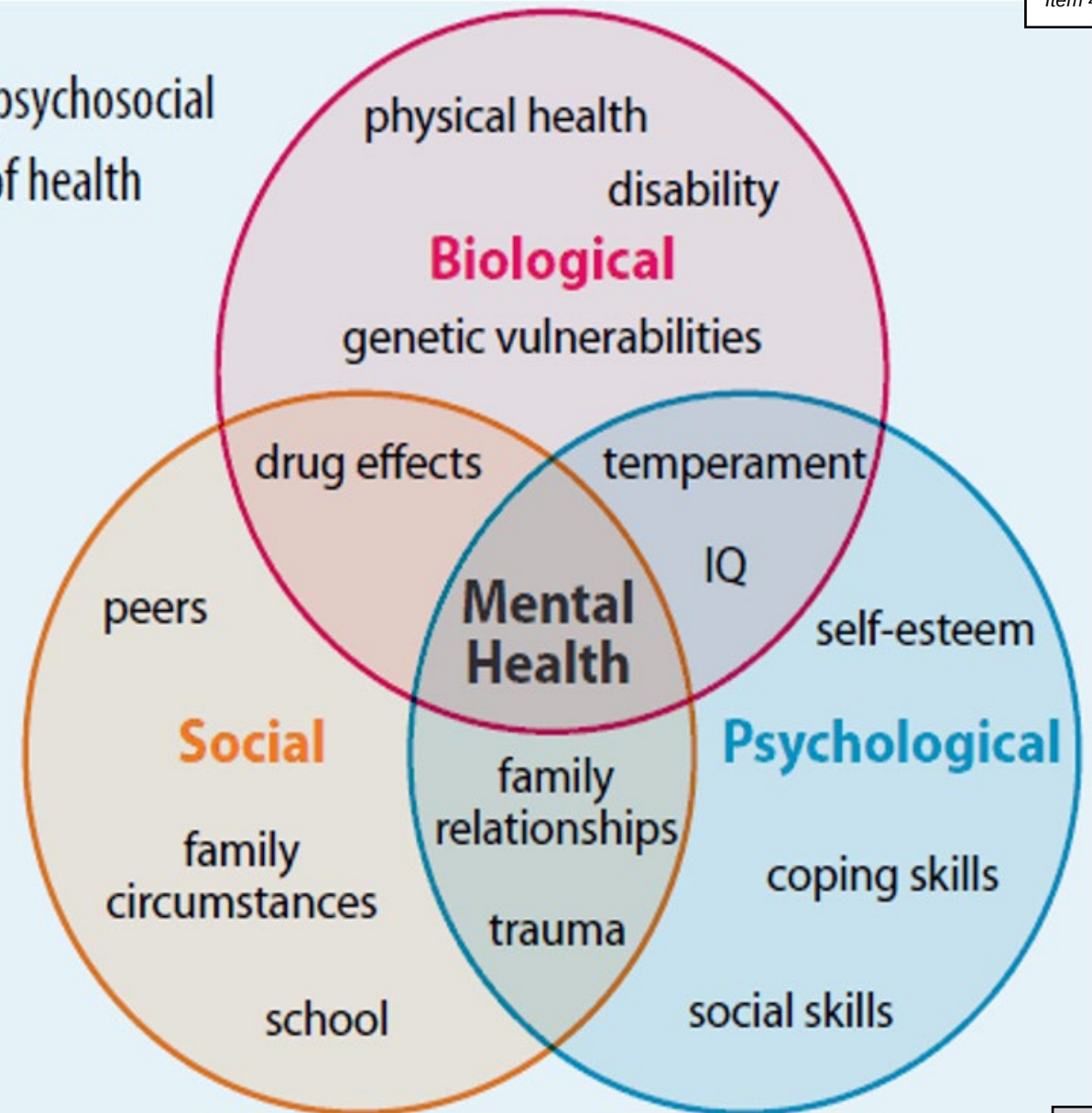
GOOGLE



BIOPSYCHOSOCIAL MODEL

- The **Biopsychosocial (BPS)** Framework is essential for comprehensively addressing addiction and chronic pain, as it calls for a multidimensional approach that incorporates biological, psychological, behavioral, and social factors.
- This integrative perspective deepens our understanding of opioid use disorders and the intricacies of related disease dynamics.

The biopsychosocial
model of health



BIOPSYCHOSOCIAL FRAMEWORK

(Continued)

- ✓ Research conducted by Harmon, Welch, and Ruby (2021) supported the notion that the **Biopsychosocial (BPS)** framework provides a more profound and nuanced comprehension than a strictly biomedical model. Alitabar (2025) research further underscored this point, emphasizing that adopting the BPS approach enables the implementation of holistic care strategies.
- ✓ These strategies leverage a **multidisciplinary team approach**, involving collaboration among physicians, psychologists, social workers, and rehabilitation specialists, to effectively address the complex interplay of chronic pain factors that influence patient health outcomes.

BIOPSYCHOSOCIAL HOLISTIC MULTIFACETED APPROACH

Proposed Recommendations for the Abatement of OUD in the Capital of Delaware:

- 1. Investment in Detox Treatment Center Infrastructure:** Develop a state-of-the-art Detox Treatment Center that incorporates comprehensive wrap-around services. This facility should be staffed with specialized addiction therapists and social workers and utilize evidence-based therapeutic programs to address opioid use disorder (OUD) effectively.
- 2. Enhancement of Behavioral Health Integrations:** Strengthen the behavioral health landscape by expanding the operational capacity of existing treatment centers and increasing the workforce of peer support specialists. This approach is vital for fostering a holistic network of support that promotes prevention and recovery.
- 3. Expansion of Telehealth Services:** Broaden the accessibility of Non-Medical Treatment options for opioid use disorders through telehealth initiatives. Telehealth can facilitate significant improvements in patients' behavioral and emotional management of pain, enhancing overall functional outcomes.

BIOPSYCHOSOCIAL

HOLISTIC MULTIFACETED APPROACH

(C o n t i n u e d) :

Item 4.

4. Data and Research: Conduct both qualitative and quantitative research on Biopsychosocial determinants that contribute to opioid use disorders to deepen the scientific understanding of public health risks and identify harm reduction strategies within the illicit drug market. This research should include comprehensive surveys targeting market participants who engage with highly addictive substances that carry risks such as overdose, irreversible brain damage, and mortality in the Capital of Delaware.

5. Mobile Intervention Units: Deploy mobile units to provide immediate referrals to harm reduction services tailored for individuals suffering from opioid use or OUD, particularly those with co-occurring substance use and mental health disorders. These units can enhance outreach and accessibility to critical resources.

6. Youth-Focused Campaigns: Allocate funding for targeted Real Cost Media Campaigns and programs aimed at preventing opioid use among youth and other vulnerable demographics. Special attention should be given to the unique needs of communities disproportionately affected by the epidemic, including homeless populations and communities of color, to ensure effective engagement and support.

INFRASTRUCTURE:

PART THREE:

OTHER STRATEGIES

J. LEADERSHIP, PLANNING AND COORDINATION

- Support efforts to **provide leadership**, planning, coordination, facilitations, **training and technical assistance** to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

3. *Invest in infrastructure or staffing at government or not-for-profit agencies*

to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with **OUD** and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

ENHANCED BEHAVIORAL HEALTH INTERGRATIONS

Item 4.

Schedule B

Approved Uses

PART ONE: TREATMENT

E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME

- Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal abstinence syndrome (“NAS”), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

8. *Provide enhanced support for children and family members* suffering trauma because of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.

ENHANCED BEHAVIORAL HEALTH INTERGRATIONS

(Continued) :

2 EXHIBIT E

List of Opioid Remediation Uses Schedule

A Core Strategies

E. EXPANSION OF WARM HAND-OFF PROGRAMS AND RECOVERY SERVICE

3. *Broaden scope of recovery services* to include co-occurring SUD or mental health conditions.
4. *Provide comprehensive wrap-around services* to individuals in recovery, including housing, transportation, job placement/training, and childcare; and
5. *Hire additional social workers or other behavioral health workers* to facilitate expansions above.

ENHANCED BEHAVIORAL HEALTH INTERGRATIONS (Continued):

Item 4.

PART TWO

PREVENTION F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

G. PREVENT MISUSE OF OPIOIDS

- Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

12. *Support greater access to mental health services and support for young people*, including services and support provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (**when not properly addressed**) increase the risk of opioid or another drug misuse.

EXPAND TELEHEALTH:

- Non-Medical Treatment for OUD such as Cognitive behavioral therapy (CBT) helps patients change their behavioral and emotional responses to pain, which can improve their functioning. Mindfulness-based stress reduction is another effective option.

Schedule B

Approved Uses

PART ONE: TREATMENT

TREAT OPIOID USE DISORDER (OUD)

- Support treatment of Opioid Use Disorder (“OUD”) and any co-occurring substance use disorder or Mental Health (“SUD/MH”) conditions through evidence-based, or evidence informed programs or strategies that may include, but are not limited to, those that:

3. *Expand telehealth to increase access to treatment for OUD* and any *co-occurring SUD/MH* conditions, including MAT, as well as counseling, psychiatric support, and other treatment and recovery support services.

PART THREE: OTHER STRATEGIES

L. RESEARCH

- SUPPORT OPIOID ABATEMENT RESEARCH THAT MAY INCLUDE, BUT IS NOT LIMITED TO, THE FOLLOWING:
- 2. *Research into non-opioid treatment* of chronic pain.
- 4. *Research on novel harm reduction and prevention efforts* such as the provision of fentanyl test strips.
- 8. *Qualitative and quantitative research regarding public health risks* and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.
- 9. *Geospatial analysis of access barriers to Medication-Assisted Treatment (MAT)* and their association with treatment engagement and treatment outcomes.

DATA AND RESEARCH (Continued):

PART ONE: TREATMENT

TREAT OPIOID USE DISORDER (OUD)

- Support treatment of Opioid Use Disorder (“OUD”) and any co-occurring substance use disorder or Mental Health (“SUD/MH”) conditions through evidence-based, or evidence informed programs or strategies that may include, but are not limited to, those that:15

10. Offer fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.

NOTATIONS:

Empirical research indicates significant gender differences in the pathways to opioid use disorder (OUD) among people with chronic pain. Women are more likely to be initially exposed to opioids through a legitimate prescription for a chronic pain condition and develop a more rapid course of addiction, while men tend to present with higher rates of other substance use and antisocial behaviors. This has major implications for prevention, assessment, and treatment strategies, as a one-size-fits-all approach is less effective.

MOBILE INTERVENTION UNITS

PART ONE: TREATMENT

TREAT OPIOID USE DISORDER (OUD)

- Support treatment of Opioid Use Disorder (“OUD”) and any co-occurring substance use disorder or Mental Health (“SUD/MH”) conditions through evidence-based or evidence informed programs or strategies that may include, but are not limited to, those that:15

5. *Support mobile intervention, treatment, and recovery services*, offered by qualified professionals and service providers, such as peer recovery coaches, for people with OUD and any co-occurring SUD/MH conditions and for people who have experienced an opioid overdose.

PART TWO: PREVENTION

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)

- Support efforts to prevent or reduce overdose deaths or other opioid-related harm through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

11. *Supporting mobile units* that offer or provide referrals to harm reduction services, treatment, recovery support, health care, or other appropriate services to people that use opioids or persons with OUD and any co-occurring SUD/MH conditions.

YOUTH REAL COST CAMPAIGNS

Item 4.

Schedule A

Core Strategies

- States and Qualifying Block Grantees shall choose from among the abatement strategies listed in Schedule B. However, priority shall be given to the following core abatement strategies (“Core Strategies”).¹⁴

G. PREVENTION PROGRAMS

1. *Funding for media campaigns to prevent opioid use* (similar to the FDA’s “Real Cost” campaign to prevent youth from misusing tobacco);

PART TWO: PREVENTION

G. PREVENT MISUSE OF OPIOIDS

- Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. *Funding media campaigns to prevent opioid misuse.*

YOUTH REAL COST CAMPAIGNS (Continued):

6. *Supporting community coalitions in implementing evidence-informed prevention*, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (“SAMHSA”).
7. *Engaging non-profits and faith-based communities* as systems to support prevention.
9. *School-based or youth-focused programs or strategies* that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.

TRAFFIC SAFETY LAWS

(CONTINUED)

Item 4.

In 2019, the city of Newark, New Jersey, implemented a controversial policy **targeting drivers who give money to individuals soliciting donations from the medians.**

City officials argued that this practice not only poses a significant safety risk but also contributes to traffic delays, thereby creating a public safety hazard. As a result, violations of this new regulation were classified as offenses, aimed at maintaining the flow of traffic and ensuring the safety of both drivers and pedestrians.

Under **Delaware Code Title 21, § 4186**, it is **illegal** for a driver's view to be obstructed by objects, passengers, or the vehicle's load. Individuals who obstruct traffic can face charges for disorderly conduct and public intoxication, depending on the specifics of the situation.

DANGERS OF VISUAL DISTRACTION

Giving money to an individual requires a combination of manual, visual, and cognitive distraction

1. **Manual**- moving a hand from the steering wheel to get money from the wallet or purse
 2. **Visual** – Looking away from the road to find the money and to see the person receiving it.
 3. **Cognitive** – Thinking about the exchange, the individual's situation, and the process of handing over the money.
- **Endangering Others** = Individuals in Traffic, particularly on MEDIANS and HIGHWAYS on-ramps, can endanger the panhandler, the driver, and other road users.

TEAM DOVER'S

Constituent's Recommendations:

OUD - Taskforce Recommendations:



KEY REFERENCES

1. Alitabar H. S. (2025). The Biopsychosocial Model in Modern Healthcare: Barriers to Holistic Patient Care. *International Journal of Body, Mind and Culture*, 12(2), 1-4. DOI: 10.61838/ijbmc.v12i2.950
2. Harmon, Z. S., Welch, E., N & Ruby, C., L. (2021). Conceptualizing Drug Addiction and Chronic Pain through a Biopsychosocial Framework to Improve Therapeutic Strategies. IntechOpen. DOI: 10.5772/intechopen.95601
3. Wiss D. A. (2019). A Biopsychosocial Overview of the Opioid Crisis: Considering Nutrition and Gastrointestinal Health. *Frontiers in public health*, 7, 193.
<https://doi.org/10.3389/fpubh.2019.00193>

PHASE 1.1

11-17-2025

6:30 P.M.



CITY OF DOVER, DELAWARE

MAYOR'S **BLUE RIBBON** OPIOID USE DISORDER

(OUD)

TASKFORCE COMMITTEE MEETING

Monday, November 17, 2025, at 6:30 PM

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

AGENDA

INVOCATION – Mrs. Chelle Paul

PLEDGE OF ALLEGIANCE – Mr. James Oxford Sr.

ADOPTION OF AGENDA

1). **Preparing to Write a High-Quality Grant Proposal** (Committee Action Not Required)

Dr. Nancy W. Bookhart - Grant Writer and Adjunct Professor of Art at Delaware State University (DSU).

1. Grant Specification Alignment and
2. Budget and Planning
3. Impact and Sustainability Plan

2). **Grant Distribution** (Committee Action Not Required)

Mr. Brad Owens - Executive Director of the Delaware Prescription Opioid Settlement Distribution Commission (POSDC).

1. Funding Round Process
2. POSDC Criteria for selecting Awardee
3. Performance Oversight and Audit Process

3). **OUD Taskforce and Peer to Peer Organizations Outreach Initiative** (Committee Action Required)

- ☐ Individuals on the Medians
- ☐ Optimal Well-being Sources for OUD and Comorbidity Environmental Determinants
- ☐ Constituent's/Committee Recommendation's (TEAM DOVER)

GRANT WRITER AND ADJUNCT PROFESSOR OF ART AT
DELAWARE STATE UNIVERSITY (DSU).

1). PREPARING TO WRITE A HIGH-QUALITY GRANT
PROPOSAL (COMMITTEE ACTION NOT REQUIRED)



01

GRANT
SPECIFICATION
ALIGNMENT

02

BUDGET AND
PLANNING

03

IMPACT AND
SUSTAINABILITY

MR. BRAD OWENS

EXECUTIVE DIRECTOR OF THE
DELAWARE PRESCRIPTION OPIOID
SETTLEMENT DISTRIBUTION
COMMISSION (POSDC).

2). Grant Distribution

(Committee Action Not Required)

Funding Round Process

- Funding Round Process
- POSDC Criteria for selecting Awardee
- Performance Oversight and Audit Process



TEAM DOVER'S

3). OUD TASKFORCE AND PEER TO PEER ORGANIZATIONS OUTREACH INITIATIVE

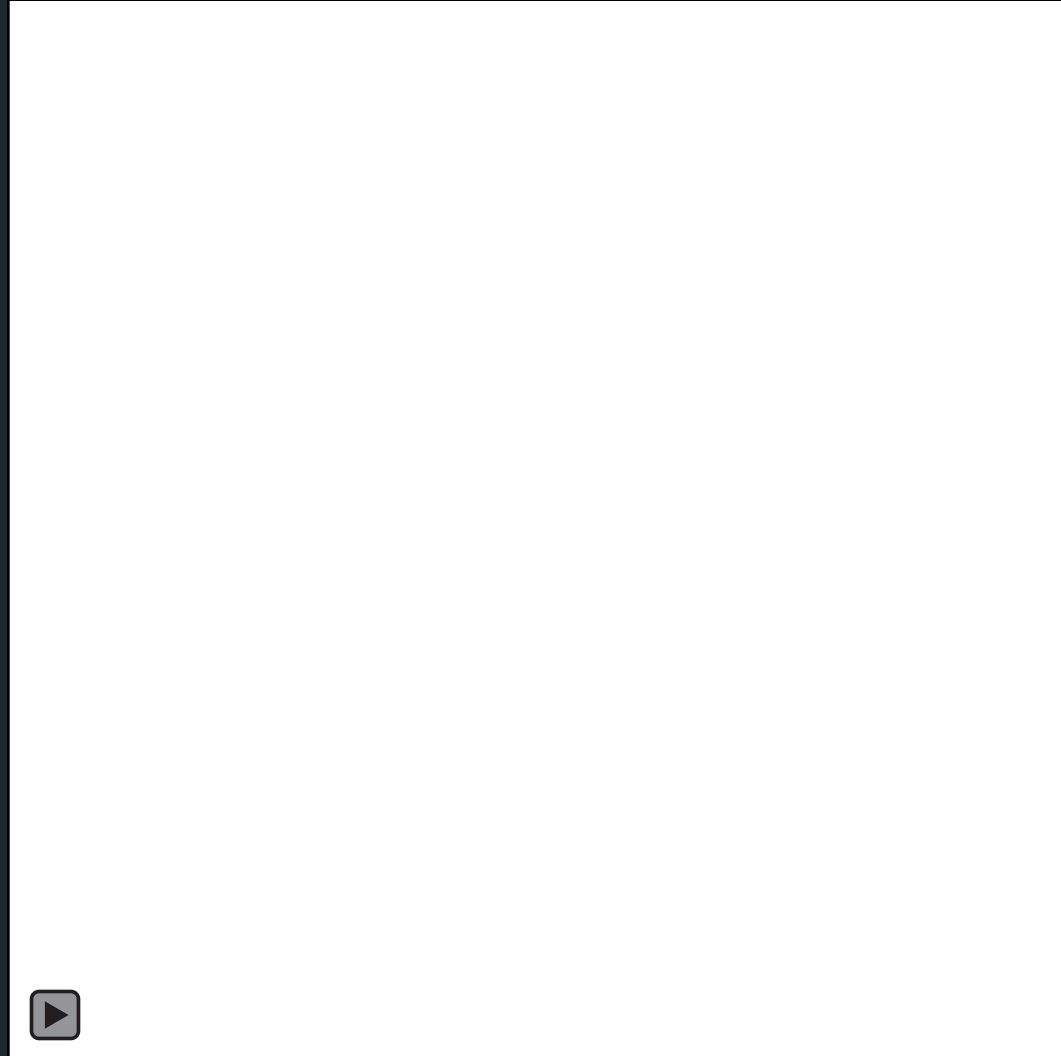
(COMMITTEE ACTION REQUIRED)

1. Individuals on the Medians



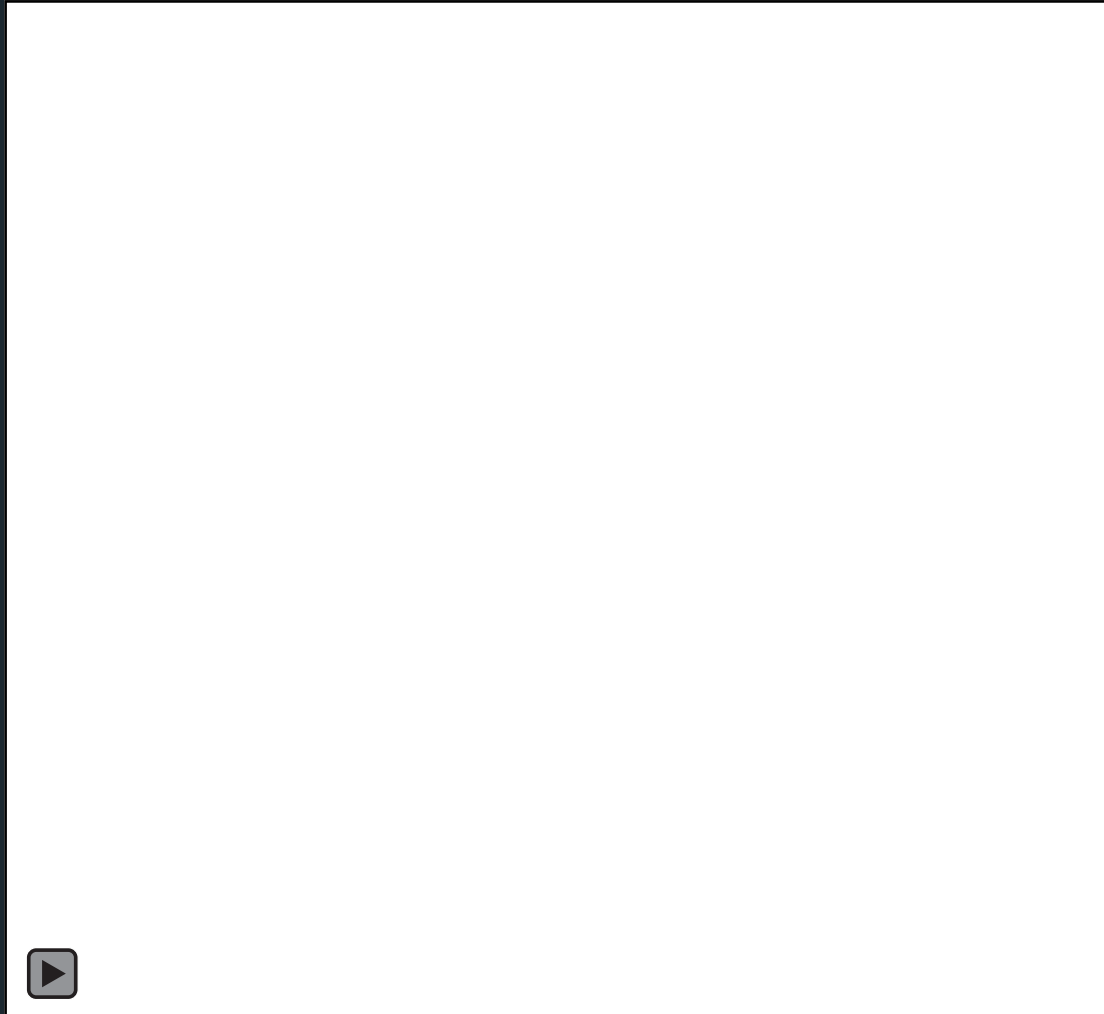
2. OPTIMAL WELL-BEING SOURCES FOR OUD AND COMORBIDITY ENVIRONMENTAL DETERMINANTS

Item 4.



3. CONSTITUENT'S/COMMITTEE RECOMMENDATION'S (DOUBLE CLICK FOR AUDIO)

Item 4.



PHASE 1.2

1-28-2026

6:00 P.M.



CITY OF DOVER, DELAWARE

MAYOR'S **BLUE RIBBON** OPIOID USE DISORDER
(OUD)

TASKFORCE COMMITTEE MEETING

Wednesday, January 28, 2026, at 6:00 PM

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

AGENDA

INVOCATION – Mr. Bernard Pratt

PLEDGE OF ALLEGIANCE – Honorable Eric L. Buckson

AGENDA ADDITIONS/DELETIONS

AGENDA ITEMS:

1. Approval of October and November's 2025 Meeting Minutes.
2. Discussion Regarding Recommendation number 1 to the Mayor for Abatement of Opioid Use Disorder Settlement Funds in the Capital of Delaware.

Proposed Recommendations for the Abatement of OUD in the Capital of Delaware:

1. Investment in Detox Treatment Center Infrastructure: Develop a state-of-the-art Detox Treatment Center that incorporates comprehensive wrap-around services. This facility should be staffed with specialized addiction therapists and social workers and utilize evidence-based therapeutic programs to address opioid use disorder (OUD) effectively.

Mr. Chris Devane - Detox Consultant

3. Discussion Regarding Recommendation number 6 to the Mayor for Abatement of Opioid Use Disorder Settlement Funds in the Capital of Delaware.

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

Item 4.



CITY OF DOVER, DELAWARE

6. Youth-Focused Campaigns: Allocate funding for targeted Real Cost Media Campaigns and programs aimed at preventing opioid use among youth and other vulnerable demographics. Special attention should be given to the unique needs of communities disproportionately affected by the epidemic, including homeless populations and communities of color, to ensure effective engagement and support.



Dr. Chanda Jackson - President of the Board of Education for the Capital School District in Dover, Delaware.

- 4. The Delaware Division of Public Health (DPH) Mobil Community Health Service Unit – Jamiee Sudler – Health Program Coordinator, Taylor Goad – BSN, RN, and Krystal Peterson – Nursing Supervisor for Outreach Initiatives**



- 5. The Dover Human Relations Commission (DHRC) plan to partner with OUD Taskforce with Community Engagement Initiatives**



Dr. Travis Mishoe Sudler I. Chairman

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

Item 4.



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An appointed group of Dover city leaders finalized a list of recommendations last week, proposing six ways the capital city could use its quarter-million-dollar share of the state's opioid commission funds. | SPOTLIGHT DELAWARE PHOTO BY MAGGIE REYNOLDS

PHASE 1.3

2-12-2026

6:30 P.M.



CITY OF DOVER, DELAWARE

MAYOR'S **BLUE RIBBON** OPIOID USE DISORDER (OUD)

TASKFORCE COMMITTEE MEETING

February 12, 2026, at 6:00 PM [THURSDAY]

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

AGENDA

INVOCATION – Mrs. Toni Jordan

PLEDGE OF ALLEGIANCE – Honorable Eric L. Buckson

AGENDA ADDITIONS/DELETIONS

AGENDA ITEMS:

1. Discussion regarding Recommendation number 6 titled **Youth-Focused Campaigns** forwarded to the Mayor for Approval; subsequently, confirmed by the Prescription Opioid Settlement Distribution Commission (POSDC) for implementation.

Research Topic- TikTok, Theatre, and Youth Art as Related to Breaking the Silence of Opioid Use Disorder's Impact on the Capital of Delaware.

- The Ten Strategic Points represent the foundational elements of the study.

Chair's Recommendation: To approve recommendation number 6 [**Youth-Focused Research/Campaign**] for Approval by the Mayor and forwarded to the Prescription Opioid Settlement Commission (POSDC) for being awarded General Grants: Over \$30,000

1. Discussion regarding OCA's role in managing Opioid Use Disorder (OUD) funds to protect impacted children. Delaware State University's Liaison to the Office of the Child Advocate (OCA) which is a non-judicial state agency charged with safeguarding the welfare of Delaware's children.



Dr. Travis Mishoe Sudler I.

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

DISCUSSION REGARDING
OCA'S ROLE IN MANAGING
OPIOID USE DISORDER
(OUD) FUNDS TO PROTECT
IMPACTED CHILDREN.



DELAWARE STATE UNIVERSITY'S
LIAISON

TO THE OFFICE OF THE CHILD
ADVOCATE (OCA) WHICH IS A
NON-JUDICIAL STATE AGENCY
CHARGED WITH SAFEGUARDING
THE WELFARE OF DELAWARE'S
CHILDREN.



Dr. Travis Mishoe Sudler I.

**A YOUTH-FOCUSED "REAL COST" PRODUCTION
AND RESEARCH CAMPAIGN**



Research Topic- TikTok, Theatre, and Youth Art as Related to Breaking the Silence of Opioid Use Disorder's Impact on the Well-being of Delaware's Capital.

Subject: Unveiling Dover: Our Voices, Our Recovery

Theme: "Breaking the Chains of Opioid Use Disorder"

Dear Capital School District Board Members

I, Roy Sudler, Jr., Ph.D., Chairman of the Mayor's Blue Ribbon Opioid Use Disorder Taskforce, District 4 Councilman, and Dover High School Graduate of the Capital School District, am reaching out to the Capital School District to invite you to partner with us for Breaking the Silence of Opioid Use Disorder's impact on the Capital of Delaware's Constituents. The purpose of the Mayor's OUD Blue Ribbon Taskforce is to build a healthier community by elevating the voices of diverse stakeholders and strategically investing settlement funds to support initiatives that empower recovery and resilience in achieving the Taskforce's Committee Goals to promote optimal harm reduction practices, such as Fentanyl Test Strips (FTS), while crafting robust, evidence-driven policy recommendations that will markedly enhance the Capital of Delaware's response to Opioid Use Disorders and the effectiveness of Treatment Facilities in Kent County.

The OUD Taskforce has forwarded six recommendations for the abatement of OUD in the Capital of Delaware to the Mayor and City Council:

1. Investment in Detox Treatment Center Infrastructure: Develop a state-of-the-art Detox Treatment Center that incorporates comprehensive wrap-around services. This facility should be

**A YOUTH-FOCUSED "REAL COST" PRODUCTION
AND RESEARCH CAMPAIGN**

staffed with specialized addiction and social workers and utilize evidence-based therapeutic programs to address opioid use disorder (OUD) effectively.

2. Enhancement of Behavioral Health Integrations: Strengthen the behavioral health landscape by expanding the operational capacity of existing treatment centers and increasing the workforce of peer support specialists. This approach is vital for fostering a holistic network of support that promotes prevention and recovery.

3. Expansion of Telehealth Services: Broaden the accessibility of Non-Medical Treatment options for opioid use disorders through telehealth initiatives. Telehealth can facilitate significant improvements in patients' behavioral and emotional management of pain, enhancing overall functional outcomes.

4. Data and Research: Conduct both qualitative and quantitative research on Biopsychosocial determinants that contribute to opioid use disorders to deepen the scientific understanding of public health risks and identify harm reduction strategies within the illicit drug market. This research should include comprehensive surveys targeting market participants who engage with highly addictive substances that carry risks such as overdose, irreversible brain damage, and mortality in the Capital of Delaware.

5. Mobile Intervention Units: Deploy mobile units to provide immediate referrals to harm reduction services tailored for individuals suffering from opioid use or OUD, particularly those with co-occurring substance use and mental health disorders. These units can enhance outreach and accessibility to critical resources.

6. Youth-Focused Campaigns: Allocate funding for targeted Real Cost Media Campaigns and programs aimed at preventing opioid use among youth and other vulnerable demographics. Special attention should be given to the unique needs of communities disproportionately affected by the epidemic, including homeless populations and communities of color, to ensure effective engagement and support.

Based on extensive dialogue with a Detox Consultant, Community Members, and Recovering OUD Individuals, the Taskforce has identified a gap in youth OUD treatment services. Polysubstance Trends such as a rising trend in vaping, marijuana, and alcohol use among middle and high schoolers with no prior history of opioid use, often fall victim to counterfeit pills laced with fentanyl sold via social media with fewer than one in three youth with Opioid Use Disorder receive age-appropriate medication and care, leading to higher rates of involvement in youth gang formation and juvenile legal system. Therefore, the Mayor's Blue Ribbon Opioid Use Disorder Taskforce needs the partnership of the Capital School District in conducting research and in our upcoming youth production scheduled for 2026-27 at the Swartz Theatre and Biggs Museum, located in the center of Downtown Dover.

GOVERNMENT

Dover task force advances youth-focused opioid recommendations



by Maggie Reynolds

February 17, 2026



A YOUTH-FOCUSED “REAL COST” PRODUCTION
AND RESEARCH CAMPAIGN

By involving students from across the district, this production will be more than a performance; it is a Youth Focused Real Cost Media Campaign and Program aimed at preventing opioid use among other vulnerable demographics. The convergence of TikTok, theatre, and youth art is a vital force in breaking the silence around Opioid Use Disorder and its devastating effects. By harnessing the power of creative expression and storytelling, these platforms assertively engage young voices, sparking vital conversations and fostering a dialogue that seeks to illuminate the hidden struggles faced by individuals and families affected by this crisis.

Our Request

To make this vision a reality, we are requesting only a letter of support and commitment for this near-future production and partnership, which we hope aligns with the district’s goals for student enrichment. I will follow up with your office next week to see if we can explore this further.

Your involvement is crucial. Let’s work together to make a meaningful impact [in](#) the Capital of Delaware.

Appreciatively,



Roy Sudler, Jr., Ph.D.

Chairman of the Mayor’s Blue Ribbon Opioid Use Disorder (OUD) Taskforce

District 4 Councilman

The Capital of Delaware

(302) 465.6975