

February 18, 2004

The Honorable James L. Hutchison, Mayor  
Mr. William P. McGlumphy, Council President  
And Members of City Council  
City Hall  
15 East Loockerman Street  
Dover, Delaware 19901

Dear Sirs & Madam:

We respectfully report the following January 2004 activities for your review and information:

Personnel

James Galvin, Jr. started work as the Director of Planning & Inspections on January 5, 2004. With Jim's appointment, a special thank you goes to the following staff which served during the interim period: to Dawn Melson (Planner) for serving as Acting City Planner/Acting Director of Planning & Inspections and to Jerome Cooper (Tax Assessor) for serving as Acting Building Inspector.

Steve Lee (Assistant Planner) resigned from his position effective January 30, 2004. Steve had served the City of Dover for over 5 years. Steve will be joining the staff of the Town of Smyrna, Delaware.

Maretta Mason (Secretary II), Mae Moten (Clerk Typist II), and Candy Peer (Clerk Typist II) attended a one day training seminar on Customer Service held in Dover.

Preliminary Land Use System (PLUS)

Staff is working with the Office of State Planning Coordination in regards to the development of a Memorandum of Understanding for the City of Dover for the Preliminary Land Use System (PLUS). The MOU for PLUS will be considered by the Legislative, Finance, and Administration Committee of City Council on February 2, 2004 (postponed from January 26, 2004 due to weather conditions).

Annexation Plan Study

The firms of Kise, Straw & Kolodner Inc. and Urban Partners continue work on the Annexation Plan Study. City Staff met with these consultants on January 22, 2004 for an update on the study.

Demolitions

Inspections Staff has identified seven (7) properties as dangerous buildings that may require demolition if action is not taken by the property owner.

Hanson House Grant – Transportation Enhancement Grant

The City Manager continues to work with Preservation Delaware as a sponsor in this project to

execute project activities.

### COMMUNITY DEVELOPMENT

Community Policing 1 Officer on Patrol: Total hours of coverage 9, Citizen Contacts 54, Total numbers of arrests 2.

NCALL: Home Ownership Counseling: In addition to the one-on-one client counseling sessions, an introductory Pre-Purchase Workshop was held at the NCALL Office in Dover for January. Nine families attended the workshop and many are meeting with the counselor for their one-on-one homeownership counseling. The breakout for race is 4 African American, 4 White and 1 Hispanic. Clients who have an interest in the Dover First Start Program breakout as follows: Two families are shopping for a home and nine other families are still in counseling preparing to become mortgage eligible. A total of nine families have closed using the Dover First Start Program.

### Housing Rehabilitation

A bid meeting for owner occupied housing rehabilitation was held on January 22, 2004 in the Caucus Room. 2 bids were awarded to B&B General Contractors, Inc. for a total amount of \$22,976.67 and 1 bid was awarded to Allison's General Contractor Inc. for \$7,372.00. Work is scheduled to begin February 11, 2004.

### Whatcoat Social Service Agency

The Board of Directors of Whatcoat Social Service Agency are continuing their plan to solicit funding for their project to build ten transitional units on the land which was acquired earlier this year. The Board has appointed a committee to continue to work on this project.

### Grant Applications FY 04

A public notice was posted January 26, 2004 in the Delaware State News for sub-recipients to apply for CDBG funding for fiscal year 2004. The deadline for applying is February 27, 2004.

## MEETING REPORTS

### Board of Adjustment

The Board of Adjustment did not meet in January . Three applications were received for the February meeting scheduled for February 18, 2004.

### Dover Parking Authority

The Parking Authority meeting was held on January 8, 2004. Reports were given on the budget, permits sales, Police Department activities, DDDC report, update on a vendor agreement, update on the North Street Parking Lot, the Parking Study, and cost information for expansion of the Parking Study area. The report on Downtown Dover Parking Study is expected in February.

### Historic District Commission

The Historic District Commission met on January 15, 2004. The Commission utilized this meeting for review and discussion of the "By-Laws for the Historic District Commission of the City of Dover." The proposed changes will be reviewed by the City Solicitor prior to consideration of adoption by the Historic District Commission.

The next meeting of the Historic District Commission is scheduled for February 19, 2004.

#### Planning Commission

At its meeting of January 20, 2004, the Planning Commission took the following actions:

- 1) Approved the request to withdraw the application for Four Seasons Subdivision: Additional 4 Lots - Minor Subdivision. SB-03-09
- 2) Approved a one year extension request of the Planning Commission approval granted in January 2003 for a Conceptual Plan to establish Rojan Meadows: Planned Neighborhood Development. The subject property consisting of 38.75 acres +/- of land is located on the south side of North Little Creek Road across from the end of the SR-1 off ramp. The property is zoned RM-1 (Medium Density Residential) and subject to the AEOZ (Airport Environs Overlay Zone). SB-03-01C
- 3) Approval of a Site Plan for Bennie Smith Office Buildings at 870 Forrest Street to permit site improvements on a 32,532 S.F. parcel of land to utilize the existing buildings as office buildings. The property is zoned C-PO (Commercial/Professional Office Zone). The property is also subject to the COZ-1 (Corridor Overlay Zone 1). The property is situated on the south side of Forrest Street and east of Gibbs Drive. The owner of record is Bennie Smith. S-04-01
- 4) Approval of a Conceptual Subdivision Plan for Nottingham Meadows Subdivision to permit subdivision land totaling 105.07 acres +/- into 213 single family residential lots. The approval also included approval of the elimination of sidewalk on the frontage of the 12.5 acre residual parcel and a change in construction materials for the sidewalk along Wyoming Mill Road. The Planning Commission also recommended approval of the waiver request to reduce the paved street width from 38 feet to 32 feet for the subdivision streets with the entrance streets to remain at 38 feet until a point of transition as shown on the submitted Plan. The subject property is zoned RM-1 (Medium Density Residential Zone). This property is situated on the southwest corner of the intersection of Hazletville Road and Wyoming Mill Road. Property address: 5096 Hazletville Road. SB-04-01C
- 5) Recommended approval of the Lands of Robert M. Duncan on South Kirkwood Street consisting of 7,500 square feet (0.1722 acres +/-). The property is currently zoned RG-1 (General Residence Zone). The proposed zoning classification is C-2 (Central Commercial Zone). The property is also subject to the H (Historic District Zone). The subject area is located on the east side of South Kirkwood Street approximately 50.66 feet north of Forrest Street. The owner of record is Robert M. Duncan. Z-04-01

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The next Planning Commission meeting is scheduled for February 17, 2004.

This completes our monthly report for January 2004. Attached you will find further information regarding the operations of the Department during the reporting period.

Sincerely,

Jim Galvin, Jr., AICP  
Director of Planning & Inspections