



DATA SHEET FOR SITE PLAN REVIEW & ARCHITECTURAL REVIEW CERTIFICATION

DEVELOPMENT ADVISORY COMMITTEE MEETING OF March 5, 2025

PLANNING COMMISSION MEETING OF March 17, 2025

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

Plan Type: Site Development Plan

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

Owner: City of Dover

Equitable Owner: Old Post, LLC

Address: 55 Loockerman Plaza

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

Size: 1.267 acres +/-

Present Uses: Vacant Building – Former Dover Post Office

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

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

Building Area: Existing (to remain after rear section demolition): 4,560 SF
Building Addition: 31,500 SF

Off Street Parking: 62 vehicle parking spaces

Sewer & Water: City of Dover

For Consideration: Architectural Review Certification
Active Recreation Area Plan
Parking Strategy Statement

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
D.A.C. MEETING DATE: March 5, 2025

**City of
Dover
Planning
Office**

APPLICATION: The Old Post at 55 Loockerman Plaza

FILE #: S-25-07

REVIEWING AGENCY: City of Dover Planning

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

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

The Planning Commission will act on an application for a Site Development Plan and an Architectural Review Certificate for the proposed building renovation and expansion for a mixed-use commercial and multi-family (apartment) development in Downtown Dover, to be located at 55 Loockerman Plaza, also known as The Old Post. The development proposal for the 1.267-acre site includes the demolition of the rear warehouse portion of the existing building, the preservation of a 4,560-SF portion of the existing building, and a proposed building addition of 31,500 SF for 36 residential apartments. The property is zoned C-2 (Central Commercial Zone) and is subject to H (Historic District Zone). The south portion of the site along the frontage of Loockerman Plaza is within the SWPOZ (Source Water Protection Overlay Zone) Tier 3 Excellent Recharge Area. Because the property is within the Downtown Redevelopment Target Area, it is exempt from the requirements of the SWPOZ. The owner of record is the City of Dover, and the equitable owner is Old Post, LLC. Property Address: 55 Loockerman Plaza. Tax Parcel: ED-05-077.05-04-53.00-000

The Project Site is subject to Application HI-25-01 The Old Post. At the Historic District Commission Meeting of February 20, 2025, the Commission considered the Application and provided a Recommendation on the Architectural Review Certification for the project. (See *attached Recommendation Report*.)

Previous Applications

The existing structure was constructed in the 1960s and was in service as the Dover Post Office until the new post office location opened on Bank Lane in 2021. The property owner is the City of Dover. After the Post Office closed, the City initiated an RFP process to solicit proposals for redevelopment of the site. The equitable owner, Old Post, LLC was selected through this process. Application Z-24-01, approved by City Council on February 12, 2024, rezoned the property from IO (Institutional and Office Zone) to C-2 (Central Commercial Zone) with it remaining in the H (Historic District Zone) and SWPOZ (Source Water Protection Overlay Zone).

Preliminary Land Use Services Review (PLUS):

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

II. PROJECT DESCRIPTION

The application proposes the demolition of the rear portion of the existing structure and replacement of that structure with a new addition, while maintaining and rehabilitating the front of the present structure (4,560 SF). *Capital City 2030: Transforming Downtown Dover Master Plan* identified the Old Dover Post Office as a Project Site. The Master Plan proposes that a new commercial building could reactivate the site. This project is also identified as a Key Project within the City's Downtown Development District (Renewal) Application of 2024.

The proposed development will repurpose two 2,500-SF retail units and one 2,000-SF for a business (office) space in the former Post Office front area. The rear warehouse portion of the building will be demolished and replaced with a new three-story structure comprised of 36 apartment (multifamily) units.

The Applicant's submission includes a Site Plan set, Floor Plans set and Architectural Graphics set with building elevations and 3-D views. Also includes a Narrative Letters submitted to the Historic District Commission. These items include more detailed information on the building dimensions, locations and material choices. The elements of the project are as follows:

1. Partial Demolition: The rear flat-roofed warehouse portion of the building is to be demolished as this is where the three-story building addition is proposed. The front gable roofed portion of the existing building is to remain.
2. Existing Building Renovations: New wood trim is proposed to match the existing. It is unclear from the submission if the design includes dentil cornices (*applicant indicates that it will*). New replacement shutters, windows, front door are noted to match the existing. The building elevations feature headers or some framing above each of the smaller windows. Each wing of the front portion of the building will include new larger openings with a proposed large glass Nanawall door system.
3. Building Addition: The proposed three-story addition will be located directly behind the preserved portion of building. The proposed addition will be 35 feet tall. The existing building is 33' 2" tall at the peak of its roof. The addition will feature a brick veneer and brick engaged pilasters along all sides on floors two and three and floor one using EFIS in a limestone finish. The east and west elevations include large glass windows (with door) for the apartment unit spaces. Glass and black aluminum railings will be used to enclose balconies.
4. Parking Lot: A parking lot will be developed along the west side and north side of the building with access from Innovation Way. This new parking lot will not have vehicular access from the large municipal parking lot at the Dover Public Library. The applicant is

also working with the City in regards to the adjacent row of parking to the east of the Library. The parking lot is fenced and has grass lawn areas at the perimeter.

5. Sidewalks and Site Amenities: The proposal maintains connected sidewalks along Innovation Way and Loockerman Plaza. There are also sidewalks adjacent to the parking lot leading to the building. The renderings show additional amenities, including bicycle racks and benches. A fenced in dog-run is proposed to abut the Building Addition along Innovation Way.
6. Tree Planting and Landscaping: The project plan identifies three existing trees on the current site and it appears they will remain. Other tree plantings are proposed along Innovation Way and on the west side of the Building Addition.

Surrounding Land Uses

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

III. ZONING REVIEW

C-2 (Central Commercial Zone)

The subject property is zoned C-2 (Central Commercial Zone); this zoning designation will remain in place. The description of the C-2 (Central Commercial Zone) zoning district is provided in Article 3 §13 of the *Zoning Ordinance* and provisions identify the allowable (permitted) uses and the related bulk standards for the C-2 zone. The C-2 zone allows for “retail stores, apartments and multi-family dwellings provided that no dwelling units shall be permitted on the first floor on the street frontage of Loockerman Street; uses accessory to the residential units such as lobby and amenity spaces are permitted on the first floor; live-work units; parking lots and parking structures” as principal uses. The subject property has frontage on two streets: Loockerman Plaza and Innovation Way. The C-2 zone requires a zero minimum front yard. No side yard is required; however, if one is provided then it shall be a 5-foot side yard minimum. A 20-foot rear yard setback is required above ground floor and 5-foot is required at ground floor. The maximum building height for this district is 10 stories or 125 feet. See the chart below.

Code Compliance for C-2	Required	Provided
Front yard (ft.)	0	Existing Building over 10 feet from Loockerman Plaza; approximately 17 feet from Innovation Way
Side yard (ft.)	None required, but 5’ minimum if provided	Over 5 feet as the existing front section of building is approximately 13 feet

Rear yard (ft.)	20' above ground floor; at ground floor 5'	Over 20 feet as rear of Building Addition is approximately 125 feet from rear property line
Off-street parking	0	62 new spaces (3 ADA), 29 shared with City of Dover (2 ADA)
Building height	10 stories or 125 feet maximum	3 stories and 35 feet (or 40 feet) in height
Lot Coverage	100% maximum	78.54%

The buildings height and number of stories are in compliance with the C-2 zone. The total lot coverage of the project is listed as 78.54%. The C-2 zone does not have a maximum lot coverage requirement.

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

Article 3 Section 13

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

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

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

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

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

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

The plan as presented complies with these design standards related to façade, building height, and setback areas. The parking is located to the rear of the building and while it is slightly closer to Innovation Way than the Building Addition this is not the primary façade.

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

H (Historic District Zone)

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

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

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

IV. ARCHITECTURAL REVIEW CERTIFICATION

Zoning Ordinance, Article 10 §3.2 outlines the review process for Architectural Review Certification and related building height, bulk, and setback standards. This process begins with Review by the Historic District Commission.

Review of DESIGN STANDARDS AND GUIDELINES

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

This proposal must be reviewed for conformity with the design criteria guidelines found in Chapter 3: Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings and Chapter 4: New Construction, Additions, Demolition and Relocation. The *Design Standards and Guidelines* for New Construction (Chapter 4: pages 4-1 through 4-8) provide the design criteria and development guidelines. The guidelines specify a series of individual considerations for demolition activities, renovation activities, and new construction to be considered in the review by the Historic District Commission (and Planning Commission) of the project for Architectural Review Certification.

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

HISTORIC DISTRICT COMMISSION - RECOMMENDATION

For The Old Post project, the Historic District Commission considered the application HI-25-01 on February 20, 2025, regarding an Architectural Review Certificate for construction of The Old Post and associated Site Improvements. **The Historic District Commission considered the proposal for partial demolition, renovation activities, and Building Addition construction and has provided a recommendation to the Planning Commission in regard to the Architectural Review Certification for the project. The specific recommendation involved consideration of**

the *Design Standards and Guidelines*. See attached Recommendation Report from the Historic District Commission.

The Planning Commission should act upon the Architectural Review Certification as part of any motion to approve this project, or as a separate motion if necessary. In taking this action, the Planning Commission is to consider the standards and guidelines found in Chapter 3 and Chapter 4 of the Design Standards and Guidelines for the City of Dover Historic District Zone and other referenced sections.

V. PARKING SUMMARY

The C-2 (Central Commercial Zone) does not include a minimum parking requirement; however certain uses may have a parking rate. The project property is within the Downtown Redevelopment Target Area whereby there are different approaches to parking. Article 6 §3 of the *Zoning Ordinance* states the following:

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

The Applicant has submitted a Parking Strategy Statement for consideration discussing what the proposed uses normally require for parking and their strategy to address parking. The applicant has provided 62 parking spaces on-site. It also proposes using 29 spaces on the adjacent parcel owned by the City of Dover upon a parking use agreement.

Request for Alternative Bulk Standard for Parking Setback (with Architectural Review Certification):

For building with multi-family units, the *Zoning Ordinance*, Article 6 §5.3 requires that the parking spaces be at least 15 feet from the wall of the building and three feet from side and rear property lines. The Applicant has submitted a request for an Alternative Setback Standard for these parking spaces in relation to north building wall. This alternative may be considered as part of the Architectural Review Certification for the project given its location within the H (Historic District Zone).

Bicycle Parking

Article 6, Section 2.10 requires that one bicycle parking space be provided for every 20 parking spaces. Based on 62 parking spaces provided on-site, four (4) bicycle parking spaces are to be provided. The first floor of the apartment building provides a bicycle storage room off the lobby area.

VI. SITE CONSIDERATIONS

Lighting

The Site plan and architectural package do not detail lighting for the site; there are some building mounted fixtures shown. Article 5, Section 7.1 details that lighting of commercial uses shall provide no less than 1½ footcandles at grade. Light shall be deflected away from adjacent residential areas and shall not be distracting to traffic on adjacent roads.

Dumpsters

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

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

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

Sidewalks

There are existing sidewalks along the frontage of Loockerman Plaza and Innovation Way along the perimeter of the property. Additionally, there are connecting sidewalks leading to the building entrances from the street frontage sidewalks and from the parking lot areas.

VII. BUILDING ARCHITECTURE

The application proposes the demolition of the rear warehouse portion of the existing structure and replacement of this structure with an addition. The front portion of the building, fronting on Loockerman Plaza will be renovated and repurposed as commercial uses. The three-story Building Addition will house 36 multi-family (Apartment) units. In the renovated front portion of the building, new wood trim will match the existing. New replacement shutters, windows, and front doors will match the existing. The building elevations include detailing and headers above the smaller windows. The east and west wings of the front elevation are proposed to include larger openings with the use of a large glass Nanawall door system.

The proposed three-story addition will be 35 feet in height, slightly taller than the 33'2" peak of the front building. The building addition is proposed to have a flat roof. The building will feature a brick veneer and brick engaged pilasters along all sides on floors two and three, with EFIS in a limestone finish on the first floor. The east and west elevations include large glass windows and doors for the apartments. Black aluminum railings will enclose the balcony areas.

Rear Emergency Access

Rear Emergency Access is required for some residential dwelling types. According to Article 5, Section 17 of the *Zoning Ordinance*, for three-story apartments either an alley of 16 feet or a secondary fire lane of 18-foot width is required to serve as rear access. This is to provide access to rear building areas. For this project, there is a 24-foot-wide drive aisle on two sides of the building at its rear. The Fire Marshal's Office will also evaluate any fire protection measures as related to the fire lane requirements of the applicable Fire Codes.

See the attached Site Plan set and Architecture Set. The attached elevation drawings and site plan drawings for detailed information on building dimensions, locations, and material choices.

VIII. TREE PLANTING AND LANDSCAPE PLAN

Tree Planting Requirements

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

acres, or 55,190.52 SF, nineteen (19) trees are required to be planted. Three trees exist along the frontage of the property, and the Landscape Plan shows the planting of an additional 16 trees as Holly trees along Innovation Way and Sweet Bay Magnolias along the west building elevation.

IX. OPEN SPACE and RECREATION PLAN

Residential projects require Active Recreation Areas. The proposed development qualifies for an exemption under Article 5, §10.515 *Residential developments located within the Downtown Redevelopment Target Area as defined in Appendix C*. Under this provision, the applicant must provide 75 square feet of active recreation per dwelling unit with a minimum of 2,500 square feet provided on site. The plan identifies a proposed dog run area between the Building Addition and Innovation Way, with an area of 2,482 SF, as well as a rooftop patio that measures approximately 404 SF.

The Open Space and Recreation Plan is subject to review by the Parks, Recreation and Community Enhancement Committee and will be presented to the Committee on March 11, 2025. See the Active Recreation Area Plan Review Report for details and comments. (*Report copy to be attached.*) The Committee will make a recommendation to the Planning Commission.

X. CITY AND STATE CODE REQUIREMENTS:

The subject proposal has been reviewed for code compliance, plan conformity, and completeness in accordance with the agency's authority and area of expertise. The following items have been identified as elements which need to be addressed by the applicant:

- 1) A Parking Strategy Statement describing the parking scenario for this development was submitted for consideration by the Planning Commission as related to the parking regulations for the C-2 zoning district.
 - a) Add a note on the Plan.
- 2) Cover Sheet, PL-01:
 - a) Data Column:
 - i) Update Item 4, the Existing and Proposed Zoning, to include all zoning classifications: C-2/H/SWPOZ
 - ii) Update Item 7, Groundwater Recharge, to reflect that a portion of the site is in an excellent recharge area. However, according to Article 3, Section 29.79 "The downtown redevelopment target area as defined in appendix C, article II, section 3 [Target Area] of the City of Dover Code of Ordinances shall be exempt from the requirements and restrictions of the source water protection overlay zone."
 - iii) Update Item 11, Code Compliance (Parking) to reflect that 0 parking spaces are required in the Downtown Redevelopment Target Area.
 - iv) Add a Floor-Area-Ratio calculation for the site to the data column.
- 3) Sheet PL-03 – Preliminary Site Plan:
 - a) Identify the dumpster location on the plan sheet.
 - b) Add distances from the building to the property line and distance from parking spaces to the building and to the property lines.
 - c) Innovation Way is subject to a front yard; remove the side yard setback line.
- 4) Sheet PL-05 – Preliminary Landscape Plan:
 - a) Site Data:

- i) Update the landscaping plan to include tree calculation.
 - ii) Update the landscaping plan to include lighting locations and lumens.
 - iii) Update Item 5, to reflect all applicable zoning (C-2/H/SWOPZ)
- 5) For building with multi-family units, the *Zoning Ordinance*, Article 6 §5.3 requires that the parking spaces be at least 15 feet from the wall of the building and three feet from side and rear property lines. Provide dimensions to confirm compliance. It appears that the row which includes the handicapped parking does not comply with the distancing requirement from the building wall. A Request for consideration of Alternative Bulk Standards for this parking Setback has been requested as part of the Architectural Review Certification.
- 6) Active Recreation Plan:
- a) The Active Recreation Plan must be reviewed by the Parks, Recreation, and Community Enhancement Subcommittee of the City Council Committee of the Whole. Information on this Review step will be presented at the Planning Commission Meeting.
 - b) Please provide an Active Recreation Plan sheet that provides the area calculations and details for the dog run and the rooftop patio.
 - c) Recommendations regarding the Active Recreation Plan concepts are provided in the Report to the Parks, Recreation and Community Enhancement Committee. See attached Recreation Plan Review Report (*pending completion*).
- 7) Provide construction details for the following items but not limited to, dumpster pad/enclosure, lighting fixtures, handicap signage, etc.
- 8) The Historic District Commission recommended conditional approval of the Architectural Review Certificate for the construction of the project. See attached Recommendation Report for recommended conditions (*pending completion*). The Planning Commission will act on the Architectural Review Certificate as part of the review process.
- 9) The construction of the site entrances and street improvements must comply with the requirements of DelDOT and the City of Dover Public Works Department based on street maintenance responsibilities.
- a) Clarify materials (concrete and brick) used and placement design for the sidewalk and entrance construction.
 - b) Identify any changes to on-street parking spaces along the project frontages.
- 10) Any Erosion & Sediment Control Plans and Stormwater Management Plans granted approval by the Kent Conservation District must reflect the Site Plan layout and design conditionally approved by the Planning Commission and be in compliance with the *Zoning Ordinance* and technical review requirements of other agencies.
- 11) The Final Plan set must include notes documenting any action taken by the Planning Commission on the requested waivers and must list any additional conditions of approval.

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

In accordance with the *Zoning Ordinance*, Article 10 §2.2, the Planning Commission in considering and acting upon Site Development Plans may prescribe appropriate conditions and safeguards so that the public health, safety, and welfare, the comfort and convenience of the public

in general, and the residents of the immediate neighborhood in particular shall be taken into consideration. These safeguards may to the maximum extent possible further the expressed intent of the *Zoning Ordinance* and the accomplishment of several objectives in particular listed in subsections 2.21 to 2.28.

- 1) Architectural Review Certification: Staff recommends conditional approval of the Architectural Review Certificate for the construction of The Old Post, finding that the building to be of a design compatible with the nearby buildings and with the intent of the *Design Standards and Guidelines for the City of Dover Historic District Zone*.
 - a) Staff provided a series of recommendations and comments regarding the Architectural Review Certification and review of the project for compliance the *Design Standards and Guidelines*. These items were previously identified during the review of the project by the Historic District Commission. See HDC Recommendation Report.
 - b) Staff supports the Request for Alternative Bulk Standards for the Parking Setback from the Building given the existing conditions of the property and concept to preserve the key front portion of the existing Post Office Building. The parking lot drive aisle dimensions do provide a drive aisle width of 24-feet to serve as a fire lane and rear emergency access to the building. A reduction in the space between the building and parking allows the size of the proposed parking lot to be maximized for parking spaces and to place the accessible parking spaces at the closest point to the building and sidewalk system.
- 2) Bicycle Parking: Planning Staff recommends that additional bicycle parking be added near the front of the building to support the commercial uses.
- 3) Electric Vehicle Charging Stations: Identify if the project is planning for the installation of Electric Vehicle Charging Stations in the parking lot. Currently, the *Zoning Ordinance* does not require them, but many other jurisdictions have implemented such requirements. Electric Vehicle Charging Stations formats include EV-Capable, EV-Ready, and EV-Installed.

XII. ADVISORY COMMENTS TO THE APPLICANT:

- 1) The Planning Commission should act upon the Architectural Review Certification as part of any motion to approve this project, or as a separate motion if necessary.
- 2) In the event that major changes and revisions to the Site Plan occur in the finalization of the Plan contact the Department of Planning and Inspections. Examples include relocation of site components like paving and increases in footprint. These changes may require resubmittal for review by the Development Advisory Committee, Historic District Commission, Planning Commission, or other agencies and commissions making recommendations in regard to the Plan.
- 3) Following Planning Commission approval of the Site Plan, the Plan must be revised to meet all conditions of approval from the Development Advisory Committee or as otherwise noted. A Check Print must be submitted for review by Planning Office Staff and the other commenting agencies. Upon determination that the Plan is complete and all agency approvals have been received, copies of the Plan may be submitted for final endorsement (Final Plan Approval).
- 4) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.
- 5) The applicant/developer shall be aware that prior to any ground disturbing activities on the site

the appropriate Site Plan approvals, Pre-Construction meetings, site inspections and permits are required.

- 6) Construction and demolition will have an effect on the adjacent property owners, employees of adjacent buildings, and nearby sidewalks and streets. Any work requiring the closing or rerouting of potential customers, employees, or visitors to the adjacent properties and streets should be coordinated as to offer the least amount of inconvenience.
- 7) For building new construction and the existing building renovations, the requirements of the building code and the fire code must be complied with. Consult with the Building Inspections Office and City of Dover Fire Marshal regarding these requirements. The resolution of these items may impact the site design including such items as building dimensions and height, building openings, and fire protection needs, etc.
- 8) The applicant shall be aware that Site Plan approval does not represent a Building Permit and associated construction activity permits. A separate application process is required for issuance of a Building Permit from the City of Dover. Building Permits will be required for each building.
- 9) The applicant shall be aware that Plan approval does not represent a Sign Permit, nor does it convey permission to place any sign on the premises. Any proposed site or building identification sign may require a Sign Permit from the City of Dover prior to placement of any such sign in accordance with *Zoning Ordinance* Article 5 §4.

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



CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: FEBRUARY 26, 2025



APPLICATION: The Old Post at 55 Loockerman Plaza
FILE #: S-25-07
REVIEWING AGENCY: City of Dover Department of Public Works and Water & Wastewater
CONTACT PERSON: Jason A. Lyon, P.E., Director of Water & Wastewater / Engineering Services
CONTACT PHONE #: 302-736-7025
CONTACT EMAIL: jlyon@dover.de.us

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

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

CITY AND STATE CODE REQUIREMENTS

SANITATION

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

STORMWATER

1. Final site plan approval will not be granted until a copy of the approved Stormwater/Erosion and Sediment Control Plan from Kent Conservation District is submitted to our office.
2. The size, length, slope, type and flow directions must be shown on all existing and proposed storm sewer lines. Rim and invert elevations must be labeled on all stormwater structures.
3. Please coordinate with the City of Dover to obtain as-built information from a recent stormwater project. The installed infrastructure surrounds the property.

STREETS

1. Final site plan approval will not be granted until a letter of no objection, signed by DelDOT is submitted to our office.
2. The current City of Dover standard street section provides for a 3' grass strip between the curb and sidewalk. This standard was administratively revised to meet ADA and FHA compliance with cross slope requirements and to prevent cars from scrapping at driveways. The revised standard utilizes a five feet (5') wide public sidewalk with a five feet (5') wide grass strip behind the curb. Sidewalk and curb shall be installed for the width of the project scope.
3. It shall be unlawful for any person to alter the curb of any street so as to create a curb depression for the purpose of permitting vehicles to enter onto or exit from the city streets, without a permit issued by the city manager.

4. Please provide an entrance plan for the work proposed on Innovation Way. At minimum, this plan shall provide the radius' of the entrance, grade elevations and turning diagrams to provide evidence that the improvements will not be detrimental to traffic or drainage.
5. Please add the following notes to the plans:
 - a. Standard City of Dover sidewalk, as per chapter 98, article IV of the Dover Code of Ordinances, shall be required to be installed along the entire public street frontage of a property. Where frontage sidewalk exists but does not meet the standards of chapter 98, article IV, the sidewalk shall be re-laid to meet the standards. Sidewalk shall include barrier-free access ramping at points of intersection with street crossings and at other locations so as to afford reasonable barrier-free pedestrian movement and site access.
 - b. In accordance to Appendix A, Article VI, Section B.3, all sidewalks shall ascend from the curbstone to the building line at the ratio of one-quarter of an inch to the foot. Nothing in this section shall be construed to affect any pavement previously laid by order of the city council, until it is taken up and relaid.

WATER

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

walls and slabs must be Class 52 cement lined ductile iron pipe. Confirm particulars to meet this requirement with mechanical designer.

7. Water services shall be either type K copper or SDR-9. 1. All non-metallic water lines (mains and services) shall be installed with a tracer wire and identification tape. The wire shall be a minimum of twelve (12) gauge blue coated solid copper wire, wrapped around the pipe, and extending up into all valve and curb boxes. The identification tape shall be six-inches (6") wide, laid one foot (1') above the pipe, with the following text: "Caution: Buried Water Line Below". 3M marker balls, model 1423-XR, or approved equal shall be installed at every service line connection to the water main and all bends on the service line.
8. On October 24, 2022, City of Dover Council approved the new Cross Connection Control Program. This program requires certain backflow prevention assemblies on water service connections to the city's distribution system. Please provide a specific description of the activities within this project.

WASTEWATER

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

GENERAL

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

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 during the spring and fall. The applicant must call the Department of Water & Wastewater directly to schedule these tests. This applies to both existing hydrants as well as those proposed for the site.
4. Water impact fees will be required to be paid prior to Certificate of Occupancy for this project. Each apartment unit is equal to one (1) Equivalent Dwelling Unit (EDU).

WASTEWATER

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

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: FEB 26, 2025

APPLICATION: The Old Post at 55 Loockerman Plaza
FILE #: S-25-07
REVIEWING AGENCY: City of Dover Electric Department
CONTACT PERSON: Shawn Burgett, Engineering Services & System Ops Superintendent
CONTACT PHONE #: 302-674-7568
CONTACT EMAIL #: sburgett@dover.de.us

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

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

CITY AND STATE CODE REQUIREMENTS

ELECTRIC

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

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

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

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

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

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

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

S-25-07

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 02/26/25

C
I
T
Y

O
F

D
O
V
E
R

F
I
R
E

M
A
R
S
H
A
L

APPLICATION: The Old Post at 55 Loockerman Plaza

FILE #: S-25-07 **REVIEWING AGENCY:** City of Dover, Office of the Fire Marshal

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

PHONE #: (302) 736-4457

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

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

CITY AND STATE CODE REQUIREMENTS:

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

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

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

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

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

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

5. Fire lanes shall cover 50% of the proposed building.

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

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

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

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

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

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

7. All Fire Lanes shall be marked as follows:

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

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

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

9. Fire lane signs shall be located as follows:

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

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

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

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

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

11. All access roadways shall be paved and be a minimum of 20 feet clear width for two-way traffic and 14 feet clear width for one-way traffic. The paved width of access roadway shall be measured from edge of parking spaces, or face of curb for vertical curb and back of curb for mountable curb, or edge of pavement if there is no curbing. (2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 5.2)
12. Emergency access to rear building areas compliant with City of Dover Code (Appendix B- Zoning, Article 5- Supplementary Regulations, Section 17);

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

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

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

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

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

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

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

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

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

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

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

Public mode audible requirements. To ensure that audible public mode signals are clearly heard by occupants of a structure, they shall have a sound level at least 15 decibels (dB) above the average ambient sound level or five decibels (dB) above the maximum sound level having a duration of at least 60 seconds, whichever is greater, measured five feet (1.5m) above the floor in the area required to be served by the system using the A-weighted scale dBA. In the event the stated requirement cannot be met a shunt trip relay/switches shall be the approved method of meeting the intent of this section of the Code.
(City Code of Ordinances 46-171)

19. Sprinkler system required. System is to be monitored by an approved Fire Alarm System.

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

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

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

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

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

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

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

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

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

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

(2015 State of Delaware fire Prevention Regulations, 702, Chapter 4)
Places of assembly shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13 when the following apply:

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

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

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

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

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

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

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

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

(City of Dover Code of Ordinances 46-162)

NFPA 101, 12.3.5.1 The following assembly occupancies shall be protected throughout by an approved, supervised automatic sprinkler system in accordance with 9.7.1.1(1): 1. Dance Halls 2. Discotheques 3. Nightclubs 4. Bars 5. Restaurants 6. Assembly occupancies with festival seating

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

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

21. Parking and/or obstructions shall be prohibited in front of fire department connections for a distance measuring from the center line and extending four feet on both sides.
(2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.4)

22. Fire Department Connection to be located within 300 feet of fire hydrant, measured as hose would come off the fire equipment.
23. All standpipe and sprinkler connections shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation. All standpipe and sprinkler connections shall have minimum of four inch (4") solid yellow demarcation lines to define specific areas, Solid yellow demarcation lines shall be measured from the center line of the connection and extend for a distance of four feet (4') on both sides, and where parking is allow between the building and the street or fire lane the solid yellow demarcation lines shall extend from the end of the sidewalk surface to the street or fire lane (Markings shall not be required on the sidewalk surface).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

26. 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)

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

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

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

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

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

Installation before testing. No acceptance test for sprinklers or fire alarms shall be conducted before the installation of a key box.
(City Code of Ordinances 46-127)

Knox Box to be mounted 6 feet above ground level

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

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

30. Buildings over 25,000 Sq. Ft are to have radio performance testing done prior to Final CO. This must be scheduled in advance with an authorized vendor.
31. Project to be completed per approved Site Plan.
32. Full building and fire plan review is required.
33. Separate building permits/plans submission will be required for each building and/or tenant fit out. If the permit submission is for a "shell" a Certificate of Occupancy will not be issued. Separate plans and permits submissions will be required for each "tenant fit out" at which time a Certificate of Occupancy will be issued upon compliance/completion of each "tenant fit out".

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

Section 1. - Building permits.

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

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

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

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

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

(Ord. of 7-12-1993, § 3)

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. Please confirm that there is 15' between the parking and the building at the rear as outlined in item # 6 listed above
 - a. The Fire Marshal met with Lighthouse Construction after the DAC meeting. The 24' Fire lane on the West side of the building will be counted for the emergency rear access (the rear of the **building has no windows, this side has windows for access to apartments if needed**).

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):

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

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

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

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

2009 IBC (International Building Code)

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

2021 Delaware State Fire Prevention Regulations

City of Dover Code of Ordinances

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
ADVISORY BRIEF
D.A.C. MEETING DATE: 3/5/2025

**Dover/Kent
County
Metropolitan
Planning
Organization**

S-25-07 The Old Post at 55 Loockerman Plaza

FILE # S-25-07

REVIEWING AGENCY: Dover/Kent County MPO

CONTACT PERSON: Malcolm Jacob

PHONE #: (302) 387-6030

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

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

City of Dover Planning Commission
Site Development Plan Review

S-25-07 The Old Post at 55 Loockerman Plaza

Dover Kent MPO has no major objections to the site plan. Sidewalks are already present along the property's frontage, and crosswalks are found at the nearby driveway entrances and between the northern and southern sides of Loockerman Plaza. The *Downtown Dover Pathways Plan*, completed in 2024, proposes several pedestrian improvements to Loockerman Plaza, including the filling of sidewalk gaps and the addition of a midblock crossing.¹ Although the frontage of this property is not addressed in the study's short-term recommendations, the applicant should ensure that any new development does not impede pedestrian safety and connectivity.

Accessible parking spaces are included in the plan, close to the main building. These parking spaces should be accompanied by ADA ramps, and they should be placed so that users do not have to walk into the path of approaching vehicles.

¹ Downtown Dover Pathways Plan. Dover/Kent County MPO (2024).
<https://doverkentmpo.delaware.gov/files/2024/08/Downtown-Dover-Pathways-Final-Report-2024-07-11.pdf#page=65>.



Bicycle storage is included in the plan; it is expected to be located within the residential building. The applicant should coordinate with the City of Dover to determine whether this meets the City's requirements for bicycle parking. If it does not meet the requirements, bike racks may be needed outside of the building. These spaces should be included at a rate of one (1) bicycle parking space for every twenty (20) vehicle parking spaces. (See Dover Code – Appendix B, Article 6, Section 3.10.)² If more information on various types of bike racks is needed, please contact Dover Kent MPO.

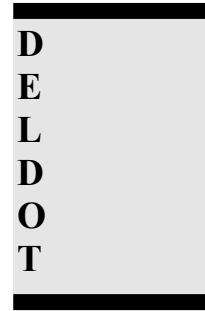
If you have any questions or need to discuss any of the above comments, please call the above contact person and the Planning Department as soon as possible.

² Dover Code: Appendix B, Article 6, Section 3.10. City of Dover.

https://library.municode.com/de/dover/codes/code_of_ordinances?nodeId=PTIICOR APXBZO ART6OREPAD RLOFA_S3REOREPASP.



CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY



APPLICATION: The Old Post at 55 Loockerman Plaza

FILE#: S-25-07

REVIEWING AGENCY: DelDOT

CONTACT PERSON: Brian Williams

PHONE#: 302-760-2141

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

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

CITY & STATE CODE REQUIREMENTS:

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

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

1. A pre-submittal meeting is required with DelDOT.



March 5, 2025

City of Dover
15 Loockerman Plaza
Dover, Delaware 19901

Attention: Dawn Melson-Williams

Subject: The Old Post at 55 Loockerman Plaza, Parking Strategy

Dear Ms. Melson-Williams:

The following is the Parking Strategy for the proposed Old Post mixed used development located at 55 Loockerman Plaza:

Developer proposes to provide 48 onsite reserved spaces for residential tenants at a rate of 2 per Two Bedroom, 1 per One Bedroom and 1 per Studio. Additionally, the developer acknowledges an additional 60 spaces required by the Business and Restaurant Occupancy. Proposed parking will be provided by both onsite surplus of 14 spaces and up to 29 spaces through shared parking easement with City of Dover providing a balance of 17 spaces. Directly contiguous to the Old Post Parcel are approximately 180 public parking spaces available to serve the patrons of the proposed Restaurant use.

Recommended			
Units	Description	Per Unit	
12	Two Bedroom	2	24
9	One Bedroom	1	9
15	Studio	1	15
	Total Apartment Parking		48
	SF		
4000	Restaurant (1 per 4 seats & 3 bar stools)		54
1770	Business	1/300	6
	Total Commercial Parking		60
Provided			
	Onsite		62
	Shared Easement		29
	Public Parking - Library Lot*		154
	Public Parking - Innovation Way		22
	Public Parking - Loockerman Plaza		4
			271
	*Two Hour Limit		

Any questions or concerns please feel free to contact me at 302.677.1965 or by email.

Thank you,
G. Michael Glick
President

Ring W. Lardner, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheelleton, AIA, LEED GA
Jason P. Loar, P.E.
Jamie L. Sechler, P.E.

March 6, 2025

City of Dover
15 Loockerman Plaza
Dover, DE 19901

Attn: Dawn Melson-Williams, AICP

RE: **The Old Post**
55 Loockerman Plaza
DBF #: 2916A036

Dear Mrs. Melson-Williams:

On behalf of the developer, we are respectfully requesting an exemption from Appendix B, Zoning, Article 6, Section 5.3 of the City of Dover.

Appendix B, Zoning, Article 6, Section 5.3 of the City of Dover code is a supplementary parking regulation for multiple dwellings that states among other things, *"The parking of motor vehicles within 15 feet of any wall or portion thereof, is prohibited."* In order to provide an adequate amount of parking for the proposed 36 unit apartment building, the restaurant and offices, the parking lot to the rear of the proposed building was designed to maximize the number of provided parking spaces. In doing so, we were subject to several restrictions, these being the minimum parking space size, minimum fire regulations fire lane widths, City of Dover minimum drive aisle widths, and above all preserving the original post office building that fronts Loockerman Street per the Historic District Zone and Architectural Review Certification requirements. With all of these design restrictions considered, we were forced to place the parking spaces, including 3 handicapped accessible parking spaces, less than 15 feet of the rear (northern) side of the building, while preserving the original post office building structure.

Under the Architectural Review Certification, Article 10, Section 3.25 states, *"An architectural review certificate may be issued if it is found that the architectural style, general design, height, bulk and setbacks, arrangement, location and materials and structures affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district as set forth in the historic district design guidelines and standards adopted by the planning commission and as set forth in the United States Secretary of the Interior's Standards for Rehabilitation."* Essentially leniency can be provided in the general design, height, bulk and setbacks in order to maintain the traditional architecture of the historic district. Specifically in our case, this provides the ability to allow exclusion from the minimum 15' distance between parking spaces and the proposed multifamily building.

Additionally, we have discussed this same proposal with the City Fire Marshal and they have agreed to allow these parking spaces within the 15 feet minimum of the building as this side of the building does not grant them access to any windows, balconies, etc. above the ground floor level. These potential emergency points of egress are located on the east and west side of the multifamily building. Only an entry door at ground level and two windows withing the stairwell are provided at the rear of the building and parking is prohibited for a width of 9 feet in front of the entry door.

We do intend to adjust the drive aisle widths to maximize the distance between the building and the adjacent parking spaces, however we will not be able to reach the minimum separation distance . We appreciate your understanding of this matter and to provide convenience for the tenants and patrons of the apartments, restaurants, and offices, and to preserve a historic building of downtown Dover we respectfully request exemption from the minimum distance of 15' from parking space to a building as found in Article 6, Section 5.3 of the City of Dover zoning code.

If you have any questions or require additional information, please do not hesitate to contact me at (302) 424-1441 or via email at csw@dbfinc.com.

Respectfully Submitted,
Davis, Bowen & Friedel, Inc.

A handwritten signature in black ink, appearing to read "Chad S. Warren", followed by a horizontal line extending to the right.

Chad S. Warren, P.E.
Associate/Sr. Civil Engineer