



DATA SHEET FOR SITE PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF: September 9, 2026

PLANNING COMMISSION MEETING OF: September 21, 2026

Plan Title:	William Henry Campus Improvements at 65 Carver Road S-26-14
Plan Type:	Site Development Plan
Location:	North of Forest Street, East of Saulsbury Road, and Northeast of Carver Road.
Address:	65 Carver Road, Dover, DE, 19904
Tax Parcel:	ED-05-076.07-01-55.00-000
Owner:	Dover Special School District (Capital School District)
Property Area:	45.46 acres +/- (1,980,675 SF +/-)
Project Area:	18.2 acres +/- (802,376 SF +/-)
Zoning:	IO (Institutional and Office Zone) COZ-1 (Corridor Overlay Zone)
Previous Use:	Education Campus: Middle School, Community School and Elementary School
Proposed Use:	Education Campus: Elementary School and Community School with intensive learning center
Building Area:	73,100 +/- SF – Booker T. Washington Elementary (To Remain) 172,184 +/- SF – William Henry Middle School (To be Removed) 31,802 +/- SF – Kent County Community School (To Remain) 33,778 +/- SF – Kent County Community School (Proposed Addition) 81,362 +/- SF – Kent County Intensive Learning Center (Proposed) 1,350 +/- SF – Geothermal Head House (Proposed) 223,712 +/- SF – Overall Buildings on Site
Off Street Parking:	Required – 498 spaces Including – 9 ADA spaces Proposed – 393 spaces Including – 28 ADA spaces
Bicycle Parking Spaces:	Required – 25 spaces Proposed – 4 spaces
Waiver Request:	Partial Elimination of Upright Curbing. Reduction of Parking Requirement

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: September 9, 2026

APPLICATION: William Henry Campus Improvements at 65 Carver Road

FILE #: S-26-14

REVIEWING AGENCY: City of Dover Planning

CONTACT PERSON: Christopher Salzano, AICP, Planner II

PHONE #: (302) 736-7196

I. PLAN SUMMARY

This is a review of a Site Development Plan for the demolition of an existing 140,382 SF school buildings (William Henry) and portion of the Kent County Community School (KCCS) and construction of a new 81,362 SF Kent County Secondary Intensive Learning Center, a 36,098 SF Addition for KCCS and a head house associated with the new geothermal system. The proposal also includes site work consisting of a new bus and parent dropoff/pickup loops, parking lots, vehicular and pedestrian circulation, and a geothermal system field. The property is zoned IO (Institutional and Office Zone) and also partly subject to the COZ-1 (Corridor Overlay Zone). The Owner of record is Dover Special School District (Capital School District). The Property consists of 45.46 Acres. The Property is located on the north side of Forest Street and east of Carver Road. Property Address: 65 Carver Road, Dover, DE. Tax Parcel: ED-05-076.07-01-55.00-000. Council District 4.

II. PROJECT DESCRIPTION

The subject property is located at 65 Carver Road, on a 45.46 +/- acre parcel (ED-05-076.07-01-55.00-000) known colloquially as the William Henry Campus. Currently, the project site is home to three school buildings, the Booker T. Washington Elementary School, the William Henry Middle School, and the Kent County Community School (KCCS). The parcel is located north of Forrest Street, east of Saulsbury Road and south of the Clara Street Extension. This project is located on the northern portion of the campus above the existing boulevard drive aisle that spawns from Carver Road to Weston Drive.

The development area for this project consists of an 18.2 +/- acre portion of the campus positioned east of the Regional Bus Lot established by Site Development Plan S-24-17, and north of the boulevard drive aisle established as part of Site Development Plan S-11-23 which also expanded the Booker T. Washington Elementary School. This Site Development Plan will not impact the configuration south of the boulevard drive aisle, or of the Booker T. Washington School Building.

The project proposes the demolition of William Henry Middle School Building, which is currently not serving students. It further proposes the demolition of bus loops and parking associated with the Middle School Building. The Plan proposes the preservation of the existing KCCS school building and constructing a 33,778 SF Addition to the structure. This would bring the total size of the KCCS Building to 67,900 SF. The plan proposes the construction of a new Kent County School Intensive Learning Center (KCS ILC) which is a partial two-story building totaling 81,362 SF.

Site improvements include:

- A new access drive, which is accessed from Carver Road, leads up to a new 106-space parking field, and the bus drop-off/pick-up loops for the KCS ILC and KCCS.
- New parent drop-off loops which take access from the existing boulevard drive aisle and terminate north near their respective buildings.
- Three new parking fields totaling 283 new parking spaces, two parking fields are located south of the proposed KCS ILC and one is located north of the KCS ILC.
- A new geothermal field and associated headhouse.
- Improved and enlarged stormwater management ponds.
- Site landscaping for the northern portion of the campus.
- Sidewalk Network with crosswalks throughout the site, as required by City Code.

Surrounding Land Uses:

The adjacent properties to the south are zoned along Forest Street are zoned C-PO (Commercial and Professional Office Zone), RG-1 (General Residence Zone), and IO (Institutional and Office Zone), with their uses ranging from residences to businesses. Along Carver Road to the south and west, the properties are zoned C-2A (Limited Central Commercial Zone), C-1A (Limited Commercial Zone), and C-PO, some of which serve as residences and others as businesses. Along the western side of the property from Carver Road to Clara Street Extension, the properties are zoned C-PO, C-2A, C-3 (Service Commercial Zone) and IO, these properties are either used as businesses, residences, or are part of the Capital School District and used as open space. To the north, the properties are zoned C-PO or IPM (Industrial Park Manufacturing Zone), and all are business uses. To the east the properties are zoned IPM, M (Manufacturing Zone), and C-2A all serving as businesses.

III. ZONING REVIEW

IO Zoning District

The property is zoned IO (Institutional and Office Zone) and is subject to the regulations of *Zoning Ordinance*, Article 3 §10, Article 4 §4.15, and Article 5 §8.1 as a non-residential lot development. Additionally, Site Development Plan approval in accordance with [article 10](#), section 2 shall be required prior to the issuance of Building Permits for the erection or enlargement of all structures and prior to the issuance of Certificates of Occupancy for any change of use in this zone. Permitted uses within this zoning district (Article 3 §10.d) include:

Public and institutional uses including hospitals, medical clinics, libraries, police stations, courthouses, transit centers, schools, colleges, universities, places of public assembly, philanthropic and charitable institutions, parks, playgrounds, public indoor recreation centers, athletic fields.

The use of schools is specifically listed in the IO Zone as a permitted use; therefore, the proposed use is consistent with the *Zoning Ordinance*.

COZ-1 (Corridor Overlay Zone 1)

The Corridor Overlay Zone 1 is established for the following specific reasons:

- (a) To promote superior urban corridor development and the highest quality built environment;
- (b) To foster coordination and linkage among corridor properties and with adjacent lands;
- (c) To preserve the functionality and efficiency of the roadway for traffic movement; and
- (d) To achieve a visually balanced streetscape environment which is friendly to the pedestrian and motorist alike.

The southern and westernmost sides of the property are encumbered by the Corridor Overlay Zone 1, however the portion of the site where this project takes place is not encumbered by it. Therefore, this project does not need to conform to the requirements of the COZ-1. Therefore, this proposal is consistent with the *Zoning Ordinance*.

IV. PARKING SUMMARY

The Plan submittal shows the demolition of 154 parking spaces currently located in the project area. The project overall proposes a complete parking renovation for the northern area of the campus. Starting from the north, above the KCS ILC and taking access from the new drive from Carver Road, the plan proposes a 106-space parking field, and a smaller 6-space parking area in the KCCS bus loop. Another large parking lot is proposed south of the KCS ILC, and north of the boulevard drive aisle taking access from the parent drop-off loops consisting of 153 parking spaces. An additional smaller parking lot is proposed south of the KCCS Addition, taking access from the KCCS Parent Drop-Off loop, and totaling 18 parking spaces. Between all of the proposed parking, there is a total of 22 ADA spaces, 16 located in the southern two parking lots, and 6 between the two northern areas.

The City of Dover *Zoning Ordinance* Article 4, Section 4.15 specifies how parking should be calculated in the IO Zone (Institutional and Office Zone). And while educational uses such as high schools, colleges, elementary and middle schools are covered as uses in the *Zoning Ordinance* under Article 6 Section 3; however, additional information in order to utilize these calculations which could potentially reduce the parking required on site was needed. The Planning Office has calculated the parking requirements based on the more restrictive calculations under Article 4 Section 4.15 which require 1 parking space for every 300 square feet of floor area.

Using the parking calculation specified by the *Zoning Ordinance* under Article 4, Section 4.15 the parking breakdown that should be shown on site is as follows:

- KCCS: 67,900 SF – requires 227 parking spaces.
- KCS ILC: 81,362 SF – requires 272 parking spaces
- Existing parking for Booker T. Washington has 110 parking spaces
- Planned Regional Bus Lot is 76 spaces for cars, 76 for buses
- Total shown should be 761 Parking spaces including the parking at the bus lot

Waiver Request: Reduction of Parking Requirement

The Applicant has requested a parking waiver from the required 504 parking spaces to 283 parking spaces which have been provided on the northern portion of the campus. This reduction represents a 221-space, 44% reduction in overall required site parking for the northern area. Their reasoning is that these specialized educational facilities will primarily need to accommodate the parking needs of staff, faculty, and limited visitors. There will be no public rentals, or public use of these buildings outside of students, faculty, staff, and some limited visitors.

Bicycle Parking

Bicycle parking is required by the *Zoning Ordinance*, Article 6 Section 3.10. The minimum bicycle parking requirement is one (1) for every twenty (20) vehicle parking spaces. Sheet SP-01 includes a bicycle parking calculation which bases the required bicycle parking on 283 vehicle parking spaces stating a requirement of 15 bicycle spaces. Sheet SP-01 has been revised since DAC to show 16 proposed parking spaces. The Applicant has provided 5 parking spaces between KCCS and its addition, between the Parent and Bus Pick-up/drop-off loops. The Applicant has also provided an additional 11 bicycle spaces adjacent to the main entrance of the KCCS ILC, just north of the Parent drop-off/pick-up loop. The Applicant is providing more bicycle parking spaces than required.

V. SITE CONSIDERATIONS

Access

Vehicular access to the KCS ILC building is provided by a drive aisle off Carver Road. There is additional access to the KCS ILC Building and KCCS Addition provided by two drive aisles, taking access from the boulevard drive aisle. The boulevard drive aisle is an interior connector and is not a publicly operated or named street. The 30-foot-wide drive aisles connect to the parent drop off loops and approximately 171 parking spaces south of the KCS ILC Building and KCCS addition. The drive aisle taking access from Carver Road provides access to the two bus drop-off loops, and the 106 parking spaces proposed north of the KCS ILC building. The sidewalk network with crosswalks throughout the site is proposed across the various drive aisles and drop-off loops, equipped with ramps and ADA early warning detection pads providing clear and safe access from all parking fields to buildings throughout the campus.

Sidewalk

Sidewalks are required along all private street frontages, between parking areas, building entrances and other site features requiring pedestrian access. The Plan notes a sidewalk network throughout the site, connecting parking lots and buildings to one another along the internal drive aisles. The plan shows sidewalks along the exterior of all proposed major parking lots, leading to the building entrances of both KCCS and the proposed KCS ILC. The Plan also shows an additional sidewalk across the front of the small parking lot in the proposed KCCS bus drop-off loop to the entrances of both the KCCS and ILC, which integrates into the greater site sidewalk network. The proposed sidewalk network has two proposed crossings at the boulevard drive aisle between the project area and Booker T. Washington Elementary School which links the rest of the site together. The site sidewalk network also connects to an existing sidewalk network on Carver Road and Forest Street.

Lighting

Article 5 §7.1 stipulates that lighting shall provide no less than 1.5 foot-candles at grade. Light shall also be deflected away from adjacent residential areas and shall not be distracting to traffic on adjacent roads. Information on the lighting scheme was not provided, lighting fixtures are shown however footcandle calculations are not therefore staff cannot determine if these regulations are being met.

Dumpsters

The *Zoning Ordinance*, Article 5 §6.1 stipulates the regulations regarding the required number of dumpsters and the associated placement and screening requirements thereof. Article 5 §6.11 specifically notes the following:

6.11 *Location and screening required.* All dumpsters must be located in approved locations on the lot. Dumpsters must be placed on hard, paved, dust-free surfaces and may not be placed in designated parking spaces, fire lanes, or access ways. Outside storage of trash, cardboard, or shipping pallets is prohibited. A dumpster enclosure is required to screen the dumpster from view whenever these units are situated so that they will be visible from any public right-of-way or from an adjacent property.

The *Zoning Ordinance* goes on in Article 5 §6.12 to note that non-residential uses provide a minimum of two (2) dumpsters per property. The applicant has proposed a dumpster enclosure for the KCS ILC building on the southeastern façade of the building, adjacent to the proposed utility area. There are also 2 dumpsters in an enclosure at the northeast corner of the existing KCCS Building.

Curbing

Waiver Request: Partial Elimination of Upright Curbing

The use of 6-inch upright curbing for parking lots and drive aisles is a requirement stipulated in Article 6 §3.6(b) of the *Zoning Ordinance*. The Site Plans submitted note there is 6-inch upright curbing to be provided along the upstream portions of the parking and drive aisles. The applicant has submitted an upright curbing waiver, requesting to replace downstream curbing with flush curbing to allow for sheet flow of water onto grass and into stormwater management areas. The applicant has not clearly indicated on the site plan where they intend this flush curbing to be; however, waivers to allow for sheet flow into stormwater management spaces have been granted before.

Flood Hazard Area

The *Zoning Ordinance*, Article 5 §11.21 requires that Special Flood Hazard Areas (100-year floodplain) remain as open natural areas with no impervious surfaces. None of the William Henry Campus property is within the floodplain. This property is found on the FEMA FIRM Panel of Kent County Delaware Map Number 10001C0166H effective date May 5, 2003.

VI. BUILDING ARCHITECTURE

Conceptual Renderings and Exterior Elevation Drawings were submitted for the proposed Facilities. The buildings are proposed as rectilinear structures, the one-story with mechanical mezzanine KCCS Addition is more rectangular while the 2-story KCS ILC building is proposed in an irregular shape. The exterior of both buildings is proposed to be primarily of masonry work, with metal panel assemblies to accent the masonry work. The brickwork is in a variety of tan and gray tones, while the metal cladding is a combination of horizontal gray and vertical blue panels.

The KCCS Addition is dominated primarily by the darker neutral color brick and glazing on the bottom, while the gray and black metals dominate the upper portion of the structure. The East elevation shows a series of doors, and the west elevation shows the main entrance to the building. The KCS ILC Building is dominated largely by glass, with a mix of gray and tan brickwork for the lower portion of the building with more gray and black metals towards the upper portions of the façade. The ILC northern elevation shows a series of bay doors, with the southeast elevation showing another series of doors and the south elevation showing the main entrance.

Both buildings' primary entrances feature a prominent design proposed to be on the brickwork. Of the two, the KCS ILC building is visible from the street, specifically Carver Road. Any signage or logos visible from a public right-of-way must be approved as part of a Sign Permit and cannot be erected or placed prior to receiving one.

VII. TREE PLANTING AND LANDSCAPE PLAN

Woodland

The *Zoning Ordinance*, Article 5 §16.2 defines Woodland as follows:

Woodland. An area of contiguous wooded vegetation (7,500 square feet or greater), where trees exist at a density of at least one tree with a caliper dimension of six inches or greater per 375 square feet of land and where the tree branches form a contiguous canopy.

The Landscape Plan provided by the Applicant notes that there is approximately 12,632 SF of woodland in the site development area and to the northeast of the KCCS Building. Therefore, a Tree Preservation and Selective Clearing Plan for any cleared woodlands is required; however, the applicant has indicated they are not intending on disturbing the woodland area.

Tree Planting

Article 5 §16.62 of the *Zoning Ordinance* specifies that new tree plantings should be provided at a rate of density no less than one (1) tree per 3,000 SF of non-woodland area. The total site Development Area has been identified by the Applicant as being 14.6 +/- AC (635,976 +/- SF) the format of this Development Area was discussed and authorized by Planning Staff. The defined area removed the existing KCCS building area and the proposed geothermal field. The required number of newly planted trees would be 212 trees.

The Plan submitted notes that 222 trees are required as part of the project and 222 are being provided as part of the project with 14 of them being street trees located along Carver Road. The Landscape Plan Sheets LP-02 to LP-04 show placement of ornamental deciduous and evergreen trees. Sheet LP-05 is referenced but not included in the set. The tree list, or a planting table is likely on the plan sheet LP-05 so Planning cannot verify what the species the trees are intended to be. The applicant also has multiple trees that are within 10 feet of utility lines which will need to be relocated.

As all required trees are being planted on the campus, in the site development area and immediately surrounding the development site, tree mitigation is not technically required; however, the Planning Commission should consider the tree planting strategy in their review of the plan.

VIII. CITY AND STATE CODE REQUIREMENTS:

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:

- 1) A parking calculation in the form of a narrative was provided and includes a waiver request for the reduction of the parking requirement.
- 2) Provide bicycle parking, based on the new parking calculation and the requirements of the *Zoning Ordinance*.

3) Overall Site Set (SP-00 series):

- a) Data Column:
 - i) Update Parking calculation per information in this Report.
 - ii) Update impervious coverage per comments.
 - iii) Update bicycle parking per the information in this Report.
- b) Highlight the LOD of the proposed development area within the location maps on the Cover Sheet (C300).
- c) Clarify Dumpster enclosure materials and detail.
- d) Provide details sheet.
- e) Provide bicycle parking as required by the *Zoning Ordinance* and show on site.
- f) Fix inconsistencies in demolition and site plan including items not properly labeled for demolition/moving, inconsistent square footages, and unclear linework.
- g) Provide an easement exhibit or note indicating there are no easements encumbering the property.
- h) Provide a paving key as it has been referenced throughout the plan.
- i) Clearly indicate where flush curbing is being placed.

4) Landscape Plan (Sheet L0.00 series):

- a) Provide summary table for tree plantings.
- b) Provide detail tree protection plan for woodland area per this Report.
- c) Tree Planting note should meet City of Dover Note under Article 5.
- d) Move trees away from utility lines in the northern parking lot, and near the bus loop parking area.
- e) Missing sheet LP-05; add to plan set.

5) Architectural Submission (Sheet A200 Series)

- a) Signs and logos must be approved as part of a Sign permit.
- 6) The Plan shows the planned locations of light fixtures along drive aisles and in parking areas. Include a lighting scheme/detail sheet to determine if Article 5 §7.1 regulations are being met.
- 7) Any Erosion & Sediment Control Plans and Stormwater Management Plans granted approval by 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.
- 8) The Final Plan set must include notes documenting any action taken by the Planning Commission and must list any additional conditions of approval.

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

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

intent of the *Zoning Ordinance* and the accomplishment of several objectives in particular listed in subsections 2.21 to 2.28.

- 1) Bicycle Parking: Staff recommends that bicycle parking be placed at student entry locations to the facility to allow for improved bicycle access and meet the applicant's bicycle parking requirements.
- 2) Waiver Request: Partial Elimination of Upright Curbing: Planning Staff grants approval of the waiver request to relax curbing requirements on the downstream curbs of the drive aisles and parking areas. The Upright curbing requested to be waived is associated with sheet flow for stormwater; therefore, elimination is appropriate. Please clearly mark on the final submittal what curbs are being changed to flush curbing.
- 3) Waiver Request: PLUS Hearing: The site was previously the subject of a PLUS Hearing #2010-10-06. Planning Staff and the applicant are currently in the process of pursuing a PLUS waiver for this project.
- 4) Waiver Request: Reduction in Required Parking: The site has historically, and continues to be used exclusively as an educational campus. While the addition of the ILC to the site and expansion of the KCCS invites students from differing grade levels who may have vehicles. Planning Staff agrees that the primary users of on-site parking will be faculty and staff. As such, Planning Staff recommends approval of the waiver.

Other agencies may recommend additional conditions and safeguards in accordance with their areas of expertise. The Recommended Additional Considerations to Meet Code Objectives may be accepted or rejected by the Planning Commission.

X. ADVISORY COMMENTS TO THE APPLICANT:

- 1) If major changes and revisions to the Site Plan occur in the finalization of the Plan, contact the Planning Office. Examples include reorientation of the building, relocation of site components like stormwater management areas, and increases in floor area count. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other agencies and commissions making recommendations in regard to the plan.
- 2) In the event that there are changes to the architecture, building footprint, layout or square footage of the building contact, the Planning Office. These changes may require review by the Planning Commission.
- 3) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.
- 4) Following Planning Commission approval of the Site Development Plan, the Plan must be revised to document all conditions of approval from the Development Advisory Committee or as otherwise noted. This process involves submission of Check Prints to

each agency in order to achieve Final Plan approval.

- 5) For building new construction, the requirements of the building code and the fire code must be complied with. Consult with the Building Inspections Staff and City of Dover Fire Marshal regarding these requirements. The resolution of these items may impact the site design including such items as building dimensions and height, building openings, and fire protection needs, etc.
- 6) 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.
- 7) Construction may have an effect on the adjacent roadways, property owners and visitors. Any work requiring the closing or rerouting of residents or visitors should be coordinated to offer the least amount of inconvenience.
- 8) The applicant shall be aware that Plan approval does not represent a Sign Permit, nor does it convey permission to place any sign on the premises. Any proposed site or building identification sign may require a Sign Permit from the City of Dover prior to placement of any such sign in accordance with *Zoning Ordinance*, Article 5 §4.
- 9) The applicant shall be aware that Plan approval does not represent a Building Permit and associated construction activity permits. A separate application process is required for issuance of a Building Permit from the City of Dover.
- 10) This site could apply for a Comprehensive Sign Plan as an educational campus if the applicant would like to handle signage that way moving forward. This would entail a separate application to the Planning Commission.

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: 09/02/26

APPLICATION: William Henry Campus Improvements at 65 Carver Rd

FILE #: S-26-14 **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 educational
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 N/A 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 50% of the single story building and 75% of the two story building 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. Multiple Access Roads shall be provided when a fire department access road (fire lane) is determined by the Fire Marshal to be impaired by vehicle congestion, condition of terrain, climatic conditions, or other factors that could limit access such as placement of fire hose from fire equipment.
13. Any dead-end road more than 300 feet in length shall be provided with a turnaround or cul-de-sac as outlined in the 2021 Delaware State Fire Prevention Regulations 705, chapter 5, 2.3.
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 (NFPA 1, 18.5.2 and 18.5.3), and Delaware State Fire Prevention Regulations (702, Chapter 6, 5.11) and City Ordinance Sec 46-9 (f).

Hydrants spacing shall be every 600 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 required. 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. All standpipe and sprinkler connections shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation. All standpipe and sprinkler connections shall have minimum of four inch (4") solid yellow demarcation lines to define specific areas, Solid yellow demarcation lines shall be measured from the center line of the connection and extend for a distance of four feet (4') on both sides, and where parking is allow between the building and the street or fire lane the solid yellow demarcation lines shall extend from the end of the sidewalk surface to the street or fire lane (Markings shall not be required on the sidewalk surface).

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

26. 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)

27. 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)

28. 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)

29. 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

30. 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
31. 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)
32. 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.
33. Project to be completed per approved Site Plan.
34. Full building and fire plan review is required.
35. 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.
36. Construction or renovations cannot be started until building plans are approved.
37. 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.
38. Building cannot be occupied by the public until a Certificate of Occupancy is obtained.
39. The following is City Ordinance, Appendix B-Zoning, Article 8 Enforcement and Penalties:

Section 1. - Building permits.

No building or structure in any district shall be erected or structurally altered without a building permit duly issued upon application to the building inspector. No building permit shall be issued unless the proposed construction or use is in full conformity with all the provisions of this ordinance. Any building

permit issued in violation of the provisions of this ordinance shall be null and void and of no effect, without the necessity for any proceedings for revocations or nullification thereof, and any work undertaken or use established pursuant to any such permit shall be unlawful (see section 4 for penalties).

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

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

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

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

(Ord. of 7-12-1993, § 3)

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. Please show the Fire Lanes as outlined in item # 5 listed above for both buildings.
The drop off/pick up lanes cannot be in the Fire lanes.
2. There is an island on the West side of the two-story building, please show the roadway width size on each side of the island (minimum 14')
3. The single-story building shows two FDC's, this will be considered one building and needs one FDC (a discussion on placement will have to take place)
4. The single story building fire alarm, sprinkler, and standpipe should be one system.
5. There has been conversations with the Fire Marshals office regarding some of these items.

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

STAFF D.A.C. MEETING DATE: SEPTEMBER 2, 2026



APPLICATION: WILLIAM HENRY CAMPUS IMPROVEMENTS @ 65 CARVER ROAD
FILE #: S-26-14
REVIEWING AGENCY: City of Dover Department of Public Works and Water & Wastewater
CONTACT PERSON: Kate L. Mills, P.E., Interim Director of Water & Wastewater / Engineering Services
CONTACT PHONE #: 302-736-7025
CONTACT EMAIL: kmills@doverde.gov

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.

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. This note corresponds to the proposed site work at Carver Rd.
3. It shall be unlawful for any person to alter the curb of any street so as to create a curb depression for the purpose of permitting vehicles to enter onto or exit from the city streets, without a permit issued by the city manager.
4. 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.

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 2021 (.dwg format).
 - b. Adobe Reader (.pdf format).

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

SANITATION / STORMWATER / STREETS / WATER / WASTEWATER / GENERAL

1. As-built plans shall be provided prior to the certificate of occupancy and shall be provided in .dwg and .pdf format.

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 may 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 may 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.

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.

From: [Blandino, Joshua \(DNREC\)](#)
To: [Melson-Williams, Dawn](#)
Subject: EXTERNAL: William Henry Campus Improvements DAC Comments
Date: Wednesday, September 9, 2026 7:59:51 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

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Good morning,

I cannot attend the Applicant Development Advisory Committee meeting this morning; however, I wanted to provide you with DNREC SSP's comments for this project. I talked to Elaine about the discharge concerns you had mentioned and she informed me that they had been addressed on a past project approval for a bus parking lot on that site. Therefore, we are not anticipating an issue with the site discharge. We've worked with the designer on past projects, and they are familiar with our process. Our input would include the following:

- DNREC SSP and the design engineer had a meeting to discuss the various existing BMPs on site.
- A formal project application meeting was not conducted for this project. Please proceed with a Step 1 Stormwater Assessment Study submission to our office. At the project application meeting, we will discuss the RPr compliance methods for this project.

Thanks,



Joshua A. Blandino, E.I.
Engineer II, DNREC SSP

Office: 302-608-5474

Cell: 302-222-8395

Email: joshua.a.blandino@delaware.gov

285 Beiser Blvd, Suite 102, Dover, DE 19904

dnrec.delaware.gov



From: [Jones, Tijah \(DelDOT\)](#)
To: [Melson-Williams, Dawn](#)
Cc: [Hickman, Kevin \(DelDOT\)](#)
Subject: EXTERNAL: DAC Comments
Date: Thursday, September 3, 2026 3:00:04 PM

You don't often get email from tijah.jones@delaware.gov. [Learn why this is important](#)

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Dawn,

Here are the comments from DelDOT for the applications discussed in the DAC Meeting 02 September

- **S-26-13 Winner Subaru Building Additions at 1387 North DuPont Highway**
 1. Schedule a pre-submittal meeting with the department.
- **S-26-14 William Henry Campus Improvements at 65 Carver Road, Dover, DE**
 2. Schedule a pre-submittal meeting with the department.
- **HI-25-01 Revised #2 and S-25-07 Revised #2 The Old Post at 55 Loockerman Plaza**
 3. Schedule a pre-submittal meeting with the department.
- **HI-25-02 Revised and S-25-11 Revised The Governor: Mixed Use Building at 120 S Governors Avenue**
 4. Schedule a pre-submittal meeting with the department.

Tijah Jones

Subdivision Review Engineer
Economic Development Coordination
Delaware Department of Transportation
(302) 760-2124
tijah.jones@delaware.gov



Civil/Site Engineering + Land Planning + Stormwater Management

6 Larch Avenue Suite 401 Wilmington, DE 19804
Tel: 302 998 9202 Fax: 302 691 1314 www.cdaengineering.com

August 3, 2026

Ms. Dawn Melson Williams
City of Dover
15 Loockerman Plaza
Dover, DE 19901

**Subject: William Henry Middle School Campus
PLUS Hearing Waiver request**

Dear Ms. Williams:

On behalf of Capital School District, we are hereby respectfully requesting a waiver from the PLUS Hearing requirement for the proposed partial redevelopment of the existing William Henry Campus (WHC)

The current WHC campus consists of multiple school facilities situated on a single Lot encompassing 45.65± acres and located at 65 Carver Road, Dover, DE 19904. The existing campus includes Booker T. Washington Elementary School (to remain), William Henry Middle School (to be removed), Kent County Community School (KCCS), and a recently approved Regional Bus Parking Facility (to be constructed). The existing overall site GFA is approximately 245,284± SF (73,100± SF BTW +172,184± SF WHM/KCCS)

The proposed Campus redevelopment will continue to function as school campus, and proposes the following:

- 1) Demolish 140,382± SF. of existing WHM and a portion of KCCS school buildings;
- 2) Construct 36,098± SF addition for KCCS;
- 3) Construct 81,362± SF. new building for KCS ILC;
- 4) Construct associated site improvements and stormwater management.

The proposed site improvements will provide separate Parent Drop-off/Pick-up loops and Bus Drop-off/Pick-up loops that align with central entry location for each building with pedestrian interconnectivity. These proposed separate loops are in keeping with the school districts standard of maintaining 2 areas of bus and vehicular access to the site for student drop-off/pick-up. SWM facilities will be provided in compliance with DNREC.

The site will maintain Booker T. Washington Elementary School (73,100± SF) in which the overall proposed site GFA is approximately 223,712± SF (73,100± SF BTW + 67,900± SF KCCS + 81,362± SF KCS ILC + 1,350± SF Maintenance Building).

We request a PLUS Hearing Waiver due to the fact that the existing site currently functions as a school campus and will continue to function in as the same, but with a reduction in overall GFA of approximately 21,572 ± SF.

Should you have any questions regarding this request, please call me at 998.9202. Thank you.

Sincerely,

Colmcille DeAscanis

Colmcille DeAscanis, P.E.



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Wilmington, DE 19804
www.cdaengineering.com

August 3, 2026

Ms. Dawn Melson Williams
City of Dover
15 Loockerman Plaza
Dover, DE 19901

**Subject: William Henry Middle School Campus
Curbing Waiver Request**

Dear Ms. Williams:

On behalf of Capital School District, we are hereby respectfully requesting a partial curbing waiver for the proposed redevelopment project of the William Henry Middle School (WHMS) campus located at 65 Carver Road in the City of Dover, DE. We request this waiver for specific segments of curbing to facilitate storm drainage on the site. By granting this waiver, City would allow us to promote runoff in the form of sheet flow onto adjacent grassed areas and into both existing and new stormwater management facilities throughout the site.

We are proposing to install flush/edger curbing in areas where vertical curbing is being eliminated to provide a better transition between the paved and grassed areas that would otherwise interfere with storm drainage. Flush or edger curbing is proposed in lieu of vertical curbing along the downstream edges of paving to promote drainage. These sections of flush or edger curbing are shown on the attached Site Plan.

Should you have any questions regarding this request, please call me at 998.9202. Thank you.

Sincerely,

Colmcille DeAscanis

Colmcille DeAscanis, P.E.



Civil/Site Engineering + Land Planning + Stormwater Management

6 Larch Avenue Suite 401 Wilmington, DE 19804
Tel: 302 998 9202 Fax: 302 691 1314 www.cdaengineering.com

September 10, 2026

Ms. Dawn Melson Williams
City of Dover
15 Lookerman Plaza
Dover, DE 19901

**Subject: Parking Waiver Request
William Henry Campus Proposed Improvements – Kent Count Secondary Intensive
Learning Center (KCS ILC) Building and Kent County Community School (KCCS) Addition**

Dear Ms. Williams:

On behalf of Capital School District, we hereby respectfully requesting a parking waiver for the proposed redevelopment project of the William Henry Campus including the Kent Count Secondary Intensive Learning Center (KCS ILC) Building and Kent County Community School (KCCS) Addition.

The William Henry Campus (WHC) consists of 1 lot on 45.65± AC located at 65 Carver Road, Dover, DE 19904. The existing campus includes Booker T. Washington Elementary School (to remain), William Henry Middle School (WHM), Kent County Community School (KCCS), and a recently approved Regional Bus Parking Facility (to be constructed).

The existing campus site provides a total of 402 parking spaces associated with the WHM, KCCS, and Booker T. Washington Elementary School, with an additional 76 parking spaces associated with the Regional Bus Parking Facility (to be constructed).

The proposed plan is to demolish 140,382± SF of existing WHM and a portion of KCCS school buildings, to construct 36,098± SF addition for KCCS, to construct 81,362± SF. new building for KCS ILC, and a 1,350± SF maintenance building with associated site improvements.

This proposed portion of the site seeking redevelopment per City of Dover Code of Ordinances, Appendix B Zoning, Article 4, Section 4.15 – C-3, C-4, R-C, IO, and CPO zones would require 1 parking space per 300 SF of floor area.

504 parking spaces would be required for KCCS (67,900± SF / 300 SF = 227 spaces), KCS ILC (81,362± SF / 300 SF = 272 spaces) and Maintenance Bldg. (1,350± SF / 300 SF = 5 spaces).

This redevelopment proposes to reconfigure the existing parking areas associated with WHM and KCCS in order to provide 2 main parking fields with 2 smaller parking areas, providing better vehicular circulation for the use of staff and visitors. These parking areas combined provide a total of 283 parking spaces (including 22 ADA spaces). Parking areas associated with Booker T. Washington Elementary School and the Regional Bus Parking Facility will not be modified per this redevelopment plan.

We are requesting a reduction for the required parking of 504 spaces to allow for the construction of 283 spaces with required ADA spaces. This reduction of 221 spaces provides approximately a 44% reduction in parking.

Based on the function of these specialized educational facilities, the Capital School District (with our proposed design) is providing parking that genuinely reflects the schools' programming needs. Proposed parking is designed to match actual faculty and staff needs while also accommodating expected daily visitor traffic. The district has also confirmed that no formal athletic events, assemblies, concerts, or similar public assembly programs will take place at these school facilities. Furthermore, based on the bespoke design nature of these facilities, they will not be used for any public rentals.

Should you have any questions regarding this request, please call me at 998.9202. Thank you.

Sincerely,

Colmcille DeAscanis

Colmcille DeAscanis, P.E.

cc: James Baustert – Capital School District
Bryan Williams – ABHA Architects