



DATA SHEET FOR SITE PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF January 7, 2026

PLANNING COMMISSION MEETING OF January 20, 2026

Plan Title: Dupont Plaza - 747 North DuPont Highway
S-26-04

Plan Type: Site Development Master Plan/Minor Subdivision Plan

Location: East side of N. DuPont Highway at the intersection of Leipsic Road in
Dover, DE

Owner: Rojan DD 15, LLC

Address: 747 North DuPont Highway, Dover DE 19901

Tax Parcel: ED05-068.05-01-15.00-000

Site Area: 9.95 +/- acres

Present Uses: Vacant Land

Proposed Use: Retail plaza (Retail Buildings and Restaurant)

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

Impervious Area: Existing: 335,197 +/- SF (77.4%)
Proposed: 310,513 +/- SF (71.6%)

Building Area: 44,619 +/- SF total:
22,183 +/- SF Tractor Supply Company
12,950 SF retail location divided into four separate retail spaces
7,440 +/- retail location
2,046 +/- SF restaurant

Onsite Parking: 247 total vehicle parking spaces: 235 standard parking spaces, 12 ADA
parking spaces, and 17 bicycle spaces

Sewer & Water: City of Dover

Waivers Request: Subdivision Waiver – Lot without Public Street Frontage

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

**City of
Dover
Planning
Office**

APPLICATION: DuPont Plaza Review of a Site Development Plan at 747 N DuPont Hwy

FILE #: S-26-04

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 Development Master Plan to permit construction of a retail plaza in the City of Dover, to be located east of the intersection of N State Street and Leipsic Road in Dover, DE. The proposal includes four (4) retail spaces: 21,930 +/- SF tractor supply company, a 12,950 SF retail space, a 7,440 +/- SF retail (was to be America's Tire store), and a 2,046 +/- SF restaurant, with 247 total vehicle parking spaces, landscaping, and stormwater management features. The 9.95 +/- acre property is currently vacant (98,204 +/- SF open space) with no building structures and 335,397 +/- SF of impervious space. The current owners of record are Rojan DD 15, LLC. Property Address: 747 North DuPont Highway, Dover DE 19901. Tax Parcel: ED05-068.05-01-15.00. Council District 3.

Preliminary Land Use Services Review (PLUS):

An application (PLUS Review #2018-02-02) related to this property was reviewed on February 28, 2018 by the State's Preliminary Land Use Services, as required by the City of Dover's Memorandum of Understanding (MOU). This MOU requires that non-residential developments of over 75,000 square feet or residential developments containing 125 or more dwelling units complete the PLUS Review process prior to application submission. The development proposal submitted in 2018 by the developers to PLUS envisioned a version of this project that had 76,570 S.F. of commercial space for the 10-acre portion of 747 North DuPont Highway as well as a 240-unit apartment complex for the 15-acre portion. Copies of the PLUS Review Comments are available in the Application file (S-19-03) on record in the Planning Office. 747 North DuPont Highway has gone through the PLUS Review process twice before, once in 2007 (Review #2007-01-06) for the Dover Crossroads project and once in 2014 (Review #2014-04-05) for an 81,118 S.F. shopping center, which was never submitted to the city for review and thus never materialized.

As the proposed structure area is less than 75,000 SF, this project S-26-04 was not required to complete PLUS Review process.

Previous Applications

There have been several applications for redevelopment of this property. In 2007, the site at 747 North DuPont Highway was previously proposed for redevelopment as Dover Crossroads proposing to consist of two (2) major buildings and three (3) pad sites totaling 216,650 S.F. The shopping center would have used the entire 25 acres of the previous 747 North DuPont Highway parcel, instead of just the southern area (approximate 10 acres) as the current project does. The project first involved rezoning the three parcels then comprising 747 North DuPont Highway from C-4 to SC-2 under rezoning application Z-07-05. The project's Site Development Plan S-07-39 was then reviewed by the Planning Commission at their meetings of August 20 and September 17, 2007; and the project received Final Approval on September 8, 2008. Several further steps were taken towards starting the development, including consolidating the three parcels, demolition of the existing buildings on site formerly belonging to Berry Van Lines, and approval of a Unified Comprehensive Sign Plan (US-08-01), but construction ultimately did not commence, and the Site Plan expired.

A Minor Subdivision Plan for 747 North DuPont Highway was reviewed by the Planning Commission at their meeting of February 20, 2018 (SB-18-01) with a one-year extension of approval granted at the Commission's meeting of February 19, 2019. The Minor Subdivision Plan divided the 25-acre parcel into a southern 10-acre parcel and a northern 15-acre parcel. Final Approval and recordation of the Minor Subdivision Plan occurred in February 2020.

In 2019, a Site Development Master Plan S-19-03 was submitted; it was distinguished from the prior 2007 plan by its smaller footprint, different layout of proposed buildings, and proposed cooperation with an adjacent hotel property. The Master Plan was subject to review by Planning Commission in March 2019 and July 2019. S-19-03 Retail Center at 747 N. DuPont Highway: Master Plan proposed construction of a retail center to consist of four buildings totaling 62,260 SF in three phases. The initial version of S-19-03 included three retail structures of 19,200 SF, 19,975 SF, and 11,900 SF respectively and a restaurant building (Golden Corral) of 11,185 SF. The project also involved reconfiguration of the property and parking for the hotel located at 764 Dover Leipsic Road owned by Delmarva Hotels LLC; however, a Master Plan Revision in July 2019 removed the concept of shopping center's integration with the hotel property. The Final Plan approval of the S-19-03 Master Plan was issued in 2021 along with the approval of Administrative Site Plan S-19-18 DuPont Plaza: Phase 1. S-19-03 has since expired.

Most recently, S-22-12 was filed but stopped before the scheduled Planning Commission review in October 2022. This plan included a total of 52,190 SF of building area spread among three buildings. The buildings were proposed as retail uses.

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 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 §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.

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 subsection 2.4 and 2.5.

II. PROJECT DESCRIPTION

The application proposes construction of four (4) commercial buildings (44,618 +/- SF total) to be constructed in four (4) separate phases, comprising a retail plaza in the City of Dover. The property is located on the east side of North DuPont Highway and south of Leipsic Road. Phase 1 includes a 22,183 +/- SF retail building to be occupied by Tractor Supply Company. Phase 2 includes a 7,440 +/- SF retail space (identified as American Tire but will not be American Tire). Phase 3 includes a 12,950 SF retail location divided into four separate retail spaces. Phase 4 includes a 2,046 +/- SF restaurant. The plan proposes 247 total vehicle parking spaces, landscaping, and stormwater management facilities. The proposed site access will connect to North Dupont Highway on the southeast side of the site and will also connect to Leipsic Road from a shared driveway/entrance with The Edge Apartments along the northeast side of Comfort Inn & Suites

Surrounding Land Uses

The subject property is located at the southeast corner of the intersection of North DuPont Highway and Leipsic Road. The site is bordered by retail spaces along Leipsic Road (west/northwest side) and restaurant/retail spaces on North DuPont Highway (south/southeast side). The parcel is zoned SC-2 (Community Shopping Center). Properties immediately adjacent to the subject project location on the west and southeast sides are zoned C-4 (Highway Commercial). The Dover International Speedway property to the southeast of the subject property is zoned CPO (Commercial Professional

Office) as and the apartment complex currently under development to the northeast of the parcel is also zoned SC-2. The subject parcel properties had impervious surfaces from previous commercial businesses that were removed prior to the proposed construction. The abutting commercial businesses are Citizens Bank, Pugh's Automotive Service, and Comfort Inn & Suites (west/northwest side).

III. ZONING REVIEW

SC-2 (Community Shopping Center)

The subject property is zoned SC-2 (Community Shopping Center). Article 3 §17 of the *Zoning Ordinance* details the permitted uses within the SC-2 (Community Shopping Center). Based upon the uses permitted in this zone, the proposed retail and restaurant uses are permitted. With the exception of minimum setbacks provided in Article 3 §17, Shopping Center zones follow the bulk standards for the C-4 zone, which are listed in Article 4 §4.15. The application, as submitted, complies with the required bulk standards. The subject property fronts only North DuPont Highway but shares an access driveway/entrance at the northwest corner of the parcel with The Edge Apartments.

Minor Subdivision

Subdivision Waiver Request - Lots without Public Street Frontage

The application includes a Minor Subdivision to create three lots. Each lot would meet the dimensional requirements set forth in Article 4 §4.15. The proposed subdivision would create one lot without frontage on a public street and one lot with limited frontage on a public street, which would require a waiver from the requirements of *Dover Code of Ordinances*, Appendix A – Subdivisions, Article VI.E.5, which requires that “All lots in a subdivision shall have frontage on a public street.” The applicant has submitted a waiver request to this effect. The Planning Commission will make a recommendation to City Council regarding the waiver request.

SWPOZ (Source Water Protection Overlay Zone)

The parcel is entirely within zone SWPOZ (Source Water Protection Overlay Zone) - Tier 3 Excellent Recharge Areas. This zone's purpose is to protect public health and safety by minimizing contamination of the aquifer and to ensure that the aquifer is properly maintained and supplied with clean water through the reduction of impervious surfaces.

The following uses are prohibited in the SWPOZ: Automobile body/repair shop, motor vehicle, boat or farm equipment service & Gas stations and motor vehicle service stations. Therefore, America's Tire is prohibited in this zone. The applicant has indicated that America's Tire is no longer a prospective tenant for this retail space.

Also, a cylindrical feature is shown on the Site Plan above the westernmost “Outdoor Display Area” of the proposed Tractor Supply Company and was not labeled or included in the legend. The applicant has indicated that this will be an above-ground storage tank for a propane filling station. Planning Staff is further evaluating this proposed above-ground storage tank since according to the *Zoning Ordinance*, Article 3 §29.74:

Storage tanks. Underground storage tanks are prohibited within Tier 3 lands. Aboveground storage tanks which use, store, transfer, or dispose of any solid or liquid material or waste having potentially harmful impact on groundwater quality are prohibited within Tier 3 lands.

The Site Data Column indicates that the existing impervious area is 77.4%, and the proposed impervious area is 71.56%. According to the *Zoning Ordinance*, Article 3 §29.77:

On a site development master plan, when the city engineer certifies that the project utilizes superior infiltration design that maximizes groundwater recharge, impervious cover may be increased to 75 percent.

The applicant will need to work with the City's Department of Water, Wastewater and Engineering Services to demonstrate that the stormwater management plan meets the standard of "superior infiltration design."

IV. PARKING SUMMARY

The SC-2 (Community Shopping Center) includes a minimum parking requirement. Article 3 §17.5 of the *Zoning Ordinance* requires that parking is calculated at 1 parking space per 300 SF of gross leasable area. Available ADA parking is 5 ADA spaces per standard parking spaces between 101 to 150. Based on the submitted plans of the proposed Dupont Plaza building leasable area (42,320 SF) [excluding the proposed restaurant (2,046 SF)], a minimum of 142 standard parking spaces and 5 ADA spaces would be required. Restaurant parking was calculated as one space per four (4) seats for a total of 13 spaces and 1 required ADA space. The Site Plan states that 247 total spaces will be provided. This exceeds the minimum parking requirement by 92 spaces.

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 247 parking spaces provided, 13 bicycle spaces are required. The Plans submitted include 17 bicycle parking spaces (3 bicycle racks).

V. SITE CONSIDERATIONS

Site Access

The site layout provides vehicle access on both North DuPont Highway and from Leipsic Road but for multiple separate commercial businesses and associated entrance/exit points. The proposed Site Plan connects North DuPont Highway with a 30-foot-wide driveway, providing rights-in/rights-out to and from North DuPont Highway. Access to Leipsic Road is provided via a shared driveway that crosses to the east of the Comfort Inn & Suites, serving the subject site and The Edge Apartments.

Pedestrian Site Access

The site plan shows existing sidewalk on North DuPont Highway frontage of the site. A frontage sidewalk is required on all street frontages. A sidewalk into the site is also shown from the Leipsic Road driveway entrance along the north side opposite the parcel. Pedestrian access into the site is shown from North DuPont Highway with crosswalks and associated curb ramps with early warning detection across the front entrance. Curb ramps with early warning detection are present at the north side entrance, though no interior or exterior crosswalk is present at that location.

Trash Collection

This site will utilize private trash collection. The *Zoning Ordinance* requires two (2) dumpsters for up to three stores, and then 1 per additional retail store. The restaurant requires two (2) dumpsters for the first 3,000 SF of space. The applicant requires a minimum of six (6) retail dumpsters and two (2) dumpsters for the restaurant. The applicant proposes ten (10) dumpsters total for the site, though only 5 for the retail space and none for the restaurant are shown on the Site Master Plan.

VI. BUILDING ARCHITECTURE

The application proposes a Tractor Supply Company retail building. The proposed 22,183 +/- SF single-story building is being designed to include a fenced live goods/garden center with a metal roof/canopy. The proposed one-story building will be 21 feet 4 inches tall with the entrance having a pitched roof. The proposed building will feature three main material palettes. The first includes 4-foot tan masonry banded along the base of the building. The second includes beige tones from the vertical metal planks along the sides and rear of the building with matte red metal trim through the center and along the roof. The third is a 5-foot band of galvanized corrugated metal awning along the front between 5-foot 4-inch bands of beige masonry. The building's front entrance will feature the Tractor Supply Company logo above the door surrounded by the same galvanized metal.

Architectural renderings were not provided for the other proposed buildings.

The 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 Supplementary Sign Regulations. While all signage submitted has not been reviewed for compliance with Article 5, §4, please note the following:

- A sign may be illuminated at night. Signs that are illuminated at night may not exceed a maximum luminance level of 750 cd/m² or Nits, regardless of the method of illumination - as the proposed designs include lighting fixtures above the front entrance signage.
- Signs that have external illumination, whether the lighting is mounted above or below the sign face or panel, shall have lighting fixtures or luminaries that are fully shielded - as the proposed designs include external lighting above the front entrance signage.
- The site is eligible for a Unified Comprehensive Signage Plan in accordance with the *Zoning Ordinance*, Article 5 §4.8. A Unified Comprehensive Signage Plan provides flexibility to meet the signage needs unique to a shopping center or multi-building campus.

VII. TREE PLANTING AND LANDSCAPE PLAN

Tree Planting Requirements

The *Zoning Ordinance* further requires tree planting at a rate of one tree per 3,000 SF of non-woodland development area. Based on the total non-woodland area for the submitted plan 433,601 SF, 145 trees are required to be planted. The applicant proposes to plant 152 trees, 103 of which will be canopy trees and 49 of which will be evergreen trees. An additional five (5) trees are included in the Arterial Street buffer. The Landscape Plan shows 46 shrubs planted throughout the site.

Arterial Street Buffer

The *Zoning Ordinance*, Article 5 §7.3 requires a 30-foot-deep landscape buffer for nonresidential zoned property that fronts on a principal arterial street. The Arterial Street Buffer "shall be planted with a variety of trees, shrubs, and ground cover." The Landscape Plan shows the required Arterial Street Buffer planted with a variety of trees and shrubs.

Required Shopping Center Design Requirements

A 10-foot-wide buffer is required along all lot lines within the Shopping Center Zones. Additionally, at least 10 percent of the site area "shall consist of landscaping, pedestrian malls, and courtyards," and parking must be landscaped.

The plan as submitted complies with these requirements when focusing on the perimeter of the development. Trees and shrubs are planted on landscape islands and sidewalk areas throughout the site. The 10-foot buffer along the lot lines is also proposed to be landscaped with trees and shrubs.

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) Minor Subdivision:

- a) The application includes a Minor Subdivision to create three lots. The proposed subdivision would create lots without frontage on a public street, which would require a waiver from the requirements of *Dover Code of Ordinances*, Appendix A – Subdivisions, Article VI.E.5, which requires that “All lots in a subdivision shall have frontage on a public street.” The applicant has submitted a waiver request to this effect. The Planning Commission will make a recommendation to City Council regarding the waiver request.
- b) A record plan is required for the Minor Subdivision.
- c) Easements will be required for cross access, utilities, and stormwater management and must be reflected on the Record Plan.

2) Sheet MP-1:

- a) The scale of the Site Plan shown does not match the 1"=30' scale in the legend.
 - b) The Site Plan Data Column states that 247 total spaces will be provided; however, the current Plans submitted show only 228 total parking spaces: 196 standard and 11 ADA parking spaces for the retail areas and 20 standard and one (1) ADA space for the restaurant. Please provide updated calculations and/or site drawings as needed. This update should be applied to all applicable plan sheets.
- 3) The Site Plan lists ten proposed dumpsters total for the site, though only five dumpsters for the retail space and none for the restaurant are shown on the current Site Plan. The site plans for individual phases must demonstrate compliance with dumpster requirements.
- 4) The Site Plan lists 17 provided bicycle spaces, though only 15 bicycle spaces (assuming the same size 5-slot bike rack) are shown on the current Site Plan (3 racks). Please provide updated calculations and/or site drawings as needed. The site plans for individual phases must demonstrate bicycle parking that complies with the requirements for the specific phase based on the number of vehicle parking spaces in that phase.
- 5) The Retail (previous America's Tire) building area shown on Site Plan is 7,440 +/- SF. However, the stated dimensions (115'x60') only equate to 6,900 SF. This discrepancy must be addressed in the site plan for Phase 2.
- 6) The plan proposes an above-ground storage tank for a propane filling station. Planning Staff is further evaluating this proposed above-ground storage tank for compliance with the SWPOZ (Source Water Protection Overlay Zone) provisions.
- 7) Please work with the Department of Water, Wastewater and Engineering Services to demonstrate that the stormwater management plan meets the standard for superior infiltration design.

- 8) The architectural elevations include signage locations. Signage is not approved as part of the Site Development Plan review and must be applied for through separate sign permits.
- 9) Provide construction details for the following items but not limited to, dumpster enclosure, traffic control signage, lighting fixtures, bicycle racks, handicap signage, etc.
- 10) Architectural elevations were provided for only one building (Tractor Supply). Architectural elevations must be submitted with each phase and will be referred to the Planning Commission for review.
- 11) The construction of the site entrances and street improvements must comply with the requirements of DelDOT.
- 12) 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.
- 13) 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.

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) Architecture: Staff recommends that the east elevation of the building be improved. Carrying the red band to this side of the building would provide additional architectural relief. The east elevation of the building will be visible from The Edge Apartments.
- 2) Subdivision Waivers: The applicant has submitted a request for waivers from the requirements of Appendix A – Subdivisions, Article VI.E.5, which requires that “All lots in a subdivision shall have frontage on a public street.” The Minor Subdivision Plan submitted would create lots without frontage on a public street.

Staff recommends in favor of the requested subdivision waivers, based on the applicant’s explanation that the shopping center will be subject to cross access easements and a maintenance agreement. Staff recommends that cross access easements and any necessary utility easements be a condition of waiver approvals.

X. ADVISORY COMMENTS TO THE APPLICANT:

- 1) In the event, that major changes and revisions to the Site Development Master 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.
- 2) Following Planning Commission approval of the Site Development Master Plan, the Check Print review and Phase 1 Administrative Site Plan may be addressed concurrently. The process for Site Development Master Plans is addressed in the *Zoning Ordinance*, Article 10 §2.44.
- 3) Once the Site Development Master Plan is approved, each phase will be subject to an Administrative Site Plan. Please work with the Planning Office regarding phases.
- 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 Inspections 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 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: DECEMBER 31, 2025



APPLICATION: DuPont Plaza at 747 N. DuPont Highway: Revised Master Plan
FILE #: S-26-04
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 / 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 DelDOT is submitted to our office.

SANITATION

1. The subject property cannot be serviced by the City of Dover. Provide a note on the plan stating that sanitation services will be provided by a private hauler.

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. Please provide more detail on the proposed connection of this service to the City's water main in Bay Road. Our records indicate that the water line is not connected to the water main in Bay Road.
9. If the existing water main is installed through multiple properties, an easement must be recorded. Depending on the location of the water main, it will either need to be an easement between parties, or with the City of Dover. If an easement is with the City of Dover, the existing water main must meet current City of Dover standards. Please contact our office to discuss this matter in greater detail.

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. Sanitary sewer services shall be provided to 737 N. DuPont Highway.
8. 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.
9. If the existing wastewater main is installed through multiple properties, an easement must be recorded. Depending on the location of the wastewater main, it will either need to be an easement between parties, or with the City of Dover. If an easement is with the City of Dover, the existing wastewater main must meet current City of Dover standards. Please contact our office to discuss this matter in greater detail.
10. Please provide calculations that support the existing pump station in this basin can properly accept the proposed flow from this development. If upgrades are required to the pump station, the developer will be responsible.

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 / STREETS / SANITATION / 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, 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.

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

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: December 31, 2024**APPLICATION:** DuPont Plaza at 747 N DuPont Highway Revised**FILE #:** S-26-04 **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 :
 - a. America Tire
 - b. Retail
 - c. Restaurant
 - d. Mercantile
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 (see below) and clearly shown on the plans.
 - a. America Tire TBD
 - b. Retail 50%
 - c. Restaurant TBD
 - d. Mercantile 50%

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 (see below) of the proposed building.
 - a. America Tire TBD
 - b. Retail 25%
 - c. Restaurant TBD
 - d. Mercantile 50%

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

Residential areas

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

Commercial areas

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

Alley

12 feet wide

14. Speed Reduction Devices must be approved, please see City of Dover Ordinance Chapter 98-10 in reference to this process.
15. 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

16. 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.

17. 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.

18. 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>

19. NFPA 72 compliant Fire Alarm System (see below) per occupancy code requirements.

- a. America Tire TBD
- b. Retail required
- c. Restaurant TBD
- d. Mercantile required

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)

20. Sprinkler system (see below). System is to be monitored by an approved Fire Alarm System.

- a. America Tire TBD
- b. Retail required
- c. Restaurant TBD
- d. Mercantile required

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

21. 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)

22. 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)
23. Fire Department Connection to be located within 300 feet of fire hydrant, measured as hose would come off the fire equipment.
24. 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.

25. 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)

26. 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)

27. 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)

28. 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

29. 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
30. Buildings over 25,000 Sq. Ft are to have radio performance testing done prior to Final CO. This must be scheduled in advance with an authorized vendor.
31. Project to be completed per approved Site Plan.
32. Full building and fire plan review is required.
33. Separate building permits/plans submission will be required for each building and/or tenant fit out. If the permit submission is for a "shell" a Certificate of Occupancy will not be issued. Separate plans and permits submissions will be required for each "tenant fit out" at which time a Certificate of Occupancy will be issued upon compliance/completion of each "tenant fit out".

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

Section 1. - Building permits.

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

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

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

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

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

(Ord. of 7-12-1993, § 3)

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. Please confirm the address (741 versus 747)
2. Need to discuss the location of fire hydrants
3. Please confirm the width of the entrance from the highway (at least 14')
4. Need to discuss the restaurant to determine requirements (occupant load, if alcohol will be served...)
5. Need to discuss the America Tire to determine requirements
6. Is the main entrance of the restaurant less than 50' as outlined in item # 2 listed above?
- 7.

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

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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: DuPont Plaza at 747 N. DuPont Highway: Revised Master Plan

FILE #: S-26-04

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. The DNREC allows the 2017 site condition can be used for the pre-existing ground cover condition.
3. This site is within the groundwater recharge area so infiltration will need to be used for stormwater management. There is an existing basin on site, that will require maintenance completed and infiltration test performed, to verify it will function as intended.
4. 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.
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: 1/7/2026

**Dover/Kent
County
Metropolitan
Planning
Organization**

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

FILE # S-26-04

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

This site plan includes many of the features needed for pedestrian safety. Sidewalks are planned for both the property's frontage and internally, and crosswalks will be located in key locations. Other features such as accessible parking spaces and bicycle parking are also included. Note that the sidewalks and crosswalks should all be accompanied by ADA ramps, which are an important measure for enhancing mobility on the property.

The entrance to the property from US13 is designed in a way that should facilitate the movement of vehicles and reduce conflict points. Dover Kent MPO supports the use of channelized entrances, which are shown to be safer not only for motorists, but also for pedestrians and bicyclists, as it becomes easier to predict the movements of motor vehicles. This strategy is a form of corridor access management, which is one of the Federal Highway Administration's



(FHWA) Proven Safety Countermeasures. Corridor access management can reduce fatal and injury crashes as much as 25-31%.¹

Finally, the applicant should plan to work closely with the Delaware Transit Corporation (DTC) when carrying out the site improvements. This is because DART bus stops may need to be moved to or added to the property, depending on the anticipated need. Each of these bus stops should contain the necessary features such as shelters and ADA ramps for a better rider experience.

The above comments are based on preliminary observations of the DuPont Plaza Master Plan. Further comments will be provided by Dover Kent MPO during subsequent phases of the planning process.

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 “Corridor Access Management.” Federal Highway Administration (FHWA).
<https://highways.dot.gov/safety/proven-safety-countermeasures/corridor-access-management>.



January 8, 2026

Mr. Dawn Melson-Williams
City of Dover Planning
15 Loockerman Plaza
Dover, DE 19901

**RE: DUPONT PLAZA – SUBDIVISION WAIVER REQUEST
S-26-04**

Dear Dawn,

This letter is to serve as a request for a Subdivision Waiver from Appendix A – Subdivisions, Article VI.E.5 which requires, “All lots in a subdivision shall have frontage on a public street”. Only one of the three proposed lots will have compliant frontage.

The proposed DuPont Plaza site is located at 747 DuPont Plaza, near the southeast corner of Route 13 and Leipsic Road. The parcel is zoned SC-2 Community Shopping Center. The plan is to subdivide the parcel into three commercial lots. All lots would be subject to the same Cross Access Easement and Maintenance Agreement.

The parcel shape is the main contributing hardship for the necessity of the no frontage variance. The parcel only has 364.57' of frontage and 714.61' of depth. This makes it very difficult to create viable commercial lots for a parcel that is that deep and 9.954 acres. How the development looks and operates will not change with granting of the waiver. This is very similar to how the Center at Dover was approved and is currently operating.

Please review this request and call me if you have any questions.

Sincerely,

LARSON ENGINEERING GROUP, INC

A handwritten signature in black ink, appearing to read 'D. Liberman', with a long horizontal line extending to the right.

Douglas J. Liberman, P.E.
President