



DATA SHEET FOR SITE DEVELOPMENT MASTER PLAN REVIEW CERTIFICATION

DEVELOPMENT ADVISORY COMMITTEE MEETING OF August 27, 2025

PLANNING COMMISSION MEETING OF September 15, 2025

Plan Title: Blue Hen Corporate Center Pad Sites Master Plan, S-25-12

Plan Type: Site Development Master Plan

Location: East side of Bay Road, south of Blue Hen Boulevard

Owners: Blue Hen CC, LLC and Blue Hen Mall, LLC

Addresses: 631 Bay Road, 655 Bay Road, and 655 Bay Road (S-10)

Tax Parcels: ED-05-077.00-01-19.08-000, ED-05-077.00-01-19.04-000, and ED-05-00-01-19.05-000

Size: Building 1 Lot: 2.31 acres
Building 2 Lot: 18.20 acres
Parking Lot Area (previous Buildings 3 and 4) Lot: 3.10 acres
Total Area: 23.61 acres +/-

Present Uses: Parking Lots

Proposed Use: Commercial Pad Sites (for future building development)

Zoning: SC-2 (Community Shopping Center Zone)
SWPOZ (Source Water Protection Overlay Zone): Tier 3 – Excellent Recharge Area

Building Area: Total of 16,000 SF (2 buildings at 8,000 SF each) as revised

Off Street Parking: 515 vehicle parking spaces as revised

Sewer & Water: City of Dover

Waiver Request: Partial Elimination of Upright Curbing

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

**City of
Dover
Planning
Office**

APPLICATION: Blue Hen Corporate Center Pad Sites Master Plan

FILE #: S-25-12

REVIEWING AGENCY: City of Dover Planning

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

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

It is noted that a Revised Plan was received October 8, 2025 which revised the concept for the Lot 3 area (Parcel ED-05-077.00-01-19.08-000) from locations of proposed Building 3 and Building 4 to an improved large Parking Lot Area.

I. PLAN SUMMARY

This Application is for review of a Site Development Master Plan application for three parcels of land with frontage on Bay Road consisting of a total of 23.61 acres ±. The properties are zoned SC-2 (Community Shopping Center Zone) and with certain areas subject to the SWPOZ (Source Water Protection Overlay Zone Tier 3 – Excellent Recharge Areas). The proposed project would set the sites for two 8,000 SF buildings (Buildings 1 – 2) and associated 515 parking spaces to be placed on the pad sites located at the Blue Hen Corporate Center. Development is proposed in no specific phase order because it will be built to suit as tenants approach the developer. The property is located on the east side of Bay Road and south of Blue Hen Boulevard. The owners of record are Blue Hen CC, LLC, and Blue Hen Mall, LLC. Property Addresses: 631 Bay Road and 655 Bay Road and another listed as 655 Bay Road (S-10). Tax Parcels: ED-05-077.00-01-19.08-000, ED-05-077.00-01-19.04-000, and ED-05-077.00-01-19.05-000. Council District 2.

The applicant has also requested a waiver of the required upright concrete curbing along the front drive and parking area in order to allow for the sheet flow of runoff from the parking areas to the existing storm drain infrastructure located on the west side of the property.

Previous Applications

The project site has been associated with previous applications for Rezoning, Administrative Site Plans, and Minor Lot Line Adjustment Plans. The collection of parcels previously known as the Blue Hall Mall was rezoned from SC-3 to SC-2 with Rezoning Application Z-15-02 approved in June 2015; the eastern area was rezoned to RG-2 along with an adjacent parcel which led to the development of the Blue Hen Apartments complex. A Minor Lot Line Adjustment Plan divided the southern portion of the main building at a different location. The most recent Administrative Site Plan focused on Parking Lot Improvement at the south end of the building for Bayhealth.

II. PROJECT DESCRIPTION

The application (as revised 10/8/2025) proposes setting the sites for two 8,000 SF buildings (Buildings 1 – 2) and associated 515 parking spaces to be placed on the pad sites located at the Blue Hen Corporate Center. The developer plans to phase construction and site improvements by beginning with the removal of the existing pavement to install landscaping to enhance the current appearance of the Blue Hen Corporate Center and then proceed with the development of the pad sites for buildings and an improved parking lot area. As noted previously, the 8,000 SF buildings will be built to suit as tenants approach the developer. The subject properties are located along the frontage of Bay Road and are zoned as SC-2 (Community Shopping Center Zone) with one overlapping the SWPOZ (Source Water Protection Overlay Zone: Tier 3 – Excellent Recharge Areas).

Surrounding Land Uses

As previously noted, all parcels are zoned SC-2 (Community Shopping Center Zone) with a portion of the site subject to the SWPOZ (Source Water Protection Overlay Zone Tier 3 – Excellent Recharge Areas). Properties immediately adjacent to the subject project locations are also zoned SC-2 (Community Shopping Center Zone), with other nearby properties zoned IO (Institutional/Office Zone) and C-4 (Highway Commercial Zone). The main Blue Hen Corporate Center Building sites to the east of the pad site areas. An auto care/service facility is located between Blue Hen Boulevard and the northernmost proposed Building 1. The second northernmost proposed Building 2 is situated between a car rental retailer to the north, and restaurant to the south. The southernmost parcel proposed for an improved parking lot is located between the south entrance to the Blue Hen Corporate Center and an empty lot zoned as C-4 (Highway Commercial Zone) that fronts on Bay Road and Energy Lane.

III. ZONING REVIEW

SC-2 (Community Shopping Center Zone)

The subject property area is zoned SC-2 (Community Shopping Center Commercial Zone) and the overall combination of parcels working together as the Blue Hen Corporate Center comply with the 15-acre requirement for the SC-2 zone. The description of the SC-2 (Community Shopping Center Zone) zoning district is provided in Article 3 §17 of the *Zoning Ordinance* and provisions identify the allowable (permitted) uses and the related bulk standards for the SC-2 (Community Shopping Center Zone). The SC-2 (Community Shopping Center Zone) allows for:

Article 3, Section 17.32

1. All uses permitted in the neighborhood shopping center zone SC-1;
2. Banks, theaters and restaurants;
3. Outlets and pickup stations for laundries and cleaning establishments. Except in self-service, automatic laundry establishments containing not more than 30 washing machines, washing of wearing apparel on the premises is prohibited. Except for incidental removal of spots with flammable solvent, cleaning of wearing apparel or household effects on the premises is permitted only if nonflammable solvent is used.
4. Manufacturing, assembling, converting, altering, finishing, cleaning or any other processing of products where goods so produced or processed are to be sold at retail exclusively on the premises, provided that:
 - (a) An area fully concealed from any street and equal to not more than 20 percent of the area devoted to retail sales shall be so used;
 - (b) Except in connection with clothes pressing, electrical power not exceeding a total of five rated horsepower and steam pressure not in excess of 60 pounds of pressure per square

- inch shall be used exclusively;
- (c) Not more than four employees are engaged in such production or processing.
5. Hotels and clubs.
 6. Light motor vehicle service accessory to a permitted use, provided that all work is completed inside a building and that no automobiles are stored outside.

The zoning references back to the SC-1 and C-1 zones also allow for the following uses: Business, professional, and governmental offices, public libraries, banks, retail and service establishments, one-family residences, apartments, and multi-family dwellings. The subject properties will have frontage on Bay Road. The SC-2 (Community Shopping Center Zone) requires a 50-foot minimum setback from the right-of-way and also a 50-foot setback from non-residential properties. According to the Plan Sheets, the proposed building locations fulfill this requirement.

Since the proposed project would only set the site for two 8,000 SF buildings and development will be built to suit tenants as they approach the developer, there are not yet building plans. The southern parcel was revised to propose an improved Parking Lot. The height and number of stories for the future buildings must be in compliance with the SC-2 (Community Shopping Center Zone) design requirements. SC-2 (Community Shopping Center Zone) areas are subject to the same design requirements as C-4 (Commercial Highway Zone), unless otherwise stated in *Zoning Ordinance*, Article 3 Section 17. The maximum lot coverage permitted for C-4 (Commercial Highway Zone) properties is 75 percent.

SWPOZ (Source Water Protection Overlay Zone)

The majority of the Parcel 19.08 which is proposed as a Parking Lot (previous showed Buildings 3 and 4 on this parcel) is within the SWPOZ – Tier 3 Excellent Recharge Area. The requirements related to the SWPOZ are found in the *Zoning Ordinance* Article 3 §29. According to Article 3 §29.73:

Article 3 Section 29.73 *Redevelopment*. Site modification which requires site development plan approval must create a 15-percent reduction in the amount of impervious surface on the site when compared to pre-redevelopment conditions.

(a) If the 15-percent reduction would require a site to go below the 30-percent maximum impervious surface provision of section 29.72, then the maximum impervious surface cover for the site is 30 percent.

(b) If stormwater is infiltrated within the excellent recharge area as per section 29.72 then only an amount of reduction in impervious surface which is necessary to meet the 60-percent maximum will be required.

The development of these pad sites is considered redevelopment since the existing condition is a paved (parking lot) area. The parcel location will be required to reduce the impervious surfaces.

Site Development Master Plan

The plan for this project is submitted for review under the Site Development Master Plan process (See *Zoning Ordinance*, Article 10 §2.44 listed below). This process allows for a series of construction phases to be outlined in a Master Plan for the Planning Commission review and approval. Prior to each Phase of construction, a Site Plan specific to that phase is submitted for Administrative Site Plan review.

Article 10 Section 2

2.44 *Site development master plans*. Conceptual site development master plans shall be reviewed by the planning commission in accordance with the provisions of subsection 2.43. Conceptual site

development master plans shall depict a site development proposal that reflects general compliance with the provisions of the zoning ordinance and shall also reflect the following information on the plan:

(A) *Conceptual master plan*. Conceptual master plan shall include the proposed general layout of building, streets, parking, open space, landscape concepts, and stormwater management areas.

(1) Detailed site construction plans, details, and specifications are not required as part of a site development master plan submission.

(2) The plan shall illustrate distinct phase boundaries for each proposed construction phase and shall depict proposed construction and site improvements planned for each phase. Bulk quantities and area totals for each construction phase, and for the total site, shall be tabulated in a data column on the plan.

(3) Each construction phase shall be enumerated in sequential order on the site development master plan according to the order of construction contemplated by the plan. Phases shall be implemented in accordance with the approved site development master plan unless the city planner approves an alternate phasing.

(4) Each construction phase represented on the master plan shall be planned and designed to function independent of construction and site improvements contemplated in future construction phases in all respects, including but not limited to bulk area provisions of the zoning district in which the site is located, off-street parking requirements, site entrances, emergency access requirements, site utilities, and stormwater management improvements except where the requirements and needs of a later phase are met and remain met by a previous phase of completed construction.

(5) Any special agreements or conditions of approval relative to the overall development that have been specified by regulatory agencies shall be documented on the site development master plan.

(B) *Phased site plan approval*. Individual phased components of the conceptual master plan are to be reviewed and approved as an administrative site plan. Final site construction plans, including detailed site grading, paving, utilities, stormwater management, and tree planting and preservation plans shall be submitted for final approval by the city planner and/or authorized designee, and to other agencies having jurisdiction, on a phase by phase basis in accordance with the approved site development master plan, and all regulations of the City of Dover governing the approval of site plans as set forth in subsections 2.4 and 2.5.

The project has submitted a Phasing Strategy Statement dated 8/1/2025 which does not identify a specific order of phases. It only describes a series of construction actions beginning with removal of the existing pavement and installation of landscaping and then development of the pad sites.

IV. PARKING SUMMARY

Per *Zoning Ordinance*, Article 3 Section 17.5, all shopping centers must have no less than one parking space for every 300 square feet of gross leasable area. See the following table for a summary of the parking requirements compared to proposed parking. Each parking lot area will also have to provide handicapped accessible parking spaces. The proposed Parking Lot only parcel only included striped islands at the end of each row.

Proposed Building	Square Feet	Parking Spaces Required	Parking Spaces Proposed
Building No. 1	8,000	27	189
Building No. 2	8,000	27	56
Parking Lot Area	--	--	270
Total	16,000 SF	54	515

Bicycle Parking

Bicycle parking shall be provided for parking spaces at a rate of one (1) bicycle parking space for every twenty (20) parking spaces. The following table provides a summary of the required bicycle

parking spaces per building/parking lot location. The location of the bicycle racks is not shown on the plan.

Proposed Building	Parking Spaces Proposed	Bicycle Parking Spaces Required
Building No. 1	189	9
Building No. 2	56	3
Parking Lot	270	14
Total	450	26

V. SITE CONSIDERATIONS

Access

The overall Blue Hen Corporate Center has two main access points (one is fully signalized) from Bay Road. There is also access from Blue Hen Boulevard.

Lighting

Lighting of commercial uses shall provide no less than 1½ footcandles at grade. Light shall not be distracting to traffic on adjacent roads. The owner and contractors of the future buildings and Parking Lot area will coordinate final lighting locations; as currently shown, the lighting is placed within select parking lot islands.

Dumpsters

Each property requires two dumpsters. According to the Preliminary Cover Sheet and General Notes, each building has a dumpster enclosure to house the required dumpsters which must accommodate trash and recycling.

Sidewalks

Sidewalks are required for all street frontages of a site. The plan does not show any sidewalks for the frontages along Bay Road. Connecting sidewalks are also needed from the street frontage sidewalk to the interior site circulation. In the SC-2 zone, the pedestrian traffic must be separated from vehicle circulation on the interior portions of the site. If the applicant is seeking to eliminate the frontage sidewalk/pathway, then a written waiver request is necessary for consideration by the Planning Commission. It is noted that DelDOT may still require the sidewalk/shared use path along the Bay Road frontage.

VI. BUILDING ARCHITECTURE

No building architecture has been provided for review. The Architecture may be required to be submitted for Planning Commission review as a condition of the Administrative Site Plan review process.

VII. TREE PLANTING AND LANDSCAPE PLAN

Tree Planting Requirements

The *Zoning Ordinance* further requires tree planting at a rate of one tree per 3,000 SF of non-woodland development area. The following table summarizes the tree planting requirements for each project location based on the Tree Preservation and Density summary table.

Proposed Building	Non Woodland Development Area (SF)	Trees Required	Trees Proposed
Building No. 1	82,764 SF	28	44
Building No. 2	65,340 SF	22	23
Parking Lot Area	109,771 SF	37	37
Total		89	104

The Landscape Plan shows tree plantings and shrub plantings within parking lot islands, along the front of the property, and along certain side property lines. The development areas must be confirmed for the tree calculation.

Landscape Requirements

Arterial Street Buffer

Within SC-2 (Community Shopping Center Zone), a landscaped buffer area of no less than ten feet along all lot lines is required, per *Zoning Ordinance*, Article 3 Section 17.7. Additionally, in accordance with Article 5 Section 7.3, all nonresidential zoned properties that front on a principal arterial street must have a minimum buffer of 30 feet in depth from the right-of-way line of the arterial street. The project locations all have a 30-foot buffer from the right-of-way of Bay Road.

VIII. 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 minimum of 23 bicycle parking spaces is required: nine at Building 1, three at Building 2, and also with the Parking Lot. The plans submitted do not show bicycle parking. Administrative Site Plans for each building and parking lot area must show bicycle parking locations.
- 2) The construction of the site entrances and street improvements must comply with the requirements of DelDOT, including the installation of sidewalks or Shared Use Pathways along South Bay Road.
 - a) A written waiver request must be submitted to consider elimination of such sidewalks/pathways.
 - b) The parcels must also include connections from the street frontage sidewalk leading into the site towards each building.
- 3) The overall pedestrian network for the Blue Hen Corporate Center must be clearly identified and include any traffic control markings.
- 4) Update the data columns on the plan sheets to reflect SWPOZ (Source Water Protection Overlay Zone: Tier 3 – Excellent Recharge Areas) and add this zoning line the plan sheets.
- 5) Revise the development plan of Parcel 19.08 (Proposed improved Parking Lot area) to reflect the required 15 percent reduction in impervious cover to satisfy the SWPOZ redevelopment provisions. And ensure it also complies with the maximum lot coverage limitations.

- 6) Correct the front setback in the Site Data Table on Sheet C-001 and the BRL (building restriction line) on all applicable sheets to reflect the 50-foot setback minimum front setback from the right-of-way. Also update the side yard setback of 50 feet on Parcel 19.08 southern boundary.
- 7) Correct the zoning designations of Tax Parcels 19.06 (Wayback Burgers), 19.00 (Enterprise), and 19.02 (Firestone) to read “SC2” instead of “SC3”.
- 8) Revise the data columns to provide the existing and proposed impervious area and total lot coverage for all parcels. The SC-2 zone is subject to the lot coverage limitation of C-4 zone at 75%.
- 9) Landscape Plan, Sheet L-101:
 - a) Correct the number of required trees for Parcel 19.05 to be 28 instead of 30.
 - b) Add a landscaped buffer area of no less than ten feet along the south lot line of Parcel 19.04, to ensure compliance with Article 3 Section 17.7.
 - c) Confirm compliance with the requirement for the percentage of landscaping of parking areas. This is especially needed on the parcel proposed as only a Parking Lot.
 - d) Ensure that tree plantings do not conflict with lighting poles or utility lines.
- 10) The Administrative Site Plan will need to include:
 - a) Provide all details for elements on the plan such as curbing, handicapped parking, accessible ramps, striping, Dumpster enclosures, tree plantings, lighting, etc.
 - b) Provide easements for utilities, access, etc.
- 11) 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 must comply with the *Zoning Ordinance* and technical review requirements of other agencies.
- 12) The Final Plan set and individual administrative site plans must include notes documenting any action taken by the Planning Commission on the requested waivers and must list any additional conditions of approval.
- 13) The building architecture must be submitted for review by the Planning Commission as part of the Administrative Site Plan review process.
- 14) This overall site appears to be eligible for consideration of a Unified Comprehensive Signage Plan. That is a separate application to the Planning Commission.

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

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

- 1) Waiver Request - Elimination of Upright Curbing: In accordance *Zoning Ordinance*, Article 6, Section 3.6(b) of the City of Dover zoning standards, the City Planner grants approval of the request to eliminate select areas of the curbing for the parking lot areas if needed for the proposed stormwater management design to allow for sheet flow of runoff to the existing storm drain infrastructure located near South Bay Road. Parking bumpers must be added for any locations where the curbing at the head of the parking space has been eliminated.
- 2) Pedestrian Circulation: The pedestrian circulation must be more clearly delineated for the overall site of the Blue Hen Corporate Center. Also identify any of the transit stops at the site and ensure pedestrian circulation connections are made from the pad site buildings and parking lot to the main corporate center building.
- 3) Landscaping: It is recommended that a greater mix of tree species be considered for the frontage plantings to avoid loss on all trees if a species is affected. The addition of more landscape areas for tree planting is recommended for the proposed Parking Lot on parcel 19.08 and also for the large parking lot area east of the development area on Parcel 19.05. There may be an opportunity to increase the size of parking lot islands and medians to add plantings and pedestrian circulation.
- 4) Streetscaping: The design of the sidewalks along South Bay Road must be evaluated with sidewalk construction standards and streetscape designs for the street and should match the streetscape for each street. This should be coordinated with DelDOT. Planning Staff does not recommend consideration of eliminating sidewalk/pathway in this area as studies have identified gaps in the pedestrian circulation in this area.
- 5) Parking Lot Area: For the proposed Parking Lot area (parcel), Staff recommends the implementation of parking lot islands with upright curbing as a traffic circulation control mechanism and as a planting location for trees. This parcel must reduce impervious coverage due to its location with the SWPOZ (Source Water Protection Overlay Zone) and as otherwise required for lot coverage limitations.
- 6) Interconnection: With the previous development of the adjacent parcel to the south, a circulation connection (easement) was established to connect to the Blue Hen Corporate Center. With this project the continue north of the drive aisle interconnection should be finalized.
- 7) Electric Vehicle Charging Stations: In the individual Administrative Site Plans, please 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.

X. ADVISORY COMMENTS TO THE APPLICANT:

- 1) The Planning Commission should act upon the request for waivers as part of any motion regarding this project application, or as a separate motion as necessary. Note: All waivers are at the discretion of the Planning Commission. The Commission may approve or deny waiver requests.

- 2) In the event, that major changes and revisions to the Site Master Plan concepts 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 building footprint. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other agencies and commissions making recommendations in regard to the Plan.
- 3) Following Planning Commission approval of the Site Development Master Plan, each phase of the Master Plan is subject to Administrative Site Plan review and approval. The Administrative Site Plans must be revised to meet all conditions of approval from the Development Advisory Committee or as otherwise noted.
- 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) For building new construction, the requirements of the building code and the fire code must be complied with. Consult with the Building Inspection Staff and City of Dover Fire Marshal regarding these requirements. The resolution of these items may impact the site design including such items as building dimensions and height, building openings, and fire protection needs, etc.
- 7) The applicant shall be aware that Site Master 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.
- 8) The applicant shall be aware that Plan approval does not represent a Sign Permit, nor does it convey permission to place any sign on the premises. Any proposed site or building identification sign may require a Sign Permit from the City of Dover prior to placement of any such sign in accordance with *Zoning Ordinance* Article 5 §4.

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



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



APPLICATION: Blue Hen Corporate Center Pad Sites Master Plan
FILE #: S-25-12
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 / STORMWATER / STREETS / WATER / WASTEWATER / GENERAL

1. Our office has no objection to the master plan. Further requirements will be provided if additional development plans are submitted, this specifically refers to the sanitary sewer plan.

TYPICAL CITY AND STATE CODE REQUIREMENTS REQUIRED FOR EACH FUTURE ADMINISTRATIVE SUBMISSION

STORMWATER

1. 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.
2. 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.

STREETS

1. Final site plan approval will not be granted until a copy of the approved entrance plan, signed by DeDOT is submitted to our office.
2. The current City of Dover standard street section provides for a 3' grass strip between the curb and sidewalk. This standard was administratively revised to meet ADA and FHA compliance with cross slope requirements and to prevent cars from scrapping at driveways. The revised standard utilizes a five feet (5') wide public sidewalk with a five feet (5') wide grass strip behind the curb. Sidewalk and curb shall be installed for the width of the project scope.
3. Please add the following notes to the plans:
 - a. Standard City of Dover sidewalk, as per chapter 98, article IV of the Dover Code of Ordinances, shall be required to be installed along the entire public street frontage of a property. Where frontage sidewalk exists but does not meet the standards of chapter 98, article IV, the sidewalk shall be re-laid to meet the standards. Sidewalk shall include barrier-free access ramping at points of intersection with street crossings and at other locations so as to afford reasonable barrier-free pedestrian movement and site access.

- b. In accordance to Appendix A, Article VI, Section B.3, all sidewalks shall ascend from the curbstone to the building line at the ratio of one-quarter of an inch to the foot. Nothing in this section shall be construed to affect any pavement previously laid by order of the city council, until it is taken up and relaid.

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.

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.
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 building. These projections must be submitted prior to approval so the meter size can be placed on the final site plan. The proposed water meter 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. 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. A minimum of fifteen feet (15') shall be provided between the fire hydrant and fire hydrant valve.

8. On October 24, 2022, City of Dover Council approved the new Cross Connection Control Program. This program requires certain backflow prevention assemblies on water service connections to the city's distribution system. Please provide a specific description of the activities in this building.

WASTEWATER

1. All wastewater utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
 - a. Any existing sanitary sewer lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Public Works 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 laterals (other than for single-family dwellings) showing that velocity and all other requirements are met.
6. The minimum size of all sanitary sewer laterals shall be six-inch (6").
7. If kitchen facilities are proposed a minimum 1,000 gallon, two chamber grease trap, meeting all Kent County ordinance requirements, must be provided. A construction detail for the proposed grease trap, as well as the proposed location, must be provided on the plan.
8. Depending on the effluent flow, the downstream pump station may be required to be evaluated by the developer / engineer to verify it can handle the additional effluent flow.

GENERAL

1. All existing utilities shall be adjusted to final grade in accordance with current City of Dover requirements and practices. This must be included as a note on the plan.
2. No trees may be planted within ten feet (10') of utility infrastructure.
3. 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

STORMWATER / SANITATION / WATER / WASTEWATER / GENERAL

1. None

STREETS

1. A multi-use path should be installed throughout the frontage of this property to provide connectivity to the north and south of this lot.

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.
5. The water lines within the site are privately owned by the property owner.

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, the sanitary sewer system plans may be required to be submitted 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. Wastewater impact fees will be required to be paid prior to Certificate of Occupancy for this project.
4. Additional requirements will be required if a building is proposing to use a grinder pump for the service.

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. This project will require a State Utility Permit to be submitted to Delaware Department of Transportation. This application shall be created by the developer.
3. 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.

STORMWATER / STREETS / SANITATION

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: AUG 27, 2025

APPLICATION:	<u>Blue Hen Corporate Center Pad Sites Master Plan</u>
FILE #:	S-25-12
REVIEWING AGENCY:	City of Dover Electric Department
CONTACT PERSON:	Shawn Burgett, Engineering Services & System Ops Superintendent
CONTACT PHONE #:	302-674-7568
CONTACT EMAIL #:	sburgett@dover.de.us

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

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

CITY AND STATE CODE REQUIREMENTS

ELECTRIC

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

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

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

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

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

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

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 08/27/25

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APPLICATION: Blue Hen Corporate Center Pad Sites Master Plan

FILE #: S-25-12 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

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

PHONE #: (302) 736-4457

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

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

CITY AND STATE CODE REQUIREMENTS:

1. Proposal is for pad sites
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 TBD 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 TBD of the proposed building.

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

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

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

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

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

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

7. All Fire Lanes shall be marked as follows:

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

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

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

9. Fire lane signs shall be located as follows:

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

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

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

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

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

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

12. Multiple Access Roads shall be provided when a fire department access road (fire lane) is determined by the Fire Marshal to be impaired by vehicle congestion, condition of terrain, climatic conditions, or other factors that could limit access such as placement of fire hose from fire equipment.
13. Speed Reduction Devices must be approved, please see City of Dover Ordinance Chapter 98-10 in reference to this process.
14. Fire hydrants shall be installed per the requirements of City of Dover Public Utilities Water/Wastewater Handbook, NFPA requirements, and Delaware State Fire Prevention Regulations. City Ordinance Sec 46-9 (f).
 - 5.1.1 Hydrant spacing as shown in the Fire Flow Tables shall be used as a general rule. Hydrants shall be located at the direction of the State Fire Marshal so as to minimize friction in fire hose. All hydrant spacing shall be located along available roads or at the direction of the State Fire Marshal. This measurement shall be calculated by way of accessible thoroughfare(s) from the building to be protected to the hydrant and may not necessarily be a radius. 5.1.3 Additional hydrants shall be provided when the State Fire Marshal deems it necessary based on the configuration of the site, building(s), exposures, construction, occupancy, and/or specific hazard(s).Fire Flow table 2, hydrant spacing shall be 800 feet on center for one and two family detached dwellings, other residential, rowhouses and townhouses, assembly, health care, business, education, storage, industrial, mercantile, and mini storage. (702, Chapter 6)

NFPA 1

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

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

15. 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.

16. 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.

17. 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>

18. NFPA 72 compliant Fire Alarm System TBD 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 TBD. System is to be monitored by an approved Fire Alarm System.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

New educational occupancies of 5,000 square feet or greater shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13.
(City of Dover Code of Ordinances 46-162)

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

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. If there is any type of rack storage, the following will be required: 1) a diagram showing the layout and type of rack system 2) a list and quantity of items being stored 3) a letter from an authorized/licensed fire suppression contractor stating that in rack sprinklers are or are not needed. If in rack sprinklers are not needed, a letter may be requested from an authorized/licensed fire suppression contractor to ensure that the sprinkler system is adequate for the storage presented.
24. 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)

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. Project to be completed per approved Site Plan.
30. Full building and fire plan review is required.
31. 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.
32. Construction or renovations cannot be started until building plans are approved.
33. 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.
34. Building cannot be occupied by the public until a Certificate of Occupancy is obtained.
35. 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:

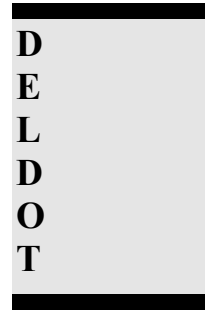
1. Additional information is needed to determine exact requirements for each pad site.

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):

2021 NFPA 1 Fire Code (NFPA; National Fire Protection Association)
2021 NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)
2019 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)
2019 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)
2009 IBC (International Building Code)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2021 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY



APPLICATION: Blue Hen Corporate Center Pad Sites Master Plan

FILE#: S-25-12

REVIEWING AGENCY: DelDOT

CONTACT PERSON: Brian Williams

PHONE#: 302-760-2141

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

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

CITY & STATE CODE REQUIREMENTS:

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

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

1. Please contact the TIS group to schedule a scoping meeting.



KENT CONSERVATION DISTRICT

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

CITY OF DOVER ADMINISTRATIVE SITE PLAN REVIEW SEPTEMBER 2025

APPLICATION: Blue Hen Corporate Center Pad Site Master Plan

FILE #: S-25-12

REVIEWING AGENCY: Kent Conservation District

CONTACT PERSON: Cullen Baker

PHONE: (302) 608 - 5370

EMAIL: stormwater@kentcd.org

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

Source: 2019 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

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

ADVISORY COMMENTS TO THE APPLICANT:

1. Refer to Delaware 5101 Sediment and Stormwater Regulations 5.6.2.4 for guidance in reduction of impervious for Rpv Compliance. Proposed Building 2 will become an issue, since this is not a separate parcel and is a part of the larger parcel for the site.
2. Since the site is reducing the impervious coverage, we can assume that there will be a reduction of flow for the Cv and Fv storm events with no adverse impact, resulting in no need for a stormwater BMP to control the Cv and Fv storm events.
3. Please note the Kent Conservation District will not review an application more than three times. If after the third review the plan is still not found to be approvable, the application will be denied, and a new application with review fees are to be re-submitted to continue a detailed plan review.
4. As a reminder, the Kent Conservation District is required to verify that a Notice of Intent (NOI) for Stormwater Discharges Associated with Construction Activity under a NPDES General Permit has been received by DNREC prior to District approval.
5. A letter of no objection to recordation will be provided upon approval of the Sediment and Stormwater Management Plan.

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

**Dover/Kent
County
Metropolitan
Planning
Organization**

S-25-12 Blue Hen Corporate Center Pad Sites Master Plan

FILE # S-25-12

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-25-12 Blue Hen Corporate Center Pad Sites Master Plan

This site plan needs to include pedestrian facilities along the frontage of each of the properties. Bay Road is a major commercial corridor, with businesses and places of employment drawing in substantial pedestrian and bicycle traffic as well as vehicle traffic. As discussed in Dover Kent MPO's *Bay Road Pedestrian Path and Walking Trail Study*, the road acts as a barrier to pedestrian connectivity, as there are several key gaps in the sidewalk network and crossing the road is also a challenge.¹ Furthermore, in the recently completed *Kent County Safety Action Plan*, Bay Road was identified as a part of Kent County's "High-Injury Network." This means the corridor has experienced a disproportionately high number of fatalities and serious injuries.² Bay Road has a Level of Traffic Stress (LTS) of 3 and 4, indicating the average bicyclist would not be comfortable using it.

¹ *Bay Road Pedestrian Path and Walking Trail Study*. Dover/Kent County MPO (2023).
<https://doverkentmpo.delaware.gov/files/2023/09/Bay-Road-Pedestrian-Path-and-Walking-Trail-Study-Final-09192023-Web.pdf>.

² *Kent County Safety Action Plan*. Dover/Kent County MPO (2025).
<https://doverkentmpo.delaware.gov/files/2025/06/Kent-County-Safety-Action-Plan-FINAL-June-2025.pdf>.



The applicant should follow both the City of Dover Code for sidewalks³ and the DelDOT specifications for pathways,⁴ to make sure the requirements of both entities are met. A 10-foot-wide shared use path is already built on the frontage of the property to the south, and another path is available in front of the Kent County Levy Court building. The most logical means of adding pedestrian facilities would be to build a 10-foot-wide path between the property to the south and Blue Hen Boulevard, linking the two existing paths. This would lead to a nearly complete connection on the eastern side of Bay Road. These improvements should also include a crosswalk with ADA ramps across the two driveway entrances, one next to the Enterprise building and the other next to the Firestone building.

The plan includes accessible parking spaces for each of the properties. These should be accompanied by ADA ramps connecting to the entrances of the buildings. Crosswalks should also be used within the parking lots whenever possible, which will allow motorists to move safely between the buildings and their vehicles.

The trees and landscaping proposed around the parking lots will help in improving the aesthetics of the properties. However, the number of parking spaces in the plan greatly exceeds the minimum parking requirement in the City Code, equaling more than four (4) times the minimum number. The applicant should consider reducing the number of parking spaces and including additional landscaping. This would further enhance the properties by minimizing wasted space, reducing runoff, and managing the urban heat island effect.

Finally, the applicant should ensure that bicycle racks are included in the plan, in order to meet the City of Dover's requirements on bicycle parking. This should be done at a rate of one (1) bicycle parking space for every twenty (20) vehicle parking spaces.⁵ The inclusion of bicycle parking would be especially beneficial to the corridor after a shared use path is completed. If more information on specific types of bicycle 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.

³ "Dover Code: Appendix B, Article 5, Section 18." City of Dover, DE.

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

⁴ *Pedestrian Accessibility Standards Manual*. Delaware Department of Transportation (DelDOT) (2021).

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

⁵ "Dover Code: Appendix B, Article 6, Section 3.10." City of Dover, DE.

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



WAIVER REQUEST
CITY OF DOVER
BLUE HEN PAD SITES
CURBING REQUIREMENTS

REQUEST: We request that portions of the required upright concrete curbing along the front drive and parking area be waived by the Planning Commission.

EXTENT OF THE REQUEST: By code, all permanent parking areas shall be enclosed with upright concrete curbing at least six (6) inches in height. We are requesting a waiver to eliminate portions of upright curbing to allow for the sheet flow of runoff from the parking areas to the existing storm drain infrastructure located on the west side of the property.

BASIS FOR REQUEST: Article 6, section 3.6 (b) of the City of Dover zoning standards states that the Planning Commission may relax this requirement for a portion of a parking area when there is a demonstrated need to convey stormwater to a proposed or approved stormwater management area. We are proposing that the parking areas be allowed to sheet flow stormwater run-off to the existing storm drain infrastructure.



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CLAYTON, NORTH CAROLINA 27520
919.243.1332

www.beckermorgan.com

August 1, 2025

City of Dover Planning Commission
c/o Department of Planning and Inspections
P.O. Box 475
Dover, DE 19903-0475

RE: **Project Phasing Strategy Statement**
BLUE HEN CORPORATE CENTER - PAD SITES
Dover, Delaware
2025059.00

Dear Commission Members:

On behalf of our client, Pettinaro Construction Co. Inc., we are hereby submitting this project phasing strategy statement for your consideration for the project to be known as 'Blue Hen Corporate Center - Pad Sites'.

As part of the Site Development Master Plan code requirements, a Site Development Master Plan is required to illustrate distinct phase boundaries for each proposed construction phase and shall depict proposed construction and site improvements for each phase of the project.

At this point in time, the developer does not have a specific order for the phase of development for each one of the pad sites. The pad sites will be built to suit. Therefore, the developer would like to reserve the phasing order for the Administrative Site Plan review period. It is our understanding that the developer is beginning to solicit the pad sites for development to interested parties.

The developer plans to phase construction and site improvements by beginning with the removal of the existing pavement to install landscaping to enhance the current appearance of the Blue Hen Corporate Center. Then proceeding with the development of the pad site.

We believe the 'Blue Hen Corporate Center – Pad Sites' will be a great benefit to the City of Dover. Please consider this statement as part of your review of the project.

Sincerely,

BECKER MORGAN GROUP, INC.

Jonathan D. Richard, P.E.
Senior Associate

JDR/rjh

202505900af-ltr.docx



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October 9, 2025

Mrs. Dawn Melson-Williams, AICP
City of Dover
Department of Planning and Inspections
P.O. Box 475
Dover, DE 19903-0475

RE: **Revised plans for Site Master Plan Approval**
BLUE HEN CORPORATE CENTER - PAD SITES
Dover, Delaware
2025059.00

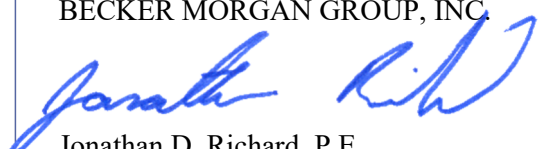
Dear Mrs. Melson-Williams:

On behalf of our client, Pettinaro Construction Co. Inc., we are hereby submitting revised Site Master Plans for the above-referenced project. The plans have been updated to reflect the removal of proposed building 3 and 4 from parcel ED-077.00-01-19.08-0000. The parcel is planned to be repaved and restriped as in its current condition.

If you have any questions, please feel free to contact me.

Sincerely,

BECKER MORGAN GROUP, INC.



Jonathan D. Richard, P.E.
Senior Associate

JDR/jdr

Enclosures

Cc: Andrea Finerosky – Pettinaro Construction Co. Inc.

202505900aj-ltr-COD.docx