

**CITY OF DOVER PLANNING COMMISSION  
AGENDA**

**Monday, October 15, 2018 – 7:00 P.M.**

**City Hall, City Council Chambers**

**15 Loockerman Plaza, Dover, Delaware**

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

ADOPTION OF MINUTES OF MEETING of September 17, 2018

COMMUNICATIONS & REPORTS

- 1) Reminder: The next Planning Commission regular meeting is scheduled for MONDAY, November 19, 2018 at 7:00pm in the City Council Chambers.
- 2) Update on City Council Actions
- 3) Department of Planning & Inspections Updates
- 4) Education Opportunities
  - a. APA Delaware 2018 Regional Conference – Planning 360°: Economy, Environment and Health to be held October 23 and 24, 2018 at Atlantic Sands Hotel, Rehoboth Beach, DE

OPENING REMARKS CONCERNING MEETING PROCEDURES

OLD BUSINESS

- 1) Requests for Extensions of Planning Commission Approval: None
- 2) Re-evaluation of Conditional Use:
  - a. C-17-04 House of Pride Offices at 45 South New Street – Re-evaluation One Year Review including Public Hearing for a Conditional Use Permit to convert an existing one-family dwelling structure into a philanthropic use as the administrative facility (offices) for House of Pride. The application was reviewed by the Planning Commission on August 21, 2017 with approval of the use conditioned upon a one-year review among other conditions. The property consists of a 9,090 SF +/- parcel. The property is zoned RG-1 (General Residence Zone). The property is located on the east side of South New Street, north of Reed Street, and south of Division Street. The owner of record is House of Pride, Inc. Property Address: 45 South New Street. Tax Parcel: ED-05-077.05-03-05.00-000. Council District: 4.

### NEW APPLICATIONS

- 1) Z-18-02 Lands of Hansen White Oak Partners, LLC at 951 White Oak Road – Public Hearing and Review for Recommendation to City Council on a rezoning of a parcel of land totaling 1.125 +/- acres located on the north side of White Oak Road and east of Halsey Road. The property area is zoned CPO (Commercial Professional Office Zone). The proposed zoning is IO (Institutional and Office Zone). The owner of record is Hansen White Oak Partners, LLC; the equitable owner is L&S Davis Properties Inc. Property Address: 951 White Oak Road. Tax Parcel: ED-05-068.14-05-85.00-000. Council District 3. Ordinance #2018-10. *For this zoning map amendment, the First Reading was held at the City Council Meeting of September 24, 2018. The Final Reading/Public Hearing is scheduled for November 13, 2018 before City Council.*

### NEW BUSINESS

- 1) Project for Dover's 2019 Comprehensive Plan
  - a. Update on Project Activities
  - b. Review of Preliminary Goals & Recommendations
  - c. Review of Preliminary DRAFT Land Development Plan Map Series
  - d. Review of Preliminary DRAFT Annexation Plan Map Series

### ADJOURN

THE AGENDA ITEMS MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

Posted Agenda: October 5, 2018

**CITY OF DOVER PLANNING COMMISSION  
SEPTEMBER 17, 2018**

The Regular Meeting of the City of Dover Planning Commission was held on Monday, September 17, 2018 at 7:00 PM in the City Hall Council Chambers with Chairman Mr. Tolbert presiding. Members present were Mr. Holden, Mr. Roach, Ms. Edwards, Mr. Holt, Mr. Baldwin, Mrs. Welsh, Ms. Maucher and Mr. Tolbert. Dr. Jones was absent.

Staff members present were Mr. Dave Hugg, Mrs. Dawn Melson-Williams, Mr. Eddie Diaz, Mr. Julian Swierczek, Mrs. Tracey Harvey and Mrs. Kristen Mullaney.

**APPROVAL OF AGENDA**

*Mrs. Welsh moved to approve the agenda as submitted, seconded by Ms. Edwards and the motion was unanimously carried 8-0 with Dr. Jones absent.*

**APPROVAL OF THE PLANNING COMMISSION MEETING MINUTES OF AUGUST 20, 2018**

*Mr. Holt moved to approve the Planning Commission Meeting minutes of August 20, 2018, seconded by Ms. Edwards and the motion was unanimously carried 8-0 with Dr. Jones absent.*

**COMMUNICATIONS & REPORTS**

Mr. Hugg stated that the next Planning Commission regular meeting is scheduled for Monday, October 15, 2018 at 7:00pm in the City Council Chambers.

Mr. Hugg provided an update on the regular City Council and various Committee meetings held on August 27 & 28, 2018 and September 10 & 11, 2018.

Mr. Hugg stated that they will talk a little more later about the continued work on the *Comprehensive Plan*. There is always a number of development and construction projects underway. Fortunately, at the time, they are fully Staffed although a number of Staff have taken to having colds and are not of the best health.

Mr. Hugg stated that there is an APA Delaware 2018 Regional Conference which is titled “Planning 360 Economy, Environment and Health” and is to be held October 24, 2018 at Atlantic Sands Hotel in Rehoboth Beach, DE.

**OPENING REMARKS CONCERNING DEVELOPMENT APPLICATIONS**

Mrs. Melson-Williams presented the audience information on policies and procedures for the meeting.

**OLD BUSINESS**

- 1) Requests for Extensions of Planning Commission Approval:
  - a. S-16-18 Loockerman Way Redevelopment Master Plan: Two Mixed Use Buildings at 126 West Loockerman Street – Request for a one-year extension of the Planning Commission approval granted on September 19, 2016 of a Site Development Master

Plan, Active Recreation Area Plan, and Architectural Review Certification to permit in two phases the construction of retail and restaurant space and a total of twenty (20) apartment units in two mixed use buildings on the existing site known as Loockerman Way. Phase 1 is to consist of the three story 24,960 S.F. west building (5,860 S.F. +/- retail and eight (8) apartment units) while Phase 2 is to consist of the four story 29,272 S.F. east building (6,913 S.F. +/- retail and twelve (12) apartment units). Reconfiguration of the existing plaza on site and construction of additional parking are also proposed. The property consists of 1.14 acres and is located on the south side of West Loockerman Street between South Governors Avenue and South State Street. The property is zoned C-2 (Central Commercial Zone) and is subject to the H (Historic District zone). The owner of record is the Downtown Dover Partnership and the equitable owner is Loockerman Plaza, LLC. Property Address: 126 West Loockerman Street. Tax Parcel: ED-05-077.09-04-06.00-000. Council Districts 4.

**Representatives:** None

Mrs. Melson-Williams stated that this is a request for the extension of the Planning Commission approval. They received a letter dated August 20, 2018 in regards to the Site Plan S-16-18 for Loockerman Way Redevelopment Master Plan. The Planning Commission actually saw this application back in September 2016 and granted approval conditional approval of the Master Plan at that time. The Planning Commission initial approval is good for two years and since we are coming up on the end of that two years, the applicant is seeking a one-year extension of their plan approval which the Code does allow them to seek. Their letter notes that they have been trying to work with the current property owner of the property on a number of items and appear to be moving forward with that part of the process to acquire the property. Then they will be working on the approval process to ultimately achieve Final Site Plan approval. With that, they are asking for a one-year extension.

*Mrs. Welsh moved to approve a one-year extension for S-16-18 Loockerman Way Redevelopment Master Plan: Two Mixed Use Buildings at 126 West Loockerman Street, seconded by Ms. Maucher and the motion was carried 8-0 with Dr. Jones absent.*

- b. S-16-19 Schutte Park Public Works Yard – Request for a one-year extension of the Planning Commission approval granted on September 19, 2016 of a Site Development Plan to permit construction of a maintenance building, a greenhouse, a salt barn, two truck wash stations, material storage, and other improvements at the City Department of Public Works Yard in Schutte Park. The total area of proposed new buildings is 7,855 S.F. The property consists of 104.33 acres and the project area consists of approximately 15.61 acres. The project site is located at the end of Electric Avenue inside Schutte Park. The property is zoned ROS (Recreational and Open Space Zone) and is subject to the SWPOZ-3 (Source Water Protection Overlay Zone- Tier 3 Excellent Recharge Area). The owner of record is the City of Dover. Property Address: 10 Electric Avenue. Tax Parcel: ED-05-076.00-01-06.00-000. Council District 2.

**Representatives:** None

Mrs. Melson-Williams stated that this is an application that the Planning Commission heard in September 2016 for the Schutte Park Public Works Yard. They are in receipt of a letter of request dated September 7, 2018 that was provided to the Planning Commission. The City's Public Works Department is the applicant in regards to this application. Their plan is about to expire and they are seeking a one year extension. They do note that they have had some adjustments in the scope of the project and the extent of the project location at the Schutte Park facility. They did provide to the Planning Office their initial Revised Plan. They do note that the calculations of parking and tree planting will have to be adjusted because of the smaller scope of project site and area. Planning Staff is comfortable that those items can be reviewed during their Check Print review process of the Site Plan and if there is any necessity to return to the Planning Commission on those items, they can do that. It appears that their impacted development area is significantly reduced and likewise, the proposed buildings at the location will change as well.

*Mr. Holt moved to approve a one-year extension for S-16-19 Schutte Park Public Works Yard, seconded by Mrs. Welsh and the motion was carried 8-0 with Dr. Jones absent.*

**NEW APPLICATIONS**

- 1) Z-18-01 Lands of the Clyde Corporation at 127, 129, 133 and 135 Roosevelt Avenue – Public Hearing and Review for Recommendation to City Council for rezoning of three parcels of land (133 and 135 Roosevelt Avenue share one parcel) totaling 0.83 +/- acres located on the north side of Roosevelt Avenue east of South DuPont Highway. The property area is zoned R-8 (One-Family Residence Zone). The proposed zoning is RG-2 (General Residence Zone). The owner of record is The Clyde Corporation. Property Addresses: 127, 129, 133 and 135 Roosevelt Avenue. Tax Parcels: ED-05-077.18-02-71.00-000, ED-05-077.18-02-72.00-000, and ED-05-077.18-02-73.00-000. Council District 2. Ordinance #2018-08. *For this zoning map amendment, the First Reading was completed on August 27, 2018 and Final Reading/Public Hearing is scheduled for October 8, 2018 before City Council.*

**Representatives:** Mr. David Miller, Miller Investments LLC

Mrs. Melson-Williams stated that this is a request for rezoning. It is a series of three parcels of land. It actually has four addresses: 127, 129, 133 and 135 Roosevelt Avenue. Those correspond with the existing buildings that are on these three properties. Currently, there are two single family detached dwellings and then two buildings that consist of multiple apartment units. Currently, the property is zoned R-8 (One-Family Residence Zone) and the request is for rezoning to RG-2 (General Residence Zone). Their request for rezoning is to necessitate a zoning classification that would allow for apartment uses for the future redevelopment of the land area for a garden apartment building. Any future redevelopment would be subject to its own separate review and application process. With any rezoning, they also look to their *Comprehensive Plan* for the City. Specifically, the Land Development Plan Map for this property area recommends that it be used for Residential Medium Density as a land use classification. There are a series of zoning districts that fit that requirement and RG-2 (General Residence Zone) is one of them. Some of the types of uses that are allowed in that zone do include the uses permitted in the R-8 (One-Family Residence Zone). So things like single family detached houses would continue to

be allowed in the zone as well as garden apartments. Through the Conditional Use process in the RG-2 (General Residence Zone), there are a number of residential activities that could occur: townhouses, duplexes and multiple dwelling type units. With this, the Planning Commission is making a recommendation on the rezoning only. Any future development as noted would be subject to other applications. This did go through the Development Advisory Committee process. At this point, most of the reviewing agencies have no objection to rezoning. A number of them provided some advisory comments about future redevelopment of the site and how they may need to be working with those individual agencies.

Mr. Miller stated that his objective here is to obviously beautify the neighborhood. It's an old 1925 structure currently on the property so they are looking to build a new residential apartment complex to service the community for their needs.

*Mr. Tolbert opened a public hearing.*

**Mr. Mark Newman – 124 & 126 Roosevelt Avenue Dover, DE 19901**

Mr. Newman stated that he doesn't know what is coming for these properties. Roosevelt Avenue is a dead-end street with one way in and one way out. On that street, there is the Shore Car Wash, Hertrich Dealership, a day care center, the Kent County Theater Guild and two trailer parks. At the end of the road, there is an eighty-unit apartment complex. As you can see, on this short road they have a lot going on and he doesn't know how much more the street can support. His major concern is what exactly the plans are and how it's going to impact the street. There is on-street parking. Shore Car Wash backs up onto Roosevelt Avenue. He is just concerned about how many more units; will it be ten, thirty or forty more units? At some point the street is going to reach the maximum number.

Mr. Tolbert questioned if Mr. Newman was speaking for all of the residents in the area? Responding to Mr. Tolbert, Mr. Newman stated that he is speaking for himself; he doesn't know what other people feel.

Mr. Tolbert questioned if Mr. Newman had spoken to DelDOT? Responding to Mr. Tolbert, Mr. Newman stated that he hasn't spoken to anyone; he received a letter and showed up here. He intends to do whatever he can do.

Mr. Tolbert stated that for traffic problems he would suggest that Mr. Newman speaks to DelDOT. Responding to Mr. Tolbert, Mr. Newman stated that this is just everyday living. If you have eighty units at a dead-end street with one way in and one way out, that is a lot of cars. You have constant traffic. It is an everyday traffic problem. There is absolutely nothing that they can do. His concern is what is the future of this street.

*Mr. Tolbert closed the public hearing.*

Ms. Edwards questioned if Mr. Miller has an answer to Mr. Newman's question in reference to what the plans are for the complex? Responding to Ms. Edwards, Mr. Miller stated that at this point they have been working with the City to determine the number of units that they would actually allow on the property. All of their plans that they would be able to get approved would

obviously have to conform to those guidelines. He believes that they require two parking spaces per unit. His attempt is to try to get all of those parking spaces to be covered on the site so that there is no additional off-street parking.

Ms. Maucher asked Planning Staff what the maximum potential of this property is? Responding to Ms. Maucher, Mrs. Melson-Williams stated that trying to figure that out is always tricky because it is a balancing act between the number of units for an apartment complex which then translates to the size of building. There are some limitations on the number of stories. Parking is at a rate per unit and really, it ends up at 2.25 parking spaces per dwelling unit because there is also an accommodation for visitor space that would have to be accommodated on-site. Also, there are setbacks from property lines and other requirements for dealing with stormwater management. There are a number of things that go into the decision of how many units you could design for the site. With the RG-2 (General Residence Zone) zoning district for an apartment complex, there are requirements of minimum lot area per dwelling unit. For RG-2 (General Residence Zone), that would be 1,700 SF of lot area per dwelling unit, so the overall size of the property does set a threshold there but then its balancing all of the design requirements that also comes into play. You may not be able to achieve that full lot area per dwelling unit calculation. The RG-2 (General Residence Zone) would be limited to three stories, forty-five feet and there is also a lot coverage maximum too. In trying to accommodate the building and parking on the site, you are limited that way as well. There are a number of variables that go into potentially how many dwelling units. The concepts that Staff has seen and these are all subject to future application should the property be rezoned, they are looking at somewhere potentially in the 20-24 unit range. We are talking about a site that is less than an acre in size.

Mr. Holden stated that the specific task in front of the Commission is a Rezoning and not a Site Plan. Some of Mr. Newman's concerns may be better addressed when we have a Site Plan in front of us that we could speak to the actual impact. The other challenge is our ability to weigh the rights of individual property owners to do what others have been allowed to do on their property; so, we have to find some balance there. He has been up and down the street and he does acknowledge that there is a stop light there at the highway so there are some benefits that other streets don't have. The way to address that is both at a Site Plan Planning Commission Hearing and talking to DelDOT about expressing the concerns to the City about specific traffic concerns, if it's speeding or parking or other. Those are certainly valid concerns to try to address. There is a lot that we try to balance so if those things are important to you and you have those concerns to certainly explore those opportunities. They at times do find beneficial solutions to help resident concerns.

*Mr. Holden moved to recommend approval to City Council for Z-18-01 Lands of the Clyde Corporation at 127, 129, 133 and 135 Roosevelt Avenue (for rezoning to RG-2) due to its compliance with the Comprehensive Plan and its similar growth opportunities to near properties, seconded by Mr. Holt and the motion was carried 8-0 by roll call vote with Dr. Jones absent. Mr. Holden voting yes; due to previous comments and Staff recommendation. Mr. Roach voting yes; for Staff comments in regards to this petition. Ms. Edwards voting yes; based on Staff recommendation and previously stated remarks. Mr. Holt voting yes; based on Staff recommendations. Mr. Baldwin voting yes. Mrs. Welsh voting yes. Ms. Maucher voting yes; it's consistent with the Comprehensive Plan. Mr. Tolbert voting yes; this motion is limited to a*

*petition to amend a zoning district and nothing more.*

- 2) AX-18-02 Lands of Steven E. Andrew at 179 Mifflin Road – Public Hearing and Review for Recommendation to City Council on an Annexation Request and Rezoning Request for a parcel of land totaling 1.37 acres +/- located at 179 Mifflin Road. The property is currently zoned RS-1 (Single Family Residential Zone) in Kent County. The proposed zoning is R-8 (One-Family Residence Zone). The property is located on the east side of Mifflin Road and south of but not adjacent to Woodmill Drive. The annexation category according to Dover’s 2008 *Comprehensive Plan* is Category 1: High Priority Annexation Areas and the land use designation is Low Density Residential. The owner of Steven E. Andrew. Property Address: 179 Mifflin Road. Tax Parcel: ED-00-076.10-01-32.00-000. Proposed Council District 1. Ordinance #2018-09. *For this Annexation request, the First Reading was completed on August 27, 2018 and Final Reading/Public Hearing is scheduled for October 8, 2018 before City Council.*

**Representatives:** None

Mrs. Melson-Williams stated that Planning Staff was alerted that Mr. Andrew is on a work assignment in Massachusetts. She has a contact number should we need to contact him for a particular question. She also has a statement to read into the record that he provided.

Mrs. Melson-Williams stated that this is an annexation and rezoning request for the property at 179 Mifflin Road. The property is 1.37 acres in size. It is currently part of Kent County and has a zoning classification of RS-1 (Single Family Residential Zone). They are seeking annexation into the City of Dover and with that a zoning district of R-8 (One-Family Residence Zone). With annexations, they are also looking at what the *Comprehensive Plan* says. In this regard, this property area is identified on the Potential Annexations Area Map of the *Comprehensive Plan* as a Category 1 High Priority Annexation Area which are areas that are mostly surrounded by the City. This is the only property on the east side of Mifflin Road in this block that is not currently in the City. They also look to the *Comprehensive Plan* Land Development Plan Map for information about potential land use for the property. On that map, we find that in this case it is proposed for Low Density Residential land use classification and the R-8 (One-Family Residence Zone) that this property has requested fits that. The main use in the R-8 (One-Family Residence Zone) is a one family detached dwelling. This property actually does contain such a unit already. The parcel that is closest to Mifflin Road is where the house is located and that is the property that is not in the City. To the rear is also another parcel of land owned by the same owner which includes a garage facility and that property is already in the City. Planning Staff is recommending annexation of the property and rezoning to the R-8 (One-Family Residence Zone). The DAC member agencies provided comments, having no objections to the proposed annexation. Some of them provided some guidance about once within the City about service provisions and making sure your house has it’s address numbers on it and the like.

*Mr. Tolbert opened a public hearing and after seeing no one wishing to speak, closed the public hearing.*

Mrs. Melson-Williams stated that she wanted to read into the record, the statement that was

received from Mr. Andrew since he was unable to attend this evening’s meeting. A copy was provided to the Commission.

The letter states: “Dear Commission Members, I Steven E. Andrew submit this Annexation and Rezoning request AX-18-02 for my parcel of land totaling 1.3 acres at 179 Mifflin Road Dover, DE. The property is currently zoned RS-1 (Single Family Residential Zone) in Kent County and the requested future zoning is R-8 (One-Family Residence Zone) to coincide with the surrounding properties. The property is located on the east side of Mifflin Road and south of but not adjacent to Woodmill Drive. The annexation category according to the Dover’s 2008 *Comprehensive Plan* is Category 1: High Priority Annexation Areas and the land use designation is Low Density Residential. Once annexed, this parcel which contains my residence, pool area and garden shed will match the zoning of my rear property which is currently zoned R-8 (One Family Residence Zone) and is located in the City limits. This annexation will also alleviate the confusion with Police support and waste removal as with the current zoning. I have read the draft DAC Report dated August 29, 2018 along with the application review commentary dated September 5, 2018 and agree. Thank you for your time and consideration of this request.”

*Mrs. Welsh moved to recommend approval to City Council for AX-18-02 Lands of Steven E. Andrew at 179 Mifflin Road to change the zoning from RS-1 (Single Family Residential Zone) to R-8 (One-Family Residence Zone), seconded by Mr. Holt.*

Mr. Holden questioned if they needed to recommend both annexation and rezoning? Responding to Mr. Holden, Mrs. Melson-Williams stated that they can certainly recommend both. It’s an annexation and rezoning request so you can reference both.

*Mrs. Welsh moved to recommend approval to City Council for AX-18-02 Lands of Steven E. Andrew at 179 Mifflin Road for annexation into the City and to change the zoning from RS-1 (Single Family Residential Zone) to R-8 (One-Family Residence Zone), seconded by Mr. Holt and the motion was carried 8-0 by roll call vote with Dr. Jones absent. Mr. Holden voting yes; due to Staff comments and compliance with the Comprehensive Plan. Mr. Roach voting yes. Ms. Edwards voting yes; for reasons previously stated and it makes sense that both properties of his will be zoned the same. Mr. Holt voting yes; due to Staff recommendations and the Comprehensive Plan. Mr. Baldwin voting yes; based on Staff’s recommendation and that it’s a good fit. Mrs. Welsh voting yes; for reasons stated in the motion. Mrs. Maucher voting yes; for reasons previously stated. Mr. Tolbert voting yes; it makes sense and will make things a lot easier for the authorities in Dover.*

- 3) C-18-04 Little Kids Swagg Learning Center LLC at 631 Ridgley Street: Child Day Care Center – Public Hearing and Review of Conditional Use Application to permit conversion of 7,800 SF an existing one-story building into a Child Day Care Center to serve 100 children. The subject site contains one large warehouse-like facility; and the Child Day Care Center is proposed to occupy only a part of the structure. The property consists of a 28.5-acre parcel and is located on the north end of Ridgley Street, immediately west of the railroad tracks. The property is zoned IPM (Industrial Park Manufacturing Zone). The owner of record is Clara Ridgley Properties, LLC and the applicant (lessee) is Shakiah Davis. Location Address: 631 Ridgley Street #5. Tax Parcel: ED-05-076.08-01-01.00-000. Council District 4.

**Representatives:** Ms. Shakiah Davis

Mrs. Harvey stated that the Conditional Use Plan is to permit the conversion of an existing vacant 7,800 SF one-story building into a Child Day Care Center. The development area is estimated at 27,900 SF located on the north end of Ridgely Street, west of the railroad tracks and on the east end of Clara Street Ext. The existing parcel includes a large warehouse/office building. The applicant is proposing a Child Day Care Center that will serve up to 100 children that would include a 783 SF playground area in the interior of the building at the rear of the tenant space. It is not an outdoor play area. The property is zoned IPM (Industrial Park Manufacturing Zone). The property address is 631 Ridgely Street. The owner of record is Clara Ridgely Properties and the applicant (lessee) is Shakiah Davis.

Child Day Care Centers require one parking space for every ten children and one parking space for every adult attendant. The required number of adult attendants and children must be confirmed by Child Care Licensing before the number of parking spaces can be determined; however, the applicant identified eleven existing parking spaces on the plan. The existing parking lot does not include curbing and Planning Staff will not require the installation of upright curbing due to the proposed concrete parking bumpers to be installed at the head of each parking space. Sidewalks exist along the properties street frontage of Clara Street. Onsite in the vicinity of a tenant space is a sidewalk with connecting steps leading to the Child Day Care Center. The applicant is not proposing any exterior improvements or additions to the existing building. A total of ten trees are required to be planted per the Landscaping Plan with four existing trees in the general area of the proposed use. Additional tree plantings are required.

Ms. Davis stated that she is the current owner of the Little Kids Swagg Learning Center in Smyrna, DE. She doesn't disagree with anything. The main goal for Little Kids Swagg Learning Center is to come into the neighborhood so that they can offer valuable services to low income families and to also offer extended hours. Their current center stays open until 8PM and they also offer services on Saturdays. They will be doing the exact same thing at this location. Hopefully they can service the people who work at Kraft and Playtex so that they will be able to help with their children by having extended hours.

Mr. Tolbert questioned if Ms. Davis would cooperate with Staff regarding this application? Responding to Mr. Tolbert, Ms. Davis stated yes.

Mr. Tolbert questioned if Ms. Davis had any other centers like this or if this was the first one? Responding to Mr. Tolbert, Ms. Davis stated that this would be her second center. The first center is located in Smyrna, DE. They have been open for 3 years now and she also has background in it which is what made her branch out on her own.

Mr. Tolbert questioned if Ms. Davis had all of the licensing that is required? Responding to Mr. Tolbert, Ms. Davis stated yes and the education.

Ms. Edwards stated that she had the opportunity today to take a ride out to the site and she is a bit concerned that it is a warehouse area with loading docks on each side of the day care. Do you

know what is coming in and out of that building? The concern would be for the safety of walking across that area where the big tractor trailers would be going to a loading dock. Can you shed some more information on that? Responding to Ms. Edwards, Ms. Davis stated that currently you have the POD establishment that is right next door. They don't manufacture anything there, they are only boxing. They are boxing filing cabinets which goes into the tractor trailers to be taken to the stores so there are no chemicals or anything going on at that facility at that location. They are only boxing it up and shipping it off. As far as safety, they have the area where people are able to park. The front of the building comes out into the street. It will be repainted but there is a section for pedestrian crossing. You also have stop signs before you turn in which is on both sides of the door.

Ms. Edwards questioned if any trucks that are entering into the area will know through signage that they are to stop or slow down and that there is a pedestrian crossing area? Responding to Ms. Edwards, Ms. Davis said yes.

Mr. Holden stated that the applicant mentioned the packaging of pods that are being shipped out. Are there other activities there in the large building that are occurring now? Responding to Mr. Holden, Ms. Davis stated that it is Pods and filing cabinets. Around the bend, there is another school there, KCAP.

Mr. Holt questioned if there is going to be appropriate staff outside? Ms. Davis mentioned that the hours would coincide with the plant's hours. There is a lot of traffic coming in and out and it seems like she may need some personnel outside to make sure that safety is good for the children and no one gets run over by trucks moving back and forth. There needs to be some sort of street guard depending on the traffic. Responding to Mr. Holt, Ms. Davis stated that it is not like the traffic is on Route 13. There is not that kind of traffic going on back there. She has visited the property plenty of times before she put the application in just to make sure that it is safe enough for not only the children but for herself to be back there. They will be open until 8PM. She spoke to one of the workers at the plant and they have two shifts so they will service that first shift until the second shift.

Ms. Edwards questioned if Ms. Davis would be working closely with staff and implementing all of the recommendations that are made? Responding to Ms. Edwards, Ms. Davis stated yes, no one will run your business like you will. She is very hands on.

Ms. Maucher stated that there seems to be a question about the parking. That there needs to be a one spot per ten children and there is only eleven parking spaces there. With one hundred children you will have to have more parking spaces. Responding to Ms. Maucher, Ms. Davis stated that the whole section will cover nineteen spots in its entirety. On the original plan she showed eleven parking spaces with one handicapped space which would make it twelve spaces. There is additional parking that can be utilized along that strip but it needs to be outlined on the plan which is one of the requirements that she does agree to that will be done.

Mr. Roach questioned what previously occupied this space? Responding to Mr. Roach, Ms. Davis stated that it used to be the Escape Room. Before the Escape Room, KCAP was in that building and they moved out.

*Mr. Tolbert opened a public hearing and after seeing no one wishing to speak, closed the public hearing.*

*Ms. Edwards moved to approve C-18-04 Little Kids Swagg Learning Center LLC at 631 Ridgely Street: Child Day Care Center, seconded by Mr. Holden and the motion was carried 8-0 by roll call vote with Dr. Jones absent. Mr. Holden voting yes; we certainly need child care services within the City and it's located in an area that has several education facilities and it seems to be in keeping with the character, it's not going to be harmful and they heard no near resident complaints. Mr. Roach voting yes; he is familiar with the area and has been in the Escape Room and he thinks that it would be a really good fit to actually have it improved to serve children and to increase the "swag" of the kids in Dover. Mr. Edwards voting yes; for the reasons previously stated. Mr. Holt voting yes; he thinks that it would be a good fit for the area. Mr. Baldwin voting yes; day cares are certainly needed in this area. Mrs. Welsh voting yes; she agrees with all of the comments previously stated. Ms. Maucher voting yes; for the reasons previously stated. Mr. Tolbert voting yes; the applicant has expressed her willingness to work collaboratively with Staff should that need arise and they also have ample experience in the field of day care and preschool work. The experience and the program is well needed so thank you for bringing it to Dover.*

- 4) SB-18-03: Lands of Larlham Construction LLC at 35 & 39 North New Street – Public Hearing and Review of a Site Plan and Minor Subdivision Plan for two (2) parcels of land totaling 9,822 SF (0.22 acres) located at 35 & 39 North New Street. The applicant proposes to re-subdivide the land into three (3) parcels of 5,174 SF, 1,650 SF, and 2,988 SF. The applicant also proposes to build a townhouse unit on each new parcel and construct associated site improvements. The property is zoned RG-3 (Group Housing Zone). The property is located at the southeast corner of North New Street and Fulton Street. The owner of record is Larlham Construction, LLC. Property Addresses: 35 & 39 North New Street. Tax Parcels: ED-05-076.08-05-39.00-000 and ED-05-076.08-05-40.00-000. Council District 4. *Waiver Request: Elimination of Rear Emergency Access Requirement. This application is the subject of Variance V-18-01, approved by the Board of Adjustment on March 21, 2018. The variance permits the applicant to go below the minimum lot size in the RG-3 zone for the 1,650 SF parcel and the minimum lot depth in the RG-3 zone for all three parcels.*

**Representatives:** Mr. Dan Larlham, Larlham Construction; Mr. Nik Patel, Elliott Surveying

Mr. Swierczek stated that this application is a review of a Minor Subdivision Plan and Site Plan to permit two parcels of land totaling 0.22 acres located at 35 and 39 North New Street to be re-subdivided into three new lots re-orienting them away from the North New Street frontage and instead having a Fulton Street frontage. The applicant also proposes one new townhouse unit to be built on each of the three new parcels with associated site improvements. The properties are zoned RG-3 (Group Housing Zone) and the townhouses are a permitted use in this zone. These properties previously went to the Board of Adjustment as Application V-18-01 which was reviewed on March 21, 2018 by the Board of Adjustment. The applicants had requested two variances from the *Zoning Ordinance* for the requirements of the minimum lot size in the RG-3 (Group Housing Zone) as well as minimum lot depth. The applicants were requesting that the minimum lot size of the new Lot 2 to be 1,650 SF instead of the required minimum of 1,800 SF and that the minimum lot depth for all three lots be 91.6 feet instead of the required minimum of

100 feet. The Board of Adjustment has reviewed and approved those requests. The proposed plan shows a sidewalk access from the existing sidewalk along Fulton Street frontage to the north to each of the three townhouse units. There is also one vehicular point of access from an unnamed alley to the east that is twelve feet wide. This access is for the parking lot that contains one parking space for each townhouse unit and there is no parking provided on the other lots. Because the parking spaces for all three units are to be located on Lot 1, Staff recommends both a parking easement and an access easement to be put in place to ensure access between the parking lot and all three townhouse units. Staff has further recommended a connecting sidewalk from the parking area north to the sidewalk along the Fulton Street frontage. The applicant will also need to identify the location of storage areas for trash and recycling cans for the townhouse units. The applicant is also submitting a waiver request for the elimination of the emergency rear access requirements.

Mr. Larlham stated that he agrees with everything that Mr. Swierczek said, and he is going to work cooperatively with the City throughout this project.

*Mr. Tolbert opened a public hearing and after seeing no one wishing to speak, closed the public hearing.*

Mr. Holden stated that Staff had a number of different recommendations: an easement to allow property owners on Lots 2 and 3 to the parking lot on Lot 1 and a sidewalk to allow access. Is the applicant okay with those actions? Responding to Mr. Holden, Mr. Larlham stated yes.

Mr. Holden questioned if Staff got any commentary from the Fire Marshal on the waiver request regarding the emergency rear access? Responding to Mr. Holden, Mrs. Melson-Williams stated that the Fire Marshal's comments were part of the Report. They do talk specifically about townhouses. They are recommending a meeting of the applicant with the Fire Marshal and Chief Building Inspector. There are several alternatives that they could explore for the property for fire protection other than just the rear emergency access. Specifically, the Fire Marshal suggests a sprinkler system which they have seen in townhouse units before and also, the series of non-combustible siding. The Building Code is going to have fire walls between units but there are some additional measures that could be approached. A sprinkler system obviously has some other implications about water service coming to the properties and things like that, but they did not seem opposed to looking at alternatives. With that waiver request for the elimination of rear emergency access, the Planning Commission makes a recommendation and that recommendation has to be forwarded to City Council for their review. It moves up through the Safety Advisory and Transportation Committee and then ultimately to City Council.

Mr. Roach questioned if the applicant had an idea of who he planned on servicing with these townhouses in the area because he knows that Wesley College is in the area and there are a lot of low-income families in the area? Responding to Mr. Roach, Mr. Patel stated that it was primarily in hopes to make it feasible for the students and that is the reason that they went with a townhouse concept. Regarding the waiver request, they have had preliminary conversations with the Fire Marshal's Office and currently they are working with the architect to design the sprinkler system that they would be proposing in the townhomes to accommodate that waiver request.

*Mr. Holden moved to recommend approval to City Council for SB-18-03: Lands of Larlham Construction LLC at 35 & 39 North New Street and to also approve the waiver request with the understanding that the applicant will satisfy the Fire Marshal's concerns and that the waiver makes its way through the process that Mrs. Melson-Williams defined, seconded by Mrs. Welsh and the motion was carried 8-0 by roll call vote with Dr. Jones absent. Mr. Holden voting yes; due to Staff comments, due to the need for affordable housing in the area and due to the applicant's willingness to work with Staff and the Fire Marshal. Mr. Roach voting yes; due to the fact that it is providing more housing for Wesley College students and working collaboratively with the Fire Marshal in regards to the rear access. Ms. Edwards voting yes; based on the reasons previously stated. Mr. Holt voting yes; based on the reasons previously stated. Mr. Baldwin voting yes; for the reasons previously stated. Mrs. Welsh voting yes; for the reasons previously stated and there are quite a few new residences going up there and she thinks that this will be a welcomed addition and much more in keeping with the new properties in the area. Ms. Maucher voting yes; for reasons previously stated. Mr. Tolbert voting yes; the housing in that area is certainly needed and we can appreciate the work that will be done there.*

- 5) SB-18-04 Minor Subdivision Plan Bay Road Office Park at 550 Bay Road – Public Hearing and Review of a Minor Subdivision Plan for two (2) parcels of land totaling 6.46 acres located at 550 Bay Road. The applicant proposes to combine the current Lots 1 and 2 into one single parcel, while subdividing the sections of Lot 1 currently planned to contain the two smaller office buildings into their own lots as the new Lot 2 and Lot 3. The new Lot 1 would be 4.16 +/- acres, Lot 2 would be 1.20 +/- acres, and Lot 3 would be 1.10 +/- acres. The site is the subject of Site Development Master Plan Application S-17-19 conditionally approved by the Planning Commission on July 17, 2017; Phase 1 of an Office Building located on Lot 1 is under construction per Administrative Site Plan S-17-30. The property is zoned C-4 (Highway Commercial Zone). The property is located on the southwest side of Bay Road and south of Miller Drive with access from Cowgill Street and Martin Street. The owner of record is Bay Road One, LLC. Property Addresses: 550 Bay Road and 540 and 544 Bay Road (The parcel to the rear of the site is located at the end of Cowgill Street and is not addressed.) Tax Parcels: ED-05-077.00-01-10.01-000 and ED-05-077.00-01-11.00-000. Council District 2. *This application is also the subject of variance V-18-04, approved by the Board of Adjustment at their July 18, 2018 meeting. This variance permits the widths of the proposed Lots 2 and 3 to be less than the minimum required in the C-4 zone.*

**Representatives:** Mr. Alex Schmidt

Mr. Swierczek stated that this is an application to review a Minor Subdivision Plan for two parcels of land totaling 6.46 acres located at 550 Bay Road. The applicant proposes to combine the current Lots 1 and 2 into one single parcel while subdividing the sections of Lot 1 currently planned to contain two smaller office buildings into their own lots as the new Lot 2 and Lot 3. This property has previously come to the Planning Commission for review as Site Development Master Plan S-17-19 Bay Road Office Park at the July 17, 2017 meeting. Phase I of the office building located on Lot 1 is under construction per Administrative Site Plan S-17-30. The property is zoned C-4 (Highway Commercial Zone). The site was also subject to a Variance application V-18-04 which went to the Board of Adjustment on July 18, 2018 and received

approval. This application went asking for an area variance of the lot widths because the current owner, Century Engineering wished to maintain ownership of the central road off of Bay Road while being able to have the option to sell on the two newly created parcels to other developers if they choose. This variance allowed the newly proposed lots to have less than the required minimum of 150 feet in lot width. Another Variance application V-17-12 went before the Board of Adjustment on July 19, 2017 and received approval. This application was to increase the allowable parking on-site for Phase I of the project from eighty-four parking spaces to one hundred nineteen parking spaces. This location's Site Development Master Plan already went through the review process. The main issue for the Planning Staff was to ensure access for the three new proposed lots. The plan notes an existing thirty foot wide cross access easement for future development along the main access drive off of Bay Road and to the west to the parking lot for the building on Lot 1. The applicant also proposed a twenty-four foot wide cross access easement for Martin Road, across Lot 3 to the main access drive of Lot 1. The plan also notes a maintenance access easement established to benefit the new Lots 2 and 3 for the purpose of performing maintenance and for stormwater facilities, stormwater conveyance and utilities. This easement connects the proposed Lots 2 and 3 directly to Lot 1 to the stormwater management area. Staff further recommends a parking easement to be put in place to ensure access between Lots 2 and 3 to the parking lot of Lot 1. This is in order to comply with the parking requirements for the Development Master Plan S-17-19.

Mr. Schmidt stated that they agree with the overview as stated and they intend to work proactively with Staff to address all of the comments that they have and that would include placement of an easement to allow shared parking between the three lots in place. They have also submitted the Subdivision Plan to the Kent Conservation District and to DelDOT so they are actively pursuing all of the additional agencies that they need approval from. The original intent of this plan was to lease on the front two pad sites; however, they have had several interested parties and all of those parties have express that they their preference would be to own the lot not to lease.

*Mr. Tolbert opened a public hearing and after seeing no one wishing to speak, closed the public hearing.*

*Mr. Holt moved to approve SB-18-04 Minor Subdivision Plan Bay Road Office Park at 550 Bay Road, seconded by Mrs. Welsh and the motion was carried 8-0 by roll call vote with Dr. Jones absent. Mr. Holden voting yes; due to Staff comments and the applicant's willingness to work with Staff requests. Mr. Roach voting yes. Ms. Edwards voting yes; based on the applicant's willingness to work with Staff and you certainly can't sell property if it's not subdivided. Mr. Holt voting yes; due to Staff comments and the owner's willingness to work with Staff. Mr. Baldwin voting yes. Mrs. Welsh voting yes. Ms. Maucher voting yes; for reasons previously stated. Mr. Tolbert voting yes; there is no reason for concern regarding what the applicant wishes to do at this site.*

## **NEW BUSINESS**

- 1) Update on Appointment of the Architectural Review Oversight Subcommittee of Planning Commission (in accordance with *Zoning Ordinance*, Article 10 §2.28)

Mrs. Melson-Williams stated Planning Staff was able to contact Ms. Sarah Keiffer who is the current Director of Planning Services for Kent County and Dr. RJ Chandler who is a faculty member of the Architecture Department at Delaware Technical and Community College. Both individuals agreed to continue their service on the Architectural Review Oversight Subcommittee. If the Planning Commission will accept their designations, then you will have a full complement of people for the Architectural Review Oversight Subcommittee. We don't have alternates at this point to bring to the Commission on the side of design professionals.

Mr. Tolbert questioned if there was a Mayor's Designee? Responding to Mr. Tolbert, Mrs. Melson-Williams stated that the Mayor can serve or he can designate someone.

Mr. Tolbert questioned if there was anyone in mind for the alternates at this time? Responding to Mr. Tolbert, Mrs. Melson-William stated that Staff did not work on any kind of suggestions for design professionals to join that group.

*Mrs. Welsh moved to accept Ms. Sarah Keiffer and Dr. RJ Chandler as the two design professionals on the Architectural Review Oversight Subcommittee, seconded by Ms. Edwards and the motion was unanimously carried with Dr. Jones absent.*

- 2) Project for Dover's 2019 Comprehensive Plan
  - a. Update on Project Activities
    - i. Update on Survey and Data Collection
    - ii. Report on Open House Event
  - b. Review of Preliminary Goals
  - c. Review of Preliminary DRAFT Land Development Plan Map Series

Mrs. Melson-Williams stated that the most significant activity that happened since the Commission's last meeting was the Open House Event that was held on August 23, 2018 at the Dover Public Library from 3-7PM. They did see several of the Planning Commissioners there as well as Historic District Commission members, a couple City Council members, as well as members of the public and other interested people. She thinks that the sign-in sheet reflected sixty-five people that actually signed in but they are sure that there are probably some people who did not sign in. During that Open House Event, there were a number of activities that people could participate in. They had a series of boards of focus areas for six key areas in the City that they asked people to leave a post-it note with their ideas or concerns for those areas. They also presented what was the Preliminary Draft of the Land Development Plan Maps. During the event, they did have two points where there did a presentation. During the presentation, they talked about what the *Comprehensive Plan* was and what the process was and then also reported on some of the results of the questionnaire/online survey that they conducted in June and July. If you are interested in the Power Point, the presentations have been posted to the City's website on the Comprehensive Plan Page. They also have posted the Preliminary Goals and the Preliminary Drafts of the Land Development Plan Map Series which is a series of four maps that cover the City. It was a very exciting event and Staff was well pleased. They received a lot of comments from that activity that they are tasked with sorting through. Staff has been continuing to meet with a number of different specific agencies. This afternoon they met with some people from

DNREC to talk about their subject areas that they are trying to address in the *Comprehensive Plan*. They have another meeting scheduled with DeIDOT later this week so that they can continue to do those data gatherings and fact findings in order to help their report writing of all the chapters. With that, they have taken an assessment of kind of where we are versus the February deadline. Mr. Hugg is going to talk about where we see ourselves and what they are doing about it.

Mr. Hugg stated that they have been working extensively since winter of last year with a lot of activities ongoing from the May until now time period. There have been a lot of meetings with stakeholders and open houses. They are actively engaged in the final data collection and preliminary writing to start putting together pieces of the *Comprehensive Plan*. It has occurred to them working backwards from a February deadline that they find themselves trying to get ready for what would be City Council, Council Committee of the Whole, Planning Commission, Historic District Commission as well as the State PLUS Process right in the middle of the holidays. They recognize that Council tends to not meet the second meeting in December and may not meet during the second meeting in November. You combine that with their desire to continue to high quality standards that have been set for the *Dover Comprehensive Plan* now for a couple of decades, they are going to be asking the Office of State Planning for an extension of their deadline. That is something that they and the Cabinet Committee on State Planning issues and typically they do grant when there are compelling reasons to do so. He thinks that they have a good case to demonstrate both their commitment to the planning process that they are engaged in and just the sheer difficulties that would prevail by trying to do a lot of this during the holidays. The extension request is an automatic six months. It is their intention to go to PLUS Review in December to have a first draft of the plan out before the holidays and to be meeting with the Planning Commission early next year for public review, comment and adoption. They are not going to use the maximum extension, but they simply want to get a little cushion for the difficulties that they see in scheduling.

Mr. Hugg stated that he would like to recognize Dr. Tony DePrima and some of his students in the audience. They are going to be meeting with them on the 27<sup>th</sup> as part of their outreach. They are going to be asking them and other college students what they like, don't like and how to get them more engaged in the City of Dover.

**Meeting adjourned at 8:34 PM.**

Sincerely,

**Kristen Mullaney**  
Secretary



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DATA SHEET FOR CONDITIONAL USE SITE PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF August 9, 2017

PLANNING COMMISSION MEETING OF August 21, 2017

Plan Title:	House of Pride Offices
Plan Type:	Conditional Use Plan
Property Location:	On the east side of South New Street north of Reed Street
Property Address:	45 South New Street
Owner/Applicant:	House of Pride Inc.
Tax Parcel:	ED-05-077.05-03-05.00-000
Present Zoning:	RG-1 (General Residence Zone)
Site Area:	0.21 ac. +/- (9,090 SF)
Prior Use:	Residential structure
Proposed Use:	Offices
Building Area:	N/A
Off Street Parking:	Existing – 2 spaces
Sewer & Water:	City of Dover

CITY OF DOVER  
DEVELOPMENT ADVISORY COMMITTEE  
APPLICATION REVIEW COMMENTARY  
D.A.C. MEETING DATE: August 9, 2017

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APPLICATION: House of Pride Offices at 45 South New Street

FILE #: C-17-04

REVIEWING AGENCY: City of Dover Planning

CONTACT PERSON: Eddie Diaz, Planner I

PHONE #: (302) 736-7196

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I. PLAN SUMMARY

Application for Conditional Use Review to convert an existing one-family dwelling structure into a philanthropic use as the administrative facility (offices) for House of Pride. The property consists of a 9,090 SF +/- parcel. The property is zoned RG-1 (General Residence Zone). The property is located on the east side of South New Street, north of Reed Street, and south of Division Street. The owner of record is House of Pride, Inc. Property Address: 45 South New Street. Tax Parcel: ED-05-077.05-03-05.00-000. Council District: 4.

II. PROJECT DESCRIPTION

The applicant proposes to use the existing structure at 45 South New Street as administrative offices for the House of Pride. At present, it appears no changes to the site or the building are proposed as part of the new use. However, changes to both may be required in order to bring the proposed use into compliance with the *Zoning Ordinance* and applicable building and fire codes. The use itself is a Conditional Use and must be approved by the Planning Commission in order to be instated.

The applicant gave the following written description of the activities to take place on the property:

“Our former office was sold to the City of Dover and was demolished in 2015. Business for the House of Pride was being conducted out of three different homes. We would like for the business to be conducted from an office. This type of business may include working with all types of addictions, collecting rent, work referrals, paying City of Dover utility and tax bills, Chesapeake, IRS, Insurance, holding group sessions, writing reports, conducting community service, clothing the needy, feeding families and the homeless with USDA and local restaurants contributions like KFC, Safeway, and WAWA.”

The applicant also informed Planning Staff that the intended hours of operation of the property would be 8am to 5pm on weekdays, and 8am to 1:30pm on Saturdays. The planned occupancy of the building at any one time would be in the range of four to six people.

The lot currently includes a two-story detached house, a driveway, and a fenced “park area” in

the rear yard. Adjacent uses are primarily one-family residences in the RG-1 (General Residence Zone).

### III. ZONING REVIEW

#### RG-1 Zoning District

Because of the nature of the organization seeking to set up the offices, the site's proposed use as offices would be conditionally permitted in the RG-1 Zone as a philanthropic use. According to *Zoning Ordinance* Article 3 §2.11, permitted uses in the RG-1 Zone include any uses permitted in the One-family Residence zones. *Zoning Ordinance* Article 3 §1.14(a) includes the following permitted conditional uses for One-family Residence zones:

- (a) Places of worship, including parish houses; [and] schools, including nursery schools, kindergartens and day care centers in accordance with article 5, Supplementary Regulations, section 14. Day care facilities; philanthropic and eleemosynary institutions; hospitals and sanitariums for general medical care; and funeral homes subject to the following requirements:
  - i. Any school permitted under this paragraph [subsection 1.14(a)] shall be a nonprofit organization within the meaning of the Internal Revenue Act and shall be registered effectively as such thereunder.
  - ii. Any school permitted under this paragraph [subsection 1.14(a)], other than a kindergarten, nursery school, or day care center, shall occupy a lot with an area of not less than two acres, plus one acre for each 100 pupils for which the building is designed.
  - iii. Any kindergarten or nursery school permitted under this paragraph [subsection 1.14(a)] shall be limited to a maximum of 50 children in zones R-8 thru R-20 and a maximum of 100 children in all other zones. At least 100 square feet of outdoor play space per child shall be provided. Outdoor play space shall be fenced or otherwise enclosed on all sides and shall not include driveways, parking areas, or land unsuited by other usage or natural features for children's active play space. Fencing or other enclosures shall be a minimum height of four feet. The minimum lot area for each ten, or remainder over the multiple of ten, children shall be the same as the minimum lot area requirement for each dwelling unit in the districts in which such uses are to be located.
  - iv. No such building or part thereof shall be erected with less than a 50-foot front yard or nearer than 25 feet from any other street or property line.
  - v. The sum of all areas covered by all principal and accessory buildings shall not exceed 20 percent of the area of the lot.
  - vi. Courts shall conform to the requirements of article 5, section 3 hereof.

The regulations for the above conditional uses which are listed in subsections i through vi do not include specific provisions for philanthropic uses. Subsections iv and v would be applicable to this site. However, because the use will be in an existing building, if the building does not meet these setback and coverage requirements it would be considered a legal nonconforming building. Any proposed future additions to the building would be considered under the requirements for subsections iv and v.

#### Conditional Use Review

Conditional Uses are subject to the requirements of Article 10 §1 of the *Zoning Ordinance*. With Conditional Use applications, the Planning Commission reviews the proposed project to

determine whether or not the intended use is appropriate in type and scale for the immediate neighborhood. The Commission must also consider whether or not the proposed use will have an adverse impact on the future orderly development of the surrounding area. Below are the objectives of the *Zoning Ordinance* which the Commission should consider in reviewing Conditional Use applications:

Section 1. - Approval of conditional uses.

On application and after public notice and hearing, the commission may authorize the issuance by the city planner of permits for any of the conditional uses for which this ordinance requires, in the district in which such use is proposed to be located. In approving any such use, the planning commission shall take into consideration the public health, safety and welfare, the comfort and convenience of the public in general and of the residents of the immediate neighborhood in particular, and may prescribe appropriate conditions and safeguards as may be required in order that the results of its action may, to the maximum extent possible, further the expressed intent of this ordinance and the accomplishment of the following objectives in particular:

1.1 *Accessibility for emergency response.* That all proposed structures, equipment or material shall be readily accessible for fire, ambulance, police, and other emergency response;

1.2 *Harmony of location, size and character.* That the proposed use shall be of such location, size and character that, in general, it will be in harmony with the appropriate and orderly development of the zone in which it is proposed to be situated and will not be detrimental to the orderly development of adjacent properties in accordance with the zoning classification of such properties;

1.3 *Residential zones.* That, in addition to the above, in the case of any use located in, or adjacent to, a residential zone:

1.31 The location and size of such use, the nature and intensity of operations involved in or conducted in connection therewith, its site layout and its relation to access streets shall be such that both pedestrian and vehicular traffic to and from the use and the assembly of persons in connection therewith will not be hazardous or inconvenient to, or incongruous with, the said residential district or conflict with the normal traffic of the neighborhood; and

1.32 The location and height of buildings, the location, nature and height of walls and fences, the nature and extent of landscaping, and other improvements on the site shall be such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings.

If the Planning Commission approves a Conditional Use, the use is granted as a Conditional Use Permit. Such permits may be permanent, subject to limitations outlined in *Zoning Ordinance* Article 10 §1.41, or be required by the Commission to undergo periodic renewal, using the procedure described in Article 10 §1.42. Any Conditional Use Permit, permanent or not, may be revoked using the procedure described in Article 10 §1.43 if the conditions prescribed by the Commission in conjunction with the issuance of the Conditional Use Permit have not been, or are no longer being complied with.

For a property seeking Conditional Use approval which does not need associated Site Development Plan approval (due to occupying an existing building), Article 10 §1.8 outlines the submission requirements. These requirements include a map of the property showing existing conditions with the appropriate legal data.

#### IV. PARKING SUMMARY

Parking regulations in the RG-1 Zone are listed only for residences. Article 6, §3.1 of the *Zoning Ordinance* also does not list parking requirements for philanthropic uses or for offices (except medical offices). Therefore, the *Zoning Ordinance* does not have any specific parking requirements for the proposed use.

The site has a residential-style gravel driveway which can accommodate two vehicles side by side. On-street parking is also available.

#### Bicycle Parking

The site does not currently appear to have bicycle parking. Because a Site Development Plan is not associated with this application, there is no automatic requirement to provide new bicycle parking.

#### V. SITE CONSIDERATIONS

##### Sidewalks

There is existing street frontage sidewalk on the site as well as an entrance walk to the building. Both appear to be in good condition.

##### Dumpsters

For office uses less than 8,000 SF, one dumpster is required. However, because the City's Public Works Department will provide City trash service (residential type) to this site, no dumpster will be required. The applicant has stated there will be no increase in trash generation over what is needed for residential collection.

##### Lighting

Staff believes that existing street lighting should be sufficient to light the site. There is no specific lighting requirement for residential zones.

#### VI. BUILDING ARCHITECTURE

The building is an existing building and no changes are currently proposed to its exterior appearance. The building has the outward appearance of a residence and features a porch, a bay window, a gable and valley roof, and articulated architectural details.

The applicant submitted a floor plan showing the proposed layout of the interior offices. On the first floor there is a front office at the front of the building. The middle of the floor is taken up by an open area, a bathroom, and a closet. At the rear of the first floor is a kitchen. Planning Staff believes the open area may be used for meeting functions at the office. On the second floor there are three offices, each of which appears to be for an individual staff member/employee.

#### VII. TREE PLANTING AND LANDSCAPE PLAN

All projects requiring approval by the Planning Commission must provide enough trees to meet the minimum tree density specified in *Zoning Ordinance*, Article 5 §16.62. Based on the 9,090 SF property size, the site must have four (4) trees. The applicant did not submit a Landscape Plan with the application; however, they have stated that there are seven (7) trees on the site. This should be confirmed with a map of the property that shows the locations of the trees.

### VIII. CITY AND STATE CODE REQUIREMENTS

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

- 1) While the applicant has submitted a number of document items related to the property and their proposed use, the applicant must prepare a formal Conditional Use Plan which meets the requirements of *Zoning Ordinance* Article 10, Section 1.8. This plan must include:
  - a. A to-scale map of the property which depicts the existing conditions.
  - b. A detailed written description of the proposed activities on the property, including hours of operation.
  - c. A designation of the number of off-street parking spaces.
  - d. Legal Data sufficient to identify the property, the owner, and adjacent properties.
- 2) The Final Plan must include notes indicating the action taken by the Planning Commission with regard to any conditions of approval. The plan must be revised to reflect all changes required by the Planning Commission.
- 3) The map of the property must identify the locations of the seven (7) existing trees.
- 4) The map of the property must identify the storage location of the collection cans for trash and recycling.
- 5) Any Erosion & Sediment Control Plans or Stormwater Management Plans granted approval by the Kent Conservation District must reflect the Plan conditionally approved by the Planning Commission and be in compliance with the *Zoning Ordinance* and technical review requirements of other agencies.
- 6) All requirements by the City Building Inspector and City Fire Marshal related to a Change of Occupancy of the building from residential use to office use must be complied with. Further requirements may be in effect if the structure is converted back to residential use in the future.
- 7) The existing sign must obtain a Sign Permit.

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

In accordance with the *Zoning Ordinance*, Article 10 §1, the Planning Commission in considering and acting upon Conditional Use 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 1.1 to 1.3. To meet these code objectives, Planning Staff recommends the Planning Commission prescribe the following conditions and safeguards:

- 1) To further subsection 1.31 related to size and intensity of operations in residential zones, Staff recommends that the existing two (2) off-street parking spaces be required to be maintained.
- 2) To further subsection 1.31 related to size and intensity of operations in residential zones, Staff recommends that at least one (1) bicycle parking space be required to be installed.
- 3) To further subsection 1.31 related to size and intensity of operations in residential zones, Staff recommends that any residential use of the property, including overnight sheltering, be prohibited for as long as the structure is being used as an office.
- 4) To further subsection 1.32 related to site improvements, Staff recommends no exterior changes be made to the building that would alter its appearance as a residential structure.
- 5) To further subsection 1.2 related to harmony of location, size, and character, Staff recommends that any outside HVAC Equipment be designed to minimize impact on adjacent property owners, be adequately screened from public view, and minimize overall visible impact. Consideration must also be given to equipment placement in proximity to loading areas and public facades of the buildings.
- 6) To further subsection 1.2 related to harmony of location, size, and character, Staff recommends that any Conditional Use Permit granted for the office use be periodically renewed in accordance with *Zoning Ordinance*, Article 10 §1.42.

#### X. ADVISORY COMMENTS TO THE APPLICANT

- 1) In the event that major changes and revisions to the plan occur in its finalization, contact the Planning Office. Examples include relocation of site components and increases in floor area. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other agencies and commissions making recommendations in regards to the plan.
- 2) In the event, that there are changes to the architecture, building footprints, layout or square footage of the buildings contact the Planning Office. These changes may require review by the Planning Commission.
- 3) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.
- 4) Following Planning Commission approval of the Conditional Use Plan, the Plan must be revised to meet all conditions of approval from the Development Advisory Committee or as otherwise noted.
- 5) For a new use in an existing building, the requirements of the building code and the fire code must be complied with. Consult with the Chief Building Inspector 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.

- 6) 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.
- 7) The applicant shall be aware that Conditional Use 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.
- 8) The applicant shall be aware that Conditional Use 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. An Administrative Building Permit may be required in order to establish this use in the building.

**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.**



PETITION TO AMEND ZONING DISTRICT  
Public Hearing Before the Planning Commission  
October 15, 2018

Applicants/Owners: Lands of Hansen White Oak Partners, LLC (Jeff Hansen)  
Equitable Owner: L&S Davis Properties, Inc. (Sylvia Davis)

Address: 951 White Oak Road, Dover, DE

Location: North side of White Oak Road and east of Halsey Road

Tax Parcel: ED-05-068.14-05-85.00-000

Size: 1.1152 acres

Present Use: Vacant land

Proposed Use: Public Assembly

Comprehensive  
Plan Designation: Office and Office Parks

Present Zoning: CPO (Commercial Professional Office Zone)

Proposed Zoning: IO (Institutional and Office Zone)

Reason for Request: Request for Rezoning of property to allow for future development  
of a building for public assembly

File Number: Z-18-02

Ordinance Number: 2018-10

This rezoning application consists of one parcel of land totaling 1.125 +/- acres located on the north side of White Oak Road and east of Halsey Road. The property area is zoned CPO (Commercial Professional Office Zone). The proposed zoning is IO (Institutional and Office Zone). The owner of record is Hansen White Oak Partners, LLC; the equitable owner is L&S Davis Properties Inc. Property Address: 951 White Oak Road. Tax Parcel: ED-05-068.14-05-85.00-000.

Existing Property:

The subject property area consists a vacant parcel of land with frontage on White Oak Road and adjacent to Halsey Road Ext. The applicant is seeking rezoning to allow for future development of the property. The redevelopment of the site will be subject to a separate application submission.

Surrounding Land Uses:

The land adjacent to the site to the east is a neighborhood of single-family detached homes, zoned R-8 (One-Family Residence Zone) in the White Oak Farms subdivision. Just north of the site on Halsey Road is a condominium complex (apartment style-units) known as the White Oak Condominiums, zoned RG-2 (General Residence Zone). West of Halsey Road Ext. is a shopping center known as the Centre at Dover consisting of several multi-tenant buildings of various retailers; it is zoned SC-2 (Community Shopping Center Development Zone).

Previous Application

Previously, Rezoning Application Z-06-09 Lands of Leon & Dorothy Hansen to rezone the property at 951 White Oak Road from CPO (Commercial Professional Office) to IO (Institutional and Office Zone) was recommended for approval by the Planning Commission on August 21, 2006 with the final approval of the rezoning from C-PO to IO by the City Council on September 11, 2006. At the time, the *Zoning Ordinance* including provisions related to reconsideration of Rezoning applications if no development activity occurred. With Z-06-09, the request for extension of the rezoning approval was denied by City Council on September 24, 2007; therefore, consideration of the rezoning back to the previous zoning classification had to occur. At the Planning Commission meeting of June 16, 2008, they recommended approval to revert the zoning of the property at 951 White Oak Road back to CPO from IO. Then the City Council held public hearing on Monday, July 14, 2008 to consider this rezoning and as a result City Council approved the zoning for the property back to CPO.

Comprehensive Plan:

The *2008 Comprehensive Plan* depicts the subject area with the Office and Office Parks land use classification on Map 12-1: Land Development Plan Map. Table 12-1: Land Use and Zoning Matrix specifies that the following zones are compatible with this land use classification:

- C-PO (Commercial and Professional Office)
- IO (Institutional and Office)
- IPM (Industrial Park Manufacturing)
- RGO (General Residence and Office)

Request for IO (Institutional and Office Zone)

The types of permitted uses in the IO Zone are given Article 3 §10 of the *Zoning Ordinance*. The permitted uses include the following:

**Article 3**

**Section 10. - Institutional and office zone (IO).**

10.1 *Uses permitted.* In an institutional and office zone (IO), no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended, or designed to be used, in whole or in part, for any purpose, except the following:

- (a) Business, professional, or governmental offices.

- (b) Banks.
- (c) Research, design, and development laboratories.
- (d) Public and institutional uses including hospitals, medical clinics, libraries, police stations, courthouses, transit centers, schools, colleges, universities, places of public assembly, philanthropic and charitable institutions, parks, playgrounds, public indoor recreation centers, athletic fields.
- (e) Public utility rights-of-way and structures necessary to serve areas within the city.
- (f) Day care centers, provided they are established in accordance with all applicable state regulations pertaining to child care and provided that they are established and maintained in accordance with article 5, section 14 of this ordinance.
- (g) Emergency shelters and transitional housing.

10.2 *Conditional uses.* The following uses are permitted, conditional upon the approval of the planning commission in accordance with the procedures and subject to the general conditions set forth in article 10, section 1:

- (a) Firearm ranges, prisons, and correctional facilities.
- (b) Public incinerators.
- (c) Hotels and restaurants.

10.3 *Accessory uses.* The following uses shall be permitted accessory to other permitted uses on a lot.

- (a) Clinics, cafeterias, and recreational facilities.
- (b) Motor vehicle storage and repair facilities accessory to a public or institutional use.
- (c) Restaurants that are on a campus and intended to support users of the campus.

10.4 *Uses prohibited.* The following uses are prohibited:

- (a) Landfills, dumps.

10.5 *Enclosed buildings.* All permitted uses and all storage accessory thereto, other than offstreet parking, shall be carried on in buildings fully enclosed on all sides, except for outdoor eating areas associated with restaurants approved by the city planner.

10.6 *Performance standards.* All uses are subject to performance standards as set forth in article 5, section 8.1.

10.7 *Site development plan approval.* Site development plan approval in accordance with article 10, section 2 hereof shall be required prior to the issuance of building permits for the erection or enlargement of all structures and prior to the issuance of certificates of occupancy for any change of use.

#### Recommendation of the Planning Staff:

This request is to rezone land from C-PO (Commercial/Professional Office Zone) to IO (Institutional and Office Zone). The primary difference in uses permitted is that the IO (Institutional and Office Zone) allows for public and institutional uses and there are additional uses that can be considered through a Conditional Use process. Additionally, the C-PO (Commercial/Professional Office Zone) allows for a maximum building height of 3 stories or 45 feet and a floor area ratio of 2.0 and a maximum lot coverage of 75%, while the IO (Institutional and Office Zone) allows for a building height of 10 stories or 150 feet and a floor area ratio of 4.0 and a maximum lot coverage of 85%. While there may be some concerns about the height allowances in the IO (Institutional and Office Zone), the floor area ratio and lot coverage

maximums should preclude a structure from being erected that would be so large as to be out of character with the surrounding area. Additionally, the *Zoning Ordinance* contains provisions for buffering including landscaping when non-residential uses are adjacent to residential uses.

Staff recommends that the rezoning for IO (Institutional and Office Zone) be granted as requested, as the proposed zoning is consistent with the *Comprehensive Plan* for the Office and Office Parks land use classification.

This recommendation is being made without that benefit of hearing the comments of surrounding landowners and residents. A public hearing is required on this matter and the Planning Commission should give those comments consideration.

ADVISORY COMMENTS TO THE APPLICANT:

- 1) The applicant shall be aware that approval of any rezoning application does not represent Site Development Plan or Record Plan approval. A separate Site Development Plan must be submitted and approved if redevelopment activities are proposed on the property.
- 2) The applicant shall be aware that approval of any rezoning application does not represent a Building Permit or other construction activity permit approval. A separate application submission is required before issuance of permits by the City of Dover.
- 3) All businesses operating in the City of Dover are required to obtain a City of Dover Business Licenses from the Licensing and Permitting Division located in City Hall. Certain types of uses also require a Public Occupancy permit.

**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: SEPTEMBER 26, 2018**

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**CITY OF DOVER**  
**Electric &**  
**Public Works**  
**Departments**

**APPLICATION:** LANDS OF HANSEN WHITE OAK PARTNERS, LLC AT 951 WHITE OAK ROAD

**FILE #:** Z-18-02

**REVIEWING AGENCY:** City of Dover

**CONTACT PERSON:** Paul Waddell - Electric  
Jason A. Lyon, P.E. – Public Works

**CONTACT PHONE #:** ELECTRIC - 302-736-7072 PUBLIC WORKS – 302-736-7025

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

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

**CITY AND STATE CODE REQUIREMENTS**

**ELECTRIC / WATER / WASTEWATER / STORMWATER / STREETS / SANITATION / GROUNDS**

Our office has no objection to the rezoning of:  
ED-05-068.14-05-85.00-000

**RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES**

**ELECTRIC / WATER / WASTEWATER / SANITATION / STORMWATER / STREETS / GROUNDS**

1. Should this site be redeveloped, which includes modifications to the use, the applicant / developer will be responsible for all costs associated with providing the appropriate meter / service / main to this site based upon the use including any necessary system upgrades or extensions. The appropriateness and adequacy of electric, water and sewer services and meters will be assessed at that time. (Please note that each water meter registered with the City of Dover must have a separate service line.) Should the existing water and sanitary sewer services no longer be required based upon the proposed use, they must be properly abandoned at the mains in accordance with all City of Dover Department of Public Works standards and specifications.
2. Any redevelopment shall adhere to the City of Dover Water/Wastewater Handbook, the Specifications, Standards & Procedures for City of Dover Public Works requirements, and the City of Dover's Electric Service Handbook.
3. Please note that renovations and or change of use projects must ensure that the water and wastewater service is brought up to current requirements. This may include relocating the water meter outside or changing service line sizes. Please ensure you schedule a meeting with the Department of Public Works during the planning phase for this site. Additional impact fees may apply for future development.

**ADVISORY COMMENTS TO THE APPLICANT**

**ELECTRIC / WATER / WASTEWATER / STORMWATER / STREETS / SANITATION / GROUNDS**

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.

Z-18-02

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

**D.A.C. MEETING DATE:** 10/03/18

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**APPLICATION:** Lands of Hansen White Oak Partners LLC at 951 White Oak Rd

**FILE #:** Z-18-02      **REVIEWING AGENCY:** City of Dover, Office of the Fire Marshal

**CONTACT PERSON:** Jason Osika, Fire Marshal      **PHONE #:** (302) 736-4457

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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 project is a vacant lot.
2. 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)

3. Project to be completed per approved Site Plan.

#### ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. This is for rezoning only. This office has no objections.

#### APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):

2015 NFPA 1 Fire Code (NFPA; National Fire Protection Association)

2015 NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)

2013 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)

2013 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)

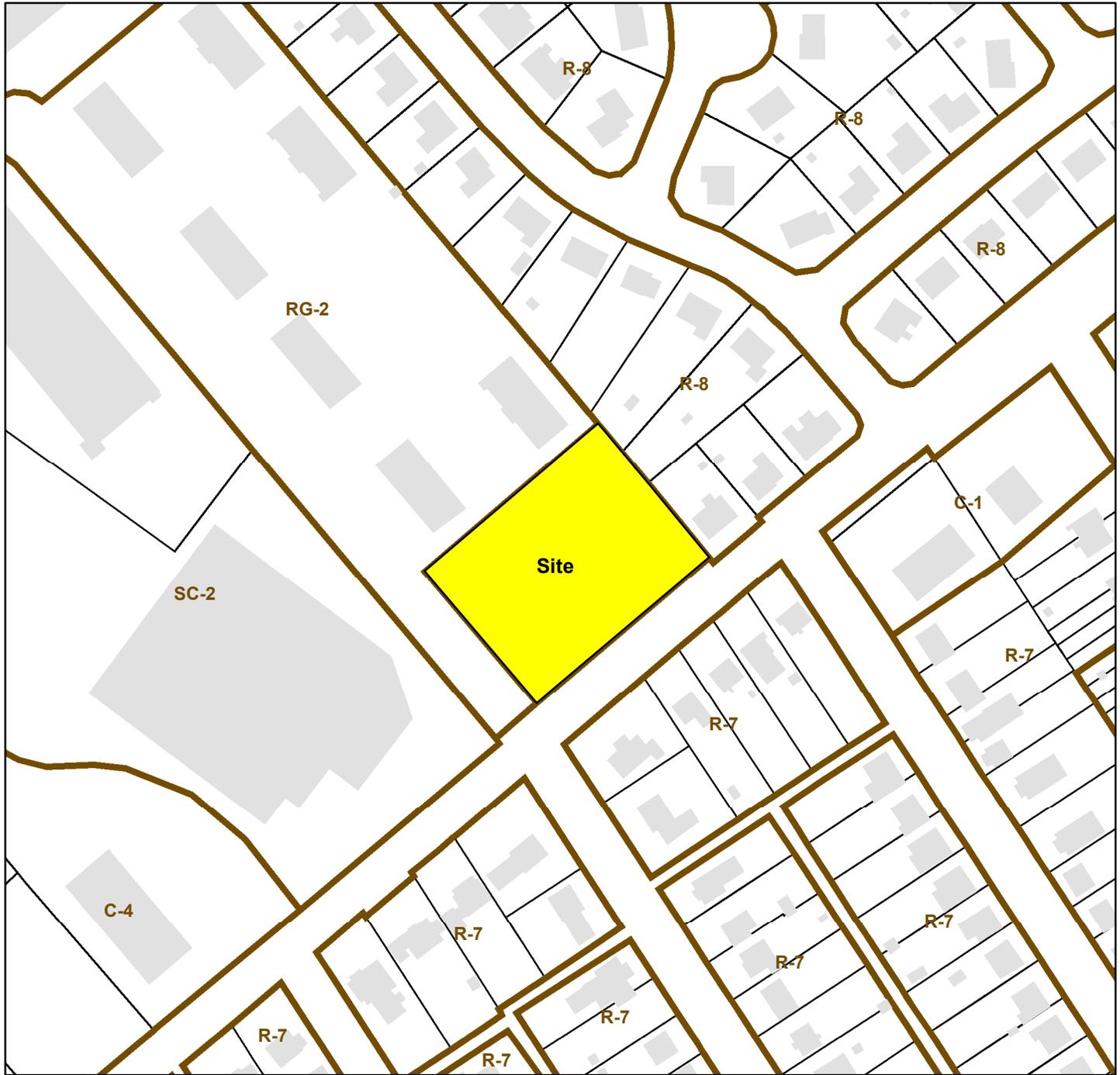
2009 IBC (International Building Code)

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

2015 Delaware State Fire Prevention Regulations

City of Dover Code of Ordinances

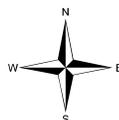
**\*If you have any questions or need to discuss any of the above comments, please call the above contact person listed.**



Title: Lands of Hansen White Oak Partners, LLC  
Ordinance #: 2018-10  
Address: 951 White Oak Road  
Parcel ID: ED-05-068.14-05-85.00-000  
Existing Zoning: C-PO Commercial and Professional Office zone  
Proposed Zoning: IO Institutional and Office zone  
Owner: Hansen White Oak Partners, LLC  
Date: 9/13/2018

### Legend

- 2012 Buildings
- Zoning
- Dover Parcels
- Subject Property



# Project for Dover's 2019 Comprehensive Plan

## Update for October 2018 Planning Commission Meeting

- Update on Project Activities
  - Staff will provide updates on project progress, the various stakeholder meetings and the Presentation to a Wesley College class.
  - See the **2019 Comprehensive Plan Webpage** for project information and the links under “Additional Resources” for documents issued.
  - <https://www.cityofdover.com/2019-comprehensive-plan>
  
- Review of Preliminary DRAFT Goals & Recommendations
  - During the week of October 8, 2018, the Planning Office will be releasing the Preliminary DRAFT Goals & Recommendations from the topic chapters.
    - Chapters include: Natural Resources & Environmental Protection; Historic Preservation; Public Utilities & Infrastructure; Community Services & Facilities; Transportation; Economic Development; and Housing & Community Development.
    - This will be posted on the website and will be provided to the Planning Commission members.
    - This is for initial review and comment as we work to refine these items.
  
- Review of Preliminary DRAFT Land Development Plan Map Series
  - As of August 23, 2018, the Planning Office released a Preliminary DRAFT of the Land Development Plan Map series. See attached.
  - This Map Series is for initial review and discussion.
  
- Review of Preliminary DRAFT Annexation Plan Map Series
  - On October 5, 2018, the Planning Office released a Preliminary DRAFT of the Annexation Plan Map series. See attached.
  - This Map Series is for initial review and discussion.

*The Planning Commission is encouraged to review these Preliminary DRAFT documents and be prepared for discussion with any comments and questions.*