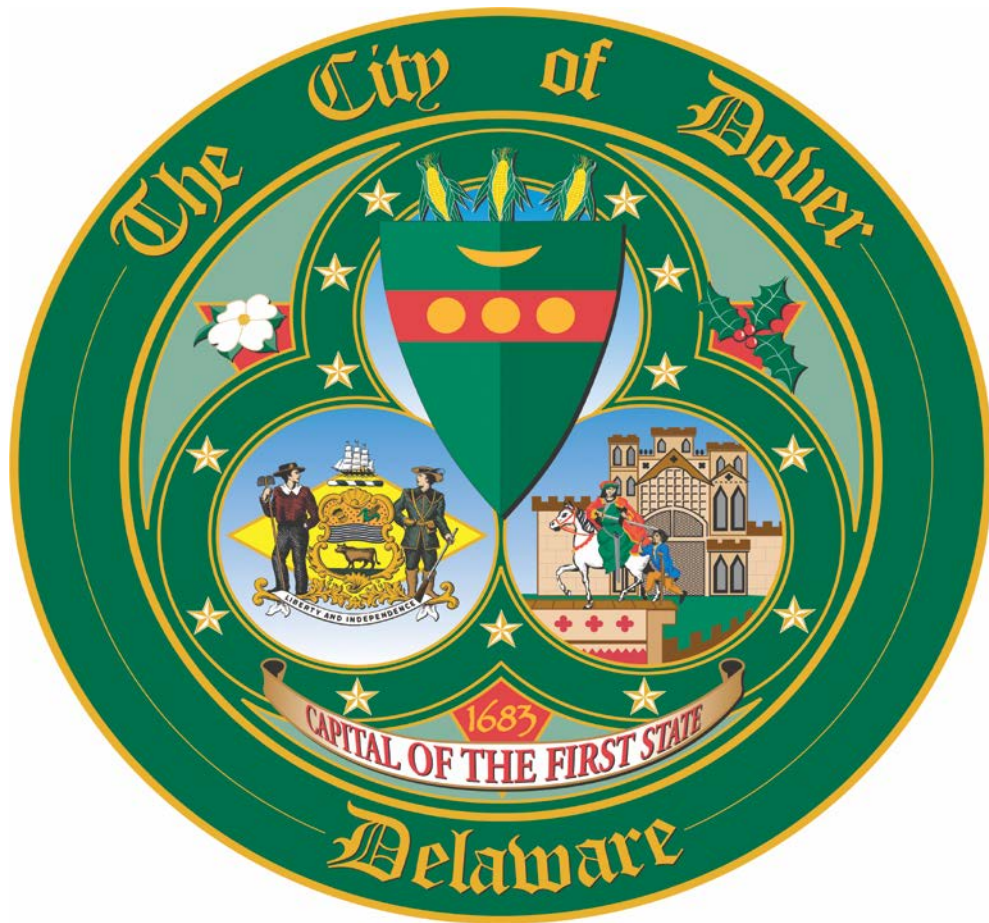


City of Dover, Delaware

Department of Planning and
Inspections & Recreation



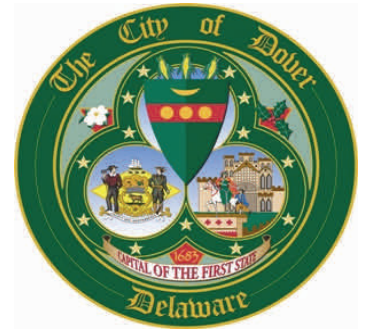
2012 Annual Report

Planning, Inspections
& Recreation

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Planning, Inspections & Recreation

2012 Annual Report



Introduction

2012 was a year of change and adjustment within the Department of Planning and Inspections. With citywide reorganization, Planning and Inspections came back together as one department after being separated since 2006. In July, Economic Development moved out of the Planning and Inspections Department and into the Mayor's Office. Also in July, the City's Recreation Division joined the Planning and Inspections Department.

The economic downturn has continued to affect the Planning and Inspections area, as application volumes remained low and building vacancy remained high. In Fiscal Year 2012, which ended June 30, 2012, the Department brought in \$2,769,564 in the Planning and Inspections area, an increase in \$352,000 over the prior fiscal year. As in prior years, institutional projects continued strong, contributing to the local economy. Notable construction projects included:

- ◆ New Dover High School Construction underway
- ◆ Capital School District Administrative Complex completed
- ◆ Renovations to the Kent County Court House nearly complete
- ◆ Site improvements at the Booker T. Washington Elementary School/William Henry Middle School Campus
- ◆ Construction underway on the Delaware Technical and Community College Campus
- ◆ Continued renovations at Bayhealth Kent General Hospital

An exciting addition to the Department is the Recreation Division. The Recreation staff has been working hard to build on the strengths of our programming and look for opportunities to improve our service to the community. In October, the Recreation staff was relocated from Dover Park on White Oak Road to the John W. Pitts Center. While the staff has been adjusting to the new space constraints, having the entire Recreation staff located in one facility has allowed us to improve efficiency and expand services. In late 2012, through modifying staff schedules, we were able to start opening the Pitts Center at 6:30 a.m. for early morning walkers. The expanded hours have been well received by the community.

A lot of time and attention has been paid to working with Calpine Corporation to get the plans complete for the Garrison Energy Center, which is expected to begin construction in spring 2013. The Planning Office also continued to work closely with the Capital School District and DelDOT as the new Dover High School construction has progressed. Efforts continue with regard to ensuring safe access to the Dover High School for pedestrians.

Another priority of the Department over the last year was addressing the issue of vacant and dangerous buildings. During 2012, 28 buildings were declared dangerous by City Council, 10 buildings were de-



Dover High School—A Bird's Eye View

molished either by the owner due to a dangerous building declaration or by the City, and 8 properties were repaired by the owner. At the close of 2012, 366 buildings were registered Vacant, and \$28,750 in fees were collected from Vacant Building registrations. These numbers demonstrate the City's commitment to address the problems of vacant and deteriorated properties.

Respectfully Submitted,



Ann Marie Townshend, AICP
Director of Planning, Inspections & Recreation

Building Inspections

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

Mr. Akers supervises the construction inspectors, reviews of construction documents for permitting, and meets with design professionals concerning proposed construction projects. Mr. McGregor assists in review of construction documents, performs inspections of commercial and residential work under construction and manufactured buildings. Mr. Scott's responsibilities are inclusive of assisting in plans review and performance of plumbing and HVAC inspections for commercial and residential buildings under construction.



Greg Akers, Chief Building Inspector

The Building Inspections staff assists in revitalizing abandoned structures through the plans and permits process, responds to inquiries related to construction, assists in property damage assessment after significant damage causing events occur, enforces licensing of contractors, and regulates permit requirements for construction and/or repairs regulated by the Building and Life Safety Codes. The City has adopted the 2009 International Code series.

During 2012, the Building Inspections staff conducted 7,969 inspections. Of these, 3,577 were building construction inspections, 4,392 were Plumbing/HVAC inspections, and 128 were building walk-throughs.

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.

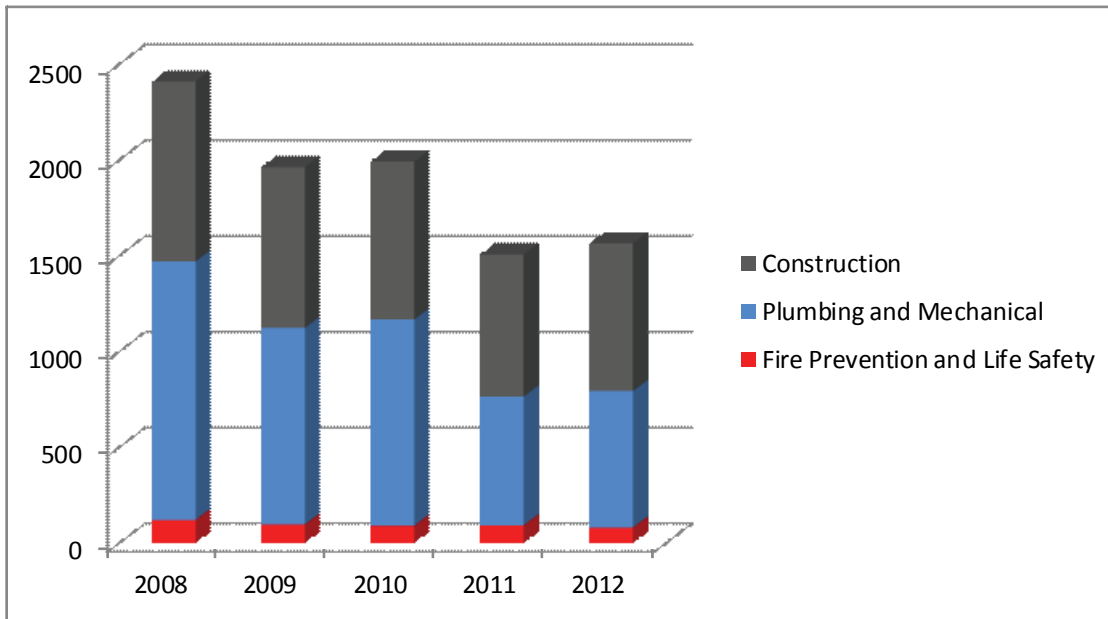


Chris Scott, Plumbing / HVAC Inspector II



Mike McGregor, Building Inspector II

Permits Issued



| Type of permit | 2008 | 2009 | 2010 | 2011 | 2012 |
|-------------------------------|-------|-------|-------|-------|-------|
| Construction | 940 | 839 | 825 | 742 | 772 |
| Plumbing / Mechanical | 1,350 | 1,027 | 1,077 | 672 | 713 |
| Fire Prevention / Life Safety | 121 | 97 | 91 | 93 | 81 |
| Totals | 2,411 | 1,963 | 1,993 | 1,507 | 1,566 |

Back to Life!

In 2012, while new construction was slow, great progress was made as two abandoned construction projects found new life and were completed and occupied. The Grande, the former Dove View apartments near Forrest Avenue that sat vacant in a state of partial completion since 2008 were completed and occupied in late 2012. Construction on a third building should begin in 2013. The Silver Bullit Office Building on Route 13 was also completed and occupied in 2012. City Planning and Inspections staff worked closely with the owners of both projects to help bring them back to life.



The Grande, _____ Dove View _____



Silver Bullit, _____ North DuPont Highway _____

2012: Progress in Pictures



Kent County Courthouse Renovations, The Green



Bayard Plaza, 200 West Lookerman Street



Coming Soon—Grotto's!



Governors Avenue Animal Hospital



Dover High School—Under Construction



Dover Public Library

Fire Marshal's Office

Staff: David Truax, Fire Marshal; Timothy Mullaney, Jr., Deputy Fire Marshal/Inspector I.

For the year 2012, the Fire Marshal's Office conducted inspections in 376 occupancies with the following types of inspections 127 Property Maintenance Inspections, 180 Fire Code Inspections, 71 New Fire Protection Inspections, 238 Existing Fire Protection Inspections, 41 Certificate of Occupancy Inspections, 262 License and Permit Inspections, 87 Administrative walk-through Inspections, and 157 Life Safety Inspections. A total of 1539 inspections were completed for the year with 199 deficiencies found and corrected. Total complaints handled were 487.

Fire investigations for 2012 were as follows: Accidental 27, Incendiary 22, and Undetermined 7 for a total of 56 fire investigations. Fire loss for 2012 is: Accidental causes \$161,350, Incendiary causes \$215,250, and Undetermined causes \$22,500 for a total fire loss of \$399,100. There were seven injuries and one death due to fire in 2012. Fire protection saves is when a fire alarm, single station smoke detector, fire extinguisher or fire suppression system activates and sounds an alarm or suppresses a fire. Of the 19 activations reported, 5 were fire alarm activations, 10 were single station smoke detectors, 2 were sprinkler activations, and 2 were a fire extinguisher.

The Fire Marshal's Office is made up of the Fire Marshal and two Deputy Fire Marshals with the responsibility for conducting inspections annually and semi-annually in Apartments, Assembly, Daycares, Health Care, Industrial, Mercantile, Schools, Hotels & Motels, and Business occupancies. The Fire Marshal's Office handles complaints with regard to over-crowding, locked means of egress, fire lanes, and impaired fire protection. The sprinkler, fire alarm, hood suppression, and other forms of fire protection are reviewed and tested by the Fire Marshal's Office. The Office is responsible for the investigation into origin and cause of fires and explosions within the City of Dover. In May of 2012, Tim Mullaney graduated from the New Castle Police Academy and is certified as a law enforcement officer. The addition of this certification has greatly enhanced the Office's ability to investigate fires by allowing the Office to conduct the investigation from start to finish.



Tim Mullaney digs through debris at fire scene



Fatal Fire at 38 N. New Street



Clearfield Apartment Fire



Dave Truax inspects a hoarder's residence

Code Enforcement & Property Maintenance

Staff: Tim Taraila, Inspector III/Code Enforcement Supervisor; Ron Coburn, Inspector II/Vacant Buildings; David McGinnis, Inspector I; Jason Osika, Inspector I; Sam Gonzalez, Inspector I.

The Code Enforcement Officers entered a total of 3,476 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 reason for the inspections, more than 68 percent of cases are initiated by Planning, Inspections or Public Works staff. Within these cases, 6,709 inspections were performed for code compliance. All cases entered must have an origination code, such as a citizen complaint or an officer's observation. Listed is a breakdown of the reasons for inspections, the number of inspections performed by the Code Enforcement Inspections staff, and a list of the different types of inspections conducted. After struggling with how to respond to complaints that involve violations inside owner-occupied dwelling, particularly those involving unsanitary conditions that create problems for neighbors; the Code Enforcement Division was successful in obtaining search warrants through Court 7 to gain access to dwellings. While this is a tool that will be used only when all other routes of addressing these violations are unsuccessful, it will allow the Division to address complaints that previously would have had insufficient resolution.

In addition, the Property Maintenance and Code Enforcement Officers conducted another 192 inspections relating to new Construction, Building, Fence, and Sign Permits. The Officers also assisted in the collection of Itinerant Merchant Licenses during the two Race Operations conducted at Dover International Speedway. These operations were conducted during the spring and fall NASCAR sporting events.

Vacant Buildings



Types of Inspections/Cases Entered

| | |
|-----------------------------------|--------------|
| Annual Rental Housing Inspections | 541 |
| Property Maintenance Exterior | 540 |
| Tall Grass and Weeds | 578 |
| Abandoned Vehicle | 120 |
| Unregistered Vehicle | 26 |
| No Valid Rental Permit | 143 |
| Electric Service Termination | 311 |
| All Others | 851 |
| TOTAL | 3,476 |

Causes for Inspections:

| | |
|---------------------------------|--------------|
| Citizen/Tenant complaint | 718 |
| City Council/Mayor/City Manager | 32 |
| Electric Department Referral | 288 |
| Other Agency Referral | 71 |
| Staff Initiated | 2,367 |
| TOTAL | 3,476 |



As part of the Vacant Buildings program the Code Enforcement Officers registered in 2012 a total of 366 buildings within the City limits of Dover and collected \$28,750 in registration fees from these registrations. Since the program began in 2007, a total of 826 structures have been registered as vacant. Currently, staff estimates that there are approximately 300 of these structures still vacant. Numerous previous registered vacant buildings have come into code compliance by either being re-occupied or by being demolished.

Dangerous Buildings and Demolitions

45 buildings or structures were active on the Dangerous Building List. Of these, the following 10 structures were demolished, 5 by the City and 5 by the owner, with 11 additional structures coming into code compliance by renovations or abatement.

Licensing and Permitting

Staff: Kristen Mullaney, Office Assistant II; Judy Rockey, Office Assistant II; Diane Metsch, Administrative Assistant.

The Permit and Licensing staff is the first contact most customers have with the Department of Planning and Inspections and with the City of Dover, as they staff City Hall’s front counter. This staff is responsible for the receipt and processing of all permit and license application, including building permits, rental permits, public occupancy permits, and business licenses. They are also responsible for ensuring that delinquent permit and license renewals are distributed to the appropriate staff for follow-up. In addition, they answer the phones for the Planning and Inspections Department, field questions from the public, handle complaints, and schedule inspections and meetings for departmental staff. The charts included 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.



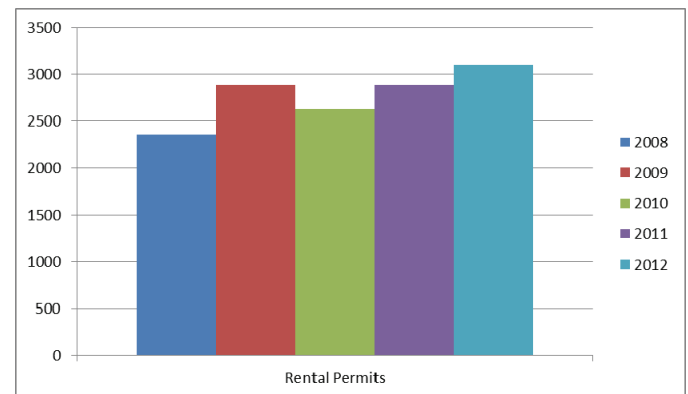
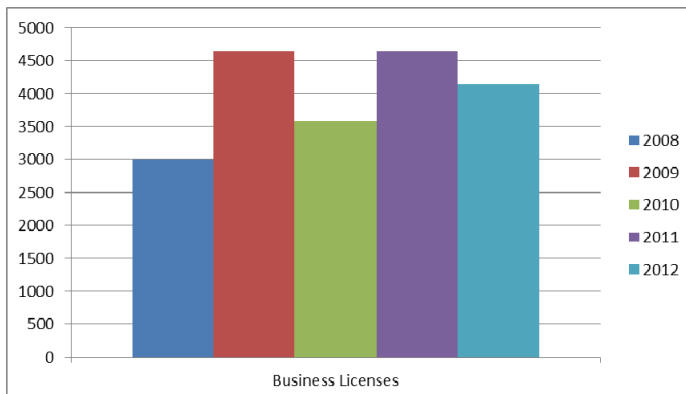
Demolition in Progress

Demolished by the City of Dover:

423 Collins Drive
 41 S Queen Street
 118 N Ann Avenue
 14 S Queen Street
 171 Orchard Avenue

Demolished or Repaired by Owner

344 West Wind Drive
 357, 361, 365, 408 Northdown Drive



Planning Office

Staff: Dawn Melson-Williams, Principal Planner; Janelle Cornwell, Planner II; Tracey Harvey, Planner I; Marettia Purnell, Secretary II.

Planning Applications/Boards and Commissions

The Planning Office coordinates the review and approval of all development applications within the City and provides support to the Planning Commission, Board of Adjustment, and Historic District Commission. During 2012, the Planning Office processed 79 new applications and continued review on applications that had been submitted in previous years.

Community Development

In 2012, the Community Development Office became a part of the Planning Office. With concurrence of City Council, the program was changed to select applicants for a five-year period. Funding requests from selected applicants will be reviewed annually by the Parks, Recreation and Community Enhancement Committee. The Community Development program is also responsible to ensuring that the City works with partners to affirmatively further fair housing. In this regard, the Planning Commission received Fair Housing training from the Delaware Human Relations staff. The following applications were awarded funding in 2012:



- ♦ **Milford Housing Development Corporation (MHDC) Emergency Home Repairs**—Emergency repairs have been completed on two (2) owner occupied homes eliminating severe housing conditions that constitute health and safety hazards year to date.
- ♦ **Homeownership Assistance Program**—Throughout the year, four (4) families closed on homes using the City of Dover’s Homeownership Assistance Program and received homeownership counseling through NCALL.
- ♦ **Dover Interfaith Mission to the Homeless**—CDBG funds were utilized to cover the operations costs for the homeless shelter.
- ♦ **NCALL Research**—Ten (10) first-time homebuyers received housing counseling and foreclosure prevention.
- ♦ **Serenity Place**—CDBG funds were utilized to assist in the rebuilding of a treatment facility that services men who suffer from substance abuse.
- ♦ **Elizabeth Murphey School**—CDBG funds were provided to install a geothermal heating system in one of the facilities that services children that are at risk for homelessness.

The Community Development Program also administers funding for the Neighborhood Stabilization Program (NSP). In 2009, City of Dover was awarded 1.5 million dollars from Delaware State Housing Authority to purchase foreclosed properties in the City, rehabilitate them, and sell them to eligible families. The City has partnered with Dover Housing Authority, Diamond State Community Land Trust, Connections Community



343 Mimosa Avenue—NSP Home

Support Program and Habitat for Humanity. To date, the partners have purchased 10 properties. Eight (8) properties have been sold, one is a lease purchase, and one is a rental that serves persons with disabilities.

Comprehensive Plan Implementation & Ordinance Development

The Planning Office is responsible for developing ordinances and other activities to implement the City's Comprehensive Plan. In this regard, the following projects were priorities of the Planning Staff in 2012:



218 Ann Avenue—NSP Home

- ♦ **Update to Sign Regulations**—The Planning Office met with members of the business and real estate community for six months to conduct a comprehensive review of the City's sign regulations. In August, City Council approved Ordinance #2012-13, comprehensively updating the sign regulations.
- ♦ **Capital City Trail**—The Planning Office has worked with the Dover/Kent County Metropolitan Planning Association and DelDOT on planning of the Capital City Trail, which will connect Silver Lake Park with Public Safety Boulevard, where the St. Jones Greenway Isaacs Branch trail begins. Construction of the first phase of this regional trail project is expected to begin in spring 2013, and will include a multi-purpose trail along the St. Jones River between Loockerman Street and Martin Luther King, Jr. Boulevard behind the Delaware Public Archives parking area.
- ♦ **Comprehensive Plan Amendment**—In accordance with the approved procedure for annual amendments to the Comprehensive Plan, the Planning Office processed a request to amend the Land Development Plan Map. This request was approved by City Council in March.
- ♦ **Amendment to the A (Agriculture) Zone**—Members of City Council sponsored an amendment to the *Zoning Ordinance* to allow for the sale of agricultural equipment within the A Zone. Ordinance #2012-14 was approved by City Council on August 13, 2012.
- ♦ **Amendment to RGO (General Residence and Office) Zone**—Members of City Council sponsored an amendment to the *Zoning Ordinance* to allow for sale of alcohol in restaurants within the RGO Zone and H (Historic District) Zone. Sale of alcohol will be subject to Conditional Use approval by the Planning Commission. City Council approved Ordinance #2012-15 on August 13, 2012.
- ♦ **Amendments to AEOZ (Airport Environs Overlay Zone)**—Planning staff began the process to adopt ordinances to update the City's Airport Environs Overlay Zone based on the Air Installation Compatible Use Zone study completed by the Dover Air Force Base in 2010. All affected property owners were contacted regarding the proposed changes, and the Planning Office held a public workshop on November 8, 2012. The ordinance amendments will be presented to City Council in early 2013.
- ♦ **Bamboo Ordinance**—The Planning Office did research and drafted an ordinance to prohibit the growing of bamboo on properties within the City. Ordinance #2012-16 was approved by City Council on July 9, 2012.
- ♦ **Update to Community Flood Insurance Rate Maps**—The Planning Office is participating in the process of updates to specific Community Flood Insurance Rate Maps (FIRM) as a result of a new Flood Insurance Study. The updates are the result of a Coastal Study for Kent County and a study of the Murderkill Watershed. The process is on-going as there is a specific review and adoption process for the FIRM Map panels by FEMA and the community. The City will be required to review its existing floodplain codes and ordinances as part of this adoption process in 2013 (Zoning Ordinance Article 5 Section 4).

In addition, other floodplain and drainage planning activities are occurring in Delaware. Planning Staff attended the Senate Bill 64 Floodplain and Drainage Advisory Committee Community Outreach Meeting on August 15, 2012. The meeting included a review of the Adopted Floodplain and Drainage Standards

and Recommendations (DNREC Secretary’s Order # 2012-WS-0029 effective August 2, 2012). As a follow-up, municipalities were asked to self-review their existing regulations to access and report on the consistencies/deficiencies of local programs regarding floodplain and drainage activities and their capacity to implement the standards and recommendations. The Planning Office completed self-assessment and submitted it to DNREC in December 2012. The self-assessment identified a number of areas where Dover could improve its floodplain and drainage regulations; Planning Staff will continue working on this in 2013.

- ◆ **Municipal Separate Storm Sewer System Permit (MS4)**—The Planning Office has continued to work to implement the requirements of our MS4 permit. Much of the support for the permit implementation has been provided by

Major Projects

- ◆ **Dover Public Library**

The Dover Public Library project (S-10-06) after receiving Site Plan approvals and Building Permits in 2011 was actively under construction in 2012. The Planning Staff participated in inspections for the building and site to confirm compliance with the approved Site Plan in mid-September 2012 for a Temporary Certificate of Occupancy. Members of the Planning Staff also attended the ribbon cutting ceremony on September 20, 2012 to celebrate the opening of the new Dover Public Library. Site improvement work continued in the Fall-Winter of 2012 on areas such as the Reading Garden, installation of site furnishings, paving, etc.

- ◆ **New Dover High School Project (C-10-05 and S-11-18)**

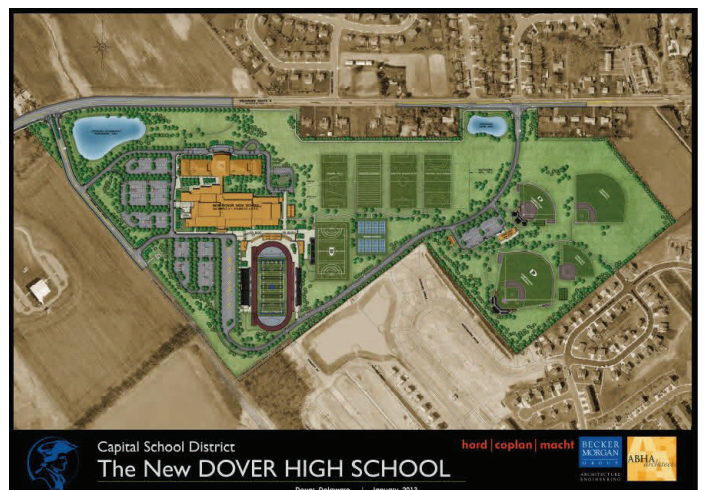
The Site Development Master Plan for the new Dover High School project was conditionally approved by the Planning Commission in December 2010. In 2012, Planning Staff continues to be involved in the various planning discussions and review activities related to the new Dover High School project to be constructed on the south side of Forrest Avenue (Route 8).

Through August 2012, the Planning Staff continued monthly progress meetings on the project with City Staff (Planning, Public Works, and Public Utilities), the district, their design professionals and construction manager, and other appropriate review agencies. In 2012, the new Dover High School progressed from foundation work to building construction. The Building Permit for the building construction was issued in March 2012, and construction on the signalized west entrance (Dover High Drive and Route 8) began in July 2012.

In June 2012, the results of the signal analysis being conducted for the east entrance were received noting that a signal is not warranted at that location. City Staff, the Safety Advisory and Transportation Committee, and City Council have expressed concerns regarding traffic and pedestrian access in the area of the east entrance. Discussions with DelDOT remain on-going on this item.



Dover Public Library—Opened September



◆ Garrison Oak Technical Park/Garrison Energy Center

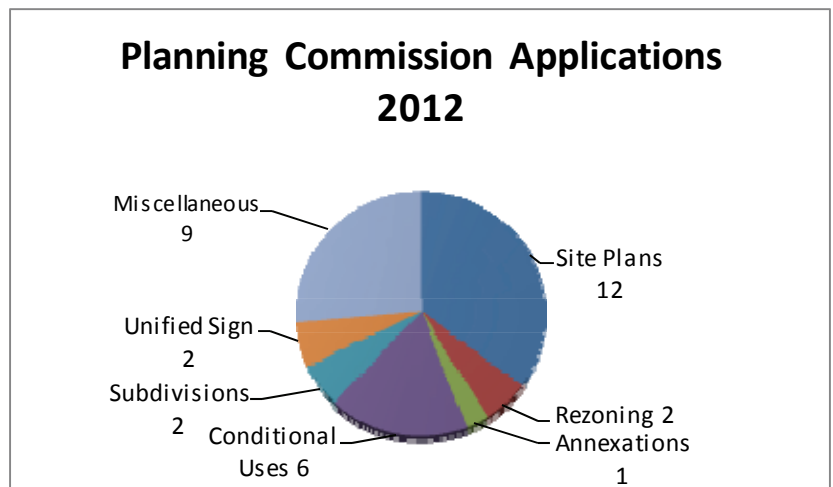
The City continued to move forward during 2012 with review of the subdivision of the Garrison Oak Technical Park. In April, the Planning Commission reviewed and granted conditional approval of the Garrison Energy Center Master Plan. Staff has continued to review the site plan phases administratively along with other review agencies. Calpine Corporation subsequently prepared a report to address the Performance Standards identified in the *Zoning Ordinance*, which was approved by the Planning Commission in August. Staff continues to work closely with Calpine and others to keep the project on track to break ground in March 2013.

Boards and Commissions

Planning Commission

The Planning Commission consist of nine members with Col. Robert Welsh as Chairman and Fred Tolbert as Vice-Chairman. The Planning Commission met monthly in 2012. The Planning Commission reviewed 34 applications for 2012. The Commission reviewed 12 Site Plan, 6 Conditional Use Plans, 2 Minor Subdivision Plans, 2 Comprehensive Unified Sign Plans and 9 Miscellaneous applications. The Site Plans reviewed by the Planning Commission included an addition to the Dover Mall for the establishment of Dick's Sporting Goods, Leander Lakes to allow for the construction of 240 apartments to be located off of Forrest Ave, multiple building additions at the Delaware Technical and Community College and to allow for the construction of Serenity Place. The Conditional Use applications included the establishment of a tea house on North State Street, and the establishment of a church on Loockerman Street. The Planning Commission made recommendation to City Council on 1 Annexation and 2 Rezoning's and revisions to the *2008 Comprehensive Plan*. A number of the Miscellaneous applications were text amendments to the *Zoning Ordinance*. The Planning Commission made recommendation to City Council on the various text amendments. The text amendments included a comprehensive update to the Sign Regulations, revisions to the RG-O and A Zoning Districts.

There were an additional 23 applications that were submitted to the Planning Office for administrative review. This included 8 Administrative Site Plan and 15 Miscellaneous applications. The Administrative Site Plans included a building addition to Winner Ford-Hyundai, the Wesley College Streetscape Improvements, the installation of new building equipment for NRG Energy Center of W. North St., and the first phase of the new Optics Building at Delaware State University. A number of the Miscellaneous applications involved the movement of property lines or the combination of parcels.

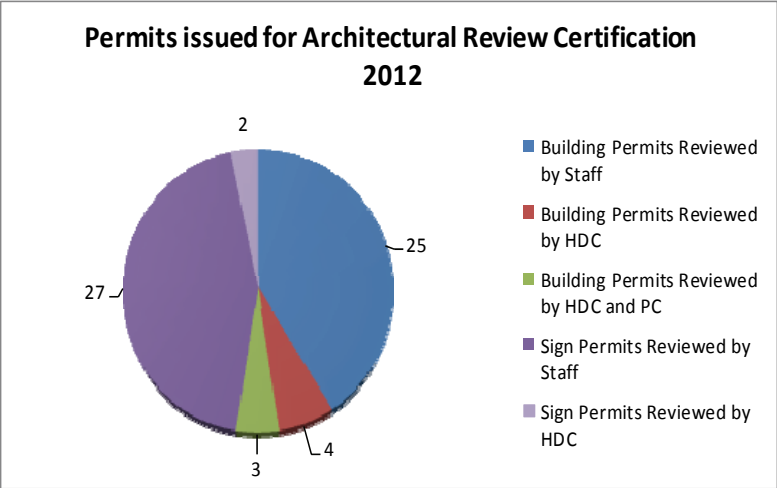


Historic District Commission

The Historic District Commission consists of five members with Dick Scrafford as Chairman and Charles Salkin as Vice-Chairman. The Historic District Commission held five meetings in 2012. The Historic District Commission reviewed seven (7) applications for Architectural Review Certificates in 2012. This included the referral of one Building Permit to the Historic District Commission for review of the exterior finishes for the Frankfurt Bakery at 323 South Governors Avenue and one Building Permit for review of the Pedestrian and Landscape Enhancements of the East Edge of The Green and Court Street Promenade. Other projects reviewed

involved proposals for a Banner Programs at the Johnson Victrola Museum and the Wesley U.M. Church; Rear Plaza Improvements at 22-24 West Loockerman Street and the request for demolition of the building at 509 South State Street (action on application in February 2013). In July, the Historic District Commission also heard a presentation on the bike and pedestrian improvements for the Court Street Gateway project.

Of the 61 building permits issued in the Historic District in 2012, 47 permits required Architectural Review Certification. A break-down of permits handled administratively versus those reviewed by the Historic District Commission is included in the appendix.



The Historic District area of Downtown Dover continues to be the site of many community festivals, parades, and activities associated with the First State Heritage Park. The construction of several major projects previously reviewed by the Historic District Commission brought changes to Downtown Dover as well. September 2012 saw the opening of the Dover Public Library at 35 Loockerman Plaza. In 2012, construction activities also continued with renovations at the old Kent County Courthouse, the construction of the Bayard Plaza mixed use building at 200 West Loockerman Street, and construction of Loockerman Way (plaza area) and North Street Parking Lot Improvements.

Board of Adjustment

The Planning Office received 15 variance applications for the Board of Adjustment in 2012. Of those, 10 variances were approved, two were denied, two applications were withdrawn by the applicant, and one application was deferred until January 2013. Four variance requests were related to signage, three were requesting a reduction in parking requirements, and two were requesting the re-establishment of non-conforming uses. The Board of Adjustment has a narrow focus in its role, as specified by the *Zoning Ordinance* and *Delaware Code*. The Board strictly applies the legal standard prescribed by code, which has helped to keep the volume of applications submitted to the Board relatively low.

Recreation Division

Full-Time Staff: Carolyn Courtney, Administrative Assistant; Steve Pickering, Sports Coordinator; Wayne Voshell, Recreation Center Coordinator; Sherwanda Rachal-Speaks, Recreation Specialist; Peggy O'Brien, Office Assistant II. In addition to the full-time staff, the Recreation Division is staffed by three part-time employees and three seasonal/temporary employees.



The Recreation Division is responsible for the operation of the John W. Pitts Center, a number of sports leagues for youth and adults, an after school program at Towne Point Elementary School, several summer camp programs, and a variety of recreation programs including fitness classes, bus trips, enrichment classes, and other fun activities for all segments of the City's diverse population.



A peek into our numbers....

- ♦ **50,754** patrons & visitors were recorded in the Pitts Center
- ♦ **4,000** (approx.) participated in our softball, field hockey, lacrosse and volleyball leagues
- ♦ **\$112,500** Total FY12 revenues
 - ♦ \$60,000 Leagues
 - ♦ \$20,000 General Recreation
 - ♦ \$18,000 Field/Building Rentals
 - ♦ \$ 7,300 Trips
 - ♦ \$ 7,200 Sports
- ♦ **35** Children served in Towne Point After School Program
- ♦ **40** Youth participated in the GAMES Program
- ♦ **124** Children participated in Super Summer Playground and Camp Small Wonder
- ♦ **371** People participated in non-league sports
- ♦ **235** People attended fishing and bus trips
- ♦ **5,357** People attended the Concerts on the Green
- ♦ **130** People attended enrichment programs



Zach Carter Retires after 23 Years of Service

After 23 years of dedicated service to the City of Dover, Zach Carter announced his retirement in the summer of 2012. Zach gave his all to the City and on the many boards and commissions on which he held a seat. The St. Jones Greenway Commission, Silver Lake Commission, Kent County Tourism, First Night Dover, 4th of July Committee, and Greater Dover Arts Council just to name a few. During his tenure, Dover's park facilities flourished and recreation programs grew.

Silver Lake Park, Mayfair Park, New Street Park, Dover Park, and local neighborhood parks are just some of the examples that showcase Zach's commitment to the residents of Dover. His ability to obtain grant funding was a key factor in installing age appropriate playground equipment, replacing non-compliant equipment in parks throughout the City of Dover.

Much work was done under his leadership on water quality and restoration efforts for Silver Lake, Mirror Lake and the St. Jones. Workshops and planting projects were hosted to encourage the community involvement in shrub/tree planting projects.

His contributions will be long lasting for Dover. On a personal note, Zach's love for sports was known by many as he coached his children on various sports teams and was a fixture on the sideline when not managing or coaching.

Today, Zach remains in Dover with his wife Janet. On hot summer days you'll find him on a baseball diamond as he continues managing the American Legion Fox Post II baseball team.



Silver Lake Commission

With Dean Holden as Chairman, the Silver Lake Commission hosted many items on their agenda this past year. Noted as a major accomplishment, the restoration and stream bank revitalization to the St. Jones stream that runs below the Silver Lake dam.

Completed in partnership with DNREC with grant funding this project has been well received by our park users, fisherman, & families who have appreciated efforts to improve and protect this waterway.

In the near future, they will be a partner with DRNEC as they work to restore Mirror Lake and remove the "mud flap" seen at low tide.

Current, Silver Lake Commission members include: Dean Holden, Zachery Carter, David Edgell, James Burcham, Nancy Wagner, and Melanie Tymes.



Before



During Construction



Construction Completed

Personnel Changes

The continued dedication and professionalism of the staff of the Department of Planning, Inspections and Recreation 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 2012. The changes are as follows:

Tracey Harvey was reclassified from Community Development Manager to Planner I. Changes were made to streamline management of the Community Development program and Tracey assisted with a number of Planning Office responsibilities including Rental Dwelling permit review, site plan review, review of variance applications, and other planning functions.

Maretta Purnell was relocated from the Front Office (Licensing and Permitting Division) to the Planning Office. Diane Metsch was relocated from the Planning Office to the Front Office to supervise the Licensing and Permitting Division.

Ann Marie Townshend assumed oversight of the Recreation Division in July, following the retirement of Zach Carter as the Director of Parks and Recreation in June. Ann Marie and the Recreation staff spent the second half of 2012 becoming acquainted with each other and reviewing the programs and operations to try to build on the strengths of our staff and our programs.

Ed Martin, Inspector I, was transferred from Building Inspections to Code Enforcement in March 2012. Ultimately, Ed retired from employment in August 2012.

Professional Development

Staff throughout the department continued to participate in training local opportunities, as reported in our monthly reports. Below are some professional development accomplishments by staff within the department:

- ♦ In May, Tim Mullaney graduated from the New Castle County Police Academy and became a sworn law enforcement officer.
- ♦ In December, Dawn Melson-Williams ended her term as the Secretary of the Delaware Chapter of the American Planning Association, Janelle Cornwell assumed the role of Secretary of the Delaware Chapter of the American Planning Association and Ann Marie Townshend became Vice President/President Elect of the Delaware Chapter of the American Planning Association.
- ♦ Tracey Harvey was elected Regional NAHRO Board Secretary and Panelist for the Statewide Analysis of Impediments at the Governors Conference on Housing. She was also elected to NCALL Board of Commissioners.
- ♦ Ann Marie Townshend was a presenter at the University of Delaware's Land Use Administration class for local government officials in April, Delaware HEAL Summit in May, and the Delaware Bike Summit in September.
- ♦ David McGinnis received the International Property Maintenance Certification in 2012.

PLANNING OFFICE – Permitting and Licensing Review

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. Our activities involve reviewing the specific types of permit applications for compliance with the *Zoning Ordinance* and for compliance with any conditions of approval from the Planning Commission, Board of Adjustment, or Historic District Commission. The Planning Staff also reviews new applications for Business Licenses and Rental Dwelling Permits. The 2012 Year to Date total is 923 Permits and Certificates of Occupancy compared to a total of 901 in 2011. See Summary Chart for review Activities in 2012.

| Permits Reviewed (Issued) by Planning Office | January-12 | February-12 | March-12 | April-12 | May-12 | June-12 | July-12 | August-12 | Sep-12 | Oct-12 | Nov-12 | Dec-12 | Permits Reviewed YTD 2011 | Permits Reviewed YTD 2012 |
|---|-------------------|--------------------|-----------------|-----------------|---------------|----------------|----------------|------------------|---------------|---------------|---------------|---------------|----------------------------------|----------------------------------|
| Building Additions/Renovations/Shed Permits | 17 | 17 | 23 | 33 | 30 | 35 | 36 | 32 | 39 | 54 | 32 | 30 | 316 | 378 |
| Building Permits | 7 | 1 | 9 | 1 | 1 | 8 | 4 | 5 | 3 | 1 | 1 | 3 | 73 | 44 |
| Demolition Permits | 3 | 3 | 1 | 4 | 3 | 5 | 3 | 10 | 4 | 3 | 1 | 1 | 35 | 41 |
| Fence Permits | 10 | 8 | 13 | 6 | 13 | 14 | 10 | 11 | 8 | 10 | 3 | 6 | 111 | 112 |
| Sign Permits | 11 | 10 | 8 | 3 | 13 | 4 | 7 | 14 | 2 | 10 | 10 | 8 | 94 | 100 |
| Temporary Sign Permits | 8 | 5 | 6 | 6 | 8 | 10 | 3 | 7 | 2 | 6 | 6 | 5 | 77 | 72 |
| Swimming Pool Permits | 0 | 0 | 1 | 3 | 3 | 5 | 8 | 1 | 1 | 0 | 0 | 0 | 18 | 22 |
| Administrative Permits | 1 | 1 | 0 | 0 | 0 | 2 | 3 | 5 | 1 | 2 | 1 | 1 | 20 | 17 |
| Certificate of Occupancy | 4 | 22 | 7 | 11 | 8 | 12 | 7 | 12 | 14 | 12 | 18 | 10 | 157 | 137 |
| Total # Permits and COs Reviewed (Issued) | 61 | 67 | 68 | 67 | 79 | 95 | 81 | 97 | 74 | 98 | 72 | 64 | 901 | 923 |

Historic District Commission

The Historic District Commission consists of five members with Dick Scrafford as Chairman and Chazz Salkin as Vice-Chairman. The Historic District Commission held five meetings in 2012. The Historic District Commission reviewed seven (7) applications for Architectural Review Certificates in 2012. This included the referral of one Building Permit to the Historic District Commission for review of the exterior finishes for the Frankfurt Bakery at 323 South Governors Avenue and one Building Permit for review of the Pedestrian and Landscape Enhancements of the East Edge of The Green and Court Street Promenade. Other projects reviewed involved proposals for a Banner Programs at the Johnson Victrola Museum and the Wesley U.M. Church; Rear Plaza Improvements at 22-24 West Loockerman Street and the request for demolition of the building at 509 South State Street (action on application in February 2013). In July, the Historic District Commission also heard a presentation on the bike and pedestrian improvements for the Court Street Gateway project.

Some projects within the Historic District were eligible for administrative review of the Architectural Review Certificate as part of the Building Permit process and included such projects as signs, window replacement projects, exterior finish/siding/trim work renovations, and façade renovations.

- Summary of Permit Activity in the Historic District in 2012:
 - Permits not requiring Architectural Review Certification: 14
 - Permits requiring Architectural Review Certification: 47
 - Total Number of Permits: 61

The following chart provides information on the Permits with Architectural Review Certifications (ARC) issued for construction activities with the Historic District.

| 2012 Permit Activity | Staff Approval | Historic District Commission Approval* | Historic District Commission Recommendation with Planning Commission Approval** |
|--------------------------------|-----------------------|---|--|
| Building Permit | 0 | 0 | 0 |
| Demolition Permit | 0 | 0 | 0 |
| Administrative Building Permit | 1 | 1 | 2 |
| Building Permit – Renovations | 3 | 3 | 1 |
| Fence Permit | 1 | 0 | 0 |
| Window Permit | 4 | 0 | 0 |
| Roof & Siding Permits | 3 | 0 | 0 |
| Sign Permit | 18 | 0 | 0 |
| Temporary Sign Permit | 9 | 2 | 0 |
| TOTAL | 39 | 6 | 3 |

* Permits associated with applications acted upon by HDC

** Permits associated with applications recommended by HDC with PC action

Information for 2012 and the last three calendar years are provided. Depending on the type of construction activity the ARC Review for each project may be eligible for Staff Review, Historic District Commission Review, or Historic District Commission Recommendation with Planning Commission Review.

| | 2009 | 2010 | 2011 | 2012 |
|--|-------------|-------------|-------------|-------------|
| Building Permits – ARC Review by Staff | 23 | 20 | 21 | 25 |
| Building Permits – ARC Review by HDC | 2 | 4 | 5 | 4 |
| Building Permits – ARC Review by HDC/PC | 0 | 0 | 8 | 3 |
| Sign Permits _ ARC Review by Staff | 16 | 18 | 25 | 27 |
| Sign Permits – ARC Review by HDC | 1 | 0 | 2 | 2 |
| TOTALS | 43 | 42 | 61 | 61 |

The Historic District area of Downtown Dover continues to be the site of many community festivals, parades, and activities associated with the First State Heritage Park. The construction of several major projects previously reviewed by the Historic District Commission brought changes to Downtown Dover as well. September 2012 saw the opening of the Dover Public Library at 35 Loockerman Plaza. In 2012, construction activities also continued with renovations at the old Kent County Courthouse, the construction of the Bayard Plaza mixed use building at 200 West Loockerman Street, and construction of Loockerman Way (plaza area) and North Street Parking Lot Improvements.

Department of Planning Inspections

| ANNEXATIONS 2012 | | | | | | |
|------------------|-----------------------|-----------------------|---------------|-------------|--|---|
| FILE # | APPLICANT | LOCATION | COUNTY ZONING | CITY ZONING | ACREAGE | ACTIONS |
| AX-12-01 | Lands of Taililou LLC | 110 & 136 Rustic Lane | BG/RMH | C-2A | 1.118 acres and 0.56986 acres | 10/15/12 PC Recommended Approval 11/26/12 CC Approval Ordinances #2012-2012-21 |

Department of Planning and Inspections

| BOARD OF ADJUSTMENT 2012 | | | | | |
|--------------------------|--------------------------------------|----------------------------|---|------------------------|------------|
| FILE# | PLAN NAME | LOCATION | TYPE | ACTION | DATE |
| V-12-01 | Lands of Mark Lloyd | 1159 S. DuPont Highway | Signage | Approved | 1/18/2012 |
| V-12-02 | Cello Partnership Cell Tower | Rt. 1 Toll Plaza | Height of cell tower | Approved | 4/18/2012 |
| V-12-03 | Marti Stansbury | 421 Beuvale Lane | Encroachment into rear yard setback | Denied | 5/16/2012 |
| V-12-04 | Serenity Place | 327 Martin Street | Parking Reduction Parking Location | Approved | 6/20/2012 |
| V-12-05 | Frontline Ministries Fellowship Hall | 506-516 Jefferic Boulevard | Parking Reduction | Approved | 6/20/2012 |
| V-12-06 | Governors Avenue Animal Hospital | 1008 S. Governors Avenue | Opaque Barrier location | Approved | 7/18/2012 |
| V-12-07 | Barbara Kepner | 142 Red Oak Drive | Encroachment into rear yard setback | Approved | 7/18/2012 |
| V-12-08 | Ashley & Patricia Gibbon | 307 N. Governors Avenue | Reestablishment of a non-conforming use | Approved | 7/18/2012 |
| V-12-09 | House of Pride | 38 S. New Street | Reestablishment of a non-conforming use | Denied | 8/15/2012 |
| V-12-10 | DTCC-Admin Bldg-Office of President | 100 Campus Drive | Parking increase over maximum | Approved | 9/19/2012 |
| V-12-11 | Lands of DN Acquisition Co. Inc. | 226 N. DuPont Highway | Signage | Withdrawn by Applicant | ----- |
| V-12-12 | Compass Pointe | 800 N. State Street | Parking size and number reduction | Approved | 11/21/2012 |
| V-12-13 | McDonald's | 915 S. DuPont Highway | Signage | Withdrawn by Applicant | ----- |
| V-12-14 | Bayhealth Medical Center | 1275 S. State Street | Signage | Approved | 11/21/2012 |
| V-12-15 | Dover Public Library | 35 Loockerman Plaza | Encroachment into front yard setback | Approved | 1/16/2013 |

Department of Planning and Inspections

| CONDITIONAL USE 2012 | | | | | | |
|----------------------|---|--|---|-----------------------|---|-----------|
| FILE# | PLAN NAME | LOCATION | TYPE | BLDG. SQ. FT. | PLANNING COMMISSION ACTION | DATE |
| C-12-01 | Lands of Barrister Properties T/A Cornelia Jones Building Partnership | 223 S. State Street | Uses as multiple Dwelling: 1st & 2nd floor to residential use from office use | Existing | PC Approved w/Comments | 3/19/2012 |
| C-12-02 | Lands of Paula Kinsey | 224 N. State Street | Tea House | Existing | PC Approved w/Comments | 3/19/2012 |
| C-12-03 | Lands of Rudolph Von Croy-Deep Water Creek Church | 32 W. Loockerman Street | Church | Existing Tenant space | PC Approved w/Comments | 5/21/2012 |
| C-12-04 | Cellco Partnership DBA-Verizon Wireless | 200 Plaza Drive and State Route 1 right-of-way | Telecommunications Tower | Monopole | PC Approved w/Comments | 5/21/2012 |
| C-12-05 | Transitional Housing for Dover Interfaith Mission | 319 West Water Street | Philanthropic use as Transitional Housing | Existing | PC Approved w/Comments | 7/16/2012 |
| C-12-06 | Dover First Christian School | 647 Wyoming Avenue | School | 4,000 SF | PC Deferred Application 9/17/12 and Referral to Architectural Review Committee 10/9/12 PC Review 10/15/12 PC Approval w/Conditions 11/19/12 | |

Historic District Commission 2012

| FILE# | PLAN NAME | LOCATION | TYPE | ACTION | STATUS |
|----------|---|---|---|--|--|
| HI-12-01 | Building Permit #12-0018 Referral | 323 South Governors Avenue - new location of Frankfurt Bakery | Exterior Wall Finishes for Existing Building; Door & Window Replacement | 1/5/2012 Permit #12-0018 referred to HDC by City Planner for Architectural Review Certification; 1/19/2012 HDC Approval of ArchRevCert with Conditions. Material revisions submitted to staff. Permit Issued 2/1/2012. | Construction complete for exterior finishes of brick front façade and vinyl siding on sides and new door and window. Final Certificate of Occupancy issued 12/19/2012. |
| HI-12-02 | Johnson Victrola Museum: Banner Program | 375 South New Street | Placement of changeable banners using frame attachment system | 4/19/2012 HDC Approval of ArchRev Cert with Conditions on banner installation. | Must submit Sign Permit for installation of the first banner in each location. |
| HI-12-03 | Wesley U.M. Church: Banner Program | 209 South State Street: Banner location on Fellowship Hall Building fronting Loockerman Plaza | Identification and Placement of a changeable banner location | 4/19/2012 HDC Approval of ArchRevCert with Conditions on banner size and placement. | Sign Permit issued on 4/23/2012 for first banner on the Fellowship Hall Building and Sign Permit issued on 5/29/2012 for first banner on State Street fence. |
| HI-12-04 | Court Street Gateway | Court Street, east of Legislative Hall | Bike and Pedestrian Improvements | Information Presentation presented at HDC Meeting of 7-19-2012 | Project part of Capital City Trail. Public Workshop held 11/14/2012. |
| HI-12-05 | Enhancements of the East Edge of The Green and Court street Promenade | The Green | Pedestrian and Landscape Improvements and ADA access to 55 The Green | 7/19/12 HDC Consultation on Referral of Permit #12-816 with Recommendation of Approval of ArchRevCert and Information Presentation | Permit issued and construction underway. |
| HI-12-06 | Demolition of Building at 509 South State Street | 509 South State Street, property owned by Christ Church | Proposal for demolition of the existing two and-a-half story dwelling | 9/20/2012 HDC conducted Public Hearing and deferred action of the project seeking additional information | Action on the ArchRevCert pending |
| HI-12-07 | Rear Plaza Improvements at 22-24 West Loockerman Street | 22-24 West Loockerman Street | Proposal for site improvements to rear of property adjoining North street with paving and landscaping | 12/13/2012 HDC Recommendation of Approval of ArchRevCert with conditions. Application S-12-20 reviewed by PC and grant Approval of ArchRevCert on 12/17/2012. | Check Prints of Site Plan must be submitted for review and Final Plan approval. |

Department of Planning and Inspections
MISCELLANEOUS - 2012

| FILE# | PLAN NAME | LOCATION | TYPE | ACTION & DATE |
|----------|--|--|--|---|
| MI-12-01 | 2012 Comprehensive Plan Amendments | Map 12-1: Land Development Plan, Map 13-1: Annexation Areas and Map 13-2 Potential Land Use for Annexation Areas | Comp Plan Amendments: Part A: Revise Land Use Classification Residential Low Density to Commercial (3 properties at Route 8 and Mifflin Road/Part B: Revise Annexation Map to add property east of Horsepond Road and set Land Use Classification as Agriculture | PC Recorded Denial of Part A: Revision to Map 12-1 PC Recorded Approval of Annexation Maps 13- 1 and 13-2 Revisions 2/21/12 CC Approval 3/12/12 Ordinance #2012-12 |
| MI-12-02 | Wesley College Alley Abandonment Area #8 | Fulton Street Alley South | Alley (Improved) Abandonment | PC Recommended Approval 2/21/12 UC 3/12/12 CC Approval 4/23/12 |
| MI-12-03 | Lands of Ronald & Janet Harmon | Webbs Lane | Minor Lot Line Adjustment | Administrative Review Approval Pending |
| MI-12-04 | NPDES Stormwater Submission to DNREC | N/A | N/A | Admin Review |
| MI-12-05 | State Street Assisted Living | 21 North State Street | Waiver Request for Loading Berth | PC Approval 3/19/2012 |
| MI-12-06 | Comprehensive Rezoning: SWPOZ Tier 3 Rt.13 at Leipsic Road | Multiple properties invicinity of N. DuPont Highway and Leipsic Road | Comprehensive Rezoning | Approval 5/21/12 CC Approval 6/11/12 Ordinance #2012-11 |
| MI-12-07 | Former Playtex Plant I | 50 N. DuPont Highway | Commercial Retail | Admin Review |

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|----------|--|---|--|--|
| MI-12-08 | Solar Energy Systems | N/A | Research File | Research |
| MI-12-09 | Homeowners Association | Responsibilities of HOA in Land Subdivision Regulations Article VII | Reporting of Information | Notice Letters sent 5/1/12 |
| MI-12-10 | Minor Lot Line Adjustment at 324 Wyoming Avenue | 324 Wyoming Avenue | Minor Lot Line Adjustment | Admin Review filed 5/4/12 Approval of Record Plan 6/5/12 |
| MI-12-11 | Solid Rock Baptist Church | 113 N. West Street | Parcel Consolidation Plan | Admin Review filed 5/9/12 Approval of Record Plan 7/13/12 |
| MI-12-12 | Lands of Bennie Smith Funeral Home | 717 W. Division Street | Minor Lot Line Adjustment | Filed 5/17/12 Admin Review Approval of Record Plan 7/13/12 |
| MI-12-13 | Text Amendment: Uses in Agricultural Zone Ordinance #2012-14 | Zoning Ordinance Article 3 Section 23 | Permit Sale of Agricultural Supplies and Products Accessory to Principal Agricultural Use | PC Recommended Approval 7/16/12 CC Approval 8/13/12 |
| MI-12-14 | Text Amendment: Restaurants in RGO (Serving of Alcohol) Ordinance #2012-15 | Zoning Ordinance Article 3 Section 9 | Removes the Prohibition of the sale of alcohol within Restaurants in RGO | PC Recommended Approval 7/16/12 CC Approval 8/13/12 |
| MI-12-15 | Text Amendment: Updates to Sign Regulations Ordinance #2012-13 | Zoning Ordinance Article 5 Section 4 | Updates to Signage Regulations re: number of signs, sign area, sign placement, definitions | PC Recommended Approval 7/16/12 CC Approval 8/13/12 |

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|----------|---|---|--|--|
| MI-12-16 | Text Amendment: Regulation of Bamboo Ordinance #2012-16 | Dover Code of Ordinances Chapter 114 Vegetation Article III | | CC Approval 7/9/12 |
| MI-12-17 | National Flood Insurance Map Program Letter of Map Revision-Fill | CL 95-20 Simpson Industrial Park | Application Submission to FEMA | Letter dated 4/30/12 |
| MI-12-18 | Dover Litho SWPOZ Challenge | 1211 N. DuPont Highway | Admin Review Challenge to SWPOZ | Filed 6/11/12 DNREC Review - Pending |
| MI-12-19 | Dover International Speedway Lot 10 Gravel Road | Northeast side Persimmon Tree Lane | Information File | 6/29/2012 |
| MI-12-20 | Reports to Office of State Planning Coordination | Municipal Comprehensive Land Use Plan Annual Reports | Development Activity, Rezoning and Permits | 7/18/2012 |
| MI-12-21 | Garrison Energy Center LLC Performance Standards Review Application | 450 Garrison Oak Drive Oak Technical Park Lot 7 Garrison | Performance Standards Review associated with S-12-03 | PC Approval 8/20/12 |
| MI-12-22 | Preliminary FIRM Panels (Flood Insurance Rate Map) | FIS Flood Insurance | | Study of 8/30/12 |
| MI-12-23 | Proposal for Renaming Division Street as Martin Luther King Boulevard | Proposal 1: Renaming of Division Street Proposal 2: Renaming of Court Street, Duke of York and William Penn Street | Street Name Change | Mutiple meetings CC 10/8/12 referred to Legislative and Finance Committee 12/10/12 |

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|----------|--|--|--|--|
| MI-12-24 | Text Amendment: Update to AEOZ per AICUZ Study of 2010 Ordinances #2013-01 & 2013-02 | Zoning Ordinance Article 3 Section 22 | Update per AICUZ Study of 2010: Revisions to Noise Zones and AEOZ Regulations and Land Use Compatibility Table | PC Recommend Approval 2/19/13 CC Public Hearing 3/11/13 |
| MI-12-25 | Highway Redevelopment Area Resolution 2012-2014 | Creation of a Redevelopment area for N. DuPont Highway on the east, Kings Highway on the north and west, and Route 8 on the south. | Creation of a Redevelopment area | 11/13/2012 |

Department of Planning and Inspections

| REZONINGS 2012 | | | | | |
|----------------|---|---|----------------------|-----------------------------------|--|
| FILE# | APPLICANT | LOCATION | FROM/TO | ACRES | ACTIONS |
| Z-12-01 | Lands of Lucas, Reidy, Klewans & Candor | 4 & 24 Mifflin Road & 1512 Forrest Avenue | R8 to C-2A | 0.41/1.25/0.55 / total 2.21 acres | 3/19/2012 - PC Recorded Approval 4/9/2012- CC Action Date Ordinance #2012-04 |
| Z-12-02 | Lands of Benny Smith | 870-872 Forest Street | CPO/COZ-1 C-1A/COZ-1 | 0.747acres | 8/20/2012 PC Recorded Approval 9/10/2012 CC Approval Ordinance #2012-19 |

Department of Planning and Inspections

SITE PLANS 2012

| FILE# | APPLICATION | LOCATION | TYPE | BLDG. S.F. | ACTION | DATE |
|---------|---|---|---|------------------------|--|------------------------------------|
| S-12-01 | Wesley College Streetscape | Wesley College Campus Area | Site improvements, Pedestrian Amenities, paving, landscaping, parking | N/A | Admin Review associated with Master Plan S-11-13 | Filed 12/09/11 Approved 5/23/12 |
| S-12-02 | DTCC Science & Engineering Technology Center: Building Addition | 100 Campus Drive | Building Addition | 4,178 SF | PC Approved w/Conditions | 3/19/2012 |
| S-12-03 | Garrison Energy Center Master Plan (Calpine Corp.) | 450 Garrison Oak Drive Lot 7 Garrison Oak Technical Park | Combined Cycle Electric Generating Facility | N/A | PC Approved w/Conditions | 4/16/2012 |
| S-12-04 | North Street Area Improvement Project | North Street Vicinity between State Street and Governors Avenue | Plaza Area and Parking Lot Consolidation | N/A | Admin Review associated with Master Plan C-11-07 | Filed 2/24/12 Approved 10/23/12 |
| S-12-05 | Direct Invest Dover LLC | 210 Beiser Blvd | Building Addition | 1,014 SF | Admin Review | Filed 3/1/12 Approved 5/18/12 |
| S-12-06 | West North Street Mini Storage | 1351 West North Street | Mini storage facility | 2 bldgs/ 108,940 SF | PC Approved w/Conditions | 4/16/2012 |
| S-12-07 | McDonald's Restaurant | 915 and 1025 S. DuPont Highway | New building for restaurant | 3,896 SF | PC Approved w/Conditions | 6/18/2012 |
| S-12-08 | NRG Energy Inc. | 1280 West North Street | Steam Turbine Repowering Project | 1,026 SF | Admin Review | Filed 3/8/12 Approved 6/4/12 |
| S-12-09 | Winner Hyundai | 591 S. DuPont Highway | Building Addition | 2,433 SF | Admin Review | Filed 4/12/12 Approved 8/8/12 |
| S-12-10 | Redevelopment of Walmart Site | 1574 N. DuPont Highway | Redevelopment of the existing building | 102,580 SF | PC Approved w/Conditions | 6/18/2012 |

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|---------|---|---|---|--------------------------------|---|-------------------------------------|
| S-12-11 | Greentree Shopping Center Expansion (Redner's) | 25 Greentree Drive | Building Addition | 10,000 SF | PC Approved w/Conditions | 6/18/2012 |
| S-12-12 | Delaware State University Applied Optics Research Building: Master Plan | 1200 N. DuPont Highway | 3 Phases: Relocate Modular Buildings, and Two Buildings | 74,932 SF | PC Approved w/Conditions | 6/18/2012 |
| S-12-13 | Serenity Place | 327 Martin Street | Building | 2,940 SF | PC Approved w/Conditions | 8/20/2012 |
| S-12-14 | Lands of the Church of Christ | 1156 S. Governors Avenue | Toilet Addition | 2,297 SF | Admin Review | Filed 7/26/12 Approved 2/19/13 |
| S-12-15 | Del Tech Office of President Building Addition | 100 Campus Drive | Building Addition | 6,049 SF | PC Approved w/Conditions | 9/17/2012 |
| S-12-16 | Dover Mall-Dicks Sporting Goods | 1365 N. DuPont Hwy/Suite #6000 | Building Addition | 53,183SF | PC Approved w/Conditions | 9/17/2012 |
| S-12-17 | Calpine Corp. Garrison Energy Center LLC-Phase I | 450 Garrison Oak Drive | Phase 1: Electric Generating Station | N/A | Admin Review | Filed 8/17/2012 Approval Pending |
| S-12-18 | Leander Lakes Apartments | Forrest Avenue-West of new Dover High Drive | Ten Apartment Buildings | 240 units | PC Approved w/Conditions | 10/15/2012 |
| S-12-19 | Delaware State University Applied Optics Bldg:Phase I | 1200 N. DuPont Highway | Relocation of three existing modular buildings | 4,280 SF 1696 SF 1696 SF | Admin Review associated w/Master Plan S-12-12 | Filed 9/26/12 Approval Pending |
| S-12-20 | Rear Plaza Improvements at 22-24 West Loockerman Street | 22-24 West Loockerman Street | Site Improvement (rear of bldg) | N/A | PC Approved w/Conditions | 12/17/2012 |

Department of Planning and Inspections

| SUBDIVISION PLANS - 2012 | | | | | |
|--------------------------|--|----------------------|----------------------|----------------------|---|
| FILE# | APPLICANT | LOCATION | TYPE OF | # OF LOTS/ACREAGE | PLANNING COMMISSION/DATE |
| SB-12-01 | Lands of Francis & Delores Donnelly | 99 Pine Valley Road | Minor Subdivision | 2/1.2 Acres | PC Approved w/Conditions - 1/17/2012 |
| SB-12-02 | Lands of The First National Bank of Wyoming | 219 Beiser Boulevard | Minor Subdivision | 2/3.78 Acres | PC Approved w/Conditions 11/19/2012 |

Department of Planning Inspections

| UNIFIED SIGNS 2012 | | | | |
|--------------------|----------------|-----------------------|-----------------------------|-----------------------------------|
| FILE # | APPLICANT | LOCATION | TYPE | ACTION/DATE |
| US-12-01 | Dover Mall | 1365 N DuPont Highway | Pylon, Wall and Directional | PC Approval w/Conditions 11/19/12 |
| US-12-02 | Onix Dover LLC | 1574 N DuPont Highway | Signage | PC Approval w/Conditions 11/19/12 |