



DATA SHEET FOR SITE PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF January 7, 2026

PLANNING COMMISSION MEETING OF January 20, 2026

Plan Title: R.E. Pierson Regional Headquarters – 30 Lafferty Lane
S-26-02

Plan Type: Site Development Plan

Location: South side of Lafferty Lane; Northwest corner of Lafferty Lane and Cassidy Drive and southeast of Old Lafferty Road in Dover, DE

Owner: Richard E. Pierson Construction Co.

Addresses: 30 Lafferty Lane Dover, DE 19901

Tax Parcel: ED-05-077.00-01-28.03-000

Size: Full Parcel – 1,289,964 +/- square feet (29.6135 +/- acres)
Project Area - 230,184 +/- square feet (5.284 +/- acres)

Present Uses: Vacant agricultural field

Proposed Use: Construction contractor office, garage, and Contractor work yard for equipment storage

Zoning: M (Manufacturing Zone)
AEOZ (Airport Environs Overlay Zone)
APZ I (Accident Potential Zone I)
Noise Zone A

Building Area: Office: 9,900 SF
Garage: 9,600 SF
Total: 19,500 SF

Onsite Parking: 19 total vehicle parking spaces: 18 standard parking spaces, 1 ADA parking spaces, and 2 bicycle spaces (1 rack)

Waiver Requests: Partial Elimination of Upright Curbing
Elimination of Sidewalk Installation Requirements

For Consideration: Performance Standards Review Application

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
D.A.C. MEETING DATE: January 7, 2026

**City of
Dover
Planning
Office**

APPLICATION: R.E. Pierson Regional Headquarters, Review of a Site Development Plan at 30 Lafferty Ln, Dover DE

FILE #: S-26-02

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

This Application is for Review of a Site Plan Application to permit the construction of R. E. Pierson Regional Headquarters to consist of a 9,900 SF Office Building, a 9,600 SF Garage with a fenced Contractors Work Yard (laydown and equipment storage) area, and associated site improvements. The project development area is 5.284 acres of the overall parcel of 29.6135 acres. The property is zoned M (Manufacturing Zone) and is subject to the AEOZ (Airport Environs Overlay Zone): Accident Potential Zone I (APZ I) and Noise Zone A. The property is located on the south side of Lafferty Lane between Bay Road and Horsepond Road. The owner of record is Richard E. Pierson Construction, Co. Property Address: 30 Lafferty Lane. Tax Parcel Number: ED-05-077.00-01-28.03-000. Council District 2.

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. As the proposed structure area is less than 75,000 SF, this project was not required to complete PLUS Review process. It is noted that a previous application for development of the parcel as warehouses was reviewed in PLUS Review #2021-08-04 (C-21-07 Lands of First State Business Center, LLC: Two Buildings at 30 Lafferty Lane).

II. PROJECT DESCRIPTION

The application proposes construction of a contractor construction office with garage warehouse/storage yard in the City of Dover. The property is located on the south side of Lafferty Lane between Bay Road and Horsepond Road. The plan proposes construction of a new 9,900 SF single-story Office Building as the regional headquarters for R.E. Pierson and a 9,600 SF garage with surrounding construction yard behind the office, a 19-vehicle parking lot, landscaping, and stormwater management features. The proposed site access will connect to Lafferty Lane on the north side of the site.

Surrounding Land Uses

The subject property is located northwest of Dover Air Force Base and southeast of the intersection of Lafferty Lane and Old Lafferty Lane. The site is bordered by properties along Cassidy Drive to the east and Lafferty Lane along the north/northwest/west bend. The applicant is seeking to currently develop only the northeast portion of the overall lot, with anticipated development of the remaining parcel area to occur in the future. The parcel is zoned M (Manufacturing Zone) with eastern portions of the parcel within the Airport Environs Overlay Zone (AEOZ) - APZ-I and Noise Zone A (65 DBL Zone). Properties immediately adjacent to the subject project location are also zoned M. The subject parcel is vacant and contains no existing structures and previously was a field in agricultural crop tillage. Surrounding uses are also zoned M (Manufacturing Zone). The closest commercial businesses are located along the east side of Cassidy Drive as part of the Cassidy Commons with four buildings as multi-tenant flex/warehouse spaces. Two residential properties, zoned R-20, are located across from the parcel (392 & 420 Lafferty, respectively), as well as an undeveloped Zone M zoned lot owned by the State of Delaware, and a planned industrial/warehouse that is currently under development referred to as Dover Industrial (Site Plan S-24-13 and S-25-10). The subject property is north of Dover Air Force Base.

Previous Applications

This property was most recently approved for development as C-21-07 Lands of First State Business Center, LLC Two Warehouse Buildings (Dover Logistics Center) at 30 Lafferty Lane by Planning Commission in November 2021 and with Final Plan approval in April 2023; the Plan has expired.

This site was previously the subject of applications SB-05-03 Conceptual Subdivision Plan and Preliminary Subdivision Plan which proposed subdivision of the land totaling thirty (30) acres $\pm$ into thirteen (13) parcels. These Subdivision Plans were reviewed by the Planning Commission in August 2005 and February 2007. At its meeting of July 16, 2007, the City of Dover Planning Commission granted a six-month extension to the SB-05-03P Preliminary Subdivision Plan for Lands of First State Business Center. However, action was not taken to finalize the Subdivision Plan and it expired in February 2008.

III. ZONING REVIEW

M (Manufacturing Zone)

The subject property is zoned M (Manufacturing Zone). Article 3 §19 of the *Zoning Ordinance* details the permitted uses within the M (Manufacturing Zone). Based upon the uses permitted in this zone, the proposed use as a building contractors' yard is permitted. The zoning requires the screening of any outdoor storage areas. Article 4, §4.16 provides the bulk standards for the M zone. The subject property fronts one street, Lafferty Lane.

	Required	Provided (Project Area)
Lot Width	100 ft.	>100 ft.
Lot Depth	150 ft.	>150 ft.
Front Yard Setback	40 ft.	101.75 ft.
Side Yard Setback	20 ft.	>20 ft.

Rear Yard Setback	20 ft.	> 20 ft.
Building Height	No limit/60 ft.	1 story/17.5 ft.
Floor Area Ratio (FAR)	0.5	0.086 (project area) 0.015 (total area)
Impervious (Lot) Coverage	85%	31.43 % (project area) 5.61% (total site)

Airport Environs Overlay Zone (AEOZ)

The eastern half of the subject property is zoned AEOZ (Airport Environs Overlay Zone). Article 3 §22 of the *Zoning Ordinance* details the permitted uses within the AEOZ (Airport Environs Overlay Zone). Article 3 Section 22.6 provides a Land Use Compatibility Table that specifically lays out permitted as well as restricted uses within the various Airport Environs Overlay Zones. Based upon the uses permitted in the AEOZ zone, the proposed use is classified as contract construction services under the Standard Land Use Coding Manual (SLUCM) and is permitted with additional restrictions applied. The AEOZ is comprised of two basic regulatory components: accident potential zones (APZ) and noise zones. The project area within the parcel falls within APZ I, which requires contract construction services to:

- (1) "Require NLR of noise zone and building location and site planning, and design and use of berms and barriers can help mitigate outdoor exposure, particularly from near ground level sources. Measures that reduce outdoor noise should be used whenever practical in preference to measures which only protect interior spaces.
- (2) "Facilities shall be low intensity".

The project area within the parcel also falls within Noise Zone A (DNL A), which requires that contract construction services incorporate Noise Level Reduction (NLR) and noise attenuation measures into the design and construction of the structures to achieve an NLR (outdoor to indoor) of 25dB.

Article 3 §22.7(a) states that "all buildings and structures to be constructed or placed within the AEOZ shall be situated on the portion of the lot that affords the least noise impact to the proposed building or structure." Portions of the southeast corner of the Garage Building are within DNL A Zone. Shifting the Garage Building slightly west would remove the building entirely from the DBL Zone and would have less noise exposure.

Article 3 §22.8(f) prohibits "uses that attract birds or waterfowl, such as, but not limited to, landfills, wastewater treatment facilities, and associated settling ponds..." within the APZ I Zone. As the plan shows a stormwater management pond/facility on the site, the pond/facility must be designed to meet this requirement.

IV. PARKING SUMMARY

The Manufacturing Zone includes a minimum parking requirement. Article 4 §19 of the *Zoning Ordinance* requires that parking is calculated at 1 parking space per 800 SF floor area. Available ADA parking is calculated at 1 space if at or below 25 required standard parking spaces. Based on the submitted plans of the proposed Office area (9,900 SF), a minimum of 13 standard parking spaces and one (1) ADA space would be required. The Plans submitted include 19 total parking spaces: 18 standard and one (1) ADA parking space. The Garage Building does not appear to be included in

the parking calculation. This may be authorized if the building usage consists of vehicle/equipment parking and service bays. The paved work yard area surrounding the Garage Building will allow for loading space and storage opportunities. The area is fenced.

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. Based on the 19 parking spaces provided, one bicycle space is required. The Plans submitted include 2 bicycle parking spaces (1 bicycle rack).

V. SITE CONSIDERATIONS

Site Access

The site layout provides vehicle access from Lafferty Lane. The proposed Site Plan connects to the roadway with a single, dedicated (25-foot-wide) entrance/exit point on Lafferty Lane. Since Lafferty Lane is a State maintained road, Entrance Plan approval for the site entrance is required from DelDOT.

Planning Staff notes that the adjacent property to the east known as Cassidy Commons includes a private street known as Cassidy Drive and a proposed street (named Construction Drive). A portion of Cassidy Drive has been constructed as is privately maintained. Construction Drive, which runs east-west, was to provide cross-access to the adjoining properties such as this one. This street was initially proposed to facilitate access to any potential future developments on the sites immediately to the east and west of the subject site and become part of a larger street network in the general area. Construction Drive has not been built. In the review of Application C-21-01 for the continued buildout of Cassidy Commons, the Planning Commission required the construction of this street prior to issuance of the permits for Building 7 of the Cassidy Commons project; the Plan has not proceeded. Construction Drive was shown labeled as cross-access easement and as a proposed 60 ft. right-of-way on a Record Plan recorded in April 2012 (KCRD Plat Book 117 page 56). This proposed street of Construction Drive offers an opportunity for cross-access between properties; however, it appears to be located south of the current project's development area.

Pedestrian Site Access

The Site Plan shows existing sidewalk on Lafferty Lane, but only to the east of Cassidy Drive. The subject site will provide a sidewalk along Lafferty Lane along the frontage of the project area only. A frontage sidewalk is required on the entire street frontages; however, the applicant has submitted a waiver request to only construct portions of sidewalk in front of the project area and not the entire parcel; see discussion below. The plan shows a sidewalk connecting to the frontage sidewalk to provide access into the site.

Trash Collection

This site will utilize private trash collection. The *Zoning Ordinance* requires two (2) dumpsters per property for nonresidential uses. The applicant proposes two (2) external dumpsters within the Construction Work Yard at the northeast corner of the garage area.

Waiver Request: Elimination of Sidewalk Installation Requirements

The applicant has submitted an attached request to eliminate the sidewalk installation requirements along the west-side frontage portion of the project under Article 5 §18.2 of the *Zoning Ordinance*. The waiver request would be to limit the required portions of the sidewalk to only the current project area frontage along Lafferty Lane (5.284 acres) and not the entirety of the 29.6135-acre parcel. There

are currently no sidewalks along the southern portion of Lafferty Lane from the Bay Road intersection to the eastern portion of this property line. The remainder of the parcel not in the project area is intended to be left for future development and the applicant requests that those portions of sidewalk be developed when those areas are also developed. Additionally, the applicant states that the proposed project is a contractor office with equipment storage/garage and would likely not generate additional pedestrian traffic that would necessitate sidewalk access.

Waiver Request: Partial Elimination of Upright Curbing

The applicant has submitted an attached request to eliminate portions of the perimeter upright curbing along the driveway to the Garage Building and storage area (once past the parking lot) omitting an upright curb as required by Article 6 §3.6(b) of the *Zoning Ordinance*. The applicant is proposing to keep the curbing along the entrance and into the surface parking area in front of the Office Building. As there is a stormwater management pond onsite, the applicant is requesting the removal of some perimeter curbing to allow for sheet flow off the pavement into the swales and pond, and thus curbing would not be needed in those areas to direct drainage to an inlet.

VI. BUILDING ARCHITECTURE

The application proposes a construction Office Building and Garage/warehouse Building. The proposed one-story office building will be 17 feet 6 inches tall with a standing-seam metal pitched roof centered over the front door. The proposed building will feature two main material palettes for the metal wall panels. The first includes four-foot-tall dark gray tones lower wainscoting around the perimeter with matte black metal trim and window frames. The second includes beige/tan vertical metal panels along the front/sides/back above the dark grey wainscoting. The Office building's front will include a pent roof porch along the entire length with black trim and evenly spaced black posts. The rear entrance will have a black awning only over the door with natural wood-colored posts. The garage has similar material palettes but the roof will not be as steeply pitched. The Garage Building will have two vehicle entrances, each on both the front and rear with large black doors.

Any signage or branding shown on the architectural elevations is not considered as part of the Site Plan review. A separate application for sign permits is required. All signage must comply with the requirements of Article 5 §4 Sign Regulations. While all signage submitted has not been reviewed for compliance with Article 5 §4, please note the following:

- The sign near the front site entrance on page C-201 of the proposed Site Plan is listed as a monument sign. Monument signs are “a low freestanding sign that is affixed to a base that is equal to or wider than the sign itself.” The height of the sign is to be measured from the finished grade to the top of the sign.

VII. TREE PLANTING AND LANDSCAPE PLAN

Tree Planting Requirements

The *Zoning Ordinance* requires tree planting at a rate of one tree per 3,000 SF of non-woodland development area. Based on the total non-woodland area for entire site area of 230,184 SF, 77 trees are required to be planted. The applicant will plant 77 new trees as part of landscape development. The trees are located throughout the development with concentrations along the street frontage, along the entrance drive, and as screening on the west and south sides of the Work yard area, and for part of the east property line. The trees include a variety of deciduous, evergreen, and ornamental

trees. The balance of the property appears to be proposed as a grass planting which may be designated as a meadow area.

VII. PERFORMANCE STANDARDS REVIEW

Uses in the M Zone are subject to the Performance Standards Procedure set forth in the *Zoning Ordinance*, Article 5, Section 8.1 and 8.2 and referenced sections.

Article 5 §8.1 Dangerous and objectionable elements. No land or building in any zone shall be used or occupied in any manner so as to cause any one or more of the following conditions to exist and to be dangerous, injurious, noxious or offensive beyond the boundaries of such premises in such a manner or in such amount as to adversely affect the reasonable use of the surrounding area or adjoining premises: Fire, explosive or other hazard; noise, or vibration; smoke, dust, odor or other form of air pollution; heat, cold, dampness or electromagnetic disturbance; glare, liquid or solid refuse or waste; traffic congestion causing roadways or intersections in the surrounding highway network to fall below acceptable levels of comfort and convenience; or other substance, condition or element (referred to hereinafter as "dangerous or objectionable elements"), provided that any use permitted or not expressly prohibited by this ordinance may be undertaken and maintained if it conforms to the regulations of this section limiting dangerous and objectionable elements at the point of the determination of their existence.

The project's compliance with a series of performance standards for the "dangerous and objectionable elements" had previously considered by the Planning Commission. The "dangerous and objectionable elements" are as follows:

- Fire and explosion hazards (activities with and storage of)
- Radioactivity or electromagnetic disturbance
- Noise (sound pressure level)
- Vibration
- Smoke
- Odors (Odorous gases or odorous matter)
- Fly ash, dust, fumes, vapors, gases and other forms of air pollution
- Glare (from lighting or high temperature processes)
- Liquid or solid wastes
- Traffic congestion (Level of Service E)

The project cannot cause the above conditions to exist so that they adversely affect the surrounding areas or adjoining properties. The specific limits of each performance standard are described in the *Zoning Ordinance*. Where the performance standards conflict with regulations established by other state or local agencies such as the Delaware Department of Natural Resources and Environmental Control (DNREC), the more restrictive regulations apply.

As part of this procedure, a *Performance Standard Review Application* is required to accompany this Plan submission for review and approval. The Applicant has submitted a Performance Standard Review Application Letter indicating how the proposed development would restrict the emission of dangerous and objectionable elements detailed in Article 5, Section 8.5.

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 *Performance Standard Review Application* is required to accompany this Plan submission for review and approval by the Planning Commission. The applicant has submitted a Performance Standard Review Application Letter to the Planning Office indicating how the proposed development would restrict the emission of dangerous and objectionable elements detailed in *Zoning Ordinance*, Article 5, Section 8.5.
- 2) Since a portion of the required street frontage sidewalk is not shown to be provided, a Waiver Request to eliminate that segment was submitted for consideration by the Planning Commission. Please be aware that DelDOT may have separate requirements regarding this sidewalk/pathway segment.
- 3) Upright curbing must be provided around all parking areas and circulation drives unless a waiver is granted by the City Planner. The City Planner is accepting the partial elimination of curbing as related to stormwater facility design.
- 4) Sheet C-001 Cover Sheet and Overall Site Plan
 - a) In the Site Data column and the plan, please update the building areas. The proposed building area differs for the size of the Garage as there are references to the office (9,900 SF) and the garage (9,900 SF). The garage area is also listed as 9,600 SF +/- for a total building area of 19,500 SF +/- . The applicant has confirmed the Garage Building size to be 9,600 SF; this correction should be applied to all sheets.
 - b) The Site Data column indicates an existing building area of 9,900 SF. There is currently not a building on the site, so this needs to be corrected.
- 5) Landscape Plan
 - a) The street frontage trees should be clearly located on the subject parcel. Ensure tree planting locations do not conflict with fire hydrants and also maintain separation distances from utilities lines. The current plans show potential conflicts with light poles.
 - b) Clarify if balance of site is proposed as a meadow area.
- 6) If easements, right-of-way dedication, or changes to lot lines are included, please provide a record plan sheet. There was a previous Record Plan with C-21-07; this may need to be updated if easements, etc. are changing with this Plan. Currently no subdivision of the property into multiple lots is proposed.
- 7) Provide construction details for the following items but not limited to, dumpster enclosure, traffic control signage, lighting fixtures, bicycle racks, handicap signage, etc.
- 8) Consideration should be given to addressing the future multiple buildings on this site in general. This can be proposed in coordination with the City's Tax Office and GIS Section.
- 9) The construction of the site entrances and street improvements to Lafferty Lane must comply with the requirements of DelDOT.
- 10) Erosion & Sediment Control Plans and Stormwater Management Plans granted approval by the Kent Conservation District and Delaware Sediment and Stormwater Management regulations 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.
- 12) The Building Plans must include designs that provide an NLR (outdoor to indoor) of 25dB.

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 Sidewalk Installation Requirements: In accordance with *Zoning Ordinance*, Article 5 §18.2, the applicant has requested a waiver from the installation of frontage sidewalk along the entire length of the parcel, proposing to limit sidewalk installation to within the project area. Staff notes that Lafferty Lane is a State-maintained road, and DelDOT will likely require a sidewalk along the entire frontage of the property. Even if the Planning Commission grants a sidewalk waiver, the applicant will need to comply with DelDOT requirements. Planning Staff encourages the installation of sidewalk at least within the development area as other property/projects along Lafferty Lane are beginning the construction of a pathway system along this roadway.
- 2) Waiver Request - Elimination of Upright Curbing: In accordance Article 6 §3.6 (b) of the City of Dover zoning standards, upright curbing requirements can be relaxed for portions of a parking area when there is a demonstrated need to convey stormwater to a proposed SWM area. As the plan proposes sheet flow drainage into onsite swales and a stormwater pond/facility, the City Planner has granted the waiver for upright curbing in these areas.
- 3) Stormwater Requirement – Dry Pond Design: In accordance with Article 3 §22.8 (f) of the *Zoning Ordinance*, land uses that attract birds or water fowl (such as, but not limited to, landfills, wastewater treatment facilities, and associated settling ponds, artificial marshes, dredge spoil materials, sand and gravel dredging operations and open fish farming) are prohibited within the CZ, APZ I and APZ II zones of the AEOZ. As the plan includes a stormwater/sediment pond within this zone, staff recommends that the pond design be designed as a dry pond so as not to hold water and/or attract birds. The SWM plan would need to confirm all continued stormwater requirements given this design stipulation. Staff recommends that the applicant coordinate with the Dover Air Force Base regarding the pond design.
- 4) Garage Building Location – Noise Zone: In accordance with Article 3 §22.7 (a) of the *Zoning Ordinance*, buildings should be situated on the portion of the lot that affords the least noise impact to the building whenever practicable. Please evaluate whether the Garage Building could be shifted slightly west to avoid the Noise Zone and clarify the specific uses within this Building.
- 5) Consideration of Performance Standards Review Application: Planning Staff recommends

approval of the Performance Standards Review, believing it sufficiently demonstrates the intent to comply with the restrictions as provided in *Zoning Ordinance*, Article 5 Section 8.1 and 8.2.

- 6) Connectivity to Construction Drive (Proposed Street): Staff recommends evaluating the location of the right-of-way for Construction Drive found on the Cassidy Commons property to the east. The subject site could determine the feasibility of a potential connection to the proposed street as part of a larger circulation network for this area on the south side of Lafferty Lane.

X. ADVISORY COMMENTS TO THE APPLICANT:

- 1) The Planning Commission should act upon the request for the sidewalk waiver as part of any motion regarding this project application, or as a separate motion as necessary. Note: The sidewalk waiver is at the discretion of the Planning Commission. The Commission may approve or deny waiver requests.
- 2) The Dover Air Force Base would be a source of information relating to FAA Bird Mitigation for properties in the flight path for the Air Base, population density suggestions in the APZ I & II zones, as well as submission to DelDOT for the State Office of Aeronautics requirements.
- 3) Land Use Compliance: Any uses of the site and the buildings are subject to compliance with the allowable uses of the M (Manufacturing Zone) and the AEOZ (Airport Environs Overlay Zone) Land Use Compatibility Table. Evaluation of each use will occur as part of the Permit process for construction activity or for establishment of a use and also as part of the Business Licensing program.
- 4) 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 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.
- 5) 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 to Planning Office Staff and to 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).
- 6) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.
- 7) 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.
- 8) For building new construction, the requirements of the building code and the fire code must be complied with. Consult with the Building Inspections Staff and City of Dover Fire Marshal for these requirements. The resolution of these items may impact the site design including such

items as building dimensions and height, building openings, and fire protection needs, etc.

- 9) The applicant shall be aware that Site Plan approval does not represent a Building Permit and associated construction activity permits. A separate application process is required for issuance of a Building Permit from the City of Dover. Building Permits will be required for each building.
- 10) The applicant shall be aware that Plan approval does not represent a Sign Permit, nor does it convey permission to place any sign on the premises. Any proposed site or building identification sign may require a Sign Permit from the City of Dover prior to placement of any such sign in accordance with *Zoning Ordinance* Article 5 §4.

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



CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: DECEMBER 31, 2025



APPLICATION: R.E. PIERSON REGIONAL HEADQUARTERS (OFFICE, GARAGE AND CONTRACTORS YARD) @ 30 LAFFERTY LANE

FILE #: S-26-02

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

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

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. 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. The meter pit shall be installed in a non-traffic (including pedestrian) bearing location. Also, a dual check valve is required downstream of the meter.
5. The domestic service, fire main connection and valves must be clearly shown for each building. A valve must be installed at the tee to isolate combined fire and domestic water service to the building from the water loop. Typically, this valve is installed at the tee or an acceptable distance from the building. A valve must be provided on the domestic water service, which must be tapped off of the combined eight-inch (8") fire/domestic service outside of the building. The domestic water tap and valve should be as close to the building as possible. Typically, the domestic tap and valve are located within five feet (5') to ten feet (10') of the building. A blow up detail of this layout is recommended.
6. Provide a construction detail for the proposed restraining system for the fire main located within the buildings. There shall only be one (1) water service per building. The Department of Water & Wastewater will test and inspect all fire mains to a blind flange located inside the buildings. The blind flange with tap is used for hydrostatic pressure testing (200 psi for two (2) hours) and dechlorination. The flange must be restrained in the direction of the pipe entering the facility. A pipe entering horizontally through a wall sleeve shall be restrained with rods through the wall. A pipe entering vertically through a slab shall be restrained through the floor to the ninety degree (90°) bend and thrust block. All rods shall be a minimum of ¾" all thread. All pipes through walls and slabs must be Class 52 cement lined ductile iron pipe. Confirm particulars to meet this requirement with mechanical designer.
7. Water services shall be either type K copper or SDR-9. 1. All non-metallic water lines (mains and services) shall be installed with a tracer wire and identification tape. The wire shall be a minimum of twelve (12) gauge blue coated solid copper wire, wrapped around the pipe, and extending up into all valve and curb boxes. The identification tape shall be six-inches (6") wide, laid one foot (1') above the pipe, with the following text: "Caution: Buried Water Line Below". 3M marker balls, model 1423-XR, or approved equal shall be installed at every service line connection to the water main and all bends on the service line.

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

WASTEWATER

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

GENERAL

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

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.

GENERAL

1. The applicant is advised that depending upon the size of the existing water service and sanitary sewer lateral to be abandoned, flowable fill may be required.
2. Construction plans will not be reviewed by our office unless all previous comments have been clearly addressed within the plan set and accordingly identified within an itemized response letter and with the Water/Wastewater Initial Plan Submission Checklist, which can be obtained from the following website: https://imageserv9.team-logic.com/mediaLibrary/198/WaterWastewaterHandbookFinal_1.pdf, page 88.

SANITATION / STORMWATER / STREETS

1. None.

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: December 31, 2025**APPLICATION:** R.E. Pierson Regional Headquarters**FILE #:** S-26-02 **REVIEWING AGENCY:** City of Dover, Office of the Fire Marshal**CONTACT PERSON:** Jason Osika, Fire Marshal
josika@dover.de.us**PHONE #:** (302) 736-4457

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

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

CITY AND STATE CODE REQUIREMENTS:

1. Proposed occupancy classification is office/business and possibly storage.
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 30% for the office/business and 50% for the storage 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. 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)
6. Speed Reduction Devices must be approved, please see City of Dover Ordinance Chapter 98-10 in reference to this process.
7. 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)

8. 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

9. All fire hydrants shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation.

All fire hydrants shall have minimum of four-inch (4") solid yellow demarcation lines to define specific areas, where fire hydrants are located along a curb line with permitted parking, the area between the fire hydrant and the street or fire lane shall be stenciled with four inch (4") demarcation lines and the words "NO PARKING", demarcation lines shall be measured from the center line of the fire hydrant and extend for a distance 15 feet on both sides.

Where fire hydrants are located in parking lots or other areas susceptible to blockage by parked vehicles they shall be treated as follows: fire hydrants shall be protected in all directions for a distance of seven feet (7') with barriers or curbing, Minimum four-inch (4") diameter steel bollards filled with concrete and marked yellow shall be installed at the outermost corners of the fire hydrant demarcation area. The minimum height of the bollard shall be 36 inches above the finished grade of the adjacent surface, and the steamer connection of all fire hydrants shall be positioned so as to be facing the edge of the street, or traffic lane.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 6, 2)

The owner is responsible if the hydrant is private.

10. Hydrant barrels shall be provided with reflective material, such as paint, durable for highway/roadway markings or a reflective tape of a minimum of 2" in width around the barrel under the top flange, hydrant bonnets shall be color coded based on the following criteria: class AA 1500 GPM - painted light blue, class A 1,000 GPM -1499 GPM - painted green, class B 500 - 999 GPM - painted orange, class C 250 - 499 GPM - painted red, class D under 250 GPM - painted black.

(2021 Delaware State Fire Prevention Regulations 703, Chapter 3. 4)

The owner is responsible if the hydrant is private.

11. Hydrants are to be Darling Co. B-62-B Breakaway <https://american-usa.com/products/valves-and-hydrants/fire-hydrants/5-1-4-american-darling-b-62-b-5>

12. 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)

13. 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

14. 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)

15. 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)
16. Fire Department Connection to be located within 300 feet of fire hydrant, measured as hose would come off the fire equipment.
17. 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.
18. 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)

19. 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)

20. 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)

21. TBD, 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

22. 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
23. Project to be completed per approved Site Plan.
24. Full building and fire plan review is required.
25. 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.
26. Construction or renovations cannot be started until building plans are approved.
27. 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.
28. Building cannot be occupied by the public until a Certificate of Occupancy is obtained.
29. 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. What is the proposed garage being used for?
2. See item # 7 listed above in reference to gated areas.
3. Need to discuss adding 1-2 fire hydrants

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):

2024 NFPA 1 Fire Code (NFPA; National Fire Protection Association)

2024 NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)

2025 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)

2025 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)

2009 IBC (International Building Code)

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

2021 Delaware State Fire Prevention Regulations

City of Dover Code of Ordinances

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

From: [Akbar, Ali \(DelDOT\)](#)
To: [Melson-Williams, Dawn](#); [Purnell, Maretta](#)
Cc: [Mobley, Will \(DelDOT\)](#)
Subject: EXTERNAL: DAC Plan Comments
Date: Friday, January 2, 2026 10:20:10 AM

Some people who received this message don't often get email from ali.akbar@delaware.gov. [Learn why this is important](#)

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

Good morning,

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

S-26-01 Bayhealth Medical Center, Inc. - Kent Campus: Master Plan Phases 1-3

Comments: Schedule a pre-submittal meeting with DelDOT

S-26-02 R.E. Pierson Regional Headquarters (Office, Garage and Contractors yard) at 30 Lafferty Lane

Comments: Schedule a pre-submittal meeting with DelDOT

NOTE: Project appears to have an entrance within the area of a Right Turn Lane on Eastbound Lafferty Lane to Cassidy Drive. Ensure entrance is NOT within the operational area of the RTL.

S-26-03 The Enclave Apartments: Revised Walker Road Apartments

Comments: Schedule a pre-submittal meeting with DelDOT

S-26-04 DuPont Plaza at 747 N. DuPont Highway: Revised Master Plan

Comments: Schedule a pre-submittal meeting with DelDOT

Please let me know if you have any questions.

Ali Akbar
Engineer I
DelDOT, Development Coordination
800 Bay Road
Dover, DE 19901
302-760-2910



KENT CONSERVATION DISTRICT

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

CITY OF DOVER ADMINISTRATIVE SITE PLAN REVIEW JANUARY 2026

APPLICATION: R.E. Pierson Regional Headquarters (Office, Garage, & Contractors Yard) at 30 Lafferty Lane

FILE #: S-26-02

REVIEWING AGENCY: Kent Conservation District

CONTACT PERSON: Cullen Baker

PHONE: (302) 608 - 5370

EMAIL: stormwater@kentcd.org

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

Source: 2019 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

1. 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 is 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. A pre-application meeting will need to be held with KCD prior to submitting plans for review.
2. Due to the site being within close proximity to a ground water management zone, the stormwater facility will need to be a dry or infiltrating basin. A wet facility where groundwater is intercepted cannot be used.
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. 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: 1/7/2026

**Dover/Kent
County
Metropolitan
Planning
Organization**

S-26-02 R.E. Pierson Regional Headquarters (Office, Garage and Contractors yard) at 30 Lafferty Lane

FILE # S-26-02

REVIEWING AGENCY: Dover/Kent County MPO

CONTACT PERSON: Malcolm Jacob

PHONE #: (302) 387-6030

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

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

City of Dover Planning Commission
Site Development Plan Review

S-26-02 R.E. Pierson Regional Headquarters (Office, Garage and Contractors yard) at 30 Lafferty Lane

First, Dover Kent MPO would like to point out the need for adequate pedestrian facilities in this area. Lafferty Lane is a Minor Collector with an Annual Average Daily Traffic (AADT) of 1,969 and a posted speed limit of 40 mph. Shoulders are present on Lafferty Lane but it is generally not safe for pedestrian use, given the posted speed limit and the curve in the roadway. Although there are limited existing sidewalks at this time, it is possible to connect with the sidewalks in front of Cassidy Commons. While adding sidewalks to the entire frontage of the property would have the best outcome towards safety and connectivity, if this is not done right away, the applicant should be prepared to add the remaining sidewalks when additional segments of the property are developed.

Other pedestrian and bicycle improvements are already present in the site plan. These include internal sidewalks with ADA ramps, crosswalks, bicycle racks, and accessible parking spaces close to the main building. These features will all help improve the experience for visitors to the



property. One place that could also use a crosswalk is at the entrance to the parking area, where the two ADA ramps are located. This would allow for safer movements between Lafferty Lane and the main building.

The planned entrance to the property should not conflict with the righthand turn lane connecting to Cassidy Drive. Note that it might be necessary to add a similar righthand turn lane at the entrance to the property. This would reduce the likelihood of a crash as vehicles turn off of Lafferty Lane. The applicant should work with DelDOT in order to address this need.

Finally, for site plans that involve freight trucks and other large vehicle types, Dover Kent MPO typically recommends adding truck parking and staging to the plan. Doing so will reduce the need for vehicles to park in the road's shoulder or in "undesignated" parking locations. Although this particular property might not be used primarily for freight purposes, it would still be beneficial to designate additional space for large vehicles to use when the garage is at capacity. This could be as simple as using paint to indicate these locations within the paved area of the property. For more information on the City of Dover's goals for truck parking, please refer to the *Dover Freight Plan*.¹

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

¹ *Dover Freight Plan*. Dover/Kent County MPO (2025). https://doverkentmpo.delaware.gov/files/2025/04/2025-04_Dover-Freight-Plan_FINAL.pdf.





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WAIVER REQUEST
R.E. PIERSON REGIONAL HQ
SITE PLAN
CURBING REQUIREMENTS

REQUEST:

We request that the required upright concrete curbing along the drive to the rear building and storage area be waived to allow for sheet flow off the pavement for stormwater management purposes.

EXTENT OF THE REQUEST:

Article 6, section 3.6 (b) state "All permanent parking areas shall be enclosed with upright concrete curbing at least six inches in height." *We are requesting a waiver to eliminate perimeter upright curbing along the drive to the garage and paved storage area (once past the intersection with the parking area drive) to allow for sheet flow to runoff into the perimeter drainage system (swales). Perimeter curb will be installed along the entrance and into the surface parking area in front of the office building.*

BASIS FOR REQUEST:

Article 6, section 3.6 (b) of the City of Dover zoning standards states "The city planner 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 intend to sheet flow drainage off of the pavement areas into the swales and the pond and thus curbing is not required to direct drainage to inlets.

202530200ae-curb-waiver.doc



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WAIVER REQUEST
R.E. PIERSON REGIONAL HQ
SITE PLAN
SIDEWALK REQUIREMENTS

REQUEST:

Elimination of sidewalk installation requirements along the portion of the property to the west of the project site due to the nature/size of the parcel, the project location on the property itself and the use of the site as a contractor Headquarters with equipment/materials storage.

EXTENT OF THE REQUEST:

Article 5, Section 18.2, Sidewalks or other pathways according to the requirements of this section shall be installed on a property by the property owner or developer under the following circumstances:

a) When the property is part of a development proposal which is subject to planning commission site development plan review.

We would like to eliminate the requirement for the portion of the sidewalk along the frontage of Lafferty Lane to the west of the project area. Frontage sidewalk would be installed along the frontage of the proposed project area.

BASIS FOR REQUEST:

Article 5, Section 18.5, states “The property owner or developer may request a waiver from the planning commission or city planner, according to the type of plan review required by Appendix B—Zoning, [Article 10](#)—Planning Commission, under the following circumstances in order to reduce or eliminate the requirements for pathway installation:

a) When the property is isolated from the existing pathway network, with no existing pathways within the immediate vicinity of the property.

This project proposes to develop 5.28 Acres of the 29.614 acre parcel with the proposed project area located at the east side of the property. The remainder of the parcel is intended to be left for future development. Additionally, no sidewalks exist along the south side of Lafferty Lane from the Bay Road intersection to this property’s eastern boundary line. Thus, we request that the remainder of the frontage sidewalk be

constructed when the remainder of the property is developed in the future.

b) When the proposed use would not generate or attract additional pedestrian, bicycle, or other non-motorized trips.

The proposed use of the site is a contractors headquarters office and equipment/materials storage areas for conducting construction services. Contractor offices/yards do not generate pedestrian traffic as there is no sales or services provided to the general public at the project site.

c) When physical characteristics of the property are such that pathway installation is impractical or impossible.

N/A for this project



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December 17, 2025

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

RE: **Performance Standard Review Application**
R.E. PIERSON REGIONAL HQ
Dover, Delaware
2025302.00

Dear Mrs. Melson-Williams:

On behalf of our client, R.E. Pierson Construction Company, we are hereby submitting a Performance Standard Review Application as a supplement to the Application for Site Development Plan Approval for the above-referenced project. This is submitted for consideration at the January 20, 2026 Planning Commission meeting. This project proposes the construction of a 9,900 s.f. contractors office building and a 9,600 s.f. maintenance garage/storage building with associated parking, fenced storage area and other site amenities. The building is not intended for any type of manufacturing processes and thus the majority of the following standards are not applicable. Per your request, responses to the Performance Standards for the structure is provided below.

Buildings

Section 8.51 - Fire and Explosion hazards: The proposed buildings are under the threshold to require fire sprinklers and thus will not be sprinklered in accordance with the Delaware State Fire Prevention Regulations. The buildings will not contain any hazardous or explosive materials nor will there be any fuel storage on the site.

Section 8.52 - Radioactivity or Electromagnetic Disturbance: Not Applicable. The proposed buildings will not contain nor produce radioactivity or electromagnetic disturbance.

Section 8.53 - Noise: Not Applicable - The proposed buildings will not generate any noise beyond that which is consistent with a construction company office and maintenance garage.

Section 8.54 - Vibration: Not Applicable - The proposed buildings will not generate any vibrations.

Section 8.55 - Smoke: Not Applicable - The proposed buildings are not intended for manufacturing and will not generate smoke as part of their operation.

Section 8.56 – Odors: Not Applicable - The proposed buildings will not generate odorous gases or other offensive odorous matter.

Section 8.57 – Fly Ash, Dust, Fumes, Gases, and other forms of Air Pollution: Not Applicable - The proposed building will not generate any of the aforementioned forms of air pollution.

Section 8.58 - Glare: The proposed lighting for the building and parking areas will meet City of Dover lighting requirements.



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December 17, 2025
R.E. Pierson Regional HQ
Page 2 of 2

Section 8.59 – Liquid or Solid Wastes: No liquid or solid wastes will be discharged to the public sewer other than normal sanitary sewage from restrooms within the building.

Section 8.60 – Traffic Congestion: The proposed site will take access from Lafferty Lane, which is a DelDOT maintained roadway. The total site trips for the project do not meet DelDOT's threshold for a Traffic Impact Study. As the site is a construction contractor office and maintenance garage, the only trips to the site will be employee trips.

We believe this addresses the requirements for the Performance Standard Review Application. Please attach this application to our Application for Site Development Plan Approval scheduled for review by the Planning Commission and contact me with any questions.

Sincerely,

BECKER MORGAN GROUP, INC.

A handwritten signature in blue ink, appearing to read "Michael J. Henry".

Michael J. Henry, LEED AP
Senior Associate

MJH/

Cc: Nick Hetrick – R.E. Pierson Construction Company

202530200ah-Perf-Rev-ltr.docx