

MONTHLY REPORT

APRIL 2004

DEPARTMENT OF PLANNING
AND INSPECTIONS

May 19, 2004

The Honorable Steve Speed, Mayor
Ms. Beverly Williams, Council President
And Members of City Council
City Hall
15 East Loockerman Street
Dover, Delaware 19901

Dear Sirs & Madam:

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

Personnel

Dawn Melson (Planner) attended the American Planning Association's 2004 National Planning Conference in Washington, DC from April 24-April 29, 2004. Conference activities offered a variety of general sessions, exhibits, and workshops on planning topics.

Planning Staff participated in a workshop meeting held on April 21st by the Kent County Department of Planning Services. The topic was the County's proposed ordinance to establish a Transfer of Development Rights program.

Annexation Plan Study

The firms of Kise, Straw & Kolodner, Inc. and Urban Partners worked to finalize their reports for the Annexation Plan Study.

Demolitions

Regarding the Dangerous Structure located at 122 West Division Street, Staff has begun the process to complete demolition of the building since it was not completed by the property owner in the time given in the order (Declared Dangerous on March 22, 2004 by Council). The contract for the demolition work has been awarded and the project is expected to be completed in the next month. Inspections Staff has identified ten (10) properties as dangerous buildings that may require demolition if action is not taken by the property owner.

COMMUNITY DEVELOPMENT

Community Policing 1 Officer on Patrol: Total hours of coverage 15, Citizen Contacts 105, Total numbers of arrests 5.

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 April.

Twenty-eight families attended the workshop and many are meeting with the counselor for their one-on-one homeownership counseling. The breakout for race is 12 African American, 13 White, 1 Hispanic, 1 African American/White and 1 Native American Indian. Clients who have an interest in the Dover First Start Program breakout as follows: three families are pending a closing, 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

The rehabilitation work has been completed to the final home in the target area.

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.

2004 Action Plan

The Proposed 2004 Action Plan was presented to the Legislative and Finance Committee at the April 26th City Council Meeting for approval. The second Public Hearing was held April 27th in Council Chambers to allow the citizens to comment on the activities to be undertaken in the 2004 Proposed Action Plan.

MEETING REPORTS

Board of Adjustment

The Board of Adjustment met on April 21, 2004 and took action on the following:

- 1) DRS Development, as equitable owners of the property at 1001 West Forrest Avenue, applied for a variance from the maximum and minimum front yard setbacks and a variance to allow parking in the front yard along Forrest Avenue. The variance was granted from the 60 feet wide maximum front yard to allow a setback of 92.2 feet along Forrest Avenue and from the 40 feet minimum front yard to allow a setback of 35.1 feet for the canopy along Saulsbury Road. The variance was granted to allow additional cars to be parked within the front yard. Application V-04-08.
- 2) The application for The People's Church of Dover at 46 South Bradford Street was reheard. The applicant previously 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. Following confirmation of applicant's acceptance of a smaller sign size, the variance was granted to allow for a sign of twenty-four (24) square feet. Application V-04-04.

Three applications were received for the May meeting scheduled for May 18, 2004.

Dover Parking Authority

The Parking Authority meeting was held on April 1, 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, and proposed parking brochure. At a Special Parking Authority Meeting on April 1st, the consultant Kise, Straw & Kolodner presented the Downtown Dover Parking Study to the Parking Authority and interested members of the public.

Historic District Commission

The Historic District Commission met on April 15, 2004 and took action on the following:

- 1) Recommended approval of the Architectural Review Certificate subject to a series of conditions and design changes for a new 4 story building to be constructed at 135 South Kirkwood Street for use as storage, office, apartment and other site improvements including a fence. HI-04-03
- 2) Recommended approval with conditions of the Architectural Review Certificate for parking lot improvements at 24-26 The Green. The project for the parking lot improvements includes paving with asphalt of existing parking areas, curbing, sidewalk improvements, and paving with brick pavers of an existing parking area. HI-04-04

The next meeting of the Historic District Commission is scheduled for May 20, 2004.

Planning Commission

At its meeting of April 19, 2004, the Planning Commission took the following actions:

- 1) Staff updated the Planning Commission on the revised Path & Landscape Plan for the North Site of the Kent County Administration Building. This plan was reviewed by Planning Staff through the Administrative Site Plan process. The proposed path and landscaping improvements on the north site exceed the tree planting/landscaping requirements for the project approved by the Planning Commission as S-02-24 Kent County Administration Building. The Plan also includes changes to the sidewalk system along Bay Road. S-04-15
- 2) Application for the Kirkwood Street Parking Lot Addition for Duncan Depot was not heard due to inadequate public notice. S-04-03
- 3) Approved a Site Plan for Bryan Business Park: Buildings on Lots 2 & 4 to permit the construction of a one story 7,200 S.F. building on Lot 2 (0.9535 acres) and a one story 7,200 S.F. building on Lot 4 (0.8829 acres). Lot 2 and Lot 4 are zoned C-3 (Service Commercial Zone). These lots are located south of South Little Creek Road east of Horsepond Road, and north of Maggies Way. S-04-11
- 4) Approved a Site Plan for Marriott Courtyard Hotel at 600 Jefferic Boulevard to permit

the construction of a four story 77,748 S.F. hotel building with (96 rooms) on a parcel of land consisting of 3.017 acres. The property is zoned C-4 (Highway Commercial Zone). The property is located at the southeast corner of the intersection of Jefferic Boulevard and Buckson Drive. S-04-13

- 5) Approved a Conditional Use Site Plan for Kent County Community Action Agency Daycare Center to permit a portion of an existing building to be utilized as a Daycare Center and Church during the non-daycare hours. The project is located on a parcel of land consisting of 1.77 acres and zoned C-2 (Central Commercial Zone). The project site at 120 South Governors Avenue is located in the block between South Governors Avenue and South New Street and approximately 251 feet north of Loockerman Street. C-04-02

- 6) Approved a Conceptual Plan for Clearview Meadow Subdivision: PND to establish a Planned Neighborhood Development on 88.2647 acres +/- of land to be known as Clearview Meadow. The subject property is located on the south side of North Little Creek Road and north of the South Little Creek Road and east of Babb Drive. The property is zoned R-8 (One Family Residence Zone), R-10 (One Family Residence Zone), RM-1 (Medium Density Residence Zone), and RM-2 (Medium Density Residence Zone). A portion of this property is also subject to the AEOZ (Airport Environs Overlay Zone). The applicant proposes the construction of a development consisting of the following: 173 single family homes, 26 duplexes, and 96 townhouses (total of 295 units). A recommendation of approval was also given for several street waivers for the project. C-04-01

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

This completes our monthly report for April 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>1,237</u>
Number of New Occupancies since Last Report	<u>42</u>
Total Fee Collected for Rental Dwelling Permits for April 2004	<u>\$ 5,570.00</u>
Public Occupancy Permits Issued for 1/1/04 TO 12/31/04	<u>167</u>
Number of New Occupancies since Last Report	<u>3</u>
Total Fee Collected for Public Gathering Permits for April 04	<u>\$ 75.00</u>
Lodging Houses Permits Issued for 1/1/04 TO 12/31/04	<u>30</u>
Number of New Occupancies Since Last Report	<u>0</u>
Total Fee Collected for Lodging House Permits for April 04	<u>\$ 0.00</u>
Number of Business Licenses Issued April	<u>33</u>
Total Number of Business Licenses for Year 7/1/03 to 6/30/04	<u>3,512</u>
Total Fee Collected for Business Licenses for April 2004	<u>\$ 1,632.40</u>
Number of Mobile Home Licenses Issued for 2003-04	<u>411</u>
Total Fee Collected for Mobile Home Licenses for April 2004	<u>\$ 0.00</u>
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Total Construction Permits Issued for April	<u>119</u>
Total Value of Construction Permits for April 2004	<u>\$3,182,012.00</u>
Total Fee Collected for Construction Permits for April 2004	<u>\$ 20,089.00</u>
Total Fire Prevention Permits Issued for April	<u>3</u>
Total Value of Fire Prevention Permits for April 2004	<u>\$ 10,315.00</u>
Total Fee Collected for Fire Prevention Permits for April 2004	<u>\$ 108.00</u>
Total Plumbing/HVAC Permits Issued for April	<u>65</u>
Total Fee Collected for Plumbing/HVAC Permits for April 2004	<u>\$ 2,946.50</u>
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Total Certificate of Occupancies Issue for April	<u>37</u>
Total Fee Collected for Certificate of Occupancies for April 2004	<u>\$ 1,490.00</u>

Total Fire and Safety Inspections	56
Apartments	10
Assembly	8
Day Care	6
Dormitory	3
Health Care	4
Industrial	2
Mercantile	1
Schools	3
Hotel/Motel	7
Business Occupancy	12
Fire Code Inspections (Sprinklers Fire Alarm)	4
Fire Code Inspections (Other)	86
Alarm Activation Follow-ups	8
Malfunctioning	2
Preventable	1
False Alarms	5
Number of Fire Investigations	
Accidental	1
Incendiary	1
Undetermined	0
Under Investigation	0
Other	4
TOTAL	6
Hours Spent for Fire Investigations	8
Fire Loss (in thousands)	0
Total Hours Office Time	116
Total Hours of Training	24.5
Total Hours Plan Review	24
Total Complaints	25
Average Response Time	5.5
Total Fire Alarm Follow-up	8
Total Fire Investigations	8

Number of Inspections Made by the Inspectors in April 2004

Dangerous Building / Demolition Inspections	13
High Grass and Weed Inspections	260
Housing and Property Maintenance Inspections (Multiple Occupancy)	36
Housing and Property Maintenance Inspections (Other Occupancy)	211
Zoning Code Inspections	32
Construction Code Inspections	169
Plumbing and HVAC Inspections	174
Certificate of Occupancy Inspections	32
Abandoned Motor Vehicle Inspections	33
License or Permit Code Inspections	45
Miscellaneous	37
Total Inspections	1042
Construction Plan Review (Hours)	92
Total Inspections as a Result of Complaints	142
Total Inspections as a Result of Permits and Licensing	453
Total Inspections Observed and Investigated by Inspectors	437
Total Inspections for Life Safety Code	10