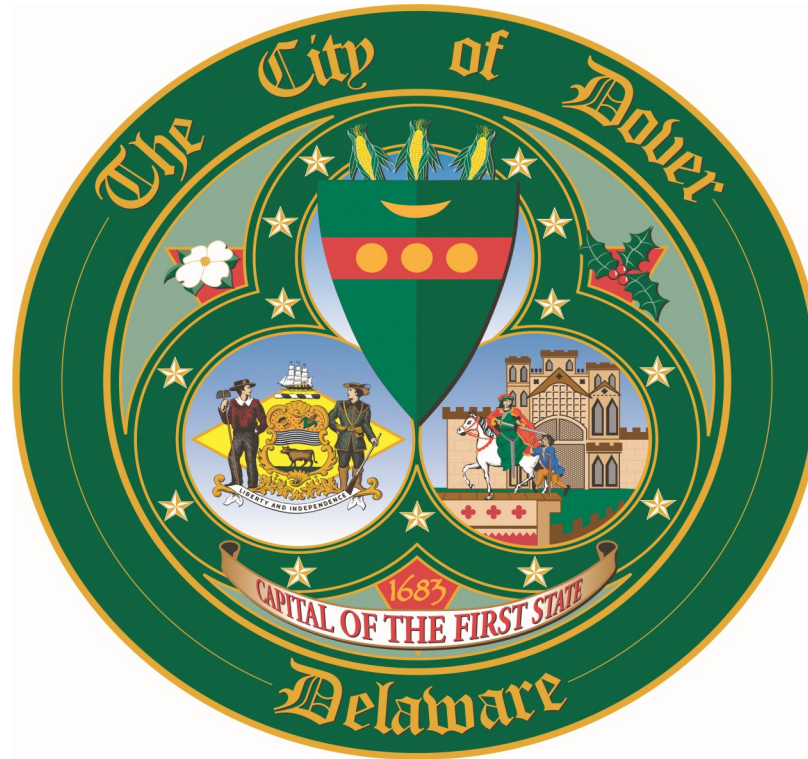


Department of Planning, Inspections & Community Development



2019 Annual Report



II. DIVISION REPORTS.....	4-10
<i>Personnel.....</i>	<i>4</i>
<i>Building Inspections.....</i>	<i>5</i>
<i>Fire Marshals.....</i>	<i>5</i>
<i>Code Enforcement & Property Maintenance.....</i>	<i>7</i>
<i>Licensing and Permitting.....</i>	<i>9</i>
<i>Planning Division.....</i>	<i>9</i>
III. INITIATIVES AND ACCOMPLISHMENTS.....	11-13
<i>Downtown Development District / Restoring Central Dover.....</i>	<i>11</i>
<i>Special Studies & Projects</i>	<i>12</i>
<i>Comprehensive Plan Implementation Activities.....</i>	<i>13</i>
IV. BOARDS and COMMISSIONS.....	15-16
<i>Historic District Commission.....</i>	<i>15</i>
<i>Planning Commission.....</i>	<i>16</i>
<i>Board of Adjustment.....</i>	<i>16</i>
V. APPLICATION ACTIVITY.....	17-24
<i>Conditional Uses.....</i>	<i>17</i>
<i>Rezoning.....</i>	<i>18</i>
<i>Annexations.....</i>	<i>18</i>
<i>Subdivisions.....</i>	<i>19</i>
<i>Unified Signs.....</i>	<i>19</i>
<i>Historic District Commission.....</i>	<i>19</i>
<i>Board of Adjustment.....</i>	<i>20</i>
<i>Site Plan Applications.....</i>	<i>21</i>
<i>Miscellaneous</i>	<i>24</i>
VI. DOVER BY THE NUMBERS.....	25-27
<i>Major Projects and Construction Activity.....</i>	<i>28</i>
VII. PROGRESS IN PICTURES.....	30-36

Community Development

2019 Annual Report



Introduction

The pace of development activity is not a smooth trend nor is it very predictable, whether in Dover or in our region. Each year is unique, with ups and downs in numbers and investments, often a function of public confidence, available financing, weather, workforce availability, schedules of competing projects, and other economic factors well beyond our control. But even with these uncertainties, Dover fared well in 2019. The Department of Planning, Inspections and Community Development has seen activity across all the areas of our responsibility. Some are as a result of a strong local economy and new development projects; and some are as a response to our responsibilities to protect the public health and welfare and strive for an enhanced quality of life.

Throughout 2019 the Department maintained our commitment to our core mission:

- guide and direct future development;
- provide timely, friendly, helpful and efficient services;
- protect the public health, safety and welfare; and
- strive for a vibrant, balanced and sustainable economy.

As we indicated last year, Dover has been discovered. Our City and regional populations continue to grow, new facilities of all kinds are being built, Downtown continues its revitalization, and Central Delaware is attracting new jobs and business investment. The charts and photos that accompany this Report demonstrate the wide range of building activities in Dover during 2019. They range from single family residences to rehabilitation medical facilities, from places to grab a bite to professional offices and places to shop. But they are only part of the story. Major accomplishments include completion of Dover's *Comprehensive Plan*, continued efforts to eliminate blight and improve housing opportunities, a continuing commitment to code enforcement, and inspections across building and life safety areas to enhance the quality and safety of the built environment for our residents.

The 2019 Annual Report that follows documents the activities of a staff of dedicated professionals working together to make Dover a place where people want to live, work, and play.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Samuel H. III".

Inspections and Community Development is a critical element in providing services to the community. These qualities allow staff to successfully interact with the residents of our City and support continued community improvement. There were a number of staffing changes within the Department during 2019. The change is as follows:

- On February 19, 2019 Sarah Cahall joined the Licensing Department as an Office Assistant II.
- In July of 2019 Velvet Bowen was promoted to an Inspector II and Eddie Diaz was promoted to a Planner II.
- Velvet Bowen received a service award for 5 years of service with the City of Dover.
- August 2, 2019 was Eddie Diaz's AICP (Planner II) last day with the City of Dover. Eddie will be joining Prince Georges County, Maryland Planning Office working on zoning & development review.
- On December 2, 2019 Samantha Bulkilvish joined the Planning Staff as a Planner I.
- December 3, 2019 was Sarah Cahall's last day with the City of Dover.

Welcome to the Department of Planning & Inspections team!
And Thank You to all Staff for their continued dedication to DOVER!
See Staff photo of the Department on the front cover and throughout Report.



Staff: Greg Akers, Chief Building Inspector /Plans Examiner, Mike McGregor, Building Inspector II; and Chris Scott, Licensed Plumbing / HVAC Inspector II.



New Construction, Renovations, Additions and Tenant Fit Outs: Mr. Akers supervises construction inspectors, reviews construction documents and permits, meets with design professionals regarding construction projects and Dover's permit process. Mr. McGregor reviews plans and permits, performs inspections of commercial, residential and manufactured buildings. Mr. Scott's responsibilities include plans review and performance of plumbing and HVAC inspections for commercial and residential buildings under construction. The combined efforts of all staff resulted in the performance of 5,726 building inspections, 7,402 plumbing/mechanical inspections, and 197 C/O inspections this year. A total of 1,709 permits were issued this past year.

Additional Duties: The Building & Inspections Staff assists in revitalizing existing structures through the plans and permits process, responds to inquiries related to construction, assists in property damage assessment after significant damage causing events occur, and enforces licensing of contractors and design professionals. The team provides guidance, support and proper enforcement of the codes for construction and or repairs regulated by the Building and Life Safety Codes.

Summary Description: Building and Life Safety Codes address occupancy, structural strength, means of egress, sanitation, adequate lighting and ventilation, accessibility, energy conservation, and life safety in regard to new and existing buildings, facilities and systems. These issues are specific to structures and adjacent structures as they may relate. Staff continues to look forward to Dover adopting the International Code Council's latest codes of 2018 to replace previous versions.

Qualifications: Dover's Building Inspectors are qualified via a combination of certifications and licenses. Our inspectors are required to achieve or exceed 45 hours of training within 3 year time periods in order to maintain their certifications. These qualifications combined with years of experience in both private and public sectors places them among the best in the industry. Greg has 20 years of private sector experience, this combined with 17 years of City service brings 37 years of industry experience to the team. Greg holds certifications in Building, Commercial, Residential and Housing. Mike is ICC certified in Building, Commercial Building, Residential and is licensed through the State in Manufactured Home Compliance. Chris over the years has achieved 10 ICC certifications in several disciplines and is also licensed through the State of Delaware as both a Plumber and HVAC Mechanic. In addition, Chris has taught the Plumbing trade at Poly-Tech night school for over 11 years.

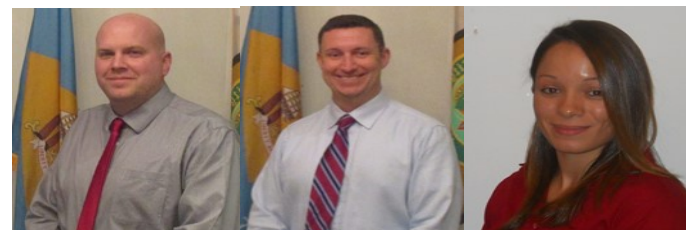
Fire Marshal's Office

Staff: Pictured Left to Right:

Jason Osika , Fire Marshal/Inspector III

Matthew Brown, Deputy Fire Marshal / Inspector II

Maria Quinones, Deputy Fire Marshal / Inspector I



the office has one Inspector II and one Inspector I.

The Fire Marshal's Office is responsible for conducting annual inspections in various public occupancies to include auditoriums, churches, club houses, theaters, restaurants that serve alcohol or are 10,000 square feet or greater, bars, schools, mercantile that is 10,000 square feet or greater, public office buildings, hospitals, nursing homes, group homes, lodging and rooming facilities, industrial, apartments, hotel and motels, and daycares. The Fire Marshal's Office handles a variety of fire related complaints such as over-crowding, blocked means of egress, fire lanes, and impaired fire protection. New fire suppression systems (sprinklers), fire alarm systems, hood suppression systems, and other forms of fire protection are accepted into service by the Fire Marshal's Office. The Fire Marshal's Office is also part of the Certificate of Occupancy approval process.

In addition to the inspection related responsibilities, the Fire Marshal's Office is responsible for the investigation into origin and cause of fires and explosions within the City of Dover. All employees of the office are on an on-call rotation for any after-hours fire or life safety complaints received. All employees also work special events such as NASCAR race weekends, Firefly (241 hours), and July 4th activities.

For the Calendar Year 2019, the following is a breakdown of activity for the office:

- Annual Fire/Life Safety Inspections: 176 with 600 deficiencies
- Certificates of Occupancy Inspections /Fire Protection Acceptances Tests: 118
- Administrative Walk-through Inspections: 209
- Fire/Life Safety Complaints: 417
- Plan Review: 127
- Fire Permits: Issued 94

Total of 50 Fire Investigations with a Total Fire Loss of \$949,852

- Accidental: 24 with a total amount of \$493,250 in damage.
- Incendiary: 12 with a total amount of \$18,601 in damage. Arrest in conjunction with Dover Police Department Total: 2
- Undetermined: 14 with a total amount of \$438,001 in damage.



Fire Type	Number	Value of Loss
Accidental	24	\$493,250
Incendiary	12	\$18,601
Undetermined	14	\$438,001

Supervisor; Ron Coburn, Inspector II, Velvet Bowen, Inspector II, Phillip Lewis, Inspector I. Edward Kopp, Inspector I.

The Code Enforcement Officers entered a total of 3,007 cases into the H.T.E. system with regard to violations of the *Dover Code of Ordinances* and *Zoning Ordinance*. Based on the data demonstrating the cause for the inspections, fifty-nine percent of the cases are initiated by Staff within the Department of Planning and Inspections. This includes the Code Enforcement, Fire Marshal, Planning Director, Licensing, and Planning staff. Staff conducted a total of 6,352 inspections to achieve code compliance. All cases entered must have an origination code, such as a citizen complaint or an officer's observation. Provided is a breakdown of the reasons for inspections, the number of inspections performed by the Code Enforcement Staff, and a list of the different types of inspections conducted.

The Officers sold Itinerant Merchant Licenses during the two NASCAR Race Operations conducted at the Dover International Speedway. The Officers also assisted the Fire Marshal's Office with Firefly.

Vacant Buildings:

The Code Enforcement Officers registered a total of 145 vacant buildings within the City limits of Dover. There was a total of \$222,085.32 paid in registration fees for the year of 2019. Currently, Staff estimates that there are approximately a little over 200 registered vacant buildings.

Annual Rental Housing Inspections	458
Property Maintenance Exterior/Interior	365
Tall Grass and Weeds	611
No Valid Business License	169
No Valid Rental Permit	60
Unregistered/Abandoned Vehicles	159
Dover City Ordinances (Violations)	377
All Others	808
Total	3,007

Causes for Inspections	
Citizen/Tenant complaint	606
Electric Department Referral	88
Other Agency Referral	230
Staff Initiated	2,083
TOTAL	3,007



24 S Queen Street

33 S Queen Street

210 W Division Street

316 W Division Street
(started)

28 S Queen Street
(garage)

316 W Division Street



316 W Division Street

316 W Division Street (completed)

938 Shank Road



938 Shank Road



34 S Queen Street

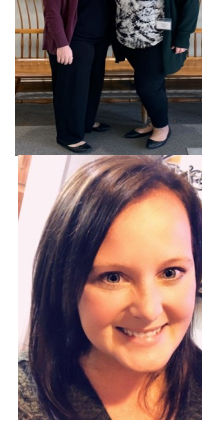


Dangerous Buildings and Demolitions:

Thirteen (13) buildings or structures were identified as dangerous buildings. Of these, eight (8) structures were either demolished by the City, came into code compliance, or they were demolished by the owner of the property.

The Permit and Licensing Staff is the first contact most customers have with the Department of Planning, Inspections and Community Development with the City of Dover.

This Staff is responsible for the receipt and processing of all Permits, Business Licenses, Occupancy Permits, and Rental Dwelling Permits. These Staff schedule all inspections performed by the Department, assist customers, and answer inquiries. They responded directly to questions regarding all of the above and scheduled appointments and meetings as required. The charts included in this report are examples of just some of the important work done by this staff. Their contributions to customer service are immeasurable. While much of their work cannot be directly quantified, without their efforts, the Department could not function. They present a high standard of prompt and courteous service.



Planning Office

Staff: Dave Hugg, Director of Planning, Inspections & Community Development; Dawn Melson-Williams, AICP Principal Planner; Tracey Harvey, Planner I; Eddie Diaz, AICP Planner II; Julian Swierczek, Planner I; Samantha Bulkilvish, Planner I; Maretta Savage-Purnell, Secretary II

The Planning Office is focused on zoning and land use administration, support of three Boards and Commissions, and administration of various programs. The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits. The review and inspection efforts of the Planning Staff resulted in a 2019 calendar year total of 868 Permits and Certificates of Occupancy. Staff also reviews new applications for Business Licenses and Rental Dwelling Permits. The Planning Office coordinates the review and approval of all development applications including the associated support of the Planning Commission, Board of Adjustment, and Historic District Commission as they review applications. In 2019, the Planning Office processed 63 new applications and continued review on applications from previous years.



Learning activities for Planning Staff included attendance at the APA Delaware 2019 Regional Conference held November 7, 2019 in Newark, DE. Talks were held discussing important Land Use Cases nationwide that may have an impact on land use law and practice in Delaware. This was a training opportunity for Planners especially those with continuing education (Certification Maintenance for AICP) requirements.

In addition to plan and permit review of development applications and ordinance development, we also immersed ourselves into the project to update and write a new Comprehensive Plan. The *2019 Comprehensive Plan* Project began with a series of public engagements as well as meetings with various interest groups to include their respective inputs in the Comprehensive Plan Update. After several drafts of the text and over 1 ½ years of work, the 2019 Comprehensive Plan finally moved towards Final Review and Adoption in December of 2019.



low and moderate income persons living in Dover and protects the public health and welfare of Dover citizens. It performs the following tasks:

- Provides CDBG grants to sub-recipients that provide services to low/moderate income persons.
- Provides rehabilitation assistance to sub-recipients who service low/moderate income persons.
- Provides housing assistance to emergency shelters for the homeless.
- Provides sub-recipient grants to community non-profit organizations for projects in the City.

The following projects were completed during the program year:

- ◆ **Homeownership Assistance Program**—Throughout the year, seven (7) families received a grant from the City of Dover’s Homeownership Assistance Program and purchased affordable housing in the City.
- ◆ **Dover Interfaith Mission to the Homeless**—CDBG funds were utilized to cover the operations costs for the homeless shelter. A total of 210 homeless men were serviced throughout the program year.
- ◆ **Milford Housing Homeowner Rehabilitation Program**— CDBG funds were provided to fully renovate and improve two (2) owner-occupied homes.
- ◆ **Milford Housing Emergency Repair Program**—CDBG funds were provided to complete emergency home repairs for ten (10) owner occupied homes eliminating health and safety hazards.
- ◆ **Restoring Central Dover (RCD) Initiative**— The Restoring Central Dover (RCD) Initiative moved forward with its implementation plan and is in the fifth year of the Wells Fargo Grant. During the year, there were many events that included community fairs, neighborhood watches, and holiday gatherings. NCALL, Milford Housing Development Corporation and Central Delaware Habitat for Humanity have collaborated to construct and renovate existing affordable housing in the RCD designated area that will assist in revitalizing the area. There were twelve (12) affordable single-family homes constructed and sold during the program year. Four (4) homes were constructed and sold by NCALL, six (6) homes were constructed and sold by Habitat, and two (2) homes were constructed and sold by Milford Housing Development Corporation. Habitat purchased eight (8) lots in the RCD area for future construction of affordable housing (with three (3) new homes presently under construction) and NCALL purchased four (4) lots in the RCD area for future construction of affordable housing. The goal of the RCD Initiative is to achieve 75% homeownership on the blocks of North New Street between Division and Fulton Streets within the next few years.
- ◆ **Analysis of Impediments (Fair Housing Plan)** - The City of Dover collaborated with Delaware State Housing Authority, New Castle County and the City of Wilmington to complete a Fair Housing Plan for the State of Delaware for a submission to HUD once the final plan is completed. The final draft is under review by the Fair Housing Consortium and the final plan is expected to be completed in early 2020.

the City of Dover Planning Office dedicated new staff to the administration of the Downtown Development District Program to help ensure the continued success of the incentives program to attract new businesses and homeowners to the downtown area.



To accomplish these goals, the Downtown Development District, we have carried on our programs of Building and Impact Fee waivers for new business and housing, and Business License Fee waivers for businesses locating in the downtown area.

Over the course of 2019, the City authorized \$12,365 in permit fee waivers for 14 properties for the purpose of new housing or business. This includes ten new homes which have been built within the Downtown Development District, including five on North Kirkwood Street (18, 22, 23, 26, and 28 North Kirkwood Street), one on South Kirkwood Street (45 South Kirkwood Street), three on North New Street (20, 22, and 23 North New Street), and two on South Governors Avenue (50 and 54 South Governors Avenue).

The City further waived Business License fees in the amount of \$591.25 in the aim of incentivizing business growth in the Downtown District. Business License Fee Waivers may be utilized by an applicant for a period of no more than three years. Dover saw several Businesses License Fee Waivers expire for 2019, as they were approved in 2015.

Both incentive types are part of the City's compliment to the State of Delaware's incentives through the Downtown Development District Program. Together, we are seeing increasing evidence of the renaissance being brought to the City of Dover, particularly housing areas near the Downtown.

Dover being one of the designated Downtown Development Districts in the State of Delaware, eligible investors may qualify for rebates on a portion of their investment if located within the City of Dover's DDD. Through the end of December, 2019 The State has issued \$1,040,183 in rebates towards \$8,081,760 in seven large scale projects (over \$250,000), and \$649,455 in rebates to thirty-one small projects (\$25,000-\$250,000) since the start of the program in 2015.

Downtown Development District/Restoring Central Dover

On January 11, 2015 Dover received designation as a Downtown Development District. Governor Markell formally announced that the cities of Dover, Seaford and Wilmington were selected as the first Districts in Delaware with visits to each community. In 2017, the City of Dover Planning Office dedicated new staff to the administration of the Downtown Development District Program to help ensure the continued success of the incentives program to attract new businesses and homeowners to the downtown area.

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Special Studies & Projects

Enterprise Resource Planning Project – Various Department Staff continue to participate in the implementation of the Enterprise Resource Planning (ERP) system by Tyler Technologies. In 2019, Staff continued to utilize the new financial system (implemented in December 2018) for invoice & payment processing, grant project management, and Budget entry. This replaces the current system (Naviline and HTE) and will in later project phases include implementation of our application, permits, inspections, and case management processes.

LUCA (Local Update of Census Addresses) - Planning Staff, working with the GIS Division of the Department of Public Works, participated in the LUCA (Local Update of Census Addresses). This project compared the City addresses with Census address data in preparation for the 2020 Census. The LUCA information on address updates citywide was submitted in June 2018 and in 2019 a follow up review was completed.

Floodplain Management - Planning Staff continued to attend Floodplain training workshops over the year to assist in knowledge of FEMA and/or local floodplain ordinances, understanding their communities flood risk, and for overall floodplain management. On January 29, 2019 a Letter of Map Revision (#18-03-1850P) became effective, revising the floodplain in the Baytree Neighborhood Area. Planning Staff regularly provides information on floodplain status in response to inquiries. Outreach also includes a Floodplain Management webpage at <https://www.cityofdover.com/floodplain-management>.

Comprehensive Plan Implementation Activities

The Planning Office is responsible for developing ordinances and other activities to implement the City's *2008 Comprehensive Plan*, as amended. In this regard the following projects were priorities of Planning Staff in 2019.

Comprehensive Plan Amendments

In accordance with the approved procedure for annual amendments to the *2008 Comprehensive Plan*, a new request for consideration was received in December of 2018 and proceeded through the Preliminary Land Use Services Review (PLUS) and Planning Commission hearing and review for recommendation in early 2019. In March of 2019 the City Council approved the amendment request to amend Map 12-1: Land Development Plan regarding the land use classification for a property on Commerce Way (MI-19-02) in anticipation of rezoning the property. City Council acted to approve the change in Land Use classification from Residential Medium Density to Industrial & Public Utilities.

Planning Staff attends the Delaware Population Consortium's meetings to participate in the review of data sets of statewide and municipal population and demographic projections. In October, Delaware Population Consortium adopted its Annual Population Projections. The DPC estimated the City of Dover total population at 38,349 people (as of July 1, 2019). See DPC webpage for more information: <https://stateplanning.delaware.gov/demography/dpc.shtml>

2019 Comprehensive Plan Project

The development of the *2019 Comprehensive Plan* was a major goal of the Planning Office (Department of Planning, Inspections & Community Development) for 2018-2019. This project was completed in-house by City Staff consisting of the Planning Staff who began meeting in February 2018 to initiate work on the project. See Project website: <https://www.cityofdover.com/2019-comprehensive-plan>

As part of the Plan development, Staff involved the City Council, the Economic Development Committee, the Planning Commission, and the Historic District Commission through discussion, project updates, and presentations at meetings. The following Engagement Activities have occurred in 2019 for the Plan:

- City's Economic Development Committee at multiple meetings.
- Intergovernmental Meetings with Cheswold, Little Creek, Camden, Wyoming, and Kent County.
- Event: "Historic District Workshop" held on June 20, 2019 from 4:00pm-6:00pm at City Hall with presentation at 5:00pm. 7 Attendees. Presentation, maps on display for review, and informational handout sheets.
- Project Update: On September 16, 2019, the Planning Commission, as an initial endorsement, acted by motion to support Planning Staff's efforts to make the PLUS Submission of a DRAFT Plan in October 2019.
- Event: Open House Event held on October 23, 2019 from 3:00pm-7:00pm at Dover Public Library with presentations at 3:30pm and 5:30pm. Presentations given and plan documents and maps on display for review.
- Event: Visitation Event held on October 24, 2019 from 8:30am-5:00pm at City Hall. Plan documents and maps on display for review.
- Media: Staff utilized a variety of media to announce public events on the Project including City website, press releases, Facebook posts, Dover TV, announcements at meetings, direct emails to contacts, etc.

Throughout the year, Planning Staff worked through detailed review and editing of all the sections of the Plan. The following items were issued for review and comment:

- **Preliminary Draft #2A Goals & Recommendations** (Released 2/28/2019) Chapters include: Natural Resources & Environmental Protection; Historic Preservation; Public Utilities & Infrastructure; Community Services & Facilities; Transportation; Economic Development; and Housing & Community Development.
- **Initial Draft of Chapter 6: Historic Preservation Plan Chapter** (Released 6/20/2019)
- **STAFF DRAFT #1** (Released 8/14/2019) Released to Planning Staff and City Department Heads for internal review and comment.
- **RELEASE DRAFT 2019 Comprehensive Plan (Released 10.1.2019)** submitted for PLUS Review.
- **FINAL DRAFT 2019 Comprehensive Plan** (Released 12.3.2019) to public, Planning Commission, and City Council for review.

Preliminary Land Use Services (PLUS) Review

The Comprehensive Plan is subject to the Preliminary Land Use Services (PLUS) Review process per Dela

- Completed PLUS Review Response (Chart) dated December 10, 2019. The PLUS Review Response Chart identifies Certification Items (items to be addressed for certification of the Plan); the PLUS Comment, Plan Location (where in document or maps); and the City’s Response. The responses (revisions, information corrections, etc.) were made to the Plan and are reflected in the FINAL Draft (12.3.2019) Plan and resubmitted to the Office of State Planning Coordination.
- Received PLUS Review Follow-Up Letter (Final Review – Revisions Accepted) on December 19, 2019.

Ordinance Amendments 2019			
File Number & Ordinance	Topic	Text Amendment	Action Date
MI-19-04 Ordinance #2019-15	Allows for a broader range of potential uses in the IPM-2 zone while retaining the emphasis on technology versus general manufacturing uses.	Zoning Ordinance, Article 4 Section 4.16 - Zoning Bulk and Parking Regulations and Article 12 - Definitions	Adopted: September 9, 2019

Formal Review and Adoption Process

The Formal Review Processes involved review of the **FINAL DRAFT (12.3.2019) 2019 Comprehensive Plan** which consists of fifteen (15) chapters and a Map Series of thirty-two (32) maps. The Review Process included Review and Public Hearing with the Planning Commission held on December 16, 2019 and the Review and Public Hearing with the City Council held on January 13, 2020.

In addition, a series of specific Requests were received from the public and others for consideration with the Plan document and maps. These requests were considered as part of the public hearing process for the plan.

- Request #1: 5.0-acre parcel on north side of Route 8/Forrest Avenue
- Request #2: 1436 New Burton Road
- Request #3: 1.81-acre parcel on north side of White Oak Road
- Request #4: Various properties owned by Mt. Zion AME Church in Downtown Dover
- Request #5: Lands of Dover Motorsports, Inc./Dover International Speedway
- Request #6: Designation of Employment Center in vicinity of Kent County AeroPark

Final Action Taken by Planning Commission and City Council

The Planning Commission completed a review and conducted a Public Hearing on the **FINAL DRAFT (12.3.2019) 2019 Comprehensive Plan** at their meeting on Monday, December 16, 2019. Planning Commission unanimously voted to recommend to City Council the Approval for Adoption of the FINAL DRAFT of the 2019 Comprehensive Plan along with the specific recommendations for Requests #1-6.

The **FINAL DRAFT (12.3.2019) 2019 Comprehensive Plan** and supporting materials including information on Requests #1-6 were forwarded to City Council for consideration. City Council will hold a public hearing on the Comprehensive Plan and Proposed to Approve Ordinance #2019-21 to Adopt 2019 Comprehensive Plan on January 13, 2020. In early 2020 Planning Staff will complete the final publication of the Plan as adopted and submit it for Certification by the Governor.

One text amendment to the *Zoning Ordinance* occurred in 2019. The process of text amendment and ordinance development and adoption involves research by the Planning Staff, consultation with stakeholders on specific topics, review by City Council Committees, and then formal review and public hearings by the Planning Commission (for recommendation) and City Council (final action.) See summary table as follows for 2019 activity of Ordinance amendments.

Boards and Commissions

Historic District Commission

The City of Dover, Delaware Historic District Commission consists of five members. The members during 2019 include Eric Czerwinski, Ann Baker Horsey, Joe McDaniel, Jonathan Street, and Mary Terry Mason. The Commission receives staff support from the Planning Office. During 2019 Joe McDaniel served as Chairman and Ann Horsey served as Vice-Chairman; they continue to serve following re-election at the Commission's Annual Meeting in November 2019.

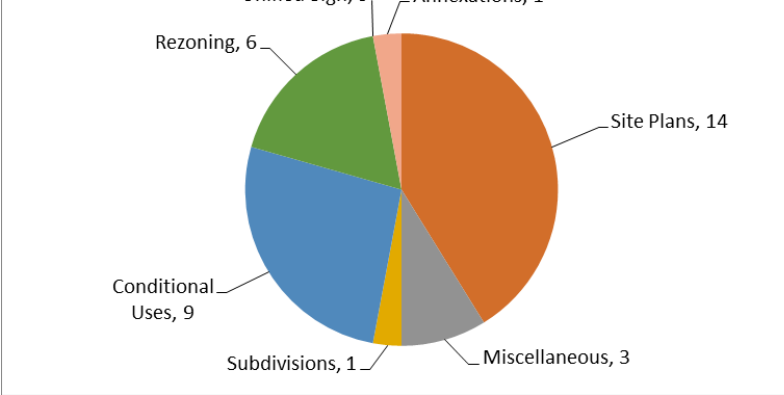
The Historic District Commission held six meetings in 2019. The Historic District Commission reviewed four (4) items for consultation on Architectural Review Certificates or as informational items in 2019. This included the referral of a Fence Permit at 2 Kings Highway NE (HI-19-04) and informational items on a proposed Downtown Mural Project and Information on Small-Cell Wireless Facilities. During the year, the focus of the Historic District Commission was the review and discussion of the 2019 Comprehensive Plan Project. They were involved in the review of the Goals & Recommendations and the chapter text to assist Staff with the development of the Historic Preservation Chapter of the Plan (see Grant activity below).

Of the twenty-eight (28) permits in the Historic District in 2019, a total of twenty (20) required Architectural Review Certification for exterior work activities. For example, exterior renovations for a proposed kitchen expansion at the Governors' Café and at several office locations, the placement of accessory structures (a pavilion, bus shelter, shed and ATM unit), site work prep and utility work at 126 W. Loockerman Street (HI-16-05/S-19-21), and brick repointing projects at Woodburn and Reith Hall were completed. A project of selective demolition (removal of an exterior wall) for stabilization of the front façade occurred at 304 South State Street. Several other buildings underwent roof repair and replacement projects. Sign Permits were issued for new businesses adding signage including retail and office locations.

Certified Local Government Program

The City of Dover was designated a Certified Local Government in 2015. As part of the Certified Local Government Program, grant funding was received in the FFY2018 CLG Grant Application process (HI-18-01) for project for an Update of the Historic Preservation Chapter of Dover's Comprehensive Plan. Grant work allowed for dedicated Staff time on the development of the Historic Preservation Chapter for the 2019 Comprehensive Plan Project. As part of these efforts a public outreach Workshop Event on the City's Historic District was held on June 20, 2019. The FFY2019 CLG Grant Application (HI-19-02) sought grant funding to work on an Addendum to the *Design Standards & Guidelines for the City of Dover Historic District Zone* document focusing on Modern Materials & Technologies. Originally planned to begin in Summer 2019, this grant project was delayed due to Staff's focus on the 2019 Comprehensive Plan Project.

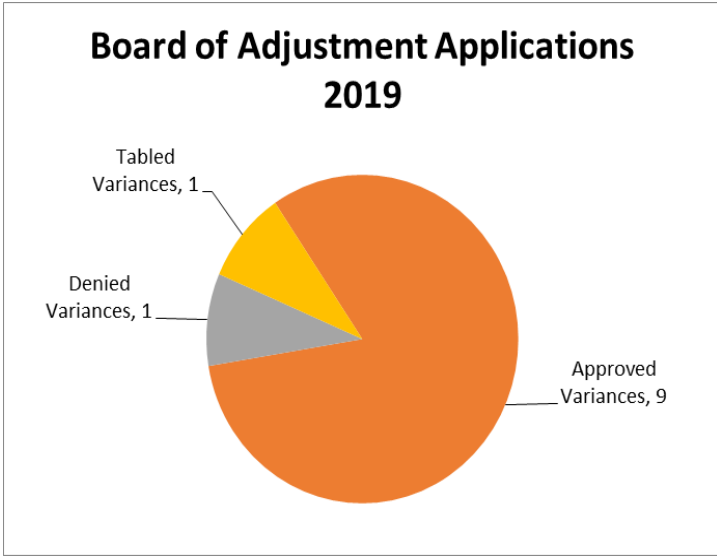
Dean Holden who had left the Planning Commission in January and was replaced as Vice-Chair by Dr. Jones in February 2019. At their Annual Meeting in July 2019, Fred Tolbert stepped down as Chairman of the Planning Commission and was replaced by Dr. Bobby Jones as the new Chairwoman and Ms. Andrea Maucher as the new Vice-Chair. In August 2019, Mr. Holt retired after more than 32 years of service on the Planning Commission. Two new members were appointed to the Planning Commission: Mr. Nick Adams in February and Mr. Robert Hartman in August.



The Planning Commission met twelve months in 2019 and reviewed a total of 34 applications. The Site Plans reviewed by the Planning Commission included a new office facility for NCALL on West Division Street and a new office building for the Delaware Solid Waste Authority (DSWA) on Energy Lane. The Conditional Use applications included a new Duplex on Willis Road and new manufacturing use on Horsepond Road. The Planning Commission made recommendations to City Council on six rezoning applications including applications related to the old City Library on North State Street and planned sale of land for industrial/ manufacturing use on Commerce Way. There was one application for Subdivision in 2019 for the site of the Kraft Heinz Plant. There was also one application for an Annexation of a property intended to be used as a restaurant on North DuPont Highway. A total of 14 applications were submitted to the Planning Office for Administrative Review including ten Administrative Site Plans, four Minor Lot Line Adjustment Plans, and one informational study.

Board of Adjustment

The Planning Office received eleven applications to the Board of Adjustment in 2019. Ten of the applications were for area variances and one was for a use variance. Of the ten applications for area variances received, eight were approved, one was partially denied, and one was tabled and has yet to return for review. The one Area Variance which was denied was for a residential structure to expand into the rear yard setback. The one Area Variance which was tabled was so that the applicant could revise the design due to concerns raised during the Board of Adjustment Meeting.



CONDITIONAL USES 2019							
File #	Plan Name	Location	Type	Bldg Sq Ft (new)	DU	Action	Date
C-19-01	Lands of Kent Delaware Properties LLC	589 N. DuPont Hwy	Apartments	12,900	2	PC Conditional Approval	5/20/2019
C-19-02	Lands of 1944 Builder LLC	106 Willis Road	Duplex	1,576	2	PC Conditional Use/Minor Subdivision Approval Final Approval	6/17/2019 11/25/2019
C-19-03	Lands of TDN LLC	230 N. Governors Avenue	Student Home	existing	1	PC Conditional Approval Final Approval	7/15/2019 7/26/2019
C-19-04	Assemblee Chretienne International Ministry	1203 Walker Road	Church	existing	-	PC Conditional Approval	7/15/2019
C-19-05	Luther Village Parking Lot Expansion	101 Babb Drive	Parking Lot Expansion	-	-	PC Conditional Approval Final Approval	7/15/2019 10/28/2019
C-19-06	Calvary Baptist Church	2285 Forrest Avenue	Church	40,026	-	PC Conditional Approval	7/15/2019
C-19-07	Lands MC5 LLC	122 Rosemary Road	Storage	-	-	Postponed by Applicant	8/27/2019
C-19-08	Grotto Pizza: Dough Production/ Storage	122 Rosemary Road	Production/ Storage/Food Distribution/ Warehouse	existing	-	PC Conditional Approval	10/21/2019

REZONING 2019							
File #	Applicant	Location	From	To	Acres	Action	Date
Z-19-01	Lands of H&M Properties LLC on Commerce Way	North side of Commerce Way	RG-2	IPM	22.97	CC First Reading PC Recommended Approval CC Approval	1/28/2019 2/19/2019 3/11/2019
Z-19-02	Lands of Wesley College	45 S. State Street and Parcel on South American Avenue	RGO & H	IO & H	0.81	CC First Reading PC Recommended Approval CC Approval	1/28/2019 2/19/2019 3/11/2019
Z-19-03	Lands of Schreppler	157 Roosevelt Avenue	R-8	RG-2	1.67	CC First Reading PC Recommended Approval CC Approval	1/28/2019 2/19/2019 3/11/2019
Z-19-04	Lands of Beauregard	878 S. State Street	R-8	C-1	0.22	CC First Reading PC Recommended Approval CC Approval	2/25/2019 3/18/2019 4/8/2019
Z-19-05	Lands of Harman Oil Inc	53 N. West Street and 517 W. Division Street	C-1A	C-2A	0.55	CC First Reading PC Recommended Approval CC Approval	4/22/2019 5/20/2019 7/8/2019
Z-19-06	Lands of AID in Dover, Inc	731 and 801 W. Division Street	C-2A/COZ-1	IO/COZ-1	0.45	CC First Reading PC Recommended Approval CC Approval	4/22/2019 5/20/2019 6/10/2019

ANNEXATIONS 2019							
File #	Applicant	Location	County Zoning	City Zoning	Acreage	Action	Date
AX-19-01	Lands of NewWind Properties 2920 LLC	2920 N. DuPont Highway	BG	C-4	0.57	PC Recommended Approval CC Approval	2/19/2019 9/23/2019

File #	Plan Name	Location	Type	Lots	Acreage	Action	Date
SB-19-01	Lands of Kraft Foods Group Inc	1250 W North Street	Minor Sub-division	2	2.5	PC Conditional Approval	5/6/2019

UNIFIED SIGNS 2019					
File #	Applicant	Location	Type	Action	Date
No applications received.					

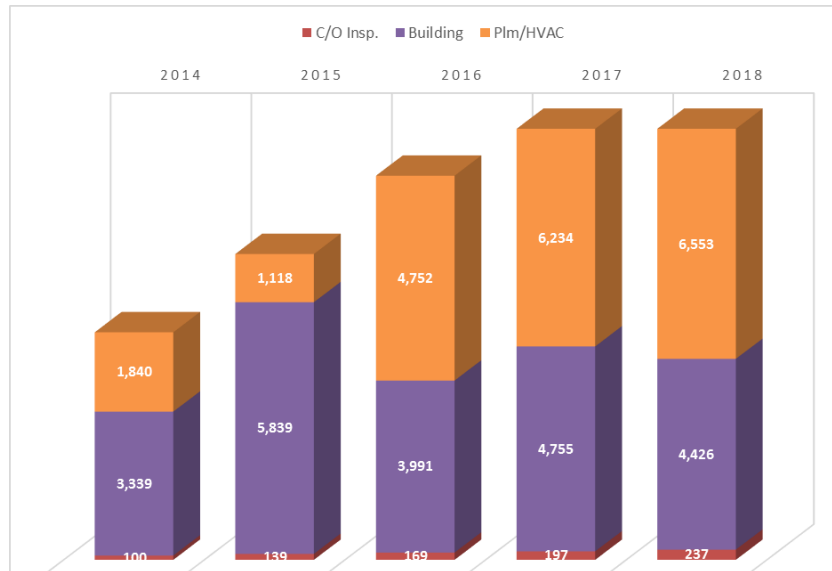
HISTORIC DISTRICT COMMISSION 2019					
File #	Plan Name	Location	Type	Action	Date
HI-19-01	Information on Downtown Dover Mural Project	109-113 W. Lookerman Street	Painting of wall in preparation for	HDC Denial of ARC	2/21/2019
HI-19-02	CLG Grant Application for FFY2019	Historic District and Citywide	Information File	Application for grant for update of Design Standards & Guidelines	7/11/2019
HI-19-03	Information on Small-Cell Wireless Installations	Historic District and Citywide	Information File	Informational Presentation to HDC	8/15/2019
HI-19-04	Referral of Permit #19-1218	2 Kings Highway SW	Fence Permit	Consultation on ARC for replacement of wood picket and chain-link fence with metal picket fence	9/19/2019

V-19-01	Panera Bread	545 N. DuPont Highway	Add one 35.67 SF sign to North Elevation to read PANERA	Area Variance	Approved	3/20/2019
V-19-02	Lands of Richard and Patricia Arndt	59 Roosevelt Avenue and 1160 South DuPont Highway	Decrease minimum lot depth from 150 feet to 144 ft and minimum width from 150 feet to 135 feet. Decrease minimum lot depth from 150 feet to 90 feet and lot width from 150 ft. to 50 ft. and increase in lot coverage from 75% to 87%.	Area Variance	Approved	3/20/2019
V-19-03	Lands of Howard Joseph	106 Willis Road	Allow decrease in minimum lot size from 5,000 SF to 3,750 SF and to allow for a reduction in the side yard setback from 10 feet to 5 feet.	Area Variance	Approved	3/20/2019
V-19-04	Lands of NCALL RESEARCH INC	223-225 W. Division Street	Increase maximum permitted height from 30 feet to 34 feet and the maximum allowable stories from 2 stories to 3 stories.	Area Variance	Approved	4/17/2019
V-19-05	Lands of Welcome Home Properties LLC	15 S. New Street	Continue use as 2 dwelling units	Use Variance	Approved	5/15/2019
V-19-06	Lands of Harrington Commercial LLC	623 Fulton Street	Allow an gravel drive and parking area.	Area Variance	Approved-1yr extension	7/17/2019
V-19-07	Westside Carwash	805 Forest Street	Maximum lot coverage in C-3. Lot coverage, front, side and rear yard setbacks/landscaping requirements in COZ-1.	Area Variance	Tabled	8/21/2019
V-19-08	Central Delaware Housing Collaborative	731 and 801 W. Division Street	Increase height from 35 feet to 39 feet. Increase maximum number of stories permitted from 2 to 3. Reduce landscape buffer required from 12 feet to 10 feet. Reduced sidewalk width from 6 feet to 5 feet. Allow parking within three feet of a side lot line.	Area Variance	Approved	9/18/2019

S-19-01	Tommy Car Wash	656 N. DuPont Highway	Car Wash	PC Review	5,194	-	Tabled PC Conditional Approval	2/19/2019 3/18/2019
S-19-02	Boardwalk Apartments	127,129,133,135 Roosevelt Avenue	Apartments	PC Review	19,824	18	PC Conditional Approval	3/18/2019
S-19-03	Retail Center	747 N. DuPont Hwy and 764 Dover Leipsic Rd	Restaurant / Retail	PC Review	62,260	-	PC Conditional Approval PC Informal Review of Revised Plan	3/18/2019 7/15/2019
S-19-04	Destiny Christian Church	2161 Forrest Avenue	Building Addition	Administrative Review	2,487	-	Administrative Review (filed)	1/16/2019
S-19-05	Dover International Speedway: Cup Garage Site Renovations	1131 N. DuPont Highway	Cup Garage	Administrative Review	23,540	-	Administrative Review (filed) Final Site Plan Approval	3/12/2019 5/3/2019
S-19-06	Schutte Park Storage Bin Project	Electric Avenue	Storage Bin Project/ Pole Building	Administrative Review	676	-	Administrative Review (filed)	1/25/2019
S-19-07	Retail Facility	515 S. DuPont Highway	Retail	PC Review	8,050	-	PC Conditional Approval	4/15/2019
S-19-08	Dover International Speedway/Firefly Music Festival: Lot 18 Shower Building	1229 Persimmon Tree Lane	Lot 18 Shower Building	Administrative Review	8,460	-	Administrative Review (filed) Final Site Plan Approval	3/14/2019 4/12/2019
S-19-09	Schutte Park New Administrative Building	10 Electric Avenue	Office	Administrative Review	2,400	-	Administrative Review (filed)	2/8/2019
S-19-10	Dover Commu-	1035 S. Governors Ave-	Parking Lot Ex-	PC Re-	N/A	-	Tabled PC Conditional	6/17/2019

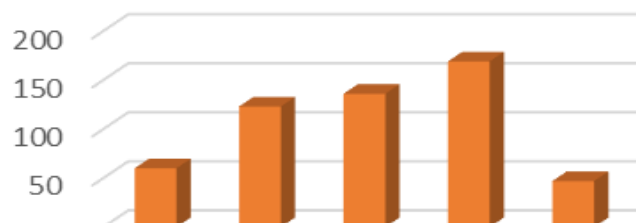
File #	Plan Name	Location	Description	Review Type	Bldg Sq Ft (new)	DU	Action	Date
S-19-22	Tommy Express Carwash	20 Carver Road	Carwash	PC Review	4,504	-	PC Conditional Approval	10/21/2019
S-19-23	Central Delaware Housing Collaborative	731 and 801 W. Division Street	Emergency Shelter/Apt. Bldg	PC Review	10,368	12	Applicant Request to Defer until Further Notice	10/10/2019
S-19-24	Angels of Mine	325 W. Wind Drive	Large Family Home Daycare	Administrative Review	existing	-	Administrative Review (filed) Final Site Plan Approval	11/4/2019 11/14/2019
S-19-25	Revised Implementation Plan: Eden Hill Farm TND Residential District	Residential District	Phase 2 Area/ Clubhouses/ Apartments Revisions	PC Review		665	Tabled PC Conditional Approval	12/16/2019 1/21/2020

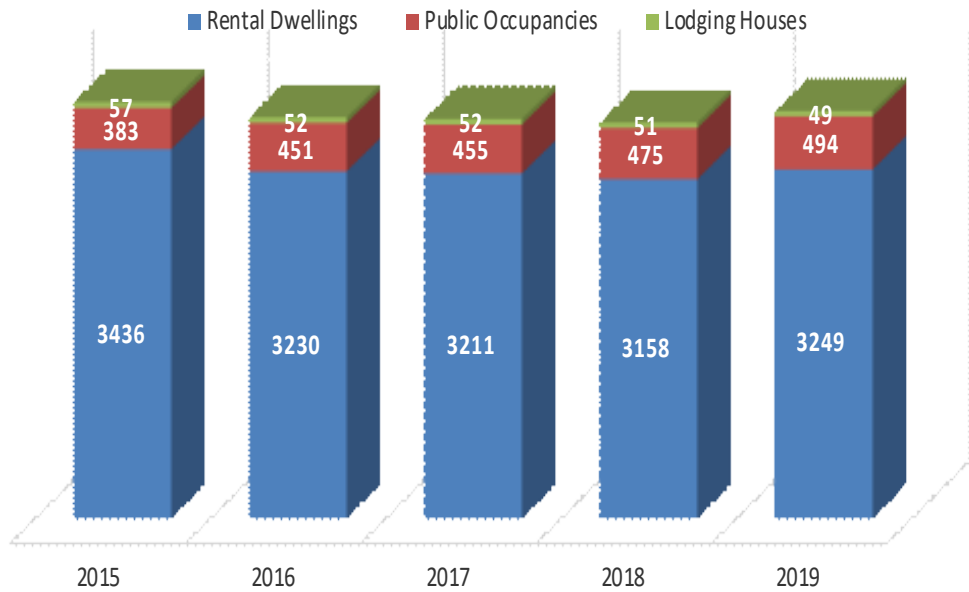
MISCELLANEOUS 2019						
File #	Plan Name	Location/Topic	Type	Ordinance	Action	Date
MI-19-01	Revised Pattern-book	Eden Hill Farm TND Residential District	Senior Living Residential and Townhouse Option	-	PC Denied Application	1/22/2019
MI-19-02	Comprehensive Plan Amendment 2019	Commerce Way	LDP Map Amendment from Residential High Density to Industrial and Public Utilities	2019-04	CC First Reading PC Recommended Approval CC Approval	1/28/2019 2/19/2019 3/11/2019
MI-19-03	Downtown Development District 2019	Council Resolution No. 2019-05	Appointment of an administrator for DDP	-	CC Approval	4/8/2019
MI-19-04	Text Amendment: Industrial Park Manufactured Zone-Technology Center IPM-2	Zoning Ordinance, Article 4 Section 4.16 - Zoning Bulk and Parking Regulations and Article 12 - Definitions	Allows for a broader range of potential uses in the IPM-2 zone while retaining the emphasis on technology versus general manufacturing uses.	2019-15	CC First Reading PC Recommended Approval CC Approval	6/24/2019 8/19/2019 9/9/2019
MI-19-05	Chesapeake Utilities	Queen Street	Minor Lot Line Adjustment Plan	-	Administrative Review (filed) Final Approval	7/12/2019 11/5/2019
MI-19-06	Lands of Richard and Patricia Arndt	1160 S. DuPont Hwy and 59 Roosevelt Avenue	Minor Lot Line Adjustment Plan	-	Administrative Review (filed) Final Approval	8/16/2019 10/22/2019
MI-19-07	Eden Hill Minor Lot Line Adjustment Plat	300 Banning Street	Minor Lot Line Adjustment	-	Administrative Review (filed) Final Approval	9/16/2019 10/22/2019
MI-19-08	Compatible Land Use Study DAFB	Vicinity of DAFB	Information File	-	Informational File	



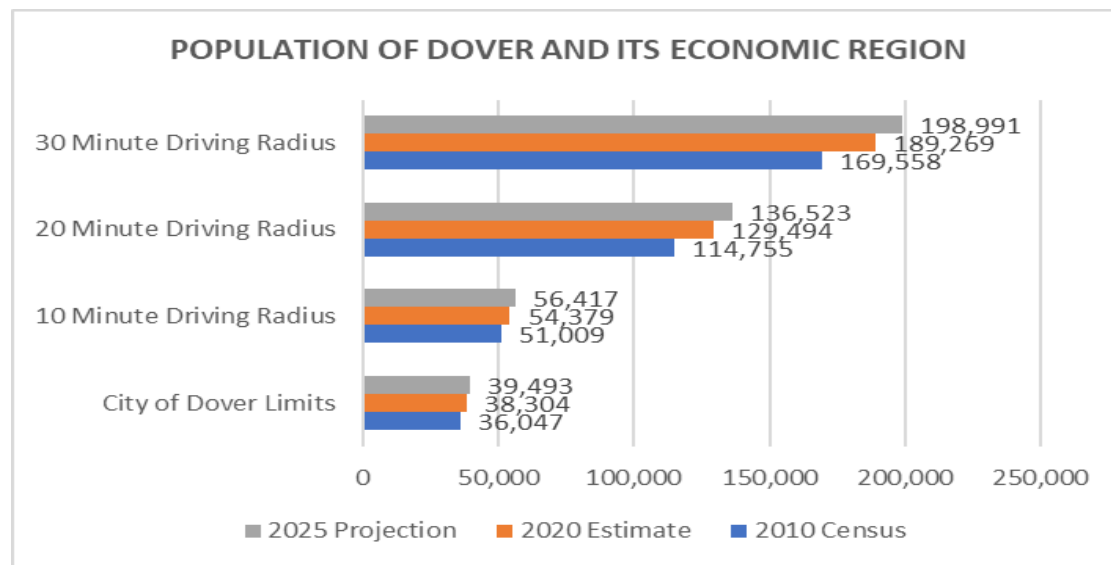
Calendar Year Inspections	2014	2015	2016	2017	2018
Plumbing / HVAC	1,840	1,118	4,752	6,234	6,553
Building Inspections	3,339	5,839	3,991	4,755	4,426
C/O Inspections	100	139	169	197	237
Totals	5,279	7,096	8,912	11,186	11,216

New Home Permits 2015-2019

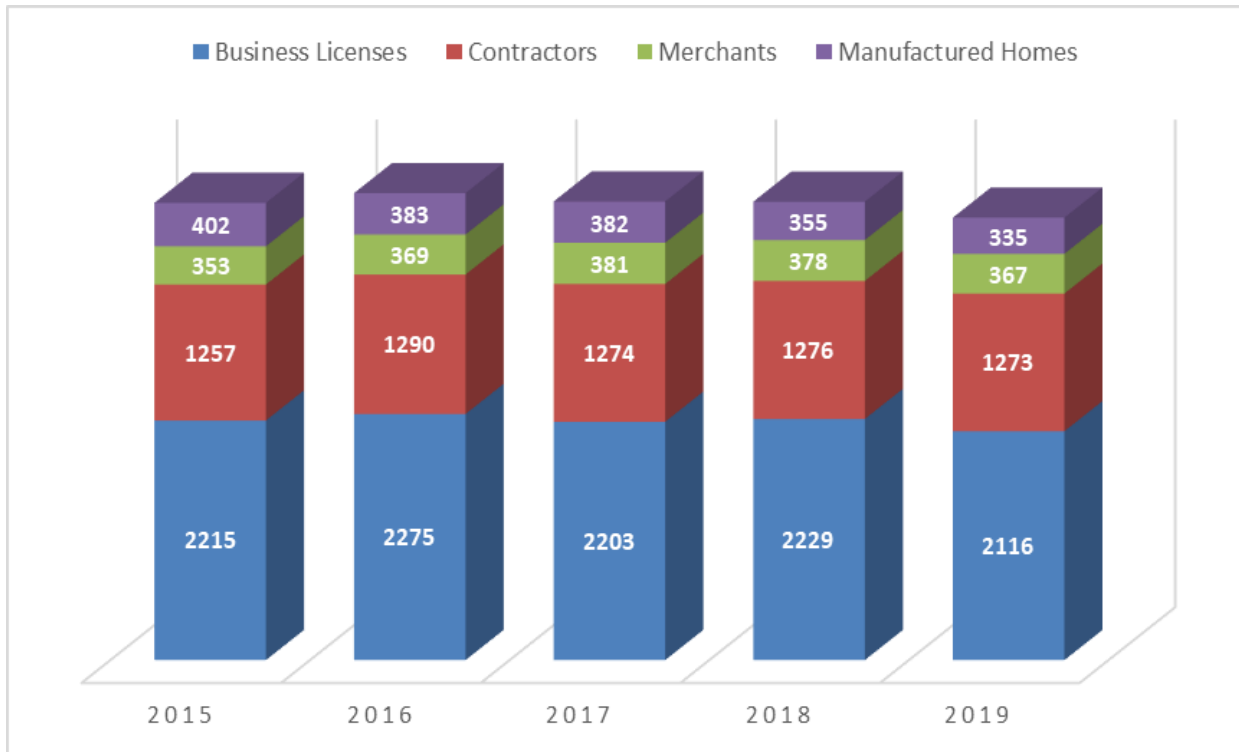




Rental Licenses	2015	2016	2017	2018	2019
Rental Dwellings	3,436	3,230	3,211	3,158	3,249
Public Occupancies	383	451	455	475	494
Lodging Houses	57	52	52	51	49
Totals	3,876	3,733	3,718	3,684	3,792



Driving time radius is a frequently used criterion to measure the market area of a local economy



Business Licenses	2015	2016	2017	2018	2019
Business Licenses	2,215	2,275	2,203	2,229	2,116
Contractors	1,257	1,290	1,274	1,276	1,273
Merchants	353	369	381	378	367
Manufactured Homes	402	383	382	355	335
Totals	4,227	4,317	4,240	4,238	4,091

The build-out of several residential subdivisions continued citywide in 2019 with a mix of one-family detached dwellings, duplexes, and townhomes. There was residential construction activity in **Clearview Meadows PND, Village of Westover PND, Patriot Village, Village of Cannon Mill PND, Seskinore, Oak Shadows** and **Chestnut Grove Farms**. A series of permits for single family dwelling infill projects were issued throughout the year including some within the area of the Downtown Development District.

Construction wrapped up for several multi-family residential projects including the **Leander Lakes Apartments** and **The Arbors** at 1051 College Road.

Commercial and Other Construction Activity

Commercial and other construction activity continued to be strong in 2019 with a variety of new projects starting, renovation activities establishing new tenants, and projects being completed.

New Permits Issued & Projects Underway in 2019:

- **Red Robin Restaurant** in Capital Station at 40 N. Dupont Highway
- **Governor's Café** kitchen addition at 144 Kings Hwy SW (HI-17-04/C-18-01)
- **Lidl Grocery Store** at Kings Highway\North DuPont Highway (S-18-11)
- **Capital Station**, Building 3 at 20 N. DuPont Highway (S-17-12)

Renovation Activity & Completion

Building Permits were issued for building rehabilitation/renovation projects and tenant space fit-outs citywide and number of the projects were completed. The following are a sample from the year.

- Numerous tenant fit-outs in **Capital Station**
- Renovations to the **Brandywine Valley SPCA** on Horsepond Road
- Renovations of tenant spaces in the **Dover Mall**
- Tenant fit-out of 201 W Loockerman Street
- Office building renovations at 801 Silver Lake Boulevard
- Tenant fit-out in the **DGKP Office/Warehouse** building at 351 West North Street (S-18-01)
- Renovations to 730 Horsepond Road for a **contractor's establishment**
- Renovation to **WAWA** on N. DuPont Highway
- Renovation to **WAWA** on Court Street
- Renovation for **Bayhealth** medical offices at 720 S. Queen Street
- Renovations at **Bay Court Plaza** to the building shell and core as well as a new tenant space at the old Value City location

- Renovation to **Dover Downs**
- Renovation to **Days Inn**
- Renovation to **Crab DuJour Restaurant** (Old Shuckers) at 889 N. DuPont Highway
- Tenant fit-out for a Veterinary Office in the **Eden Hill Farm TND Neighborhood Commercial District**
- Renovation at **Bayhealth Medical Center**
- Renovation of medical office at 30 Old Rudnick Lane
- Renovation of an office at 967 N. State Street

Completed Projects:

- **Post-Acute Medical Rehabilitation Hospital** at 1240 McKee Road (S-17-05)
- **Dover Wellness Center** (a medical office) at 107 Mont Blanc Boulevard (S-17-14)
- Protective Properties, LLC (**Advantech**) at 151 Garrison Oak Drive (S-16-24)
- **Starbucks**, the first tenant in **Capital Station** at 30 N. DuPont Highway, Unit 4 (S-17-12)
- Renovations to **Wendy's** at 1710 N DuPont Highway
- Renovations of the **WAWA** at 2800 N. DuPont Highway
- Renovations of the tasting room at **Fordham Brewery**
- **Supercuts** and **Village Optical** in **Capital Station**
- **Century Engineering's Office Building** at 550 Bay Road (S-17-19/S-17-30)
- A pavilion structure at the **YMCA facility on Kenton Road**
- **The Grande: Clubhouse and Pool PND-SCHO** at 90 Saulsbury Road (C-16-04 Revised)
- Renovation project at the **DelDOT** campus (Building Renovations and Parking Lot Expansion) (S-18-02)
- Renovation project at **Blue Hen Corporate Center**
- Replacement NASCAR Cup Garage at **Dover International Speedway** (S-19-05)
- Commercial renovation projects at **Target** and in **Greentree Shopping Center**
- Renovation of **Tasty Crab House Restaurant** at 705 N. DuPont Highway
- Renovation of **Poke Bros. Restaurant** in the North Dover Shopping Center
- New **Residence Hall** at Delaware State University (S-17-33)
- **DGKP Office/Warehouse Building** at 1351 West North Street (S-18-01)
- **Shower Building in Lot 18:** Dover International Speedway for Firefly (S-19-08)

Post Acute Medical Center located at 1240 McKee Road



Dover Wellness Center (MRMS American Kidney Care Suite) located at 107 Mont Blanc Blvd.



Clearview Meadows Clubhouse located at 340 Nob Hill Road



Wendy's Renovation—1710 N. DuPont Highway



Liberty Court Apartments-Building A— at 1289 Walker Road



12 N. New Street—
Habitat for Humanity



Patriot Village - 140 Revolutionary Blvd.



Habitat for Humanity -
138 Cherry St.



317 Bluecoat St — Clearview
Meadows



59 Park Drive



334 Blue Coat Street-Clearview Meadow



376 Northdown Drive



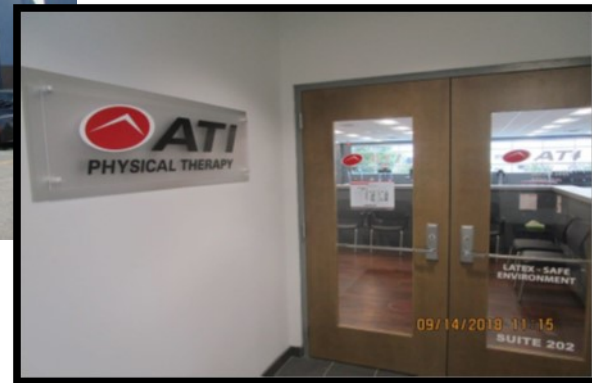
Century Engineering Office Building -550 Bay Road



510 Jefferic Blvd



Fordham Brewery (Tasting Room Renovations) -1284 McKee Drive



Victoria's Secret Expansion - "PINK" Dover Mall -1365 N. DuPont Highway



Dover Mall -1365 North DuPont Highway— Bath & Body Works



822 South State Street



VILLAGE OPTICAL



30 N DuPont Hwy-Suite 3 –Capital Station

10 N DuPont Highway –
Aldi at Capital Station



SUPERCUTS



30 N DuPont Hwy-Suite 2
Capital Station



Tasty Crab Restaurant --- 705 N DuPont
Highway



Renovations-2800 N
DuPont Highway

1200 N DuPont Highway –Delaware State University
New Student Housing



Starbucks-30 S. DuPont



YMCA- Pavilion Renovation - 825 Kenton Road



The Arbors at 1051 College Road

