

MONTHLY REPORT

MAY 2004

DEPARTMENT OF PLANNING

AND INSPECTIONS

June 23, 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 May 2004 activities for your review and information:

Personnel

Sam Gonzalez (Inspector I/Deputy Fire Marshal) attended a three day seminar entitled "Forensic Fire Investigator" at the AFT Training Facility in Beltsville, MD on May 4-6, 2004.

Wayne Hutchison (Inspector I/Deputy Fire Marshal) attended the U.S. Fire Administration's National Fire Academy course R220: Fire Inspection Principles. The two week course was held May 17-28, 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.

Planning Staff participated in the Budget Review Workshop sessions with City Council.

Grant Prichard (Chief Building Inspector) passed the certification examination for the "Building Plans Examiner" as administered by the International Codes Council.

Annexation Plan Study

The firms of Kise, Straw & Kolodner, Inc. and Urban Partners submitted the following items for Staff Review as part of the Annexation Plan Study: a revised Chapter 12 Annexation Plan, a technical memorandum explaining the findings of the cost/benefit analysis, and a series of appendices of the methodology and detailed calculations and tables for the cost/benefit analysis. Staff will be reviewing this documentation and preparing for review of a potential Comprehensive Plan Amendment.

Demolitions

Regarding the Dangerous Structure located at 122 West Division Street, the demolition preparation activities continue regarding asbestos abatement. 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 21, Citizen Contacts 165, Total numbers of arrests 3.

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 May. 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 14 African American, 7 White, 1 Hispanic, 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.

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 Final Action Plan was submitted to HUD on May 25th for review.

MEETING REPORTS

Board of Adjustment

The Board of Adjustment met on May 19, 2004 and took action on the following:

- 1) Rosemark Builders applied for a variance from the R-8 (One family Residential) Zoning District Bulk Requirements (Article 4 § 4.1) pertaining to Lot 27, Matterhorn Drive in the Four Seasons Development. Specifically the applicants requested a variance of 2.1 feet in the front yard to allow construction within 22.9 feet of the property line and a variance of 3.0 feet in the rear yard to allow construction within 27 feet of the property line. The variance was denied and the building must comply with the setback requirements. Application V-04-09.
- 2) Rosemark Builders applied for a variance from the R-8 (One family Residential) Zoning District Bulk Requirements (Article 4 § 4.1) pertaining to Lot 28, Matterhorn Drive in the Four Seasons Development. Specifically the applicants requested a variance of a maximum of 4.2 feet to a minimum of 0.1 feet in the front yard to allow construction within 20.8 feet of the property line. The variance was denied and the building must comply with the setback requirements. V-04-11.
- 3) Millig Inc., as property owner of 120 South Governors Ave., applied for a variance on behalf of their tenant, Kent County Community Action Agency, requesting a variance from the Supplemental Regulations related to Day Care Facilities (Article 5, § 14.31). The variance was granted from the maximum number of 100 children to allow the agency to serve up to 117 children in a new facility at the above address. Application V-04-10.

The Board of Adjustment will not meet in June 2004 since no applications were submitted for review.

Dover Parking Authority

The Parking Authority meeting was held on May 13, 2004. Reports were given on the budget, permit sales, Police Department activities, DDDC report, update on the North Street Parking Lot, the Downtown Dover Parking Study, and a potential parking structure. A draft Budget for Revised FY2004 and Proposed FY2005 was reviewed with action to occur at the June meeting. Also discussed was a constituent inquiry regarding 30 minute parking.

Historic District Commission

The Historic District Commission met on May 20, 2004. This meeting focused on an update and discussion of Historic Preservation activities including the First State Historical Park, educational/training opportunities, and review of Comprehensive Plan Update 2003: Historic Preservation Chapter – Plan Goals and Recommendations. Information was also provided regarding the Hanson House renovation project.

The Historic District Commission will not meet in June 2004 since no applications were submitted for review.

Planning Commission

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

- 1) Granted a one year extension of the Conditional Use Site Plan approval for the WAWA on Route 8. The Site Plan includes the construction of a 5,740 S.F. WAWA food market building with gas pumps (under canopy) on multiple parcels consisting of a total area of 2.5 acres +/- of land. The properties are zoned C2-A (Limited Central Commercial Zone) and also subject to zoning classification COZ-1 (Corridor Overlay Zone 1). The properties are situated on the south side of Route 8 between Mifflin Road and Kenton Road. C-03-05
- 2) Recommended approval of the rezoning application for Lands of Riverview Associates at 40 Saulsbury Road for an area of land consisting of 2.20 acres. The property is zoned C-3 (Service Commercial Zone) and C-2A (Limited Central Commercial Zone) it is also subject to the COZ-1 (Corridor Overlay Zone 1). The proposed zoning classification is I-O (Institutional and Office Zone) and subject to the COZ-1 (Corridor Overlay Zone 1). The property is located on the southwest side of Saulsbury Road west of the intersection with Carver Road and north of the intersection with Forrest Avenue (Route 8). Z-04-06
- 3) Recommended approval of Annexation Plan for the Lands of Sadusky at 2507 and 2521 Chestnut Grove Road consisting of multiple parcels of land totaling 2.64 acres +/- . The Planning Commission also required approval of the proposed zoning classification as RG-2 (General Residence Zone). The property is located on the north side of Chestnut Grove Road at the intersection with Kenton Road. The owners of record are Robert M. and Irene D. Sadusky Sr. The equitable owner is Woodbrook Development, LLC. AX-04-01
- 4) Approved a Minor Subdivision Plan for Lands of Maple Dale Country Club, Inc. to permit subdivision of 21,508 S.F. (0.4938 acres) +/- parcel of land. The property is R-10 (One Family Residence Zone). The subject area is located east of Kenton Road at the intersection of Maple Dale Road and a private access driveway. SB-04-02

- 5) Approved a Minor Subdivision Plan for the Lands of Michael Bloom to permit subdivision of 30 acres +/- of land from a parcel consisting of 116.9548 acres. The property is currently zoned M (Manufacturing Zone) and subject to the AEOZ (Airport Environs Overlay Zone). The subject area is located on the south east side of Lafferty Lane. SB-04-03
- 6) Application for the Kirkwood Street Parking Lot Addition for Duncan Depot was not heard due to inadequate public notice. S-04-03
- 7) Approved a Site Plan and Architectural Review Certification for Parking Lot Improvements at 24-26 The Green to permit parking lot improvements including the paving with asphalt of existing parking areas, curbing and sidewalk improvements, and the paving with brick pavers of an existing parking area. The property is zoned RGO (Residence General Office Zone). The property is also subject to the H (Historic District Zone). The property is located at the northwest corner of Bank Lane and The Green. S-04-16
- 8) Approved a Site Plan for Commerce Bank at 758 N. DuPont Highway to permit the construction of a one story 4,099 S.F bank with four drive-thru lanes on multiple parcels of land totaling 1.195 acres. The property is zoned C-4 (Highway Commercial Zone). The property is located at the southwest corner of the intersection of Route 13 and North State Street. S-04-017

The next Planning Commission meeting is scheduled for June 21, 2004.

This completes our monthly report for May 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

Number of Inspections Made by the Inspectors in May 2004

Dangerous Building / Demolition Inspections	1
High Grass and Weed Inspections	354
Housing and Property Maintenance Inspections (Multiple Occupancy)	65
Housing and Property Maintenance Inspections (Other Occupancy)	205
Zoning Code Inspections	20
Construction Code Inspections	169
Plumbing and HVAC Inspections	161
Certificate of Occupancy Inspections	136
Abandoned Motor Vehicle Inspections	37
License or Permit Code Inspections	61
Miscellaneous	21
Total Inspections	1230
Construction Plan Review (Hours)	64
Total Inspections as a Result of Complaints	216
Total Inspections as a Result of Permits and Licensing	515
Total Inspections Observed and Investigated by Inspectors	372
Total Inspections for Life Safety Code	3

Office of the Fire Marshal - May 2004

Total Fire and Safety Inspections	61
Apartments	9
Assembly	8
Day Care	3
Dormitory	5
Health Care	2
Industrial	0
Mercantile	6
Schools	6
Hotel/Motel	3
Business Occupancy	19
Fire Code Inspections (Sprinklers Fire Alarm)	6
Fire Code Inspections (Other)	87
Alarm Activation Follow-ups	2
Malfunctioning	0
Preventable	2
False Alarms	0
Number of Fire Investigations	
Accidental	2
Incendiary	0
Undetermined	0
Under Investigation	0
Other	9
TOTAL	11
Hours Spent for Fire Investigations	7
Fire Loss (in thousands)	1
Total Hours Office Time	117
Total Hours of Training	130
Total Hours Plan Review	18
Total Complaints	51
Average Response Time	2
Total Fire Alarm Follow-up	2
Total Fire Investigations	7