

MONTHLY REPORT

FEBRUARY 2004

DEPARTMENT OF PLANNING

AND INSPECTIONS

April 21, 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 March 2004 activities for your review and information:

Personnel

The following staff members attended a seminar entitled "ICC Performing Non-Structural Plan Reviews" sponsored by the Delaware Building Officials Association: Ron Coburn (Inspector II), Mike McGregor (Inspector I), Dawn Melson (Planner), Grant Prichard (Chief Building Inspector), Chris Scott (Inspector I), Dave Truax (Fire Marshal/Inspector III). The two day seminar was held March 9-10, 2004 in New Castle, DE. The course provided participants with the procedures to review construction documents based on the International Building Code. These skills assist in plan review for building, fire-resistant-rated construction, fire protection systems, and means of egress requirements.

Planning Staff participated in a public workshop held on March 31st by the Office of State Planning Coordination. The topic was the Draft *State Strategies for Policies and Spending* report and map series. In the upcoming weeks, Staff will be reviewing the document and providing comments to the State.

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 was given to the Planning Commission and City Council on March 16, 2004.

Demolitions

At the March 22nd meeting, City Council approved the Petition to Declare a Structure Dangerous and Ordered Action for the property located at 122 West Division Street. Staff will take action to complete demolition of the dangerous building if not completed by the property owner in the time given in the order. Inspections Staff has identified ten (10) 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 15, Citizen Contacts 117, 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 March. Twenty-three families attended the workshop and many are meeting with the counselor for their one-on-one homeownership counseling. The breakout for race is 10 African American, 9 White, 2 Hispanic, 1 Hispanic/Asian, and 1 Native American Indian. Clients who have an interest in the Dover First Start Program breakout as follows: one family is pending a closing, one family is waiting for a mortgage loan approval, three 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

Two of the three homes have been completed. The remaining home is scheduled for completion in early April.

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.

Community Revitalization Infrastructure

The first phase of reconstruction of the streets and curbs has begun on the north side of the target area. This project is scheduled to be completed in the late spring.

MEETING REPORTS

Board of Adjustment

The Board of Adjustment met on March 17, 2004 and took action on the following:

- 1) The People's Church of Dover at 46 South Bradford Street applied for a variance from the maximum sign requirement of sixteen (16) square feet to allow the replacement of an existing sign with a new single sided sign of 32 square feet. The variance was denied and the sign must comply with the maximum size requirements. Application V-04-04.
- 2) Wayne and Joanne Hutchison at 230 North Governors Avenue applied for a variance from the maximum lot coverage of 40% to allow for the construction of a 360 square feet addition that would bring total lot coverage to 59.2%. The project proposal was revised eliminating the need for a variance request. Application V-04-05.

- 3) The Fox Hall Plantation Company for the proposed Seskinore Development to be located on McKee Road adjacent to the City of Dover pump station north of Meadow Drive applied for variances from the floodplain buffer requirement of 25 feet to allow construction of residential buildings. The variance was granted from the 25 feet buffer to allow encroachment of 15 feet thus maintaining a minimum buffer of 10 feet from the floodplain. Application V-04-06.
- 4) Brian and Elaine Scanlon at 6 Meadowlark Lane applied for a variance from the requirement that limits the construction or placement of accessory structures within the front yard of a parcel to allow the construction of a storage shed closer to the street than the principal house. The application was tabled to allow the applicant to revise the plan to minimize or eliminate the request. Application V-04-07.

Two applications were received for the April meeting scheduled for April 21, 2004.

Dover Parking Authority

The Parking Authority meeting was held on March 4, 2004. Reports were given on the budget, permit sales, Police Department activities, Main Street events, DDDC report, update on the North Street Parking Lot, the Downtown Dover Parking Study. The proposed budget and the next steps for seeking cooperation in funding the additional Parking Study around Wesley College were discussed. A presentation on the Downtown Dover Parking Study is scheduled for April 1st.

Historic District Commission

The Historic District Commission met on March 18, 2004. At the meeting, the First State Historical Park project was presented by Elaine M. Brenchley. The Historic District Commission asked questions about the project and participated in a discussion on the project. The next meeting of the Historic District Commission is scheduled for April 15, 2004.

Planning Commission

At its meeting of March 15, 2004, the Planning Commission took the following actions:

- 1) Recommended approval of a rezoning application for the Lands of Bramble Charitable Foundation, a parcel of land consisting of 5.8581 acres +/- . The property is currently zoned RG-2 (General Residence Zone). The proposed zoning classification is C-4 (Highway Commercial Zone). The property is located on the north side of Cedar Chase Drive and west of Route 13. The Land Development Plan in the Comprehensive Plan Update 2003 indicates the land use as Commercial.Z-04-04
- 2) Approved a Site Plan for Enterprise Business Park to permit the construction of a two story 18,056 S.F. building on Lot 4 (1.459 acres) and a two story 18,056 S.F. building on Lot 5 (1.603 acres). The property is zoned IPM (Industrial Park Manufacturing Zone). These lots are located south of Beiser Boulevard and north of Hazletville Road (North Street). S-04-08

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The Quarterly Workshop held on March 16, 2004 involved a presentation on the Annexation Plan Study to the Planning Commission and City Council. The next Planning Commission meeting is scheduled for April 19, 2004.

This completes our monthly report for March 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>1,195</u>
Number of New Occupancies since Last Report	<u>139</u>
Total Fee Collected for Rental Dwelling Permits for March 2004	<u>\$10,500.00</u>
Public Occupancy Permits Issued for 1/1/04 TO 12/31/04	<u>164</u>
Number of New Occupancies since Last Report	<u>15</u>
Total Fee Collected for Public Gathering Permits for March 04	<u>\$437.50</u>
Lodging Houses Permits Issued for 1/1/04 TO 12/31/04	<u>30</u>
Number of New Occupancies Since Last Report	<u>1</u>
Total Fee Collected for Lodging House Permits for March 04	<u>\$120.00</u>
Number of Business Licenses Issued March	<u>98</u>
Total Number of Business Licenses for Year 7/1/03 to 6/30/04	<u>3,479</u>
Total Fee Collected for Business Licenses for March 2004	<u>\$ 5,981.77</u>
Number of Mobile Home Licenses Issued for 2003-04	<u>411</u>
Total Fee Collected for Mobile Home Licenses for March 2004	<u>\$ 150.00</u>
Total Construction Permits Issued for March	<u>78</u>
Total Value of Construction Permits for March 2004	<u>\$4,727,850.00</u>
Total Fee Collected for Construction Permits for March 2004	<u>\$ 29,133.50</u>
Total Fire Prevention Permits Issued for March	<u>12</u>
Total Value of Fire Prevention Permits for March 2004	<u>\$ 124,763.00</u>
Total Fee Collected for Fire Prevention Permits for March 2004	<u>\$ 1,170.00</u>
Total Plumbing/HVAC Permits Issued for March	<u>74</u>
Total Fee Collected for Plumbing/HVAC Permits for March 2004	<u>\$ 3,717.50</u>
Total Certificate of Occupancies Issue for February	<u>20</u>
Total Fee Collected for Certificate of Occupancies for February 2004	<u>\$ 840.00</u>

Number of Inspections Made by the Inspectors in March 2004

Dangerous Building / Demolition Inspections	<u>8</u>
High Grass and Weed Inspections	<u>8</u>
Housing and Property Maintenance Inspections (Multiple Occupancy)	<u>61</u>
Housing and Property Maintenance Inspections (Other Occupancy)	<u>396</u>
Zoning Code	<u>90</u>
Construction Code Inspections	<u>187</u>
Plumbing and HVAC Inspections	<u>219</u>
Certificate of Occupancy Inspections	<u>179</u>
Abandoned Motor Vehicle Inspections	<u>46</u>
License or Permit Code Inspections	<u>103</u>
Miscellaneous	<u>22</u>
Total Inspections	<u><u>1319</u></u>
Construction Plan Review (Hours)	<u><u>105</u></u>
Total Inspections as a Result of Complaints	<u>230</u>
Total Inspections as a Result of Permits and Licensing	<u>641</u>
Total Inspections Observed and Investigated by Inspectors	<u>317</u>
Total Inspections for Life Safety Code	<u>131</u>

Office of the Fire Marshal - March 2004

Total Fire and Safety Inspections	131
Apartments	52
Assembly	25
Day Care	14
Dormitory	0
Health Care	9
Industrial	0
Mercantile	0
Schools	3
Hotel/Motel	18
Business Occupancy	10
Fire Code Inspections (Sprinklers/Fire Alarm)	1
Fire Code Inspections (Other)	45
Alarm Activation Follow-up's	132
Malfunctioning	80
Preventable	49
False Alarms	3
TOTAL	263
Number of Fire Investigations	8
Accidental	1
Incendiary	1
Undetermined	0
Under Investigation	0
Other	6
TOTAL	16
Hours Spent for Fire Investigations	24
Fire Loss (in thousands)	0
Total Hours Office Time	183
Total Hours of Training	43
Total Hours Plan Review	30
Total Complaints	34
Average Reponse Time	3
Total Fire Alarm Follow-up	0
Total Fire Investigations	8