



DATA SHEET FOR REVISED SITE PLAN REVIEW & ARCHITECTURAL REVIEW
CERTIFICATION

DEVELOPMENT ADVISORY COMMITTEE MEETING OF September 3, 2025

PLANNING COMMISSION MEETING OF September 15, 2025

Plan Title: Dover Mobility Center Garage at 133 S. Governors Avenue, S-25-01 Revised
Plan Type: Revised Site Development Plan and Architectural Review Certification

Location: North of Minor Street Alley between South Bradford Street and South
Governors Avenue

Owners: Downtown Dover Development Corporation (Downtown Dover Partnership)
The Downtown Dover Development Corp. – Dover Parking Authority as the
(Downtown Dover Partnership)
City of Dover
Capital City Transformation Alliance
Main Street – Dover Inc. (previously owned by CEI Properties LLC)

Addresses: 133 S. Governors Avenue, 139 S. Governors Avenue, 145 S. Governors
Avenue, 136 S. Bradford Street, 148 S. Bradford Street, 150 S. Bradford
Street (and 132 S. Bradford Street), Dover

Tax Parcels: ED-05-077.09-02-10.00-000, ED-05-077.09-02-09.00-000, ED-05-077.09-
02-08.00-000, ED-05-077.09-02-24.00-000, ED-05-077.09-02-25.00-000,
ED-05-077.09-02-27.00-000, (and ED-05-077.09-02-23.00-000)

Size: 1.03 acres +/- (Total of 37,353 SF (0.8577ac) and adjacent parcel)

Present Uses: Parking Lot (and Two Residential-Style Buildings used as Offices, now
demolished)

Proposed Use: Parking Garage Structure with Retail, Storage, Office

Zoning: C-2 (Central Commercial Zone)
H (Historic District Zone)

Building Area: Revised 144,938 SF (previously 169,885 SF)
Off Street Parking: 431 vehicle parking spaces and bicycle parking spaces

Sewer & Water: City of Dover

For Consideration: Revised Architectural Review Certification including alternative side yard
setbacks
Tree Mitigation Plan
Parking Strategy Statement (Revised)

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: September 3, 2025

City of
Dover
Planning
Office

APPLICATION: Revised Dover Mobility Center Garage at S. Governors Avenue, S. Bradford Street, and Minor Street Alley

FILE #: S-25-01 Revised

REVIEWING AGENCY: City of Dover Planning

CONTACT PERSON: Dawn Melson-Williams, AICP PHONE: 302-736-7196

This Report for **Revised S-25-01 Dover Mobility Center Garage** was updated upon submission of an updated Site Plan set and associated Revised Architectural package.

Note: The original Review Report was initially prepared by Staff of the Rossi Group (under a Planning Services contract with the City of Dover). The Report of January 2025 was completed with additional review and editing by the City's Planning Office. This Revised Report utilizes that original Report as a starting point.

I. PLAN SUMMARY (Reviewed Revised Plan Sets dated 8/1/2025 and Revised Graphics Set dated 8/1/2025)

This is for Review of a Revised Site Development Plan Application, Parcel Consolidation Plan, and associated Architectural Review Certification to permit construction of a new Mobility Center Garage for Downtown Dover, located between South Bradford Street and South Governors Avenue, and north of Minor Street Alley. The Revised proposal includes a four-story, 144,938 SF Parking Garage structure to be known as the Dover Mobility Center Garage. The structure is revised to consist of 329 parking spaces, welcome and retail, a management office, and retail and storage spaces. There have been architectural changes as designed, including the removal of the S. Bradford Street garage entrance. The 1.03+/- acre property includes existing surface parking lots and the previous location of the now demolished two residential-style buildings most recently used as office space. The properties are zoned C-2 (Central Commercial Zone) and subject to H (Historic District Zone). The owners of record include the Downtown Dover Partnership; City of Dover; Capital City Transformation Alliance; and Main Street – Dover Inc. Property Addresses: 133 S. Governors Avenue, 139 S. Governors Avenue, 145 S. Governors Avenue, 136 S. Bradford Street, 148 S. Bradford Street, 150 S. Bradford Street, and 132 S. Bradford Street. Tax Parcels: ED-05-077.09-02-10.00-000, ED-05-077.09-02-09.00-000, ED-05-077.09-02-08.00-000, ED-05-077.09-02-24.00-000, ED-05-077.09-02-25.00-00, ED-05-077.09-02-27.00-000, and ED-05-077.09-02-23.00-000. Council District 4. *This Revised project was the subject of HI-24-09 Revised for Historic District Commission Review and Recommendation on the Architectural Review Certification on August 21, 2025. The project is also associated with MI-24-10 Request for Alley Abandonment: Part of Alley Between S. Governors Avenue and S. Bradford Street.*

The project includes a Parcel Consolidation Plan for the six main parcels of the project area. This is an area that totals 37,353 square feet or 0.87577 acres of land. These parcels are owned by

multiple property owners and including the City where a proposed transfer of land has been granted approval under earlier processes with the City Council. This parcel consolidation is also related to future action on the Alley Abandonment Request (MI-24-10) for an Alley that currently traverses over and/or bisects this set of six parcels.

The Site Plan S-25-01 Dover Mobility Center Garage was granted conditional approval by the Planning Commission on January 21, 2025. This Application Revised S-25-01 will be subject to the same process with a public hearing before the Planning Commission.

Previous Applications

The existing surface parking lot fronting South Governors Avenue was constructed in 2007, following the demolition of buildings on the site (S-07-52, HI-07-05 and HI-06-07). Based on orthophotography, the Bradford Street parking lot was constructed sometime between 1965-1992. In May 2024, the Historic District Commission reviewed applications for Architectural Review Certification for Demolition of the two residential-style buildings located at 148 South Bradford Street (HI-24-02) and 150 South Bradford Street (HI-24-03). On May 16, 2024, the Commission passed a motion to deny both applications for Architectural Review Certificates to demolish the structures, with two members voting in favor of the motion and one member voting in opposition to the motion.

Following the denial of the Architectural Review Certificates, the applicant appealed the denial to the Planning Commission, in accordance with *Zoning Ordinance*, Article 10 - Planning Commission, Section 3. Historic District Commission and Architectural Review, Section 3.23 (D). At their meeting on June 17, 2024, the Planning Commission passed a motion to reverse the Historic District Commission's denial of the Architectural Review Certificates to demolish the structures, with four members voting in favor of the motion and two members voting in opposition to the motion. This action granted approval of the Architectural Review Certification to allow Demolition of these two buildings. Following issuance of Demolition Permits, both buildings have been demolished.

On December 16, 2024, the Planning Commission considered MI-24-10, a Request from the Downtown Dover Partnership to abandon a portion of an improved Alley located between South Governors Avenue and South Bradford Street, extending approximately 132 feet north of Minor Street Alley. This Alley runs through the project site for the Dover Mobility Center Garage. The Planning Commission recommended in favor of the proposed abandonment. The proposed abandonment was subject to review by the City Council Committee of the Whole Utility Subcommittee on January 14, 2025) and then a public hearing before City Council. City Council on February 10, 2025 adopted Resolution #2025-02 to abandon the portion of the improved Alley.

The Project Site is subject to Application HI-24-09 Dover Mobility Center Garage. At the December 19, 2024 Meeting of the Historic District Commission, they considered the Application and provided a Recommendation on the Architectural Review Certification for the project. The Revised submission also revisited the Historic District Commission on August 20, 2025 for an updated Recommendation on the Architectural Review Certification. See Section IV. Architectural Review Certification. (*See attached Recommendation Report.*)

Preliminary Land Use Services Review (PLUS):

The PLUS Review is required by a City of Dover Memorandum of Understanding (MOU) for certain types of projects. Due to its location in the Downtown Dover Redevelopment Target Area, this project was not required to complete PLUS Review process.

II. PROJECT DESCRIPTION

PROJECT PROPOSAL as Revised (documents of August 1, 2025)

The Revised Application proposes construction of a Parking Garage Structure and other site improvements for the development of the Dover Mobility Center Garage. The proposed Mobility Center is part of the centralized parking strategy proposed in the *Capital City 2030: Transforming Downtown Dover Master Plan*. The Mobility Center is also identified in the *Master Plan* as a Project Site. The project location includes the surface public parking lots fronting South Bradford Street and South Governors Avenue. It was the previous the site of the two residential-style buildings for which the Planning Commission granted the Architectural Review Certificates for demolition; the buildings have been demolished.

The Parking Garage Structure is located at the lot lines of the site adjacent to Minor Street Alley, South Bradford Street, and South Governors Avenue and positioned at the edge of the sidewalks on South Bradford Street and South Governors Avenue. The Revised four-story structure is being designed to include 329 vehicle parking spaces and bicycle parking with a welcome center and expanded retail space; public restrooms; bicycle repair shop; management office; and other support spaces on the ground level. The lower two stories of the structure are predominantly brick, while the upper stories, which are set back six feet from the lower stories, are predominantly precast concrete spandrel panels.

It is noted that the adjacent parcel at 132 S. Bradford Street (ED-05-077.09-02-23.00-000 owned by City of Dover) appears to have been included into the project area to address site improvements i.e. stormwater management, tree plantings, etc. It does not include the proposed building footprint. In the Revised submission, this parcel is depicted as open space for a pocket park/stormwater retention area and a retaining row of existing parking spaces.

Surrounding Land Uses

This subject property area location north of Minor Street Alley, east of South Governors Avenue, and west of South Bradford Street is within the Downtown Redevelopment Target Area and the Downtown Development District (High Priority Target Area). As previously noted, all six parcels are zoned C-2 (Central Commercial Zone.) Properties immediately adjacent to the subject project location are zoned C-2 (Central Commercial Zone), with other nearby properties zoned RGO (General Residence and Office Zone). The subject area and the surrounding properties are also within the H (Historic District Zone). In the remaining portions of the block to the north of the subject area are a service establishment (dry cleaner), other surface parking lots, the Dover Fire Department Station #1, a church building, and several mixed-use buildings. To the south of the Minor Street Alley are mixed-use buildings (first floor commercial or office with upper for residential uses) fronting on the West Loockerman Street, the Downtown commercial corridor. To the west across S. Governors Avenue is the proposed location of The Governor: Mixed Use Building at 120 S. Governors Avenue (subject to Site Plan Application S-25-11).

III. ZONING REVIEW

C-2 (Central Commercial Zone)

The subject project area is zoned C-2 (Central Commercial Zone); this zoning designation will remain in place. The description of the C-2 (Central Commercial Zone) zoning district is provided in Article 3 §13 of the *Zoning Ordinance* and provisions identify the allowable (permitted) uses and the related bulk and design standards for the C-2 zone. The C-2 zone allows for “parking lots and parking structures as a principal use.” The subject project area, once combined into one parcel, will have frontage on two streets, South Governors and South Bradford; the Minor Street Alley is considered a side. The C-2 zone requires a zero minimum setback. The northern lot line treated as a side yard has no required setback, but a minimum side yard setback of five feet if provided. Per the Site Data table, the side setback, as revised, ranges from 0.33 to 5.4 feet. The Historic District Commission, through the Recommendation of an Architectural Review Certificate, has the authority to recommend waiver of bulk standards.

The building’s height and number of stories are in compliance with the C-2 zone. The floor area ratio (FAR) proposed is revised to be 3.73, which is in compliance with the maximum FAR allowed of 5.0. The total lot coverage of the project is listed as 97.4%. The C-2 zone does not have a maximum lot coverage requirement.

The C-2 zoning district also includes some design standards provisions. See the code excerpt below:

Article 3 Section 13

13.5 Design standards. The following standards shall apply to the site and building development in the central commercial zone (C-2):

13.51 Façade articulation. Building facades should incorporate design elements to provide a base, middle, and top of the building to reinforce the pedestrian scale at the street level.

13.52 Height. For buildings greater than four stories in height, then the upper floors above the fourth story shall step back six feet for fifty percent of the width of the primary façade. For buildings greater than six stories, then the upper floors above the sixth floor shall step back an additional six feet on the primary façade. These step back areas may begin at a lower height than these minimums as part of the building design in order to be compatible with the character of the area.

13.53 Step back areas. The step back areas should be open to the sky and can be open air balcony spaces or other design architectural features that are not enclosed spaces.

13.54 Off-street parking. Off-street parking lots shall not be permitted to be situated between the street line and the primary façade of the principal building. Consideration should be given to locating parking to the side or rear of the building.

13.55 Screening. Any off-street parking lots provided shall be screened from the street line by buildings, landscaping, or other means. Off-street parking lots shall be screened from adjacent residential zones and residential uses. This screening provision does not apply to adjacent alleys.

The plan as presented complies with these design standards related to the tri-part façade, building height, and step back areas.

H (Historic District Zone)

The entire project site is located in the H (Historic District Zone) and subject to the provisions of the *Zoning Ordinance*, Article 3 §21 and referenced sections. The H (Historic District Zone) is described in *Zoning Ordinance*, Article 3 Section 21 with the following purpose statement:

Article 3, Section 21. - Historic district (H).

21.1 *Purpose.* The purpose of this historic district regulation is to preserve and enhance that unique character and value of the old portion of Dover as an area of special charm and interest. It is particularly intended that the regulations prevent, in the historic district, any change of conditions that would be deemed to be a disfigurement or degradation of the present unique visual and architectural qualities of the district.

IV. ARCHITECTURAL REVIEW CERTIFICATION

Zoning Ordinance, Article 10 §3.2 outlines the review process for Architectural Review Certification and related building height, bulk, and setback standards. This process begins with Review by the Historic District Commission. At the Historic District Commission, the Application was initially reviewed December 19, 2024 and the Revised Application was reviewed on August 21, 2025.

Review of DESIGN STANDARDS AND GUIDELINES

Location within the H (Historic District Zone) requires proposals for demolition, new construction, additions, and certain renovation or rehabilitation activities to receive an Architectural Review Certificate. As stated in the *Design Standards and Guidelines for the City of Dover Historic District Zone*, an Architectural Review Certificate will be granted “if it is found that the architectural style, general design, height, bulk and setbacks, arrangement location and materials affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district.” *Zoning Ordinance*, Article 10 §3.2 outlines the review process for Architectural Review Certification and related building height, bulk, and setback standards.

This Revised proposal must be reviewed for conformity with the design criteria guidelines found in Chapter 4: New Construction, Additions, Demolition and Relocation. The *Design Standards and Guidelines* for New Construction (Chapter 4: pages 4-1 through 4-8) provide the design criteria and development guidelines. The guidelines specify a series of individual considerations for new construction to be considered in the review by the Historic District Commission (and Planning Commission) of the project for Architectural Review Certification.

The Revised proposed project must also be reviewed for compliance with the standards established by the *Zoning Ordinance*. The standards include items such as setbacks from property lines, floor area ratio, height, etc.

Alternative Bulk Standards – Consideration of Side Yard Setback

The setbacks of the Garage Structure from the property lines are met except for the side yard setback along the northern property line. The C-2 zoning district has a side yard setback of five feet when one is provided; the building’s placement encroaches into this setback at a variety of widths. Per the plan, the side yard setback ranges (on both sides) from 0.33 feet to 5.4 feet. Therefore, relief must be granted to allow the encroachment; the Planning Commission granted this relief in January 2025. Slight alterations in the building placement on this site still require consideration of these Alternative Bulk Standards.

HISTORIC DISTRICT COMMISSION – REVISED RECOMMENDATION

For the Dover Mobility Center Garage project, the Historic District Commission initially considered the application HI-24-09 on December 19, 2024 regarding an Architectural Review Certificate for construction of the Dover Mobility Center and the various other Site Improvements. The Revised project was considered by the Historic District Commission on August 21, 2025. **The Historic District Commission considered the Revised proposal for construction and has provided a recommendation to the Planning Commission in regard to the Architectural Review Certification for the project. The specific recommendation involved consideration of the *Design Standards and Guidelines*. See attached Revised Recommendation Report from the Historic District Commission.** In response to the Historic District Commission's review, the applicant has completed some design revisions to the stair tower elements. Specifically, the stair tower at the corner of S. Bradford Street and the Minor Street Alley was revised to include brick materials on the lower floors wrapping around the corner.

The Planning Commission should act upon the Revised Architectural Review Certification as part of any motion to approve this project, or as a separate motion if necessary. In taking this action, the Planning Commission is to consider the standards and guidelines found in Chapter 4 of the Design Standards and Guidelines for the City of Dover Historic District Zone and other referenced sections.

V. PARKING SUMMARY

The C-2 (Central Commercial Zone) does not include a minimum parking requirement. The project area is within the Downtown Redevelopment Target Area. Additionally, Article 6 §3 of the *Zoning Ordinance* states:

For new construction within the downtown redevelopment target area, as described in appendix C of the Dover Code of Ordinances, there is no minimum off-street parking requirement based on use. To utilize this exception, a parking strategy statement must be submitted for review as part of the site development plan approval required by appendix B, zoning, article 10, section 2.

The applicant has submitted a Revised Parking Strategy Statement with the application. The Statement describes the existing 83 parking spaces in permit & paid parking lots and private parking locations and also the proposed Parking Garage Structure. The Parking Garage is proposed to consist of 329 vehicle parking spaces and 36 bicycle parking spaces to serve as a mobility hub with functions to serve multiple modes of transportation.

This project is a Parking Garage Structure designed as part of a larger parking strategy to provide parking surrounding uses in Downtown Dover. The Parking Garage Structure proposes to provide 329 parking spaces. The ingress and egress into and out of the Parking Garage are now redesigned to only be from South Governors Avenue as the garage's vehicle access to South Bradford Street has been eliminated.

Bicycle Parking

Bicycle parking shall be provided for parking spaces at a rate of one (1) bicycle parking space for every twenty (20) parking spaces. Based on the 329 parking spaces provided, 16 bicycle spaces are required. The Plans submitted include 36 bicycle parking spaces. The bicycle parking is proposed to be located on the ground floor of the Mobility Center Garage and is not specifically shown on the Site Plan.

VI. SITE CONSIDERATIONS

Lighting

The Site Data table indicates that lighting shall be 1.5-foot candles at grade, but it does not show proposed locations for light fixtures. The architectural package indicates that pedestrian-scale lighting will be provided on the building exterior. It is unclear what street lighting exists or is proposed.

Dumpsters

Dumpsters are typically required at a rate of two dumpsters per non-residential building serving trash and recycling collection. This property would require two dumpster units. The Site Data table indicates that two dumpsters will be provided. It appears that these will be located within the structure on the south side of the building along Minor Street Alley. It is noted that within the existing parking lot, there is a Dumpster used as a centralized collection point for neighboring business.

Sidewalks

There is existing sidewalk along South Bradford Street and South Governors Avenue which will need to be replaced with construction. The plan submitted shows expanded sidewalks on the subject property adjacent to the building. The submitted plan shows the concrete sidewalks on South Bradford Street and South Governors Avenue; however, the Project Graphics Set depicts brick sidewalks for some of these areas.

VII. BUILDING ARCHITECTURE - REVISED

The application proposes a Mobility Center Garage Structure located at the lot lines of the site adjacent to Minor Street Alley, South Bradford Street, and South Governors Avenue, positioned at the edge of the sidewalks on South Bradford Street and South Governors Avenue. The four-story building is being redesigned to include 329 parking spaces with a welcome center and expanded retail; public restrooms; bicycle repair shop; management office; and other support spaces on the ground level. For the façade, the lower two stories of the structure are predominantly brick, while the upper stories, which are set back six feet from the lower stories, are predominantly precast concrete spandrel panels.

Exposed stair towers are located at the northwest and southeast corners of the building, where the use of glass is intended to reflect neighboring building architecture and the sky. The roof heights are noted at 53.32 feet on South Governors Avenue and 57.40 South Bradford Street. The two stair towers are the tallest building elements. The ramped parking deck sits behind the building façade along the east and west elevations of the two lower stories; the ramped parking decks are visible through openings on the upper stories of west and east elevations. The south elevation includes the brick façade wrapped from the west building face and the stair tower on the east side also now partially wrapped in brick. Between these areas, the south elevation reveals precast concrete with a parking garage appearance. The north elevation is a solid party wall for the western half of the elevation, likely to be consistent with fire code requirements, due to proximity to the property line. This area of the party wall is designed to host a large mural. The remaining portion of the north elevation (eastern half) has been revised to the precast concrete panels of the parking decks with bands of horizontal openings. Vehicle access to the garage is via entry and exit points from South Governors Avenue as revised. Windows and double door entries are proportioned to align with neighboring buildings. Canopies visually lower the building's scale.

See the attached Revised Site Plan set (dated 8-1-2025) and Revised Architecture Set (updated for 9-15-2025 Planning Commission Meeting). The attached elevation drawings and site plan drawings show detailed information on building dimensions, locations, and material choices.

VIII. TREE PLANTING AND LANDSCAPE PLAN

Tree Planting Requirements

The *Zoning Ordinance* requires tree planting at a rate of one tree per 3,000 SF of non-woodland development area. Based on the total non-woodland area for the submitted plan of 46,221 SF (total area of seven parcels), 15 trees are required to be planted. The Tree Preservation and Density table indicates that 13 trees are required based on a site area of 37,353 SF; this should be revised to reflect the additional parcel needed to address some of the development aspects. Within the Parking Garage Structure, encompassing almost all of the project area, there are no on-site plantings depicted. The adjacent lot at 132 S. Braford Street shown as an open space area appears to include several existing trees. It is noted that the street frontages of the project area include street trees (total of 6 trees). Within the existing project area, twelve (12) trees will be removed for the development.

Request for Tree Mitigation Plan

The applicant previously submitted a Request Consideration of a Tree Mitigation Plan, requesting that the required trees be planted off-site within the Downtown Dover area on lands owned by the Downtown Dover Partnership or in a City-owned pocket park; the Request continues for this Revised Plan. The initial Request indicated that potential locations are to be discussed with the City and the Downtown Dover Partnership. A Tree Mitigation Plan must be provided for consideration by the Planning Commission at a rate of 1 tree per 1 deficit tree as per Article 5, Section 16 of the *Zoning Ordinance*; see below. Previously the Planning Commission granted this Request for a Tree Mitigation Plan. The specific location plans for the tree plantings must be documented in an agreement and approved prior to Final Site Plan Approval.

Article 5 Section 16

16.9 *Tree mitigation.*

16.91 *Planning commission waiver.* The planning commission may waive the provisions of subsections 16.52, 16.53, and 16.62, and require replacement planting for mitigation purposes should the planning commission determine, after demonstration by the applicant, that due to physical limitations of the land which would otherwise prohibit the reasonable use of the land, or for purposes of preserving, protecting and promoting the interest of public health, safety, welfare and/or public convenience. All tree mitigation plantings must occur within the corporate limits of the City of Dover. Tree mitigation may occur off-site in accordance with the provisions listed below in this ordinance:

- (a) If a waiver is sought from the provisions of subsection 16.62, new tree plantings are required at a rate of 1:1. All new tree plantings shall meet the minimum size at planting requirements of the City of Dover table of trees.
- (b) If a waiver is sought from the provisions of subsection 16.52 and/or subsection 16.53, then mitigation must be in the form of newly created woodland areas. New woodlands shall be created at a rate of 1.25 times the amount of woodlands to be removed. A woodland mitigation plan shall be prepared by a licensed forester, landscape architect, or certified nursery professional, for the consideration of the planning commission.

- (c) All tree mitigation must occur on-site unless an off-site location is specifically approved by the planning commission. When considering off-site locations for tree mitigation, the commission shall consider:
 - 1) A physical hardship related to the land which would otherwise prohibit compliance on the subject site;
 - 2) Whether the mitigation plan proposed by the applicant is superior in terms of environmental benefits, tree quantity, or aesthetic qualities compared to strict compliance with the ordinance on-site.

IX. CITY AND STATE CODE REQUIREMENTS:

The subject proposal has been reviewed for code compliance, plan conformity, and completeness in accordance with the agency's authority and area of expertise. The following items have been identified as elements which need to be addressed by the applicant. This listing has been updated to reflect consideration of the Revised plan submission of August 1, 2025.

- 1) As the review process continues, the Revised Site Plan documents will need to be revised to reflect the minor design changes as the Parking Garage Structure footprint and building architecture are refined.
- 2) Tree Mitigation Plan: The tree planting requirement shall be provided in accordance with the *Zoning Ordinance* unless a waiver is granted by the Planning Commission approving a Tree Mitigation Plan. The submission continues to make a Request for consideration of a Tree Mitigation Plan. The general concept was previously approved by the Planning Commission and should be reconfirmed with this review. Specific locations must be identified and agreed upon prior to final plan approval.
- 3) Parking Strategy: The applicant submitted the required Revised Parking Strategy Statement describing the parking scenario for this development project as revised in the C-2 Zone. Add a note on the Plan.
- 4) Cover Sheet, C-001:
 - a) Site Data:
 - i) Update the owners of record to identify all current owners.
 - ii) The required side setback is 0 feet, but 5 feet if a setback is provided. The site data identifies the side setback as estimated to vary from 0.33 feet to 5.4 feet. The submitted Revised Plan should label these distances on the drawing. The *City of Dover Zoning Ordinance* authorizes the Historic District Commission to waive certain bulk standards when issuing its recommendation to the Planning Commission for an Architectural Review Certificate if necessary. The Revised Recommendation from the Historic District Commission regarding the Architectural Review Certificate considered the location of the building on the site, therefore meeting this requirement. Add a note regarding the action taken on the Alternative Setbacks.
 - iii) Item #13, update the lot area provided with the property area information in Item #10 and #11.
 - iv) Item #16, confirm the number of parking spaces provided as there is a reference to 319 spaces in the Letter.
 - b) Tree Preservation and Density Requirements:
 - i) Update the total non-woodland area to include additional project parcel and update the tree density calculation accordingly.

- ii) The applicant has provided a waiver request to plant the required trees on lands of the Downtown Dover Partnership or within City owned pocket parks within the Downtown area. If reconfirmed with this Revised Plan review by the Planning Commission, a specific location or locations must be identified prior to final plan approval. Add note on action taken and concept for Tree Mitigation Plan.
 - c) The Site Data table indicates that 36 bicycle parking spaces will be provided. The written Parking Strategy Statement indicates that 33 bicycle parking spaces will be provided. Please clarify which is correct and update the documentation accordingly.
 - d) Owners Certification:
 - i) If the additional project parcel (132 S. Bradford Street) is to remain under the ownership of the City of Dover, the City of Dover should be added as a signatory in the Owner's Certification.
 - e) In General Notes, update Note #26 to include action taken on accepting the Parking Strategy Statement and the Architectural Review Certification. A similar note must be added to outline the Planning Commission actions of September 15, 2025.
- 5) Sheet C-101 – Existing Conditions and Demolition Plan:
 - a) Per the Existing Conditions and Demolition Plan, three bioretention islands are being removed. The applicant should provide a Stormwater Management Plan that identifies solutions for capturing and treating added stormwater quantities from additional lot coverage and the demolition of bioretention facilities.
 - b) With the removal of the existing parking lot, confirm if any of the items such as signage, light pole, utility equipment, vegetation for transplanting, etc. are to be returned to current owner.
- 6) Sheet C-201 – Site, Utility & Grading Plan:
 - a) Identify the dumpster location on the plan sheet.
 - b) Identify the step back distance of the upper floors of the building.
 - c) Clarify the location of the Fire Department Connection as two are shown.
 - d) Consider implementation of crosswalks at the ends of the Minor Street Alley.
- 7) No Landscape Plan sheet was provided; however, the Tree Planting calculation is shown on Sheet C-001.
 - a) Clarify the location of any existing trees to be preserved and show the necessary tree protection measures.
 - b) Clarify the status of street trees as to be preserved or proposed for replacement on the S. Governors Avenue and S. Bradford Street frontages.
- 8) Parcel Consolidation Plan:
 - a) Clarify the status of the adjoining parcel at 132 S. Bradford Street.
 - b) Add any applicable notes related to the Alley Abandonment Request.
 - c) Ensure appropriate involved owners listed by name and within certification statement.
- 9) Additional evaluation and review of this project as proposed may be necessary due to the environment contamination in this area and/or the site's potential participation in any environmental remediation program.
 - a) Provide copies of any agency approvals/permits to the Planning Office so that we may be aware of any specific conditions of redevelopment.

- 10) Provide construction details for the following items but not limited to, dumpster pad/enclosure, traffic control signage, lighting fixtures, bicycle racks, handicap signage, etc.
- 11) Dumpster: Ensure there is adequate access to dumpsters to allow for collection by a refuse/recycling contractor. Also clarify the plan for the community centralized collection facility that is being displaced by this project.
- 12) The construction of the site entrances and street improvements must comply with the requirements of DelDOT and the City of Dover Public Works Department based on street maintenance responsibilities.
 - a) Clarify materials (concrete and brick) used and placement design for the sidewalk and parking garage entrance construction.
 - b) Clarify the location of street trees (tree wells) and other landscape areas between the curb and building front.
 - c) Identify any changes to on-street parking spaces along the project frontages.
- 13) The Historic District Commission recommended conditional approval of the Revised Architectural Review Certificate for the construction of the project. See attached Recommendation Report for recommended conditions. The Planning Commission will act on the Revised Architectural Review Certificate as part of this review process.
- 14) Any Erosion & Sediment Control Plans and Stormwater Management Plans granted approval by the Kent Conservation District/DNREC must reflect the Site Plan layout and design conditionally approved by the Planning Commission and be in compliance with the *Zoning Ordinance* and technical review requirements of other agencies.
- 15) The Final Plan set must include notes documenting any action taken by the Planning Commission on the requested waivers and must list any additional conditions of approval.

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

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

- 1) Revised Architectural Review Certification: Staff recommends conditional approval of the Revised Architectural Review Certificate for the construction of the Dover Mobility Center Garage, finding that the revised building to be of a design compatible with the intent of the *Design Standards and Guidelines for the City of Dover Historic District Zone*.
 - a) Staff provided a series of recommendations and comments regarding the Revised Architectural Review Certification and review of the project for compliance with the *Design Standards and Guidelines*. These items were previously identified during the review of the project by the Historic District Commission. See the Revised HDC Recommendation Report from the August 2025 review.

2) Landscaping:

- a) Staff recommends continued approval of the Tree Mitigation Plan allowing the required tree plantings to be planted at off-site locations.
- b) Staff recommends that landscaping be installed between the building and property lines along South Governors Avenue and South Bradford Street. There are likely areas where low growing shrubs, ground covers or perennials/annuals could be planted. You could also consider planters.
- c) Any street trees removed as part of the demolition of the existing site should be replaced in coordination with City Department of Public Works and Department of Parks & Recreation – Grounds Division.

3) Streetscaping: The design of the sidewalks along South Governors Avenue and South Bradford Street frontages must be evaluated with sidewalk construction standards and streetscape designs for each street and should match the streetscape for each street. This should be coordinated with the City Department of Public Works for the design of the combination of concrete and brick pavers and tree wells.

4) Electric Vehicle Charging Stations: Identify if the project is planning for the installation of Electric Vehicle Charging Stations in this Parking Structure. Currently, the *Zoning Ordinance* does not require them, but many other jurisdictions have implemented such requirements. Electric Vehicle Charging Stations formats include EV-Capable, EV-Ready, and EV-Installed.

XI. ADVISORY COMMENTS TO THE APPLICANT:

- 1) The Planning Commission should act upon the Revised Architectural Review Certification as part of any motion to approve this project, or as a separate motion if necessary.
- 2) The Planning Commission should act upon the request for waivers as part of any motion regarding this project application, or as a separate motion as necessary to reconfirm action. Note: All waivers are at the discretion of the Planning Commission. The Commission may approve or deny waiver requests.
- 3) Any conditional approval granted by the Planning Commission for the Site Development Plan is subject to the approval of MI-24-10 (Alley Abandonment Request) has received final approval from the City Council under Resolution #2025-02.
- 4) In the event that major changes and revisions to the Site Plan occur in the finalization of the Plan contact the Department of Planning and Inspections. Examples include relocation of site components like paving and increases in footprint. These changes may require resubmittal for review by the Development Advisory Committee, Historic District Commission, Planning Commission, or other agencies and commissions making recommendations in regard to the Plan.
- 5) Following Planning Commission approval of the Revised Site Plan, the Plan must be revised to meet all conditions of approval from the Development Advisory Committee or as otherwise noted. A Check Print must be submitted for review by Planning Office Staff and the other commenting agencies. Upon determination that the Plan is complete and all agency approvals have been received, copies of the Plan may be submitted for final endorsement (Final Plan Approval).

- 6) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.
- 7) Additional specialized evaluation and review of this area may be necessary due to the environment contamination in this area and/or the site's participation in any environmental remediation program.
- 8) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate Site Plan approvals, Pre-Construction meetings, site inspections and permits are required.
- 9) Construction and demolition will have an effect on the adjacent property owners, employees of adjacent buildings, and nearby sidewalks and streets. Any work requiring the closing or rerouting of potential customers, employees, or visitors to the adjacent properties (including those who park in the existing parking lot), and streets or alley should be coordinated as to offer the least amount of inconvenience. Careful consideration will need to be given to the access to other properties which requires the crossing of these properties or travel over the public alley.
- 10) For building new construction, the requirements of the building code and the fire code must be complied with. Consult with the Building Inspections Office and City of Dover Fire Marshal regarding these requirements. The resolution of these items may impact the site design including such items as building dimensions and height, building openings, and fire protection needs, etc.
- 11) The applicant shall be aware that Site Plan approval does not represent a Building Permit and associated construction activity permits. A separate application process is required for the issuance of a Building Permit from the City of Dover.
- 12) The applicant shall be aware that Plan approval does not represent a Sign Permit, nor does it convey permission to place any sign on the premises. Any proposed site or building identification sign may require a Sign Permit from the City of Dover prior to placement of any such sign in accordance with *Zoning Ordinance* Article 5 §4.

If you have any questions or need to discuss any of the above comments, please call the above contact person and the Planning Office as soon as possible.



CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: AUGUST 27, 2025



APPLICATION: REVISED Dover Mobility Center Garage at 133 S. Governors Avenue

FILE #: S-25-01

REVIEWING AGENCY: City of Dover Department of Public Works and Water & Wastewater

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

CONTACT PHONE #: 302-736-7025

CONTACT EMAIL: jlyon@dover.de.us

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

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

CITY AND STATE CODE REQUIREMENTS

SANITATION

1. Every commercial customer shall provide such premises with a sufficient number of solid waste containers to provide adequate capacity for the solid waste placed out for collection without overloading the capacity of the containers. The City of Dover shall provide commercial customers with a maximum of two (2), 90-gallon trash containers and two (2), 90-gallon recycling containers.
2. Trash collection site shall be oriented for side-loading pick-up if customer is utilizing City of Dover sanitation services.
3. Any commercial customer requiring more containers, or larger containers, than provided above, must utilize private service.

STORMWATER

1. Final site plan approval will not be granted until a copy of the approved Stormwater/Erosion and Sediment Control Plan from Kent Conservation District is submitted to our office.
2. The size, length, slope, type and flow directions must be shown on all existing and proposed storm sewer lines. Rim and invert elevations must be labeled on all stormwater structures.
3. The proposed Pocket Park area for this project is located on a City of Dover owned parcel. Prior to plan approval a maintenance agreement must be executed.

STREETS

1. Final site plan approval will not be granted until a letter of no objection, signed by DelDOT is submitted to our office.
2. The current City of Dover standard street section provides for a 3' grass strip between the curb and sidewalk. This standard was administratively revised to meet ADA and FHA compliance with cross slope requirements and to prevent cars from scrapping at driveways. The revised standard utilizes a five feet (5') wide public sidewalk with a five feet (5') wide grass strip behind the curb. Sidewalk and curb shall be installed for the width of the project scope.
3. Please add the following notes to the plans:

- a. 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 and at other locations so as to afford reasonable barrier-free pedestrian movement and site access.
- b. 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.

WATER

1. All water utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
 - a. Hydrant connections by the contractor are prohibited. This method may not be utilized during any phase of the project.
 - b. Any existing water lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Water & Wastewater specifications and requirements.
 - c. The site contractor shall contact the City of Dover Department of Water & Wastewater Construction Manager at (302) 736-7025 prior to the start of construction. A representative from the City of Dover Department of Water & Wastewater must observe and approve all City owned water and sanitary sewer interconnections and testing. All water taps must be performed by a City of Dover approved contractor. The proposed location for the water connection may need to be adjusted in the field due to conditions of the existing main. Possible conditions that would require tapping relocation include proximity to pipe joints, other taps, concrete encasements, conflict with other utilities, and the like. Test holes must be performed by the contractor to determine the best tapping location. The City of Dover will not be held responsible for field conditions requiring adjustment of the tapping location or for any work required by the contractor to make an appropriate and lawful connection.
3. The size, type, and location of all proposed and existing water lines and valves must be shown on the plan. Please be advised that effective May 1, 2022, water mains can now be constructed using DR 18 PVC.
4. Water usage projections (peak demand or plumbing fixtures) must be submitted to our office to correctly determine the size of the domestic and irrigation (if applicable) water meter for the proposed buildings. These projections must be submitted prior to approval so the meter size can be placed on the final site plan. The proposed water meters must be installed in a pit per City of Dover requirements and manufacturer's recommendations. Also, a dual check valve is required downstream of the meter.
5. The domestic service, fire main connection and valves must be clearly shown for each building. A valve must be installed at the tee to isolate combined fire and domestic water service to the building from the water loop. Typically, this valve is installed at the tee or an acceptable distance from the building. A valve must be provided on the domestic water service, which must be tapped off of the combined eight-inch (8") fire/domestic service outside of the building. The domestic water tap and valve should be as close to the building as possible. Typically, the domestic tap and valve are located within five feet (5') to ten feet (10') of the building. A blow up detail of this layout is recommended.
6. Provide a construction detail for the proposed restraining system for the fire main located within the buildings. There shall only be one (1) water service per building. The Department of Water & Wastewater will test and inspect all fire mains to a blind flange located inside the buildings. The blind flange with tap is used for hydrostatic pressure testing (200 psi for two (2) hours) and dechlorination. The flange must be restrained in the direction of the pipe entering the facility. A pipe entering horizontally through a wall sleeve shall be restrained with rods through the wall. A pipe entering vertically through a slab shall be restrained through the floor to the ninety degree (90°) bend and thrust block. All rods shall be a minimum of ¾" all thread. All pipes through walls and slabs must be Class 52 cement lined ductile iron pipe. Confirm particulars to meet this requirement with mechanical designer.
7. Water services shall be either type K copper or SDR-9. 1. All non-metallic water lines (mains and services) shall be installed with a tracer wire and identification tape. The wire shall be a minimum of twelve (12) gauge blue coated solid copper wire, wrapped around the pipe, and extending up into all valve and curb boxes. The identification tape shall be six-inches (6") wide, laid one foot

(1') above the pipe, with the following text: "Caution: Buried Water Line Below". 3M marker balls, model 1423-XR, or approved equal shall be installed at every service line connection to the water main and all bends on the service line.

8. On October 24, 2022, City of Dover Council approved the new Cross Connection Control Program. This program requires certain backflow prevention assemblies on water service connections to the city's distribution system. Please provide a specific description of the activities in this building.
9. Prior to final site plan approval, a plan must be submitted and agreed upon for the 12" water main relocation that is currently located in the alley. The 12" water main shall be cut and capped north of the proposed development with a blow off assembly.
10. A blow off assembly shall be installed instead of a cap north of the proposed building on the existing water main.

WASTEWATER

1. All wastewater utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
 - a. Any existing sanitary sewer lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Water & Wastewater specifications and requirements.
 - b. Part II, Chapter 180, Article III, Section 180-10 of the Code of Kent County requires that "no person shall discharge or cause to be discharged any stormwater, surface water, uncontaminated groundwater, roof runoff, subsurface drainage, uncontaminated noncontact cooling water or unpolluted industrial process waters to any sanitary sewer", this shall include condensate. Sec. 110-231 of the City of Dover Code defines storm sewer as "...any system used for conveying rain water, surface water, condensate, cooling water or similar liquid wastes, exclusive of sewage." The contractor, developer, owner and designers shall ensure during construction that no illegal discharges to the sanitary sewer system are created with the site improvements.
3. The size, length, slope, type and flow directions must be shown on all existing and proposed sanitary sewer lines. Rim and invert elevations must be labeled on all sanitary structures.
4. Cleanouts must be installed on sanitary sewer laterals within five feet (5') of the building, one foot (1') outside of the right-of-way and at all bends. Any cleanout located within a traffic bearing location shall be installed with a heavy duty cast iron frame and cover to prevent damage to the cleanout and lateral.
5. Sizing (flow) calculations must be submitted for all sanitary sewer mains showing that velocity and all other requirements are met.
6. The minimum size of all sanitary sewer laterals shall be six-inch (6").
7. If kitchen facilities are proposed a minimum 1,000 gallon, two chamber grease trap, meeting all Kent County ordinance requirements, must be provided. A construction detail for the proposed grease trap, as well as the proposed location, must be provided on the plan.
8. Depending on the effluent flow, the downstream pump station may be required to be evaluated by the developer / engineer to verify it can handle the additional effluent flow.

GENERAL

1. All existing utilities shall be adjusted to final grade in accordance with current City of Dover requirements and practices. This must be included as a note on the plan.
2. No trees may be planted within ten feet (10') of utility infrastructure.
3. No structure may be installed within ten feet (10') of utility infrastructure, please depict all underground utilities and structures on the utility plan sheet to confirm compliance.
4. The final site plan must be submitted in the following compatible digital formats:
 - a. AutoCAD 2018 (.dwg format).

- b. Adobe Reader (.pdf format).

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

SANITATION

1. The City of Dover currently has a community dumpster located on the proposed property in question. Prior to plan approval, a new location must be provided and agreed upon by the City of Dover.

STORMWATER / STREETS / WATER / WASTEWATER / GENERAL

1. None.

ADVISORY COMMENTS TO THE APPLICANT

WATER

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

WASTEWATER

1. The City of Dover sanitary sewer system is available to this site. The developer is responsible for all costs associated with extending and providing service and capacity to the proposed development.
2. Prior to plan approval, it may be required to submit the sanitary sewer system plans to the DNREC, Division of Water Resources, Surface Water Discharges Section for review and approval. The owner/developer is responsible for providing all application fees, completed forms and plan sets directly to DNREC.
3. Profiles of the sanitary sewer main must be provided with the construction plans. All water, sanitary sewer and storm sewer crossings must be shown on the profiles.
4. Wastewater impact fees will be required to be paid prior to Certificate of Occupancy for this project.

GENERAL

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

SANITATION / STORMWATER / STREETS

1. None.

CITY OF DOVER ELECTRIC
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
STAFF D.A.C. MEETING DATE: AUG 27, 2025

APPLICATION: REVISED Dover Mobility Center Garage at 133 S. Governors Avenue

FILE #: S-25-01

REVIEWING AGENCY: City of Dover Electric Department

CONTACT PERSON: Shawn Burgett, Engineering Services & System Ops Superintendent

CONTACT PHONE #: 302-674-7568

CONTACT EMAIL #: sburgett@dover.de.us

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

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

CITY AND STATE CODE REQUIREMENTS

ELECTRIC

1. The roadway and curbing must be in.
2. The right-of-way must be within 6" of final grade.
3. The property corners must be staked.
4. Owner is responsible for locating all existing underground electric, communications and water facilities.
5. Owner is responsible for installing all conduits and equipment pads per the City of Dover Engineering Department specifications.
6. Owner is responsible for site and/or street lighting.
7. Meter locations will be determined by City of Dover Engineering Department.
8. Load sheets and AutoCAD compatible DXF or DWG diskettes of site plans, including driveways, are required prior to receiving approved electrical construction drawings.
9. Any relocation of existing electrical equipment will be engineered by the City of Dover Electric Department. Developer may be required to perform a quantity of the relocation. Any work performed by the City of Dover will be at the owner's expense.
10. Prior to construction, owner is responsible for granting an easement to the City of Dover Electric Department. Easement forms will be furnished and prepared by the City of Dover Electric Engineering Department.
11. Fees will be assessed upon final site plans. The owner will be responsible for fees assessed prior to construction. Owner is required to sign off plans prepared by the Electric Department.
12. Must maintain 10' clearance around all electrical equipment, unless pre-approved by the City of Dover Electric Engineering Department.

13. Prior to the completion of any/all designs and estimates, the owner is responsible for providing the Electric Engineering Department with a physical address of the property.
14. All Engineering and design for Dover Electric will be engineered upon final approved plans. All Engineering work will be furnished by the City's Electric Engineering Department.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

1. Owner must give the City of Dover Electric Department three (3) months' notice prior to construction. Owner is responsible for following the requirements outlined in the City of Dover's Electric Service Handbook. The handbook is now available on the website at the following link: <https://evogov.s3.amazonaws.com/media/27/media/13108.pdf>.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. Provide load sheets as soon as possible for proper sizing of transformers and creation of primary fee estimates. Current load sheets can be found at the following link: <https://www.cityofdover.com/media/Electric%20Department/COD%20Electric%20Load%20Sheet.pdf>.

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 01/02/25

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APPLICATION: Dover Mobility Garage at 133 S Governors Ave

FILE #: S-25-01 **REVIEWING AGENCY:** City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika, Fire Marshal
josika@dover.de.us

PHONE #: (302) 736-4457

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

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

CITY AND STATE CODE REQUIREMENTS:

1. Proposed occupancy classification is mixed use (storage, business, mercantile, and possibly assembly)
2. Building Access shall be no further than 50 feet from a primary entrance.

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

3. Parking shall be prohibited in front of the primary entrance for a width of not less than 1.5 times the width of the door(s) or for 10 feet, whichever is greater.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.2)
4. Perimeter access shall be 75% and clearly shown on the plans.

Perimeter Access minimum width shall be 10 feet for one-story buildings and 15 feet for buildings of two or more stories, measured from the face of the building at grade with a maximum slope of ten percent (10%). Plantings and utility services (includes condenser units, transformers, etc.) shall be permitted within the perimeter access, and shall not interfere with emergency services fire ground operations.

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

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

5. Fire lanes shall cover 75% of the proposed building.

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

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

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

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

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

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

7. All Fire Lanes shall be marked as follows:

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

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

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

9. Fire lane signs shall be located as follows:

see Figure 5-16 – Approved Sign For Marking Fire Lanes, fire lane signs shall be spaced at 150 foot intervals maximum, all fire lane signs shall be located no less than six feet (6') and no higher than eight feet (8') above the pavement, signs shall be placed at each end of the fire lane, and signs shall face all oncoming traffic.

Where parking is not restricted roadway markings shall utilize the words "FIRE" and "LANE" in lieu of fire lane signs and shall conform to the specifications of 7.6.

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

10. Where overhangs, canopies, balconies, or any other building or site features must project over any fire lane, an unobstructed vertical clearance of not less than 13'-6" above the fire lane shall be provided and the portion of the building perimeter which contains overhangs, canopies, balconies, or any other building features shall not apply towards the fire lane accessibility requirements of Section 4.0, Table 5-1 in this chapter.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.8)

11. All access roadways shall be paved and be a minimum of 20 feet clear width for two-way traffic and 14 feet clear width for one-way traffic. The paved width of access roadway shall be measured from edge of parking spaces, or face of curb for vertical curb and back of curb for mountable curb, or edge of pavement if there is no curbing. (2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 5.2)

12. Emergency access to rear building areas compliant with City of Dover Code (Appendix B- Zoning, Article 5- Supplementary Regulations, Section 17);

all four stories and greater buildings require 24ft fire lane at the rear.

All two to three story apartment structures require an 18ft Secondary Fire Lane at the rear.

All townhouses (3-8 units with no fire protection) require a 16ft alley or 18ft secondary fire lane at the rear.

13. Multiple Access Roads shall be provided when a fire department access road (fire lane) is determined by the Fire Marshal to be impaired by vehicle congestion, condition of terrain, climatic conditions, or other factors that could limit access such as placement of fire hose from fire equipment.
14. Speed Reduction Devices must be approved, please see City of Dover Ordinance Chapter 98-10 in reference to this process.
15. Gated Areas: Fire Department access shall be provided to the property through the use of a system or device approved by the Fire Marshal. The system or device required shall be located in an area accessible to the fire department and approved by the Fire Marshal. All gates shall be either automatic or manual.

An automated system shall consist of one manual and one automated means to open the gate. The owner or their representative shall meet with the Fire Marshal prior to submission to agree on the system. A letter of agreement shall be created and signed by both parties. The letter shall include a detailed description of both the manual and automated means.

A manual gate shall consist of one manual means to open the gate. The owner or their representative shall meet with the Fire Marshal prior to submission to agree on the means to open. A letter of agreement shall be created and signed by both parties. The letter shall include a detailed description of the manual means to open.

To be considered accessible for fire department apparatus the actual clear openings shall be not less than 14 feet, the paved surface through the gate shall be not less than 12 feet, and the gate shall be setback from the perpendicular street by at least 50 feet.

Please contact this office to discuss options available to comply with this requirement.
(2021 Delaware State Fire Prevention Regulations 705, Chapter 5, 2.6)

16. Fire hydrants shall be installed per the requirements of City of Dover Public Utilities Water/Wastewater Handbook, NFPA requirements, and Delaware State Fire Prevention Regulations. City Ordinance Sec 46-9 (f).
 - 5.1.1 Hydrant spacing as shown in the Fire Flow Tables shall be used as a general rule. Hydrants shall be located at the direction of the State Fire Marshal so as to minimize friction in fire hose. All hydrant spacing shall be located along available roads or at the direction of the State Fire Marshal. This measurement shall be calculated by way of accessible thoroughfare(s) from the building to be protected to the hydrant and may not necessarily be a radius.
 - 5.1.3 Additional hydrants shall be provided when the State Fire Marshal deems it necessary based on the configuration of the site, building(s), exposures, construction, occupancy, and/or specific hazard(s).
- Fire Flow table 2, hydrant spacing shall be 800 feet on center for one and two family detached dwellings, other residential, rowhouses and townhouses, assembly, health care, business, education, storage, industrial, mercantile, and mini storage. (702, Chapter 6)

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

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

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

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

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

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

The owner is responsible if the hydrant is private.

18. Hydrant barrels shall be provided with reflective material, such as paint, durable for highway/roadway markings or a reflective tape of a minimum of 2" in width around the barrel under the top flange, hydrant bonnets shall be color coded based on the following criteria: class AA 1500 GPM - painted light blue, class A 1,000 GPM -1499 GPM - painted green, class B 500 - 999 GPM - painted orange, class C 250 - 499 GPM - painted red, class D under 250 GPM - painted black.
(2021 Delaware State Fire Prevention Regulations 703, Chapter 3. 4)
The owner is responsible if the hydrant is private.

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

20. NFPA 72 compliant Fire Alarm System required per occupancy code requirements.

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

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

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

(City Code of Ordinances 46-171)

21. Sprinkler system TBD. System is to be monitored by an approved Fire Alarm System.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

New educational occupancies of 5,000 square feet or greater shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13.

(City of Dover Code of Ordinances 46-162)

NFPA 101, 12.3.5.1 The following assembly occupancies shall be protected throughout by an approved, supervised automatic sprinkler system in accordance with 9.7.1.1(1): 1.

Dance Halls 2. Discotheques 3. Nightclubs 4. Bars 5. Restaurants 6. Assembly occupancies with festival seating

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

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

23. Parking and/or obstructions shall be prohibited in front of fire department connections for a distance measuring from the center line and extending four feet on both sides.
(2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.4)
24. Fire Department Connection to be located within 300 feet of fire hydrant, measured as hose would come off the fire equipment.
25. If there is any type of rack storage, the following will be required: 1) a diagram showing the layout and type of rack system 2) a list and quantity of items being stored 3) a letter from an authorized/licensed fire suppression contractor stating that in rack sprinklers are or are not needed. If in rack sprinklers are not needed, a letter may be requested from an authorized/licensed fire suppression contractor to ensure that the sprinkler system is adequate for the storage presented.
26. All standpipe and sprinkler connections shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation. All standpipe and sprinkler connections shall have minimum of four inch (4") solid yellow demarcation lines to define specific areas, Solid yellow demarcation lines shall be measured from the center line of the connection and extend for a distance of four feet (4') on both sides, and where parking is allow between the building and the street or fire lane the solid yellow demarcation lines shall extend from the end of the sidewalk surface to the street or fire lane (Markings shall not be required on the sidewalk surface).

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

27. Standpipes shall be provided in all areas and buildings as required in the codes and standards listed in Regulation 701 as well as the following areas or buildings:

In all Class A and Class B places of assembly and institutional occupancies two (2) stories or 25 feet in height or over,

In any building over three (3) stories, In any building over 35 feet in height,

In any building that has a floor above the first floor over 10,000 square feet gross floor area,

In all buildings where the 1st floor exceeds 60,000 gross square feet,

a Class I horizontal standpipe system installed in accordance with the applicable codes and standards listed in Regulation 701 of these Regulations shall be provided. All standpipe systems shall be installed in accordance with the applicable codes and standards listed in Regulation 701.

The standpipe system shall be carried up with each floor and shall be installed and ready for use as each floor progresses.

Standpipes shall not be more than one floor below the highest forms of staging,

The 2½-inch of hose connections on Class I systems shall be provided in the following locations,
At the highest intermediate landing between floor levels in every required exit stairway,

Where intermediate landing is not provided, hose connections shall be permitted to be located at the main floor landings in exit stairways when approved by the authority having jurisdiction, Where the local fire department has the capability of providing the required pressure, hydraulically designed standpipe systems in fully sprinklered, non-high-rise buildings shall be designed to provide the required waterflow rate.

A sign shall be provided at each landing, in all interior stairways, designating the floor level. (2021 Delaware State Fire Prevention Regulations 702, Chapter 4, 2)

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

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

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

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

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

Multiple-family dwellings, measurements, the number shall measure a minimum of six inches when identifying individual apartments with exterior doors, and 12 inches when identifying buildings with apartment complexes where there are two or more buildings not assigned street addresses. Individual buildings with street addresses shall have numbers measuring six inches, *location,* numbers shall be placed either in the center of the building or on the street end of the building so as to be visible from either the public or private street or from the parking lot, *color,* numbers shall be contrasting to the background color, *Arabic numerals,* all numbers used shall be Arabic numerals.

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

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

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

Arabic numerals, all numbers used shall be Arabic numerals,

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

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

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

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

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

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

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

(City Code of Ordinances 46-127)

Knox Box to be mounted 6 feet above ground level

31. All required means of egress shall have an exit discharge consisting of a non-slip surface and leading to and terminating at a public way. NFPA 101
32. All new passenger elevators in a building shall be provided with a car sized to accommodate an ambulance cot 24 inches (609 mm) by 84 inches (2133 mm) in its horizontal open position. Where two or more new passenger elevators are located in a single hoist way and serve all or the

same portion of the building, only one elevator car that provides a car sized to accommodate an ambulance cot 24 inches by 84 inches in its horizontal position for each hoist way shall be required. Elevator cars required to comply with 15.1 or 15.2 shall be identified by the international symbol for emergency medical services (star of life). The symbol shall be not less than 3 inches (76 mm) in height and shall be placed inside on both sides of the hoist way door frame. Firefighter recall keys shall be provided in a manner acceptable to the local fire department. (2021 Delaware State Fire Prevention Regulations 705, Chapter 1, 15)

33. All new passenger elevators in a building shall be provided with a car sized to accommodate an ambulance cot 24 inches (609 mm) by 84 inches (2133 mm) in its horizontal open position. Where two or more new passenger elevators are located in a single hoist way and serve all or the same portion of the building, only one elevator car that provides a car sized to accommodate an ambulance cot 24 inches by 84 inches in its horizontal position for each hoist way shall be required. Elevator cars required to comply with 15.1 or 15.2 shall be identified by the international symbol for emergency medical services (star of life). The symbol shall be not less than 3 inches (76 mm) in height and shall be placed inside on both sides of the hoist way door frame. Firefighter recall keys shall be provided in a manner acceptable to the local fire department. (2021 Delaware State Fire Prevention Regulations 705, Chapter 1, 15)
34. Buildings over 25,000 Sq. Ft are to have radio performance testing done prior to Final CO. This must be scheduled in advance with an authorized vendor.
35. Project to be completed per approved Site Plan.
36. Full building and fire plan review is required.
37. Separate building permits/plans submission will be required for each building and/or tenant fit out. If the permit submission is for a "shell" a Certificate of Occupancy will not be issued. Separate plans and permits submissions will be required for each "tenant fit out" at which time a Certificate of Occupancy will be issued upon compliance/completion of each "tenant fit out".

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

Section 1. - Building permits.

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

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

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

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

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

(Ord. of 7-12-1993, § 3)

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. Just confirming that the property address will be 133 S Governors Ave
2. We will need the square footage of each occupancy to determine if a sprinkler system is needed
3. Please show the Fire Lanes and Perimeter access
4. Please confirm that there is 15' between the building and on-street parking as outlined in item # 6 listed above
5. Please ensure that the FDC is not blocked and has proper access
6. Please confirm that this is an open parking structure and meets to requirements of the Delaware State Fire Prevention Regulations, NFPA 1, NFPA 101, and NFPA 88A
7. Please ensure that there are proper distances and/or proper building construction materials per IBC and NFPA for the adjacent property.

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):

2021 NFPA 1 Fire Code (NFPA; National Fire Protection Association)

2021 NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)

2019 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)

2019 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)

2009 IBC (International Building Code)

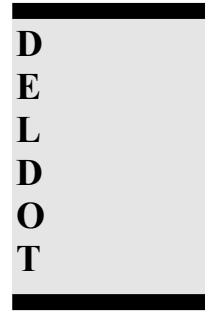
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations

2021 Delaware State Fire Prevention Regulations

City of Dover Code of Ordinances

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY



APPLICATION: Revised Dover Mobility Center Garage at 133 S. Governors Ave

FILE#: S-25-01

REVIEWING AGENCY: DelDOT

CONTACT PERSON: Brian Williams

PHONE#: 302-760-2141

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

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

CITY & STATE CODE REQUIREMENTS:

No person, firm, corporation or the like shall construct, open, reconstruct, maintain, modify or use any crossing or entrance onto a state-maintained highway, street or road, including any drainage modifications leading into or carried by the highway drainage system, without first having complied with standards and regulations adopted by the Department and having obtained a permit issued by the Department. Please contact the Delaware Department of Transportation - Development Coordination section to begin permit process.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

1. Please contact the Department to schedule a pre-submittal meeting.



KENT CONSERVATION DISTRICT

1679 SOUTH DUPONT HIGHWAY • DOVER, DELAWARE 19901 • (302) 608-5370 • WWW.KENTCD.ORG

CITY OF DOVER ADMINISTRATIVE SITE PLAN REVIEW SEPTEMBER 2025

APPLICATION: Revised Dover Mobility Center Garage at 133 S. Governors Avenue

FILE #: S-25-01

REVIEWING AGENCY: Kent Conservation District

CONTACT PERSON: Cullen Baker

PHONE: (302) 608 - 5370

EMAIL: stormwater@kentcd.org

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

Source: 2019 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

1. As the disturbance for this site will exceed 5,000 square feet, a detailed sediment and stormwater management plan must be reviewed and approved by the District prior to any land disturbing activity (i.e. clearing, grubbing, filling, grading, etc.) taking place. The review fee and a completed Application for a Detailed Plan are due at the time of plan submittal to the District's office.
2. The following notes must appear on the record plan:
 - a. The Kent Conservation District reserves the right to enter private property for purposes of periodic site inspection.
 - b. The Kent Conservation District reserves the right to add, modify, or delete any erosion or sediment control measure, as it deems necessary.
 - c. A clear statement of defined maintenance responsibility for stormwater management facilities must be provided on the Record Plan.

ADVISORY COMMENTS TO THE APPLICANT:

1. DNREC has notified KCD that 2 of the parcels located at 148 & 150 S. Bradford St. are labeled as Federally Funded Brown Fields and this has been forwarded to the DNREC Remediation Section. They will be able to provide further clarification for what will be required during construction on these sites.
2. Currently there are a few bio retention areas in the existing parking lot that were installed for the water quality storm. These will be removed for the new parking garage construction, so a new BOM will need to be installed to replace the old bio retention areas. We are not managing the larger storms for this site due to the beat the peak method be used for this area of Dover.
3. Please note the Kent Conservation District will not review an application more than three times. If after the third review the plan is still not found to be approvable, the application will be denied, and a new application with review fees are to be re-submitted to continue a detailed plan review.
4. As a reminder, the Kent Conservation District is required to verify that a Notice of Intent (NOI) for Stormwater Discharges Associated with Construction Activity under a NPDES General Permit has been received by DNREC prior to District approval.
5. A letter of no objection to recordation will be provided upon approval of the Sediment and Stormwater Management Plan.

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
ADVISORY BRIEF
D.A.C. MEETING DATE: 9/3/2025

**Dover/Kent
County
Metropolitan
Planning
Organization**

S-25-01 Revised Dover Mobility Center Garage at 133 S. Governors Avenue

FILE # S-25-01

REVIEWING AGENCY: Dover/Kent County MPO

CONTACT PERSON: Malcolm Jacob

PHONE #: (302) 387-6030

Attached, please find comments submitted by Dover Kent MPO for each of the current City of Dover Development Advisory Committee (DAC) applications. These comments are a part of the MPO's ongoing goals of promoting transportation safety and connectivity within the region. They are submitted in accordance with the support given by the MPO Council on November 6, 2024.

Issues of concern to the MPO are effective transit, reducing the amount of vehicle emissions by shortening or eliminating trips, and facilities for alternative modes of transportation, including bicycle and pedestrian access. The MPO considers the bicycle facilities required by the City of Dover to be the standard for all applications, not to be waived.

City of Dover Planning Commission
Site Development Plan Review

S-25-01 Revised Dover Mobility Center Garage at 133 S. Governors Avenue

Dover Kent MPO recommends that the applicant consider the larger picture of parking availability in downtown Dover in addition to the mobility center. The MPO previously completed two studies on the topic of parking in the downtown, the most recent being finished in 2018. The conclusion of these studies was that while a new parking garage could help improve parking availability, it should be viewed as more of a long-term solution given the associated costs and the time required for implementation.¹ Short-term steps that could be taken include new wayfinding signage, metered parking, and the increased promotion of alternative modes of transportation such as biking and walking. The *Downtown Dover Parking Study* contains further details on these strategies.

¹ *Downtown Dover Parking Study*. Dover/Kent County MPO (2018).
<https://doverkentmpo.delaware.gov/files/2018/03/Final-Report-Downtown-Dover-Parking-Study.pdf>.



Sidewalks are included in the site plan, both along the property's frontage and internally. The applicant should follow both the City of Dover Code for sidewalks² and the DelDOT specifications for sidewalks,³ to make sure the requirements of both entities are met. Any sidewalks that are damaged or removed during the construction process will need to be replaced.

Bicycle parking is included in the plan. Note that these should be provided at a rate of one (1) bicycle parking space for every twenty (20) vehicle parking spaces.⁴ If more information on specific types of bicycle racks is needed, please contact Dover Kent MPO.

The applicant has considered including a bike share facility on the property. The inclusion of micromobility would allow bicycles or scooters to be rented, providing additional means of transportation and also reinforcing the site's designation as a mobility center. Currently, State Law prohibits the use of motorized scooters and skateboards within the public right of way including on streets and sidewalks.⁵ State legislation regarding scooters would be necessary to enable their use; this would create new opportunities for scooter use in urban settings. For more information on micromobility, please refer to the *Downtown Dover Pathways Plan*.⁶

A sufficient number of accessible parking spaces should be added to the parking garage. These should meet ADA requirements and be positioned in a convenient location within the structure.

The applicant should anticipate the needs of other modes of transportation at and around the site. This may include the structural design considerations for access to trash storage receptacles; the safety of moving grocery carts around the property and across the street; and the potential for electric vehicle (EV) charging locations and rideshare pickup locations. The need for additional improvements may arise depending on future conditions.

Finally, motorists are likely to walk across Governors Avenue between this property and the planned mixed use building, either as tenants of the apartments or customers at one of the businesses. They will probably try to cross the road directly in front of the parking garage, as the nearest crosswalk is to the south at the intersection with Loockerman Street, which is not as convenient. Given the expected increase in pedestrian traffic, a crosswalk with a Rectangular Rapid Flashing Beacon (RRFB) should be considered for the purpose of creating a safe connection between the two properties. RRFBs are identified as a Proven Safety Countermeasure

² "Dover Code: Appendix B, Article 5, Section 18." City of Dover, DE.

https://library.municode.com/de/dover/codes/code_of_ordinances?nodeId=PTIICOOR_APXBZO_ART5SURE_S18PEBIMUDAACRE.

³ *Pedestrian Accessibility Standards Manual*. Delaware Department of Transportation (DelDOT) (2021).

<https://deldot.gov/Publications/manuals/pedestrianAccessibility/pdfs/2021/Pedestrian-Accessibility-Standards-for-Facilities-in-the-Public-Right-of-Way-2021-Edition.pdf>.

⁴ "Dover Code: Appendix B, Article 6, Section 3.10." City of Dover, DE.

https://library.municode.com/de/dover/codes/code_of_ordinances?nodeId=PTIICOOR_APXBZO_ART6OREPAD_RLOFA_S3REOREPASP.

⁵ "Del. Code Title 21, Ch. 41, §4198N." State of Delaware. <https://law.justia.com/codes/delaware/title-21/chapter-41/subchapter-xii/section-4198n/>.

⁶ *Downtown Dover Pathways Plan*. Dover/Kent County MPO (2024).

<https://doverkentmpo.delaware.gov/files/2024/08/Downtown-Dover-Pathways-Final-Report-2024-07-11.pdf#page=77>.



by the Federal Highway Administration (FHWA), and they have been shown to reduce pedestrian crashes by up to 56%.⁷ They are most useful at unsignalized locations with noted pedestrian safety concerns. Dover Kent MPO is willing to work with the applicant and DelDOT to find solutions to the issue of getting pedestrians safely across Governors Avenue.

If you have any questions or need to discuss any of the above comments, please call the above contact person and the Planning Department as soon as possible.

⁷ *Kent County Safety Action Plan*. Dover/Kent County MPO (2025).

<https://doverkentmpo.delaware.gov/files/2025/06/Kent-County-Safety-Action-Plan-FINAL-June-2025.pdf#page=61>.

