



DATA SHEET FOR SUBDIVISION PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF JUNE 3, 2026

PLANNING COMMISSION MEETING OF JUNE 15, 2026

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

Plan Type: Planned Neighborhood Design Option: Subdivision Preliminary Plan

Associated Plan: Bay Village Residential Planned Neighborhood Design (Conditional Use)
C-26-02

Location: South Side of White Oak Road East of SR 1

Tax Parcel: LC-05-68.00-01-06.00-000

Owner: Bay Village of Dover, LLC

Site Area: 79.14 +/- acres

Present Use: Vacant Land (agriculture)

Proposed Use: Planned Neighborhood Design Option
Residential – 250 Townhouse Units
With Future Apartment Complex of 200 units

Density: 5.72 dwelling units per acre (average for total site)

Off Street Parking: Required – 2 parking spaces per dwelling unit (townhouse)
Provided – 2 parking spaces per dwelling unit with on-street parking

Sewer and Water: Proposed - City of Dover

Zoning Classification: RM-2 (Medium Density Residence Zone) with Planned Neighborhood
Design (PND)
SWPOZ (Source Water Protection Overlay Zone): Tier 2 – Primary
Wellhead Protection Area

Comprehensive Plan: Residential Medium Density

Approved: Active Recreation Area Plan
PND Alternative Design Standards for Lot Width and Lot Area

Waivers Requested: Subdivision Waiver – Elimination of Rear Alley for Lots 1-20

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: June 3, 2026

APPLICATION: SB-26-02 Bay Village Residential – Planned Neighborhood Design
Subdivision Plan

FILE #: SB-26-02

REVIEWING AGENCY: City of Dover Planning

CONTACT PERSON: Dawn Melson-Williams, AICP

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

I. PLAN SUMMARY:

This is a review of Preliminary Subdivision Plan for the Bay Village Residential Planned Neighborhood Design Application. The property is 79.14 acres of land east of State Route 1 on the south side of White Oak Road and located south of the Garrison Oak Business and Technology Center. The property is currently zoned RM-2 (Medium Density Residence Zone) and subject to the Source Water Protection Overlay Zone (SWPOZ): Tier 2 Primary Wellhead Protection Area. The Preliminary Subdivision application is for 250 townhouse lots and a lot for a future apartment complex development area with associated infrastructure and improvements. The property owner is Bay Village of Dover LLC. Address: South side of White Oak Road. Tax Parcel: LC05-068.00-01-06.00-000. Council District 3. PLUS Review #2024-02-03. *Waiver Requests: Elimination of Rear Alley for Lots 1-20. Associated Applications: MI-26-03 Bay Village Residential Concept Sketch Plan was presented to City Council in February 2026 with referral to the Planning Commission. C-26-02 Conditional Use/Master Plan for PND was conditionally approved by the Planning Commission on April 20, 2026. This included approval of the Active Recreation Plan and Alternative Design Standards for PND for Lot Width and Lot Area.*

The Application proposes 250 townhouse lots, open space/active recreation area parcels and a 15.84-acre +/- lot for the construction of apartments in a future phase. The project is proposed as a PND (Planned Neighborhood Design) and has received approval of several Alternative Design Standards for Lot Area and Lot Width of Townhouse Units.

Access to the site would be provided from two entrances off White Oak Road. The development parcel includes areas located in the Special Flood Hazard Area (1% Annual Chance Flood / 100-year floodplain), wetlands, a tax ditch network, and woodland areas. A portion of the development area is within the Source Water Protection Overlay Zone: Tier 2 - Primary Wellhead Protection Area. The applicants completed a Traffic Impact Study (TIS) with DelDOT

and will be pursuing a CLOMR - Conditional Letter of Map Revisions with FEMA related to the Special Flood Hazard Area.

Previous Applications for Bay Village PND parcel

The following are previous applications for development of or associated with this property. These presented different development scenarios and subdivision lot layouts included many applications that were not fully pursued. These are only listed for reference.

- MI-24-09 Bay Village Veteran's Home Project (20 acres at White Oak Road/Long Point Road) presented as idea to City Council
- MI-04-17 Bay Village PND-SCHO (Senior Citizen Housing Option of 700 units on 224 acres) at City Council on September 27, 2004.
- C-04-09 Bay Village PND-SCHO (Senior Citizen Housing Option on 224 acres on White Oak Road and Long Point Road): December 2004 – no action taken by Planning Commission/application withdrawn
- MI-07-09 Lands of Bay Village of Dover: Minor Lot Line Adjustment Plan for property on west side of Long Point Road, recorded Record Plan July 10, 2007
- MI-09-07 Bay Village Minor Lot Line Adjustment Plan – Parcel Consolidation on White Oak Road
- Z-09-02 Lands of Bay Village of Dover, LLC on White Oak Road for 79.16 acres: Rezoning from A/AEOZ/SWPOZ to RM-2/AEOZ/SWPOZ approved by City Council on October 12, 2009
- SB-09-03 Bay Village of Dover at 999 Long Point Road: Minor Subdivision of 2 lots on 117.77 acres granted conditional approval by Planning Commission on June 15, 2009
- MI-10-05 Bay Village PND (462 units on 76.72 acres on White Oak Road) – General Sketch Plan at City Council on March 8, 2010

The following applications are associated with the current application as the initial steps of the Planned Neighborhood Design process.

- MI-26-03 Bay Village Planned Neighborhood Design - As part of the first step in a 2026 Bay Village Residential PND review process, the developer presented the concept in a general sketch plan to the City Council on February 23, 2026. The City Council determined that the proposed project was of a design and type that warranted further review by the Planning Commission.
- C-26-02 Bay Village Planned Neighborhood Design – A Conditional Use/Master Plan review was reviewed at a public hearing by the City of Dover Planning Commission on April 20, 2026. The Planning Commission voted to conditionally approve applicants' requests for waivers for minimum lot width and lot area requirements as Alternative Design Standards under the PND ordinance, along with the proposed Active Recreation Plan.

Preliminary Land Use Services Review (PLUS)

This application was reviewed during March 2024 by the Preliminary Land Use Services as required by the City of Dover's Memorandum of Understanding (MOU). This MOU requires that residential developments containing 125 or more dwelling units complete the PLUS Review process prior to application submission. A PLUS Review Comment Letter was issued. A requirement of the PLUS process is the submittal of a response letter; a Response Letter was submitted dated February 9, 2026. The PLUS Review Comment Letter and the applicant's response letter for this project are on file in the Planning Office.

II. Comprehensive Plan Recommendations

The City of Dover *2019 Comprehensive Plan as amended* shows this property on the Land Development Plan Map (Map 12-1) with the Land Use Category of Residential Medium Density. The Land Development Plan Matrix (Table 12-1) notes a series of zoning districts appropriate for the Land Use Category of Residential Medium Density.

Residential Medium Density	R-10 (One Family Residence) R-8 (One Family Residence) R-7 (One Family Residence) RM-1 (Medium Density Residence) RM-2 (Medium Density Residence) RG-1 (General Residence) RG-2 (General Residence) RG-3 (Group Housing) RGO (General Residence and Office) MH (Manufactured Housing) C-1 (Neighborhood Commercial)
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Further described in the *Comprehensive Plan*, the Land Use Category of Residential Medium Density is associated with residential development of a maximum gross density of eight (8) dwelling units per acre in a variety of housing types (see pages 12-4 and 12-5). The White Oak Road Area is specifically described as related to the Residential Medium Density Land Use.

The following is an excerpt from the *2019 Comprehensive Plan* regarding Residential Medium Density Land Uses (page 12-4 and 12-5):

Recommendation for Residential Medium Density

Residential Medium Density land uses involve a maximum gross density of eight (8) dwelling units per acre. This type of development may include single family houses on smaller lots, duplexes, townhouses, and some apartments. Some Manufactured Home Park developments would also be considered Residential Medium Density. Medium density residential uses are permitted in the following zoning districts: R-8 (One Family Residence Zone), R-7 (One Family Residence Zone), RM-1 (Medium Density Residence Zone), RM-2 (Medium Density Residence Zone) planned to reflect the historic patterns and mix of land uses common to Dover's early development, RG-1 (General Residence Zone), RG-2 (General Residence Zone), RG-3 (Group Housing Zone), RGO (General Residence and Office Zone), and MH (Manufactured Housing Zone).

The Land Development Plan recommends that Residential Medium Density uses be permitted near existing and planned service and employment centers and in locations well supported by transportation infrastructure and mass transit services. Areas identified as Medium Density Residential can be looked at as potential receiving areas under a transfer of development rights program. Areas in the northern portion of the City are appropriate for Residential Medium Density development.

White Oak Road Area: Residential Medium Density

The Land Development Plan recommends that an area east of State Route 1 on White Oak

Road be developed as Residential Medium Density. Bay Village who owns this property zoned RM-2 (Residential Medium Density Zone), could potentially develop it in an environmentally sustainable manner to provide quality workforce housing. While previously there was concern that development of this area could be a “domino” leading to additional development of land east of State Route 1, the State’s purchase of development rights in the area has reduced this concern. Additionally, the site’s location across from Garrison Oak Business and Technology Center makes it a good location for workforce housing.

If there is residential development on the Lands of Bay Village, the City shall ensure that the development of the Bay Village site proceeds as a master planned community with transit access and bicycle and pedestrian amenities both within the site and connecting with Garrison Oak Business and Technology Center and other areas to the west. Additionally, the City must ensure that the viability of Garrison Oak Business and Technology Center is protected by requiring that the phasing and design of development on the site minimizes any potential conflicts between the residential and industrial uses and include buffering from the industrial area.

The *Comprehensive Plan* establishes stated goals for various types of land uses within the City limits. The stated goal for Residential Land Uses is “to develop and maintain an adequate supply of housing of varying type, size, and densities that are aesthetically pleasing and located within neighborhoods designed or redesigned to promote convenience, conservation, and access to the greater community, but which are properly buffered through distance and landscaping from incompatible land uses” (see page 12-3). One of the goals outlined in Chapter 11 – Housing & Community Development is to “Encourage Balanced Housing Opportunities for all Residents of the City.”

In reviewing this request, Planning Commission should determine that the plan submitted conforms to the requirements of the *Land Subdivision Regulations* (Appendix A) and the conclusions reached by the Planning Commission in the review of the Conditional Use Plan.

III. PLANNED NEIGHBORHOOD DESIGN OPTION:

The applicant is seeking approval under the Planned Neighborhood Design (PND) Option (see *Zoning Ordinance*, Article 3 §24.1(a)). The Ordinance sets forth a three-step review and approval process. As the first step in the review process, the developer presented the concept in a general sketch plan to the City Council on February 23, 2026 (MI-26-03). The City Council determined that the proposed project was of a design and type that warranted further review by the Planning Commission. The Planning Commission reviewed the PND application as a Conditional Use for the property at a public hearing on April 20, 2026, fulfilling the second review phase requirement. This Preliminary Subdivision Plan application represents the third review step as outlined under the City’s PND ordinance requirements.

The Planned Neighborhood is intended to “...encourage superior residential environments through a unified planning process ...” by allowing the Planned Neighborhood Design Option in the R-20, R-15, R-10, R-8, RM-1 and RM-2 zones through the review process. The PND must present a superior community design that would not be possible under conventional zoning and is in accordance with the goals and policies of the *Comprehensive Plan*. The Conditional Use/Master Plan reflected the general layout of streets, open space, and housing areas and types. The subdivision plan/site plan includes additional details and reports to assess impacts and assist

the City in determining how the proposal fulfills the requirements for superior residential designs in the planning review process.

It is important to keep in mind that this proposal does not involve a rezoning of the land, and the land would remain RM-2. The following are permitted in a Planned Neighborhood Design: single family detached dwellings, one family lot line dwellings, duplexes, multiplex dwellings, townhouses and rooming houses. The PND option allows for a greater variety of housing types and allows for commercial uses while requiring 25% open space. The maximum density for a PND in the RM-2 zoning is eight (8) dwelling units per acre.

Approved Alternative Design Standards for Bay Village Residential PND

Based on review of the Bay Village Residential PND plan, the proposed uses consist of Townhouse units on individual lots and a future area for apartments. The applicant proposes adjustments to the required design standards of a Planned Neighborhood Design in the RM-2 zoning district. Article 3 §24.5 of the *Zoning Ordinance* permits the Planning Commission to grant such adjustments and reads as follows:

The design standards and dimensional requirements (bulk and parking regulations) shall be in accordance with article 4, § 4.10 and 4.11, except that the planning commission may relax any of these requirements where the developer can demonstrate that such action is desirable and consistent with the objectives of this ordinance and the comprehensive plan.

The following table presents the Design Standards of the *Zoning Ordinance* for a Planned Neighborhood Design in comparison to the applicant's request for Alternative Design Standards for the Bay Village Residential PND specifically for the Townhouse units, as approved with C-26-02.

Bulk Standard Requirements: Planned Neighborhood Design Option		
Housing Type	Townhouses	
	Required	Approved
Average Lot Area	2,200 S.F.	1,600 S.F.
Minimum Lot Area	2,000 S.F.	1,600 S.F.
Lot Width	22'	20'
Lot Depth	80'	80'
Off-Street Parking	2	2
Building Setback from Street	20'	20'
Building Setback from Property Line	10'	10'
Front Yard Setback	NA	NA
Minimum Side Yard Setback	NA	NA
Total Side Yards	NA	NA
Rear Yard	NA	NA
Building Spacing	30'	30'
Building Height	35' or 3 stories	35' or 3.5 stories
Lot Coverage	75%	<75%
Dwelling Units Per Acre	8	5.72

SWPOZ – Source Water Protection Overlay Zone, Tier 2: Primary Wellhead Protection Area

The purpose of the Source Water Protection Overlay Zone (*Zoning Ordinance* Article 3 §29) is to provide a safe drinking water supply and to ensure that groundwater is adequately protected and maintained. This entire site is subject to the Tier 2: Primary Wellhead Protection Area.

The following uses listed below are prohibited throughout the SWPOZ, including in the Tier 2 area. The proposed uses as townhouse units would be allowed.

Zoning Ordinance Article 3 Section 29

29.51 Uses prohibited:

- a) Automobile body/repair shop, motor vehicle, boat or farm equipment service;
- b) Gas stations and motor vehicle service stations;
- c) Fleet/trucking/bus terminal;
- d) Dry cleaner;
- e) Electrical/electronic manufacturing facility;
- f) Machine shop;
- g) Metal plating/finishing/fabricating facility;
- h) Chemical processing/storage facility;
- i) Wood preserving/treating facility;
- j) Junk yard/scrap yard/salvage yard;
- k) Mines/gravel pit;
- l) Land divisions resulting in high density (> one unit/acre) septic systems;
- m) Equipment maintenance/fueling areas;
- n) Injection wells/dry wells/sumps, except for single-family residences directing gutter downspouts to a drywell;
- o) Underground storage tanks;
- p) All uses not permitted in the underlying zone district.

Tier 2- Primary Wellhead Protection Area Lands are additionally subject to specific rules for protection of potable water supply well fields. Specific requirements are for areas immediately surrounding the actual wellhead location; there is not a wellhead on or within 500 feet of this property. There are provisions related to management of stormwater runoff and its discharge requiring use of sheet flow through grassland areas and certain construction features of stormwater management facilities. This will be reviewed as part of the Stormwater Management Plan by the Kent Conservation District.

IV. SITE CONSIDERATIONS

The tract of land totaling 79.14 acres +/- exceeds the requirement that a PND shall be a minimum of twenty (20) acres. The subject site is located on the south side of White Oak Road, east of State Route 1 and across from the Garrison Oak Business and Technology Center (an industrial park).

The design presented would create a neighborhood of 250 townhouse units on individual lots and proposes reserving a parcel for future development of a 200-unit apartment complex. The nearby area to the northeast and east includes a mix of single-family detached dwellings and manufactured homes in addition to agricultural lands. The PND allows flexibility in housing types and the opportunity to be creative in their placement. With the apartment complex, this proposal includes a mix of housing styles providing alternative and varied housing types in the area.

The PND Plan requested Alternative Design Standards within a PND for lot area and lot width. Lots are generally proposed at a 20-foot to 35-foot width and an 80-foot to 90-foot depth. The Planning Commission voted to conditionally approve the applicant's requests for Alternative Design Standards for minimum lot width and lot area requirements under the PND ordinance as part of the Conditional Use review process (C-26-02).

Lots identified on the Plan Sheet C-201/C-202 as 101, 113, 114, 148, 160, 161, 173, 174, 186,

187, 199, 217, 218, 237, 238, and 250 show buildings that appear to encroach into setback requirements. These end unit Townhouses appear to be at (or over) the second setback from the street. Also, the standard of 30 feet for building spacing must be evaluated to ensure 30 feet exists between the adjacent Townhouse end units.

If the applicant is also seeking additional Alternative Design Standards/relief for building setbacks the application should a) be updated to clarify a request for setback encroachment or b) clearly state that all proposed buildings will comply with current building setback requirements.

Special Flood Hazard Area (1% Annual Chance Flood/ 100-year floodplain)

Zoning Ordinance, Article 5 §11.21 provides that all Special Flood Hazard Areas, including 100-year floodplains, remain as natural open space except for the construction of roads authorized by the City of Dover and/or the Delaware Department of Transportation. Natural open space is defined as an area of land that excludes buildings, structures, and impervious surface from being constructed on or located within the area. This would preclude the construction of homes or associated improvements within these areas. There are a number of Lots along Quietwater Road and Bayhaven Way identified on the Plan Sheet C-201/C-202 that have a portion of their property within the 100-year floodplain (as currently depicted on the FEMA FIRM Panel).

The Plan set must depict the location of the 100-year floodplain as the line is depicted on the FIRM Panel. Sheet C-101 depicts the current location of the 100-year floodplain per the FIRM Panel Map 10001C0186J effective 7/7/2014. While the applicant has gathered better elevation data for the existing elevations on the property, this data for the location of the floodplain can only be used if submitted and accepted through the LOMC (Letter of Map Change) process with FEMA. Once accepted then the revised line will need to be depicted on the plan.

As noted in the PLUS review, *“If fill is to be placed in floodplain to increase grade elevation to raise proposed development out of mapped floodplain, a Certified Letter of Map Revision – Fill (CLOMR-Fill) request must be submitted to FEMA for review followed by an application to FEMA for a Letter of Map Revision (LOMR) at completion. Please note that a property will not be officially recognized by FEMA as being located out of the mapped floodplain until a LOMR has been issued.”*

The applicant has indicated that they are pursuing a Conditional Letter of Map Revision (CLOMR) and map change (LOMC) through FEMA related to the Special Flood Hazard Area. They are preparing to make this submission and have submitted information to the City of Dover for the community’s signature. Unless the CLOMR is granted as submitted, any areas that remain in the floodplain are required to remain as natural open space. This affects a number of parcels along the western, southern and eastern areas of the townhouse area.

It is also noted that the Little River/ White Oak Tax Ditch is the western and southern property lines. This water body has a right-of-way maintenance area and buffering requirements that appear to have been met. See discussion in Wetlands & Buffering section below.

Streets and Sidewalks

Two connections to the existing street network are required by the *Land Subdivision Regulations* based on the total number of units and lots (250 lots are proposed). With the creation of one hundred and fifty (150) dwelling units or twenty lots (20), a second connection to existing streets

is required (*Land Subdivision Regulations*, Article VI §A.8). The entrance from White Oak Road into Bay Village PND is proposed to be aligned with the east entrance to the Garrison Oak Business and Technology Center (industrial park) on Garrison Oak Drive. The second entrance is proposed approximately 550 feet west of the entrance south of Garrison Oak Drive. The plan presents alley rights-of-way of 16 feet which meets the minimum requirement to accommodate extra space for movement within the alleys without impact to individual properties.

The submitted plan includes names for the proposed streets and alleys. The street and alley names within the development will need to be approved by Kent County Mapping/911 Addressing Section in conjunction with the City of Dover. The City of Dover typically uses alley names that correspond to nearby street names, which may necessitate some revisions.

The development will include pedestrian-oriented amenities with sidewalks along all internal streets and a shared use path along White Oak Road. The plans and street sections detail include the width of the sidewalks.

V. Parking

Article 4 § 4.11 requires that two off-street parking spaces are required for each townhouse unit. According to the data column, 500 off-street parking spaces will be provided. On-street parking is depicted on certain sides of the streets and is listed as 121 overflow spots. Please provide the dimensions for the required off-street parking spaces on each lot. The Signage and Striping Plan should include “No Parking” signs along proposed street segments that are not to be used for parking.

Article 6 § 3.10 requires that one bicycle parking space shall be provided for every 20 parking spaces or a fraction thereof; this is interpreted to be required when parking lots are developed. This will apply to the future apartment complex area. However, it is suggested that bicycle parking opportunities be created in the active recreation areas/ open spaces where amenities are found, to address the superior design guidelines described in the Comprehensive Plan. This plan includes these bicycle parking spaces near the various recreation amenities.

VI. BUILDING ARCHITECTURE – General

The applicant has provided revised building elevation renderings which show the typical townhouse design as two-story units with no garages. These units feature (vinyl) siding in horizontal and board-and-batten vertical formats, asphalt shingle roofs with select detailed turned gable, windows with shutters, and small shed roofs over each entry door. The side elevations of the end units and rear elevations are not depicted. The applicant should ensure that in the side elevations of rear units, there is architectural relief, including windows, to avoid blank walls. The plan depicts many townhouse units with driveways/parking pads along alleys that would be accessed from the rear, along with enclosures for trash and recycling receptacles.

Rear Emergency Access Requirements

Specific Rear Emergency Access for Lots 1-20

Rear Emergency Access is required for some residential dwelling types. According to Article 5, Section 17 of the *Zoning Ordinance*, either an alley of 16 feet (if not a fire protected townhouse) or an “open rear yard” of 16-foot width is required for Townhouses of three to five units to provide rear emergency access. A majority of the proposed development layout includes a rear alley.

However, the series of Lots (1-20) along Quietwater Road does not include a rear alley. See the Emergency Rear Access Narrative to describe their approach for Lots 1-20. The Subdivision Plan (Revised Sheet C-202 and Lots 1-20 Exhibit) shows a 16 ft. wide Open Rear Access that runs parallel to the rear lot line as an “open rear yard” with proposed tree plantings between the lots and White Oak Road to their north. The plan shows that this Open Rear Access with a subgrade emergency access constructed. Ordinance provisions (Zoning and Subdivision Regulations) address the need to incorporate additional fire protection treatments in cases where townhouse units do not have rear alley access.

These Townhouse units on Lots 1-20 must comply with the following:

- *Zoning Ordinance*, Article 5 §17 (5) defines “fire protected townhouse” as “the individual units are separated by an NFPA-approved fire barrier and alternating pattern of noncombustible exterior siding separating combustible exterior siding.” The architectural elevations do not provide the information to confirm this condition, but the Emergency Rear Access narrative indicates they will utilize non-combustible siding and a fire rated party wall between units.
- *Zoning Ordinance*, Article 5 §17 (5) defines “open rear yard” as an “open yard area of at least 16 feet in width that must be maintained between townhouse buildings which back up to each other. Within this open rear yard, the placement of structures, fences, landscaping or any other obstruction shall be prohibited. Remaining yard areas may be enclosed by fencing and used for the placement of accessory structures, provided that such fencing shall be limited to four feet in height and structures limited to no more than one shed not greater than ten' × ten'.” While the plan shows the Open Rear Access area (with subgrade emergency access) to serve as the “open rear yard,” the long-term compliance of this configuration as related to fences and sheds can be difficult.

While this is compliant, if the developer wishes to make revisions to the above scenario, then additional review and or waivers may need to be considered. Also, if the lots are developed with a different housing unit type, then the Rear Emergency Access provisions may change.

Rear Alley Access

Waiver Request – Elimination of Rear Alley for Lots 1 – 20

Land Subdivision Regulations (Appendix A – Subdivisions, Article VI §13.8) states:

All townhouses shall be provided with rear access alleys unless the planning commission finds that alleys are infeasible for the development or finds that the design of the townhouses precludes their suitability. The required alley right-of-way and roadway width may be increased at the discretion of the city manager.

The current subdivision plan does not show an alley at the rear of Lots 1-20 and White Oak Road is not directly adjacent to these lots, being some 30-60 feet to the north. This requirement addresses more than just the emergency rear access. The absence of a rear alley has implications for matters such as storage of trash and recycling cans, especially because garages are not proposed. The Revised Exhibit diagram for these lots shows a rear storage area for the trash and recycling cans with screening, but the cans will need to be brought to the street for collection.

The applicant has provided a Waiver Request for Rear Alley Requirement (Lots 1-20) Letter (as Revised June 4, 2026) explaining their request.

In order to waive the alley requirement, the Planning Commission will need to determine that the alley is infeasible or that the townhouse design precludes the suitability of an alley. The Planning Commission will make a recommendation to City Council, which will be reviewed by the Safety Advisory and Transportation Subcommittee of the Council Committee of the Whole prior to Council Action.

VII. OPEN SPACE/ RECREATION PLAN

Twenty-five percent of the total PND site area must be set aside and preserved for open space. A total of 35.45 acres +/- of open space is planned for the development. This exceeds the requirement for 25% open space (19.68 acres). As part of the open space, 1.66 acres serves as the Active Recreation area that is shown for the Townhouse units' development area only.

- 1) Recreation area for this project is required at a rate of 275 square feet per dwelling unit or 0.5 acre of land, whichever is greater. Based on 250 dwelling units, 68,750 SF of recreational area is required. The recreational component must be reviewed by the Parks, Recreation and Community Enhancement Committee for a recommendation prior to consideration of the Preliminary Subdivision Plan/ Site Plan by Planning Commission. This Review was conducted for the Council Committee of the Whole: Parks Recreation and Community Enhancement Committee Meeting of April 14, 2026. The Planning Commission, as part of the conditional use review (C-26-02) voted to approve the proposed Active Recreation Plan.
- 2) The Plan identifies Active Recreation features consisting of a basketball half court, tot lot, pavilion and tables, dog park, and walking path with benches to serve the proposed development of the 250 Townhouse units. The future development of an apartment complex will be subject to additional active recreation requirements.
- 3) There shall be provisions which ensure that the community open space (all areas under consideration for Active Recreation Areas) shall continue as such and be properly managed and maintained. The developer shall either retain ownership and responsibility for maintenance of the common use areas or provide for and establish one (1) or more organizations for the ownership and maintenance of all common spaces, i.e., a Homeowners Association or other property management entity. The organization shall be responsible for maintenance, insurance, and taxes on the community space.

VIII. 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 the existing areas of woodland in the site development area and the Existing Conditions Plan shows the areas of woodland to be cleared which complies with the woodland clearing limitations.

Zoning Ordinance, Article 5 §16.6 requires a tree density of one tree per 3,000 SF for nonwoodland areas. The subject site contains 1,746,756 SF of nonwoodland area, thereby requiring at least 583 trees. The Plan meets this requirement by proposing 583 trees. For new trees to be counted toward the required tree density, they must be of a species and size as set forth in the Table of Trees approved by the Planning Commission and kept on file in the office of

the city planner or be of an alternate species found acceptable by the Commission. The Landscape Plan depicts the planting locations of a mix of canopy, evergreen, and understory trees with shrubs to be planted along street frontages of lots and in open space areas.

Wetlands & Buffering

The *Zoning Ordinance*, Article 5 §11.22 prescribes provisions related to wetland areas. It requires setbacks from wetland areas that are over 0.25 acres in size. This plan depicts Non-Tidal wetlands which coincide with the Little River/Tax Ditch system on the west and south property lines. A 100-foot setback is required; however, this can be reduced to 75 feet when adjacent to single-family detached dwellings or to 50 feet with implementation of a Riparian Buffer. Adjacent to the wetland/stream the plan shows buffer areas where existing woodland and other vegetation will be maintained.

IX. 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) The Planning Commission must make a recommendation on the Subdivision Waiver Request for the elimination of the Alley for Lots 1-20. The Subdivision Waiver Request will be forwarded to City Council for review and final action.
- 2) Townhouse Lots 1-20 currently comply with the other rear emergency access requirements by proposing to utilize the required fire protection measures for townhouses and the "open rear yard" provisions. This information should be clearly depicted on the plan in notes and diagrams to ensure implementation. Any revisions may require additional review or a waiver request submitted for consideration by the Planning Commission and City Council.
- 3) The data column on all plan sheets will need to be updated prior to Final Approval with the following:
 - a) Any changes recommended, waivers granted, or other approvals by the Planning Commission and other Committees acting upon the waiver requests.
 - b) Clarify approval of the previous waivers related to the adjustments for minimum lot area, average lot area, lot width or any other requirements for which a waiver request has been approved.
- 4) Plan Sheet C-001 Data Column:
 - a) Item 12 has been updated to add a row for the average minimum lot area per dwelling unit which is shown as 1,600 SF for proposed townhouses in the PND. Please provide the calculations used to obtain that as the average value for the proposed lots.
 - b) Trash and Recycling service for the residential Townhouse units can be provided by the City of Dover. These services include a monthly fee that is included on the monthly utility bill.
 - c) Update the data columns on the plan sheets to reflect SWPOZ (Source Water Protection Overlay Zone: Tier 2 – Primary Wellhead Area).
 - d) Check General Notes listing as some notes as written seem to apply to commercial projects such as signage (no pylons allowed for this project), addressing number size, etc. Update to apply to residential development.

- 5) Plan Sheets C-101, C-201, C-202, and C-301:
 - a) Update the 100-year floodplain label on the proposed legend to include symbology to distinguish it from the symbology for current 100-year floodplain symbol (location as per FIRM Panel vs. proposed location upon LOMC/CLOMR submission). Also note on sheets of information on CLOMR and LOMC review and status.
 - b) As noted on Plan Sheet C-002 Traffic Impact Study comment #5.c, a fifteen-foot-wide easement along the edge of the ROW for White Oak Rd. should be dedicated to DelDOT - a ten-foot-wide shared use path should be included in the easement area. While the plan sheets show the location for the share use path, the certain plan sheets do not delineate the easement location. The easement location should be added along the property edge with White Oak Road on the plan sheets as easements will need to be recorded as part of the Record Plan.
- 6) Plan Sheet C-202:
 - a) The minimum required off-street parking dimensions are nine (9) feet in width and 18 feet in length. Please provide dimensions and labels for the required off-street parking in the Typical Townhouse Cluster schematic for the alley-loaded and front-loaded configurations. Also clarify paving material.
- 7) Plan Sheets L-100 and L-101
 - a) Ensure that the locations of street trees do not interfere with utilities or sidewalk.
 - b) Trees should be clearly placed on individual lots; the plan shows a number of trees on the property lines.
 - c) Add note that indicated that the trees in the entrance median of Bayhaven Way will be responsibility of the Homeowners Association and not the City of Dover.
 - d) Specify how existing trees to be preserved will be protected during construction by protecting dripline areas during excavation and storage of materials Article 5 §16.81. These are in notes listing but should be clearing reference on clearing plan and Landscape Plan.
 - e) The appropriate design professional seal, signature and certification statement must be on the Landscape Plan. An engineer cannot seal these plan sheets.
- 8) Identify the location, direction, power, and time of use of any proposed outdoor lighting. Article 10 §2.54. Streetlights are required for the streets and alleys per the Electric Departments provisions of spacing and type.
- 9) For proposed Lots 1-20 on Quietwater Road:
 - a) The off-street parking spaces must be fully on the parcel. Add measurements on each set to provide dimensions.
 - b) Identify the location of trash and recycling can storage for these Townhouse units. Rear storage may not be feasible for the interior lots.
- 10) Ensure the location of the U.S. Postal Service cluster mailbox location on the plan sheets does not impede the sidewalk and is accessible.
- 11) In areas where on-street parking will be employed, extend curbing and sidewalk to shield the beginning and ending of these parking areas from traffic entering the street; this appears to be shown on the plan. Applicants will also need to include No Parking sign locations to the

Signage Plan along proposed segments that cannot accommodate parking on one or both sides of the street.

- 12) Identify the White Oak Tax Ditch centerline and maintenance area on all sheets. No structures are permitted within the Tax Ditch maintenance easement. Clearly identify on Record Plan sheets.
- 13) Streets should be identified by name both for ease of reference and for preliminary submission to the Kent County Mapping/ 911 Addressing Section for review to ensure they do not conflict with existing street names. The City of Dover will also review the proposed street names.
- 14) Alley names must be revised to comply with the City of Dover naming convention for alleys, which are named to relate to the nearby street names. The Department of Public Works will need to confirm these for the Alleys: Softwind Alley revise to Bayhaven Way Alley East; Sunset Alley revise to Heronwatch Drive Alley North; Sedge Alley revise to Heronwatch Drive Alley South; Tanglewood Alley revise to Quietwater Road Alley West; Osprey Alley revise to Quietwater Road Alley South; and Eveningtide Alley revise to Seagrass Lane Alley South.
- 15) Include a description of all deed restrictions and covenants, existing or proposed. Article 10 §2.52.
- 16) A sealed Certification of Accuracy and a Certification of Ownership must be included on the Final Record Plat and Final Construction Plans.
- 17) The proposed street section, layout, and details must be reviewed by the Department of Public Works.
- 18) Entrance plans and permits approved by DelDOT are required prior to initiating any work within the White Oak Road right-of-way, including entrances to the project site.
- 19) Proposed homeowners' association documents shall be drafted and provided for review and compliance with *Dover Code of Ordinances*, Appendix A – Subdivisions (*Land Subdivision Regulations*), Article VII.B.
- 20) If preliminary layout approval is obtained, the applicants will prepare and submit a plat plan in accordance with *Land Subdivision Regulations*, Article IV.C. This will be the Record Plan document.

X. RECOMMENDED ADDITIONAL CONSIDERATIONS TO MEET CODE OBJECTIVES:

The *Land Subdivision Regulations*, Article I. Purpose, indicates that the regulations are adopted in order to promote and protect the public health, safety, convenience and general welfare; ensure the orderly growth and development of the City, the conservation, protection and proper use of land, and adequate provision for housing, recreation, circulation, utilities and services; and safeguard the City from undue future expenditure for the maintenance of streets and public spaces.

- 1) This Subdivision Plan generally complies with the *Land Subdivision Regulations* and with the provisions for development of a Planned Neighborhood Design project. The Planning

Commission approved the Alternative Design Standards proposed for the Townhouse dwelling units as part of C-26-02 for lot width and lot area.

- a) The Planning Staff continues to encourage a great mix of housing unit types and/or formats for this development. Offering one story unit options allows for accessibility options.
 - b) The Planning Staff recommends a greater mix of architectural features for the Townhouse units, especially those that are street corner end units located on larger lots.
 - c) As-built surveys will be required for end-unit homes within the subdivision as they are shown to have very tight footprints.
- 2) Consideration of Subdivision Waiver for Elimination of Alley for Lots 1-20: This plan design for Bay Village PND seeks to eliminate the Alley for Townhouse Lots 1-20. Planning Staff does not recommend approval of this Subdivision Waiver to eliminate the Alley finding that it also affects compliance with Rear Emergency Access provisions, limits the design of utility services, poses difficulties in storage and collection of trash and recycling containers, and general appearance of the properties. Planning Staff finds that revising this area to a different house type such as Duplex units or single-family detached units which don't require an alley is a better solution.
- a) If the Planning Commission recommends a waiver of the requirement for a rear alley, this waiver should address storage and screening of trash and recycling containers, especially for the interior units.
- 3) Compliance with Rear Emergency Access for Lots 1-20 Alternative Access: The proposed Townhouse Lots 1-20 currently comply with the other alternate Rear Emergency Access requirements for Townhouse units. Revised information provided will need to be part of the plan to ensure compliance as a "fire protected" townhouse and to confirm understanding and compliance of the "open rear yard" provisions.

Planning Staff encourages pursuing alternative building designs, such as Duplex lot or Single-Family Detached units, that do not require rear alley access, which could address several related issues. Providing a greater mix of housing types (aligning with the PND purpose) could meet the needs of residents including those that require a single floor layout due to accessibility needs. Other unit types could provide greater accessibility to areas for utility connection or trash/recycling storage formats which may not be possible with townhouse designs that lack garages or other similar enclosures adjacent to the street.

- 4) Public Transit: The applicants should identify how future residents could access public transit as part of the lot and street layout to address stated design goals in the *2019 Comprehensive Plan*, as noted below:
- "If there is residential development on the Lands of Bay Village, the City shall ensure that the development of the Bay Village site proceeds as a master planned community with transit access and bicycle and pedestrian amenities both within the site and connecting with Garrison Oak Business and Technology Center and other areas to the west".*
- 5) Staff recommend exploring the opportunities for participation in a Stormwater Management District for this subdivision to assist with future long-term maintenance of the stormwater facilities.

Other agencies may recommend additional conditions and safeguards in accordance with their areas of expertise. The Recommended Additional Considerations to Meet Code Objectives are offered for consideration by the Planning Commission.

XI. ADVISORY COMMENTS TO THE APPLICANT:

- 1) The Subdivision Waiver Request is required to be considered by the City Council following a recommendation from the Planning Commission.
- 2) This development is near the Garrison Oak Business and Technology Center where the City of Dover has recently completed a Traffic Impact Study (TIS) related to the Garrison Oak Drive entrances. As there are requirements for improvements along the White Oak Road corridor, coordination is required between the City of Dover, DelDOT, and this development.
- 3) In the event that major changes and revisions to the subdivision plan occur in the finalization of the plan, contact the Department of Planning and Inspections. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other commissions making recommendations in regard to the plan.
- 4) The Preliminary Subdivision Plan submittal for Planning Commission review and approval is the third step in the Planned Neighborhood Design process. If approved a Final Record Plat with associated Construction Documents will be required as the next step in this process. Following Planning Commission approval of the Subdivision 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 other agencies. Upon determination that the Plan is complete and all agency approvals have been received; copies of the Record Plan must be submitted for final endorsement prior to recordation at the Kent County Recorder of Deeds Office.
- 5) The developer shall be aware that Street Lights shall be required to be installed in conjunction with the construction of subdivision streets. The developer shall coordinate street light placement and electric utility routing and equipment with the City of Dover Electric Department.
- 6) Construction may influence adjacent property owners and nearby travel lanes. Any work requiring the closing or rerouting of traffic should be coordinated to offer the least amount of inconvenience
- 7) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate site inspections and permits are required.
 - a) As noted in the PLUS review, consideration should be given to conducting an archaeological survey prior to any ground disturbing activities. If any project or development proceeds, the developer should be aware of the Unmarked Human Burials and Human Skeletal Remains Law (Del. C. Title 7, Ch.54).
- 8) Tree protection devices must be installed by the developer and inspected by the Department

of Planning and Inspections prior to any grading or clearing activity and before the issuance of building permits for the site.

- 9) The applicant shall be aware that Conditional Use Plan/ Subdivision 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 shall require a Sign Permit from the City of Dover prior to placement of any such sign.
- 10) The applicant shall be aware that Conditional Use Plan/Subdivision 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.

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



CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
STAFF D.A.C. MEETING DATE: MAY 27, 2026



APPLICATION: Bay Village Residential Planned Neighborhood Design:
Subdivision Plan

FILE #: SB-26-02

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

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

CONTACT PHONE #: 302-736-7025

CONTACT EMAIL: jlyon@dover.de.us

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

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

CITY AND STATE CODE REQUIREMENTS

SANITATION

1. Every person occupying a residence or duplex and every owner of an apartment 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.
2. Please provide the solid waste collection strategy for these lots, depending on the answer, additional requirements may be required.

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 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. Submerged pipe inlets to ponds may only be permitted if they are so designed that the permanent pool elevation of the storm water management area doesn't surcharge back into the City of Dover's storm drain structures and system.
4. The City of Dover Department of Public Works specifications require all culverts to be designed for the 25-year storm frequency and all storm sewers to be designed for the 10-year storm frequency. The Manning's equation shall be utilized in design as applicable. Storm sewers are required to provide a minimum full flow velocity of 2 fps. Provide the calculations for each proposed pipe segment that, at a minimum, include: upstream and downstream inverts, upstream and downstream ground elevations, and ground cover provided; pipe slope, length, material, n value, and diameter; design flow, depth and velocity; and full flow and velocity.
5. The City of Dover Department of Public Works specifications require that all inlets (catch basins) be designed for the 10-year storm frequency (25-year storm frequency for sump conditions) and that the spread of water shall not exceed eight feet (8') from the flow line of the curb. The design must also meet the requirement that the hydraulic grade line may be no higher than one foot (1') below the top of the inlet. Provide the calculations for each proposed catch basin utilizing flows determined by

each catch basin's contributory drainage area, for the appropriate storm frequency. Spread, depth of flow and hydraulic grade line data for each inlet must also be included. Any carryover should also be noted and included at appropriate downstream catch basins as applicable.

6. Provide all stormwater management calculations and erosion and sedimentation control plan as required by Article 5, Section 11.2 and 11.2 of the City of Dover Zoning Ordinance. Ensure that individual lot grading, house locations with finished floor elevations, and driveway locations and grades are provided on the plans in order to verify the adequacy of the design. The provided information should also show adequate conveyance of runoff from each lot.
7. The White Oak Tax Ditch is adjacent and within the properties of this proposed subdivision. Access to this tax ditch shall be permanently allowed to the City of Dover.

STREETS

1. Final site plan approval will not be granted until a copy of the approved entrance plan, signed by DelDOT is submitted to our office.
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.
3. Please add the following notes to the plans:
 - a. Standard City of Dover sidewalk, as per chapter 98, article IV of the Dover Code of Ordinances, shall be required to be installed along the entire public street frontage of a property. Where frontage sidewalk exists but does not meet the standards of chapter 98, article IV, the sidewalk shall be re-laid to meet the standards. Sidewalk shall include barrier-free access ramping at points of intersection with street crossings and at other locations so as to afford reasonable barrier-free pedestrian movement and site access.
 - b. In accordance to Appendix A, Article VI, Section B.3, all sidewalks shall ascend from the curbstone to the building line at the ratio of one-quarter of an inch to the foot. Nothing in this section shall be construed to affect any pavement previously laid by order of the city council, until it is taken up and relaid.
4. 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.
5. When determined to be necessary, dead-end streets, designated to be so permanently, shall not be longer than 400 feet and shall be provided at the closed end cul-de-sac with a turnaround having an outside roadway diameter of 80 feet and a street right-of-way diameter of 100 feet. In no instance shall more than 20 percent of the lots in a proposed development front on the turnaround section of a cul-de-sac.
6. Streets shall be laid out so as to intersect as nearly as possible at right angles. The inner right-of-way line of a street intersecting another street at an angle of less than 90 degrees shall be tangent to and follow a curve with a minimum radius of 150 feet centered on the nearest right-of-way line and shall be parallel to said inner right-of-way line.
7. Street right-of-way lines deflecting from each other at any point shall be connected with a curve, the radius of which, for the centerline of the right-of-way, shall not be less than 500 feet on arterial streets, 300 feet on collector streets and 150 feet on minor streets. The outer and inner right-of-way line shall be parallel to said center right-of-way line.
8. Street rights-of-way lines at intersections shall be connected with a curve, the radius of which shall be at least 25 feet. The required radius may be increased by the city engineer if the increased radius is necessary for public safety.
9. Street grades shall not exceed five percent.
10. Street grades shall not be less than one-half percent wherever feasible.
11. Please provide a sign plan for review and approval.
12. Please follow the permissible naming conventions for all streets and alleys in this proposed development.
13. The improvements on White Oak Road shall be coordinated with improvements required by the City of Dover for the development on the north side of White Oak Road.

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 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. All water mains within the proposed subdivision must be looped. No dead end mains are permitted. The utility plan must incorporate the appropriate termination valves on the water system between construction phases.
4. The size, type, and location of all proposed and existing water lines and valves must be shown on the plan. All water mains shall be cement lined Class 52 cement lined ductile iron pipe or DR 18 PVC pipe. Division valves must be provided every 800 feet.
5. Water service lines shall be shown for each residential lot meeting the following requirements: The water services shall be one-inch (1") diameter Type K copper tubing, or SDR-9, and installed five feet (5') to the right of the sewer lateral as viewed from the center line of the street. Curb stops shall be installed one foot (1') outside of the right-of-way for each lot. A water meter and meter pit must be installed on the domestic water service, in a non-traffic bearing location just downstream of the curb stop.
6. Fire hydrants shall be spaced no greater than 600 feet as measured along the curb. Fire hydrants shall be placed between the curb and sidewalk at intersections or centered on lot lines. Fifteen feet (15') separation must be provided between all hydrants and hydrant valves.
7. Sizing calculations shall be provided for each clubhouse/community center, if applicable. The City will provide the meter size for each building based on this information.
8. Please call out that the connection to the water main shall be accomplished with a Powerseal 3490AS tapping sleeve and valve.
9. 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. If a clubhouse or community center is proposed, a backflow prevention assembly will be required.
10. 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.
11. Provide a construction detail for the proposed restraining system for the fire main located within the buildings. The Department of Public Works 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.

12. Please add the following to the plans:

- a. 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".
 - 1.) There shall be two (2) scenarios for marker balls to be installed:
 - a.) Scenario 1: 3M marker balls, model 1423-XR, or approved equal shall be installed at every mechanical joint on the water main and at every service line connection to the water main and all bends on the service line.
 - b.) Scenario 2: 3M marker balls, model 1423-XR-ID, or approved equal shall be installed at every depression and utility conflict. This marker ball shall be programmed to provide specific depth information of the infrastructure. A Department of Water & Wastewater (DWW) Inspector shall be present when these marker balls are installed.

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. All sanitary sewer mains shall terminate at manholes between construction phases. This may require sewer lines to extend beyond the proposed phase lines to the next manhole.
4. Minimum slope criteria shall meet Ten States Standards. Provide flow calculations to justify sizing of the sewer mains, showing that velocity requirements are met. Waiver requests must be approved by the Department of Water & Wastewater
5. The desired location for sewer mains is under the centerline of the street. One-tenth of a foot (0.1') drop must be provided across all manholes. The minimum slope for eight-inch (8") sanitary sewer pipe is 0.004 feet/feet. Minimum cover is 3.0 feet.
6. Sanitary sewer manholes shall be spaced no more than 400 feet apart.
7. The minimum size of all sanitary sewer laterals shall be six-inch (6").
8. 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.
9. Sanitary sewer laterals shall be shown for each residential lot meeting the following requirements: The sewer laterals shall be six-inch (6") diameter schedule 35 PVC and, where practicable, installed to the center of each lot. Sewer laterals shall be connected directly to the main, not manholes, unless impracticable. Sewer laterals are to be installed one foot (1') beyond the right-of-way line at a typical depth of three feet (3'), preferably not exceeding five feet (5'). Cleanouts shall be installed one foot (1') outside of the right-of-way for each lot.
10. Sizing calculations shall be provided for each clubhouse or community center, if applicable.
11. The downstream pump station must be evaluated by the developer / engineer to verify it can handle the additional effluent flow.

GENERAL

1. Add the following note to the plans, "A seven and one half feet (7.5') wide easement is retained along all side and rear lot lines, to be unoccupied by building, for utilities, drainage and sanitary sewer purposes. Except where lots are divided for any reason whatsoever, said easements shall fall along the actual side and rear lot lines as conveyed. A fifteen feet (15') wide utility easement is retained along all rear lines of lots abutting the project boundary and other open spaces." A ten feet (10') wide utility easement is required along all front yard lot lines for utility installation. When a water, sewer, or storm sewer main is not located in the right of way, it shall be located within five feet (5') of the center of a twenty feet (20') wide utility easement.
2. The final site plan must be submitted in the following compatible digital formats:
 - a. AutoCAD 2018 (.dwg format).
 - b. Adobe Reader (.pdf format).
3. 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.
4. No trees may be planted within ten feet (10') of utility infrastructure.
5. 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.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

SANITATION / STORMWATER / STREETS / WATER / WASTEWATER / GENERAL

1. None.

ADVISORY COMMENTS TO THE APPLICANT

WATER

1. The City of Dover water system is available to this site. The developer is responsible for all costs associated with extending and providing service to the proposed development.
2. Prior to plan approval, the water system plans must be submitted to the Division of Public Health, Office of Drinking Water for review and approval. The owner/developer will be responsible for providing all completed forms and plan sets to the City of Dover as required for submission to the Office of Drinking Water. Plans will not be submitted to the Office of Drinking Water until review has been completed by our office.
3. Hydrant flow testing is currently only performed three (3) times per year during system wide flushing operations. The applicant must call the Department of Public Works directly to schedule these tests. This applies to both existing hydrants as well as those proposed for the site.
4. Impact fees will be required for each residence that is constructed.

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. The existing manhole must be core drilled and an approved (by our office) pipe to manhole connector must be used to construct the connection for installation of the sewer main. The existing manhole flow channel must be reconstructed accordingly.
5. Impact fees will be required for each residence that is constructed.

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 ELECTRIC
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: MAY 27, 2026

APPLICATION:	Bay Village Residential Planned Neighborhood Design: Subdivision Plan
FILE #:	SB-26-02
REVIEWING AGENCY:	City of Dover Electric Department
CONTACT PERSON:	Shawn Burgett, Engineering Services & System Operations Superintendent
CONTACT PHONE #:	302-674-7568
CONTACT EMAIL #:	sburgett@dover.de.us

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

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

CITY AND STATE CODE REQUIREMENTS

ELECTRIC

THE PROPOSED DEVELOPMENT WILL REQUIRE SIGNIFICANT COORDINATION WITH THE CITY OF DOVER ELECTRIC DEPARTMENT FOR ELECTRIC SERVICE DESIGN, INCLUDING PRIMARY DISTRIBUTION ROUTING, SWITCHGEAR LOCATION, TRANSFORMER PLACEMENT, METER CONFIGURATION, STREET LIGHTING, AND FUTURE EXPANSION CONSIDERATIONS. BASED ON PRELIMINARY REVIEW, THE LAYOUT APPEARS WORKABLE AND PRELIMINARY UTILITY COORDINATION IS ALREADY UNDERWAY; HOWEVER, ADDITIONAL LOAD INFORMATION AND CONTINUED DESIGN COORDINATION WILL BE REQUIRED TO COMPLETE FINAL SERVICE EVALUATION, PRIMARY DISTRIBUTION DESIGN, AND TRANSFORMER SIZING. UPDATED ELECTRIC LOAD INFORMATION AND COMPLETED LOAD SHEETS SHALL BE SUBMITTED PRIOR TO FINAL DESIGN AND ARE REQUIRED TO EVALUATE SERVICE NEEDS, TRANSFORMER SIZING, AND PRIMARY DISTRIBUTION REQUIREMENTS. TRANSFORMER LOCATIONS, UTILITY ACCESS, AND REQUIRED EASEMENTS SHALL BE SUBJECT TO REVIEW AND APPROVAL BY THE CITY OF DOVER ELECTRIC DEPARTMENT. THE OWNER/DEVELOPER SHALL BE RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH PROVIDING ELECTRIC SERVICE TO THE SITE, INCLUDING ANY REQUIRED UPGRADES, EXTENSIONS, OR MODIFICATIONS OF ELECTRIC FACILITIES.

1. The roadway and curbing must be in.
2. The right-of-way must be within 6" of final grade.
3. The property corners must be staked.
4. Owner is responsible for locating all existing underground electric, communications and water facilities.
5. Owner is responsible for installing all conduits and equipment pads per the City of Dover Engineering Department specifications.
6. Owner is responsible for site and/or street lighting.

7. Meter locations will be determined by City of Dover Engineering Department.
8. Load sheets and AutoCAD compatible DXF or DWG diskettes of site plans, including driveways, are required prior to receiving approved electrical construction drawings.
9. Any relocation of existing electrical equipment will be engineered by the City of Dover Electric Department. The developer may be required to perform a portion of the relocation work. Any work performed by the City of Dover will be at the owner's expense.
10. Prior to construction, owner is responsible for granting an easement to the City of Dover Electric Department. Easement forms will be furnished and prepared by the City of Dover Electric Engineering Department.
- 11. Fees will be assessed upon final site plans. The owner will be responsible for fees assessed prior to construction. Owner is required to sign off plans prepared by the Electric Department.**
12. Must maintain 10' clearance around all electrical equipment, unless pre-approved by the City of Dover Electric Engineering Department.
13. Prior to the completion of any/all designs and estimates, the owner is responsible for providing the Electric Engineering Department with a physical address of the property.
14. All Engineering and design for Dover Electric will be engineered upon final approved plans. All Engineering work will be furnished by the City's Electric Engineering Department.
15. The City of Dover Electric Department reserves the right to require system upgrades, extensions, or off-site improvements as necessary to maintain system reliability and capacity.
16. All electric system design and installation shall comply with applicable City standards, NEC requirements, and utility best practices as determined by the City of Dover Electric Department.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

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

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. Updated electric load information and completed load sheets shall be submitted prior to final design and are required for transformer sizing, system impact review, service evaluation, and development of primary distribution and service cost estimates. Current load sheets can be found at the following link: <https://www.cityofdover.com/media/Electric%20Department/COD%20Electric%20Load%20Sheet.pdf>.
2. Construction timelines are subject to material lead times, system conditions, and City of Dover Electric Department workload.

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: 05/27/26 as Revised**APPLICATION:** Bay Village Residential Planned Neighborhood Design Subdivision Plan**FILE #:** SB-26-02 **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 residential.
2. 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)
3. Emergency access to rear building areas compliant with City of Dover Code (Appendix B- Zoning, Article 5- Supplementary Regulations, Section 17);

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

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

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

4. 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.
5. Street width shall be in accordance with City of Dover Code of Ordinances, Appendix A, Article VII, Section A. 13,

Residential areas

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

Commercial areas

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

Alley

12 feet wide

6. 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.
7. Speed Reduction Devices must be approved, please see City of Dover Ordinance Chapter 98-10 in reference to this process.
8. 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.

9. 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.

10. 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.

11. 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>
12. 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)*

13. Project to be completed per approved Site Plan.
14. Full building and fire plan review is required.
15. Construction or renovations cannot be started until building plans are approved.

16. Building cannot be occupied by the public until a Certificate of Occupancy is obtained.
17. 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. The plan shows areas with no parking and parking on one side. Please ensure areas where parking is not allowed is properly marked.
2. Per an email dated 06/04/26 with a revised site plan, the projects proposal for emergency access for the rear of the townhouses is in compliance with the Fire Marshal's Office.
3. Please confirm that hydrants are spaced every 600'
 - a. It appears that Seagrass Ln needs a hydrant
 - b. Can the hydrant at the dead end near Quietwater be moved to the corner of the road?

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: [Mobley, Will \(DeIDOT\)](#)
To: [Melson-Williams, Dawn](#)
Cc: [Jones, Tjah \(DeIDOT\)](#)
Subject: EXTERNAL: Re: Staff DAC Meeting of May 27, 2026 - Agenda and Quick Look
Date: Wednesday, May 27, 2026 10:28:32 AM

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.

Here are the comments from DeIDOT for the applications discussed in the DAC Meeting.

S-26-11 Delaware State University Football Stadium Plaza at 1200 N Dupont Hwy

- The applicant has already met with DeIDOT. They have requested and received a Letter of No Contention. No further action required with the Department.

SB-26-02 Bay Village Residential Planned neighborhood Design : Subdivision Plan

- Have the applicant schedule a pre-submittal meeting with DeIDOT.
- Call out on plans that internal streets are Municipal owned/maintained.
- Applicant has completed a Traffic Impact Study with the Department.
 - Please note that the project shares frontage with Garrison Oak Technical Park. Both parties are responsible for frontage improvements. Suggest having coordination between the two entities for path forward.

Sincerely,

Will T Mobley III, PMP

Division of Economic Development, DELDOT

Interim Kent County Review Coordinator

Phone (302)-760-2409

Will.mobley@delaware.gov

From: Melson-Williams, Dawn <DMelson@dover.de.us>

Sent: Wednesday, May 20, 2026 5:16 PM

To: Lyon, Jason <jlyon@DOVER.DE.US>; Osika, Jason (CJ) <josika@dover.de.us>; Burgett, Shawn <sburgett@DOVER.DE.US>; Ridgeway, Jr, Roger <roger.ridgeway@DOVER.DE.US>; Mobley, Will (DeIDOT) <will.mobley@delaware.gov>; Baker, Cullen (DNREC) <cullen.baker@delaware.gov>; Malcolm Jacob <Malcolm.jacob@doverkentmpo.org>; Matt Jordan DAFB <matthew.jordan.9@us.af.mil>; jhughart@chpk.com <jhughart@chpk.com>; Webb, Elaine Z. (DNREC) <Elaine.Webb@delaware.gov>; Ann Marie Townshend <annmarie.townshend@rossitg.com>

Cc: Melson-Williams, Dawn <dmelson@DOVER.DE.US>

Subject: Staff DAC Meeting of May 27, 2026 - Agenda and Quick Look

DAC Members:

Please see the attached Agenda for the City of Dover Development Advisory Committee Meeting of May 27, 2026 at 9:00am. The Planning Office will be completing the distribution of the plan set documents tomorrow to those agencies receiving plan sets. I have attached a quick view of each Application and a copy of the proposed Ordinance (Text Amendment on Clean Hydrogen Production Facilities).

Thank you,

Dawn Melson-Williams, AICP

Principal Planner

City of Dover, Delaware

Department of Planning & Inspections

(302) 736-7196 Planning Office phone

(302) 736-4217 fax

dmelson@dover.de.us



KENT CONSERVATION DISTRICT

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

CITY OF DOVER DEVELOPMENT ADVISORY COMMITTEE APPLICATION REVIEW COMMENTARY JUNE 2026

APPLICATION: Bay Village Residential Planned Neighborhood Design: Subdivision Plan

FILE #: SB-26-02

REVIEWING AGENCY: Kent Conservation District

CONTACT PERSON: Cullen Baker

PHONE: (302) 608 – 5370

EMAIL: stormwater@kentcd.org

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

Source: 2019 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

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

ADVISORY COMMENTS TO THE APPLICANT:

1. A pre-application meeting was held with the applicants and KCD on 4/28/26
2. Please note the Kent Conservation District will not review an application more than three times. If after the third review the plan is still not found to be approvable, the application will be denied, and a new application with review fees are to be re-submitted to continue a detailed plan review.
3. As a reminder, the Kent Conservation District is required to verify that a Notice of Intent (NOI) for Stormwater Discharges Associated with Construction Activity under a NPDES General Permit has been received by DNREC prior to District approval.
4. A letter of no objection to recordation will be provided once the detailed Sediment and Stormwater Management Plan has been approved.

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
ADVISORY BRIEF
D.A.C. MEETING DATE: 6/3/2026

**Dover/Kent
County
Metropolitan
Planning
Organization**

SB-26-02 Bay Village Residential Planned Neighborhood Design: Subdivision Plan

FILE # SB-26-02

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
Subdivision Plan Review

SB-26-02 Bay Village Residential Planned Neighborhood Design: Subdivision Plan

The site plan includes many of the improvements necessary for a walkable neighborhood. The sidewalk network extends throughout the neighborhood, and there are also crosswalks at each of the intersections. Crosswalks should always be accompanied by ADA curb ramps to provide accessibility for pedestrians. Along the property's frontage with White Oak Road, a shared use pathway is proposed, as well as striping for bicycle use. One improvement not shown in the plan is a crosswalk running across White Oak Road and connecting to Garrison Oak Drive. This improvement should be included, as it would provide pedestrians with a safe connection to the sidewalks on the north side of the road. A set of Rectangular Rapid Flashing Beacons (RRFBs) would also be beneficial towards safety at this location.

In terms of vehicular connections, the site plan includes two proposed entrances to the neighborhood. This will help improve access between White Oak Road and the neighborhood, reducing congestion during peak hours, while also having benefits for emergency vehicles. The stub street on the south end of the property is also useful, as it will allow for the creation of new connections with adjacent parcels in the future. It is recommended that signage be added at the



stub street that reads “Street Connection to Future Development”, which will indicate to residents the planned use of the stub street.

The inclusion of rear-lot alleys in the plan is something Dover Kent MPO supports. This feature will have numerous benefits for the neighborhood, such as increased front yard green space, an improved pedestrian environment, rear-lot access for off-street parking, and more streamlined trash storage and pick-up. Rear-lot alleys, if implemented properly, are ideal for high-density and attached housing communities such as this.

The curbing within the neighborhood should consist of “Type 1” vertical curbs that are 6” in height. The use of this type of curbing should be specified within the site plan. Vertical curbs are an important measure for preventing vehicles from parking on the sidewalks, which will help in keeping the pathways clear for pedestrian use. By contrast, continuous “Type 2” roll curb will enable cars to park on the sidewalk, and so it should not be permitted in this situation.

It should be noted that the parcel to the west of the subject property is featured in the *Dover Air Cargo Freight Access Study*, which examined possible transportation improvements needed to support economic growth on the east side of SR1 between Dover Air Force Base (DAFB) and White Oak Road. The Horsepond Road Extension, one of the recommended projects, would extend Horsepond Road between White Oak Road and S. Little Creek Road. The northern terminus of the road would connect with the western entrance to Garrison Oak Business and Technology Center.¹ Once completed, this project is expected to help take trucks off of local residential roads in Dover. It is currently included in DelDOT’s Capital Transportation Program (CTP), and it is in the Preliminary Engineering (PE) phase. Although the project will not conflict directly with the subject property, compatible uses should be kept in mind throughout the process. White Oak Road is a minor collector road that sees considerable truck traffic headed to and from Garrison Oak, which emphasizes the need for sidewalks along the property’s frontage and other necessary safety improvements.

Finally, site plans within proximity to Dover Air Force Base should avoid conflicting uses. These may include building tall structures, creating glint and glare (such as from lighting, solar fields, and artificial bodies of water), attracting large numbers of migratory birds, and operating Unmanned Aircraft Systems (UAS) in the area. Conflicting uses are described in greater detail in the 2023 *Dover Air Force Base Compatible Use Plan*.² Note that even if the subject property does not fall within the DAFB Airport Environs Overlay Zone (AEOZ), the applicant should work closely with DAFB throughout the process to ensure the planned uses will be compatible with Base operations.

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 *Dover Air Cargo Freight Access Study - Planning and Environmental Linkage (PEL) Report*. Dover/Kent County MPO (2021). https://doverkentmpo.delaware.gov/files/2021/09/Dover-Air-Cargo-Freight-Study-PEL_final.pdf#page=22.

² “Dover Air Force Base Compatible Use Study” (webpage). Dover Air Force Base (DAFB) and Delaware Department of Transportation (DelDOT). <https://deldot.gov/projects/archived/dafb/>.

