



DATA SHEET FOR REVISED SITE PLAN REVIEW & REVISED ARCHITECTURAL
REVIEW CERTIFICATION

DEVELOPMENT ADVISORY COMMITTEE MEETING OF September 9, 2026

PLANNING COMMISSION MEETING OF September 21, 2026

Plan Title: The Old Post at 55 Loockerman Plaza, S-25-07 Revised #2

Plan Type: REVISED #2 Site Development Plan and REVISED #2 Architectural Review Certification

Location: Northwest corner of Loockerman Plaza and Innovation Way in Dover, DE

Owner: Old Post, LLC

Address: 55 Loockerman Plaza

Tax Parcel: ED-05-077.05-04-53.00-000

Size: 1.267 acres +/-

Present Uses: Vacant Building – Former Dover Post Office

Proposed Use: Mixed-Use Commercial and Multi-family Housing (Apartments) and associated parking

Zoning: C-2 (Central Commercial Zone)
H (Historic District Zone)
SWPOZ (Source Water Protection Overlay Zone) – portion of site

Building Area: 47,652 SF

Off Street Parking: 66 provided on-site; 29 provided in easement with City of Dover

Sewer & Water: City of Dover

For Consideration: Revised Architectural Review Certification
with parking to building separation reduction

Prior Approvals: Parking Strategy Statement (Revised November 2025)
Active Recreation Area Plan

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
D.A.C. MEETING DATE: September 9, 2026

**City of
Dover
Planning
Office**

APPLICATION: Revised #2 The Old Post at 55 Loockerman Plaza

FILE #: S-25-07 Revised #2 and HI-25-01)

REVIEWING AGENCY: City of Dover Planning

CONTACT PERSON: Dawn Melson-Williams, AICP, Principal Planner & Alex Dewey, Planner I

PHONE: 302-736-7196

This Report for **Revised #2 S-25-07 The Old Post at 55 Loockerman Street** was updated upon submission of an updated Site Plan set and associated Revised Architectural package.

I. PLAN SUMMARY (Reviewed Revised Plan Sets of August 18, 2026)

The Planning Commission will act on a REVISED #2 Site Development Plan Application and associated Revised #2 Architectural Review Certification for the redevelopment of the Old Dover Post Office property consisting of 1.267 acres for a mixed-use project (commercial and residential) known as The Old Post as Revised. The Revised #2 Plan proposes the demolition of the existing building in its entirety and reconstruction of the front building portion its current form adding the second-floor addition to the front wings of the building and with the four-story rear Building Addition. Architectural Revisions request utilization of an EIFS brick exterior cladding system in place of the conventional and thin brick materials for the building elevations. This Revised #2 Plan seeks to increase the apartment unit count from 42 to 45 units while keeping the exact same building footprint and total building square footage as previously approved. The overall project will consist of a building with forty-five (45) residential apartment units and commercial space and with parking and other site improvements. The property is zoned C-2 (Central Commercial Zone), subject to the SWPOZ (Source Water Protection Overlay Zone), and subject to the H (Historic District Zone). The property is located on the north side of Loockerman Plaza and adjacent to Innovation Way. The owner of record is Old Post, LLC. Property Address: 55 Loockerman Plaza. Tax Parcel: ED-05-077.05-04-53.00-000.

The Project Site is subject of HI-25-01 Revised #2 The Old Post as will be considered at the Historic District Commission Meeting of September 17, 2026, to provide a Revised Recommendation for Architectural Review Certification. This Application Revised #2 S-25-07 for the Site Plan will be subject to the same process with a public hearing before the Planning Commission.

Previous Applications

The existing structure was constructed in the 1960s and was in service as the Dover Post Office until the new post office opened on Bank Lane in 2021. The property owner was the City of

Dover. After the Post Office closed, the City initiated an RFP process to solicit proposals for redevelopment of the site. The current owner, Old Post, LLC was selected through this process. Application Z-24-01, approved by City Council on February 12, 2024, rezoned the property from IO (Institutional and Office Zone) to C-2 (Central Commercial Zone) with it remaining in the H (Historic District Zone) and SWPOZ (Source Water Protection Overlay Zone).

In February 2025, the Historic District Commission recommended approval of the Architectural Review Certificate for the proposed building renovations/reconstruction in HI-25-01. On March 17, 2025, the Planning Commission conditionally approved the Site Plan S-25-07, inclusive of the Architectural Review Certificate. Then a Revised Plan was submitted in late 2025. Previously at the Historic District Commission Meeting of November 20, 2025, the Commission considered the Revised Application and has provided a Recommendation on the Architectural Review Certification for the project. Also, the Site Plan S-25-07 Revised The Old Post was granted conditional approval by the Planning Commission on December 15, 2025 (Revised Plan Sets of print date 11/6/2025 and 12/3/2025). The Site Plan was ready for Final Plan Approval in August 2026 then the Revision was proposed. This Revised #2 submission seeks to revise the Site Plan and Architectural Review Certificate previously approved. See attached Revised #2 Architectural Review Certification.

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 Downtown Dover Redevelopment Target Area, this project was not required to complete PLUS Review process.

II. PROJECT DESCRIPTION

PROJECT PROPOSAL Revised #2 (documents of August 2026 and Updated Set of 08/24/2026)

The REVISED #2 application proposes the demolition of the full existing structure and the reconstruction of the front portion in its current form featuring a second-floor addition to the front wings and along with a new four-story building addition in the rear of the front building portion. *Capital City 2030: Transforming Downtown Dover Master Plan* identified the Old Dover Post Office as a Project Site. The Master Plan proposes that a new mixed-use building could reactivate the site. This project is also identified as a Key Project within the City's Downtown Development District (Renewal) application of 2024.

The proposed development proposes a 4,560-SF commercial tenant space in the (reconstructed first floor) portion front area. The rear warehouse portion of the building will be demolished and replaced with a new four-story structure (and including the second floor of the front building portion) comprised of 45 apartment (multifamily) units.

The Applicant's REVISED #2 submission includes a Site Plan set and Architectural Graphics set with building elevations and 3-D views. The elements of the project are as follows:

1. Full Demolition: The rear flat-roofed warehouse portion of the building and now the existing front portion of the building are to be demolished. Due to structural conditions associated with the existing front portion of the old Dover Post office, the entire building will now need to be demolished and reconstructed. The total building square footage and building footprint will remain the same when reconstruction of the building takes place.

2. Front Façade Building and Addition: The project involves reconstruction of the front portion of the building in the same general form. New Azek trim work and the installation of six (6) 12” HB&G Fiberglass columns with decorative capital and base is proposed to match the existing building colonnade. New replacement shutters, windows, and front door are noted to match the existing. The Revised #2 Plan includes the addition of an additional floor to the front wings to make, two story. The Revised #2 Plan shows a gable roof in asphalt shingles following the form of the original building and front wings with two dormers added over each wing. The Revised #2 Plan also displays a brick EIFS system being installed on the front, rear, and side elevations of each wing. The Revised Plan #2 shows that each wing of the front portion of the building will include paired sets of glass doors with Azek Trim and stucco-like EIFS around the door area.
3. Rear Building Additions: The Revised #2 proposed four-story addition will be located directly behind the front massing portion of building (main block). The proposed addition will be 43 feet 6 inches tall. The existing building is 33 feet 2 inches tall at the peak of its roof. The addition appears to feature the use of the EIFS brick system with engaged pilasters and horizontal banding in brick detailing along all sides on floors two, three, and four, and floor one uses EIFS in a white scored finish. The Revised #2 roof features a wide cornice at the roofline. The east and west elevations include large glass windows (with door) for entry into the apartments. Glass and black aluminum railings (black steel cable railing) will be used to enclose balconies. The Revised addition adds architectural relief by recessing balconies partially into the building. The Revised addition also wraps sections of the building with one row of brick EIFS banding on each floor, totaling four (4) rows that are visible from the north, south, east, and west elevations.
4. Parking Lot: A parking lot will be developed along the west side and north side of the building with access from Innovation Way. This new parking lot will not have vehicular access from the large municipal parking lot at the Dover Public Library. The applicant has worked with the City in regard to the adjacent row of parking east of the Library establishing an easement for its shared use. The parking lot is to be fenced with a black aluminum fence and appears to have narrow bands of grass at the perimeter on the west and north.
5. Sidewalks and Site Amenities: The proposal maintains connected sidewalks along Innovation Way and Loockerman Plaza. There are also sidewalks adjacent to the parking lot leading to the building and from the street frontage sidewalks. At some points, steps are necessary to ascend to the building. A ramp system is noted on the Site Plan for the north building elevation but not fully depicted in the renderings. A fenced Zen garden is proposed to abut the Building Addition along Innovation Way. The Updated Plan shows a curving pathway in the East Zen Gardens with benches and a Yoga space. The amenities of this plan also propose a second-floor gym as part of the Active Recreation. A series of benches are shown in the West Zen Garden.
6. Tree Planting and Landscaping: The Revised Landscape Plan identifies three trees to be removed and 19 trees to be planted. The trees are along Loockerman Plaza and then within the Zen Gardens flanking the rear of the Building.

See the attached Revised #2 Plan submission and associated graphics and drawings for detailed information on building dimensions, locations, and material choices.

Surrounding Land Uses

This subject property location at the northwest corner of Innovation Way and Loockerman Plaza is within the Downtown Development District. Properties immediately adjacent to the subject project location are zoned IO (Institutional and Office). The surrounding properties are also within the H (Historic District Zone). The Dover Public Library and Dover City Hall are located west of the subject site. State offices are to the north and south of the subject site and a mixed-use building with offices and a restaurant are located to the east across Innovation Way.

III. ZONING REVIEW

C-2 (Central Commercial Zone)

The subject property 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 standards for the C-2 zone. The C-2 zone allows for “retail stores, apartments and multi-family dwellings provided that no dwelling units shall be permitted on the first floor on the street frontage of Loockerman Street; uses accessory to the residential units such as lobby and amenity spaces are permitted on the first floor; live-work units; parking lots and parking structures” as principal uses. The subject property has frontage on two streets, Loockerman Plaza and Innovation Way. The C-2 zone requires a zero minimum front yard. No side yard is required; however, if one is provided then it shall be a 5-foot side yard minimum. A 20-foot rear yard setback is required above ground floor and 5-foot is required at ground floor. The maximum building height for this district is 10 stories or 125 feet.

Code Compliance for C-2	Required	Provided
Front yard (ft.)	0	varies
Side yard (ft.)	None required, but 5 feet minimum if provided	Over 5 feet
Rear yard (ft.)	20 feet above ground floor; at ground floor 5 feet	Over 20 feet
Off-street parking	0	66 new spaces (3 ADA), 29 shared with City of Dover (2 ADA)
Building height	10 stories/125 feet maximum	4 stories/45 feet
Lot Coverage	Not specified	80.11%
Floor Area Ratio	5.0	0.86

The building's height and number of stories comply with the C-2 zone. The total lot coverage for the project is listed as 80.11%. The C-2 zone does not specify a maximum lot coverage requirement. The maximum floor area ratio (FAR) permitted is 5.0. The plan does not indicate the FAR, but based upon the building area presented for the existing building and proposed addition, the FAR is 0.86.

The C-2 zoning district also includes design standards and 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 facade. 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 facade 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. Landscaping must be shown along Innovation Way to screen the parking area from this street. A Revision presented to the Historic District Commission proposed a design alternative to create an island between the parking lot entrances where landscape could be implemented.

The property is partially within the SWPOZ (Source Water Protection Overlay Zone) Tier 3 Excellent Recharge Area, but it is exempt from the requirements of this zone due to its location within the Downtown Redevelopment Target Area.

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.

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 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 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.

HISTORIC DISTRICT COMMISSION – REVISED #2 RECOMMENDATION (PENDING)

For The Old Post project, the Historic District Commission considered a Revised application for HI-25-01 on November 20, 2025, for an Architectural Review Certificate for development of The Old Post and associated Site Improvements given the latest Revisions, Revision #2 must also be reviewed by the Historic District Commission and Planning Commission again. This is scheduled for September 17 and September 21, 2026. **The Historic District Commission will consider 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 #2 Architectural Review Certification Report (staff Review) as prepared for the Historic District Commission Meeting of September 17, 2026.**

The Planning Commission should act upon the Revised #2 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. 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 previously submitted a Parking Strategy Statement for consideration with the Site Plan. The parking strategy indicates that 124 parking spaces are recommended. The Site Plan and parking strategy statement show 66 spaces on-site and proposes using 29 spaces on the adjacent parcel owned by the City of Dover under an easement. Based on the parking strategy statement provided the parking to be provided for the proposed site is as follows: 66 onsite parking spaces will be provided for use of the tenants of the apartment units; 29 parking spaces will be provided on the adjacent parcel directly to the west (Dover Library) through an existing easement with the City of Dover to support the apartments and proposed restaurant/commercial use; and an additional 180 +/- public parking spaces are available to serve the patrons of the proposed restaurant/commercial use along Innovation Way, Loockerman Plaza, and the Dover Library parking lot. A copy of the easement document is on file in the Planning Office with the increase in Apartment units from 42 to 45 (addition of 3 studio units).

VI. SITE CONSIDERATIONS

Lighting

The site plan and architectural package do detail two proposed light poles with a colonial style lamp head for lighting of the site. Article 5, Section 7.1 details that lighting of commercial uses shall provide no less than 1½ footcandles at grade. Light shall be deflected away from adjacent residential areas and shall not be distracting to traffic on adjacent roads.

Dumpsters

Dumpster requirements are specified in Article 5, Section 6, with minimum number required specified below.

<u>Use</u>	<u>Dumpsters Required</u>
<u>Apartment complex or apartment building with over 10 units</u>	<u>Two required for the first 48 apartments; one required for each additional 24 apartments or fraction thereof</u>
<u>Nonresidential uses</u>	<u>Two required per property</u>

Based on this, two dumpsters are required. Two dumpster units within an enclosure are provided at the northwest corner of the parking lot to the rear of the building.

Sidewalks

There are existing sidewalks along the frontage of Loockerman Plaza and Innovation Way along the perimeter of the property.

VII. TREE PLANTING AND LANDSCAPE PLAN

Tree Planting Requirements

The *Zoning Ordinance* further requires tree planting at a rate of one tree per 3,000 SF of non-woodland development area. Based on the total non-woodland area for the submitted plan of 1.267

acres, or 55,190.52 SF, 19 trees are required to be planted. Three trees exist along the frontage of the property, and the Landscape Plan shows removal of these trees and planting of 19 trees on the site.

VIII. OPEN SPACE and RECREATION PLAN

The proposed development qualifies for an exemption under Article 5, §10.515 *Residential developments located within the Downtown Redevelopment Target Area as defined in Appendix C*. Under this provision, the applicant must provide 75 square feet of active recreation per dwelling unit with a minimum of 2,500 square feet provided on site. The applicant proposes to provide two Zen Gardens and an indoor Gym on the proposed site. The Zen Garden on the west side of the building is 1,643 SF and provides patios, benches, shade trees, and shrubbery for tenants of the apartments. The Zen Garden to the east of the proposed apartments is 2,450 SF and will provide patios, shade trees, benches, a walking path, and a yoga station as amenities for the apartment tenants. A 506 SF indoor gym is proposed on the second floor of the apartment building in the front portion of the building for tenant use. With the change in unit count proposed in Revision #2 from 42 to 45 units, the amount of required active recreation area has increased. Altogether, the active recreation area for this site totals 4,599 SF +/-; this is well within the required 3,375 SF +/- for active recreation for this property.

IX. CITY AND STATE CODE REQUIREMENTS:

The subject Revised #2 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:

S-25-07 Revised The Old Post has a Final Plan Approval pending (as of August 2026), as previous corrections to the Plan were made and agency approvals achieved after the December 2025 Plan Review. With this submission of Revision #2, that Plan Approval has been placed on hold.

- 1) Submitted Construction Plans are missing a Demolition Plans and Lighting Plan
- 2) Cover Sheet, C-001 Data Column:
 - a) Parking Strategy must reflect the parking requirement for each unit to reflect 2 parking spaces required per unit, along with creating a column for the total number of parking spaces per unit type.
 - b) Parking ratio needs to be written.
- 3) Site Plan, C-102:
 - a) Missing contour lines.
 - b) Adjacent properties are missing zoning classification.
 - c) Pavement dimensions for the parking lot are not detailed.
- 4) For building with multi-family units, the *Zoning Ordinance*, Article 6 §5.3 requires that the parking spaces be at least 15 feet from the wall of the building and three feet from side and rear property lines. Provide dimensions to confirm compliance. It appears that the row which includes the handicapped parking does not comply with the distancing requirement from the building wall. Previously, the Applicant was approved for a reduction of this distance under the provisions of the Architectural Review Certification. The continued allowance of reduced distance (from [parking to building wall]) must be further discussed with the Fire Marshal's Office.

- 5) 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) Identify any changes to on-street parking spaces along the project frontages.
- 6) With the updated details provided about the Active Recreation amenities for the site, staff recommends approval of the Active Recreation Plan subject to the following clarifications or conditions for the details of the recreational amenities:
 - a. Identify surface of Yoga Area and ensure connection to accessible pathway.
 - b. Ensure placement of the benches are accessible from the walking pathway and allow for someone to move off the pathway to rest.
 - c. Ensure the placement of light posts does not impede any sidewalk. Check light post positions along the parking area.
- 6) The Historic District Commission will consider the Revised #2 Architectural Review Certificate for the construction of the project. See attached Revised #2 Architectural Review Report (and the verbal reporting of the September 17th Historic District Recommendation) for recommended conditions.
- 7) Any Erosion & Sediment Control Plans and Stormwater Management Plans granted approval by the Kent Conservation District 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 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 #2 Architectural Review Certification Staff recommends conditional approval of the Architectural Review Certificate for the construction of The Old Post finding that the 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 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 HDC Architectural Review Report.
- 2) Staff recommends the following pertaining to the site design elements of the project:
 - a) The C-2 zoning district requires that parking lots be screened from the street. This Revised

Plan appears to have proposed an island with plantings to screen the parking lot improvements from Innovation Way by adding curbing and grass areas.

- b) Evaluate the parking lot space locations as some spaces are not full sized or would be impacted by the Dumpster Enclosure gates. Remove unnecessary pavement to create green islands.
 - c) The sidewalk system on the street frontage should continue and include barrier free access, crosswalk striping, etc. at the points of intersection with the entrance and exit drive aisles.
 - d) Any proposed landscaping or tree planting locations, and lighting fixture locations should be depicted on the plan and be consistent with the character of these elements as they exist within the Capitol Square Context area.
- 3) Electric Vehicle Charging Stations: Identify if the project is planning for the installation of Electric Vehicle Charging Stations in the Parking Lot. 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 #2 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. Note: All waivers are at the discretion of the Planning Commission. The Commission may approve or deny waiver requests.
- 3) In the event that major changes and revisions to the Revised #2 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.
- 4) Following Planning Commission approval of the Revised #2 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).
- 5) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.
- 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 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 alleys 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.

- 8) For building new construction, the requirements of the building code and the fire code must be complied with. Consult with the Chief Building Inspector and City of Dover Fire Marshal for 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.
- 9) The applicant shall be aware that Revised Site Plan approval does not represent a Building Permit and associated construction activity permits. A separate application process is required for issuance of a Building Permit from the City of Dover. Building Permits will be required for each building.
- 10) 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: SEPTEMBER 2, 2026



APPLICATION: REVISED #2 The Old Post at 55 Lookerman Plaza
FILE #: S-25-07 & HI-25-01
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.
3. Please coordinate with the City of Dover to obtain as-built information from a recent stormwater project. The installed infrastructure surrounds the property.

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. 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 with 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 re-laid.

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 before 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 the 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 the 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, the 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 within this project.

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.

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 will be required to be paid prior to the Certificate of Occupancy for this project. Each apartment unit is equal to one (1) Equivalent Dwelling Unit (EDU). The retail portion will also have impact fees, the amount will be dictated by the proposed fixture count.

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 the Certificate of Occupancy for this project. Each apartment unit is equal to one (1) Equivalent Dwelling Unit (EDU). The retail portion will also have impact fees, the amount will be dictated by the proposed fixture count.

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.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 09/02/26

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APPLICATION: HI-25-01 Revised # 2 and S-25-07 Revised # 2 The Old Post at 55 Lookerman Plaza

FILE #: HI-25-01 and S-25-07 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. Proposal is an architectural review only using the exact footprint of S-25-07

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. It is noted that this is using the exact footprint, all S-25-07 comments apply
2. This adds 3 apartments and the square footage appears to change

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.**

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
ADVISORY BRIEF
D.A.C. MEETING DATE: 9/9/2026

**Dover/Kent
County
Metropolitan
Planning
Organization**

HI-25-01 Revised #2 and S-25-07 Revised #2 The Old Post at 55 Loockerman Plaza

FILE # HI-25-01 / S-25-07 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

HI-25-01 Revised #2 and S-25-07 Revised #2 The Old Post at 55 Loockerman Plaza

Dover Kent MPO has no major objections to the revised site plan, which includes ADA ramps, accessible parking spaces, and outdoor bicycle parking. Sidewalks are already present along the property's frontage. Although many of the MPO's concerns have been addressed in the revised site plan, the applicants should continue to work with DelDOT and the City of Dover to address safety and connectivity issues within and around the property. When construction takes place, the applicants should avoid negative impacts to safety and connectivity, such as the temporary obstructing of sidewalks.

The revised site plan includes concrete sidewalks running across the entrance to the parking area from Innovation Way. These facilities are accompanied by ADA ramps, Type 1 curbing, and landscaping that will support pedestrian use. Dover Kent MPO supports this revision to the site plan as it will improve safety and connectivity for pedestrians around the property. These measures are also consistent with the goals laid out in *Capital City 2030: Transforming Downtown Dover*, the City's downtown master plan, which encourages incorporating pedestrian



improvements into all site development on Loockerman Street, Loockerman Plaza, and in Dover's downtown.¹

The site plan includes a parking strategy that proposes shared parking with the properties adjacent to the Old Post Office. As stated when reviewing the previous iterations of the site plan, Dover Kent MPO recommends that crosswalks and pedestrian paths be provided at each of the primary crossing locations between properties, which will improve access for residents that are parking off-site. This is important from a safety perspective as well as for accessibility and ADA considerations.

Note that DelDOT has an active project that involves sidewalk and crosswalk improvements to Loockerman Plaza.² This project resulted from the recommendations in Dover Kent MPO's *Downtown Dover Pathways Plan* and from a submission to the FY26 Bike/Ped Pool Prioritization Process.³ The project is ongoing and is still in the early stages. Once completed, it will improve access to the Old Post Office property and benefit residents of the new building.

For Dover Kent MPO's full comments on the previous iterations of the site plan, please refer to the City of Dover Planning Commission meeting packets from March 17, 2025,⁴ and from December 15, 2025.⁵

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.

¹ *Capital City 2030: Transforming Downtown Dover*. Downtown Dover Partnership (DDP) (2023). <https://www.downtowndoverpartnership.com/ddp/downtown-dover-strategic-master-plan/>.

² "Loockerman Plaza Sidewalk and Crosswalk." DelDOT Project Portal. Delaware Department of Transportation (DelDOT). <https://deldot.gov/projects/index.shtml?dc=details&projectNumber=T202601201>.

³ *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=65>.

⁴ City of Dover, Delaware Planning Commission: March 17, 2025 (Packet). City of Dover (2025). <https://evogov.s3.us-west-2.amazonaws.com/meetings/27/attachments/18345.pdf#page=126>.

⁵ City of Dover, Delaware Planning Commission: December 15, 2025 (Packet). City of Dover (2025). <https://evogov.s3.us-west-2.amazonaws.com/meetings/27/attachments/19521.pdf#page=60>.

