

February 2004 Report to Mayor and Council
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MONTHLY REPORT

FEBRUARY 2004

DEPARTMENT OF PLANNING
AND INSPECTIONS

March 17, 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 February 2004 activities for your review and information:

Personnel

Department Staff is participating in the following strategic planning studies being conducted by other city departments: the Long Range Strategic Information Technology Planning Study and a Library Study.

Ron Coburn (Inspector II) attended the U.S. Fire Administration's National Fire Academy course R220: Fire Inspection Principles. The two week course was held February 1-13, 2004 at the National Emergency Training Center in Emmitsburg, Maryland. The course provided participants with the knowledge, skills, and attitudes to effectively and confidently conduct basic fire safety inspections. These skills assist in building plans review and inspections for fire and life safety code compliance.

Preliminary Land Use System (PLUS)

The Memorandum of Understanding for the City of Dover for the Preliminary Land Use System (PLUS) is completed. On February 2, 2004, the Legislative, Finance, and Administration Committee recommended approval of the MOU including a change to accommodate minor variations of the Comprehensive Plan. City Council approved the MOU for PLUS on February 9, 2004. The PLUS process formally took affect statewide on February 14, 2004. Development projects and associated activities within the City of Dover will follow the PLUS checklist as outlined in the City of Dover's MOU. This review process involves working with the Office of State Planning Coordination.

Annexation Plan Study

The firms of Kise, Straw & Kolodner Inc. and Urban Partners continued work on the Annexation Plan Study. A presentation by the consultants on the project is anticipated in March.

Demolitions

Inspections Staff has identified eight (8) 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 12, Citizen Contacts 95, Total numbers of arrests 1.

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 February. Thirty-five families attended the workshop and many are meeting with the counselor for their one-on-one homeownership counseling. The breakout for race is 18 African American, 15 White, 1 White/African American and one other. Clients who have an interest in the Dover First Start Program breakout as follows: one family is pending a closing, one family was denied a mortgage loan, 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

Contractors have begun working on the properties scheduled for rehabilitation. All are scheduled to be completed by March 26, 2004.

Whatcoat Social Service Agency

The Board of Directors of Whatcoat Social Service Agency is continuing their plan to solicit funding for their project to build ten transitional units on the land which was acquired in January 2003. The Board has appointed a committee to continue to work on this project.

IDIS Training

HUD sponsored a four day training workshop in New Castle County for basic and advanced training in IDIS. The Integrated Disbursement Information System (IDIS) is a program developed to disburse funds from the federal treasury and to report to HUD on program accomplishments by grantees receiving federal funds. The training was held from February 17th -19th. The Tracey Harvey (Community Development Director) and Maretta Mason (Secretary II) who works with IDIS attended the four day training workshop.

MEETING REPORTS

Board of Adjustment

The Board of Adjustment met on February 18, 2004 and took action on the following:

- 1) Country Homes, LLC. applied requesting a variance from the minimum front yard of twenty (20) feet in a RG-2 Zone for a recently constructed house with a porch at 144 Holmes Street in Stoney Creek Subdivision. The variance was denied and the applicant must take action to bring the porch into code compliance. Application V-04-01
- 2) Monster Racing, Inc. and Everett Kruhm applied requesting a variance from the minimum front yard requirements in an IMP Zone for a 9,600 square foot building with glass showroom entry currently under construction at the intersection of Starlifter Avenue and Galaxy Drive in the Kent County AeroPark. The variance was granted from the minimum front yard of sixty (feet) to allow an encroachment of 66 inches into the front yard. Application V-04-02
- 3) James and Jeanne Persinger applied requesting a variance from the minimum front yard requirement in the RG-1 Zone to permit the enclosure of an existing second story porch on a building located at the intersection of North Bradford Street and Clara Street. The variance was granted from the minimum front yard of twenty (20) feet to allow a front yard of 12.4 feet. Application V-04-03.

Four applications were received for the March meeting scheduled for March 17, 2004.

Dover Parking Authority

The Parking Authority meeting was held on February 5, 2004. Reports were given on the budget, permit sales, Police Department activities, Main Street events, DDDC report, update on a vendor agreement, update on the North Street Parking Lot, and the Parking Study.

Historic District Commission

The Historic District Commission met on February 19, 2004 and took action on the following:

- 1) Approved an Architectural Review Certificate for a project at the residence located at 2 Kings Highway NE. The project involves the installation of replacement windows. HI-04-01
- 2) Approved an Architectural Review Certificate for a façade renovation project at the Margaret O'Neill Building at 410 Federal Street. The project involves renovation and repair of distressed areas of masonry elements (brick and stone) between the first and second floor windows on four building elevations. HI-04-02

The next meeting of the Historic District Commission is scheduled for March 18, 2004.

Planning Commission

At its meeting of February 17, 2004, the Planning Commission took the following actions:

- 1) Approved a one year extension request of the Planning Commission approval granted in March 2003 for a Conditional Use Site Plan to permit the construction of a 9,320 S.F. +/-,

one story Masonic Lodge building on Wyoming Mill Road with the associated parking, sidewalks, utilities, and landscaping. The project area totals 7.78 acres +/- of land zoned R-20 (One Family Residence Zone). C-03-01

- 1) Approved a Site Plan for St. Andrew's Evangelical Lutheran Church Addition to permit the construction of a one story 4,118 S.F. +/- building addition to the existing one story 8,885 S.F. +/- church building located at 425 N. DuPont Highway. The parcel of land is zoned C-4 (Highway Commercial) consists of 4.78 acres +/- of land. S-04-04 (supersedes S-02-22)
- 2) Approved a Site Plan and an Architecture Review Certificate for the Dover Haslet Armory located at 122 William Penn Street to permit the renovation and construction to convert the existing Armory into an office building with additional parking and other site improvements. The total site area is 1.7 acres +/- . The property is zoned I-O (Institutional and Office Zone) and H (Historic District Zone). S-04-05
- 3) Tabled the application for Patriot Village Subdivision – Preliminary Plan and requested additional information be submitted. The Plan proposes the construction of a total of 137 dwelling units consisting of 57 single family homes and 80 townhouse units on 43.60 +/- acres of land. The parcel is also subject to the AEOZ (Airport Environs Overlay Zone). The parcel is situated on the east side of Acorn Lane north of North Hancock Avenue. SB-02-02P
- 4) Recommended approval of the Lands of Robert M. Duncan on the west side of South Kirkwood Street consisting of 12,922 square feet (0.2966 acres +/-). The property is currently zoned RG-1 (General Residence Zone). The proposed zoning classification is C-2 (Central Commercial Zone). The Land Development Plan in the Comprehensive Plan Update 2003 indicates the land use as Mixed Use. Z-04-02
- 5) Recommended approval of Z-04-03 Lands of Paradee at 1001 Forrest Avenue for portions of four parcels of land consisting of a total site area of 1.47 acres +/- . The properties are currently zoned C-3 (Service Commercial Zone) and I-O (Institutional and Office Zone). The proposed zoning classification is C-2A (Limited Central Commercial Zone). The properties are also subject to the COZ-1 (Corridor Overlay Zone). The subject area is located at the northwest corner of Forrest Avenue (Route 8) and Saulsbury Road. The Land Development Plan in the Comprehensive Plan Update 2003 indicates the land use predominately as Commercial with small areas of Institutional and Medium Density Residential. Z-04-03
- 6) Approved a Conceptual Plan for Fountainview Senior Apartments: Planned Neighborhood Design – Senior Housing Option to establish a Planned Neighborhood Development on a tract of land totaling 9.42 acres +/- . The subject property is located on the north side of Forrest Avenue (Route 8). The property is zoned I-O (Institutional & Office Zone). The property is also subject to the COZ-1 (Corridor Overlay Zone 1). The applicant proposes the construction of a five building apartment complex consisting of 192 apartment units. C-03-08

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The next Planning Commission meeting is scheduled for March 15, 2004.

This completes our monthly report for February 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

INSPECTIONS, PERMITTING AND LICENSE ACTIVITY

Rental Dwelling Permits Issued for Calendar Year 2004	<u>1,056</u>
Number of New Occupancies since Last Report	<u>541</u>
Total Fee Collected for Rental Dwelling Permits for February 2004 <u>\$71,630.00</u>	
Public Occupancy Permits Issued for 1/1/04 TO 12/31/04	<u>149</u>
Number of New Occupancies since Last Report	<u>15</u>
Total Fee Collected for Public Gathering Permits for February 04	<u>475.00</u>
Lodging Houses Permits Issued for 1/1/04 TO 12/31/04	<u>29</u>
Number of New Occupancies Since Last Report	<u>0</u>
Total Fee Collected for Lodging House Permits for February 04	<u>0</u>
Number of Business Licenses Issued February	<u>36</u>
Total Number of Business Licenses for Year 7/1/03 to 6/30/04	<u>3,381</u>
Total Fee Collected for Business Licenses for February 2004	<u>\$24,521.93</u>
Number of Mobile Home Licenses Issued for 2003-04	<u>410</u>
Total Fee Collected for Mobile Home Licenses for February 2004	<u>\$ 45.00</u>
Total Construction Permits Issued for February	<u>59</u>
Total Value of Construction Permits for February 2004	<u>\$1,594,131.00</u>
Total Fee Collected for Construction Permits for February 2004	<u>\$ 9,968.50</u>
Total Fire Prevention Permits Issued for February	<u>4</u>
Total Value of Fire Prevention Permits for February 2004	<u>\$ 387,361.00</u>
Total Fee Collected for Fire Prevention Permits for February 2004	<u>\$ 3,492.00</u>

Total Plumbing/HVAC Permits Issued for February	_____
<u>36</u>	
Total Fee Collected for Plumbing/HVAC Permits for February 2004	\$ <u>4,044.00</u>

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Total Certificate of Occupancies Issue for February	<u>29</u>
<u>_____</u>	
Total Fee Collected for Certificate of Occupancies for February 2004	\$ <u>1,340.00</u>

Number of Inspections Made by the Inspectors in February 2004

Dangerous Building / Demolition Inspections	<u>3</u>
High Grass and Weed Inspections	<u>0</u>
Housing and Property Maintenance Inspections (Multiple Occupancy)	<u>45</u>
Housing and Property Maintenance Inspections (Other Occupancy)	<u>242</u>
Zoning Code	<u>24</u>
Construction Code Inspections	<u>194</u>
Plumbing and HVAC Inspections	<u>168</u>
Certificate of Occupancy Inspections	<u>98</u>
Abandoned Motor Vehicle Inspections	<u>62</u>
License or Permit Code Inspections	<u>53</u>
Miscellaneous	<u>12</u>
Total Inspections	<u><u>901</u></u>
Construction Plan Review (Hours)	<u><u>57</u></u>
Total Inspections as a Result of Complaints	<u>131</u>
Total Inspections as a Result of Permits and Licensing	<u>583</u>
Total Inspections Observed and Investigated by Inspectors	<u>177</u>
Total Inspections for Life Safety Code	<u>10</u>

Office of the Fire Marshal

Total Fire and Safety Inspections	90
Apartments	41
Assembly	20
Day Care	4
Dormitory	0
Health Care	5
Industrial	0
Mercantile	1
Schools	10
Hotel/Motel	1
Business Occupancy	8
Fire Code Inspections (Sprinklers/Fire Alarm)	1
Fire Code Inspections (Other)	45
Alarm Activation Follow-up's	7
Malfunctioning	4
Preventable	2
False Alarms	1
TOTAL	97
Number of Fire Investigations	10
Accidental	6
Incendiary	1
Undetermined	1
Under Investigation	1
Other	1
TOTAL	10
Hours Spent for Fire Investigations	51
Fire Loss (in thousands)	\$90
Total Hours Office Time	151
Total Hours of Training	0
Total Hours Plan Review	41
Total Complaints	34
Average Reponse Time	4
Total Fire Alarm Follow-up	7
Total Fire Investigations	10

Fire Marshall Inspections

Type of Inspection		Dave	Sam	Wayne	Total
Fire Life/Safety	Apartments	0	32	9	41
	Assembly	0	10	10	20
	Day Care	0	4	0	4
	Dormitory	0	0	0	0
	Health Care	0	0	5	5
	Industrial	0	0	0	0
	Mercantile	0	1	0	1
	Schools	0	1	9	10
	Hotel/Motel	0	0	1	1
	Business Occupancy	0	0	8	8
	Total Inspections	0	48	42	90
Code Enforcement	Dangerous Building/ Demolition	0	0	0	0
	High Grass And Weed	0	0	0	0
	Rental Inspection	0	0	0	0
	Property Maintanance(Other)	0	6	4	10
	Zoning Code	0	1	0	1
	Fire Code Inspection	7	29	9	45
	Abandoned Motor Vehicle	0	0	2	2
	Liscense/Permit Code Inspection	0	0	0	0
	Misc	0	0	1	1
	Total CE	7	36	16	59
Const.	Building Code	0	0	0	0
	Plumbing Code	0	0	0	0
	Sprinkler/Fire Alarm	2	6	1	9
	Certificate of Occupancy	5	0	5	10
	Total New Construction	7	6	6	19
Total Inspections		14	90	64	168

