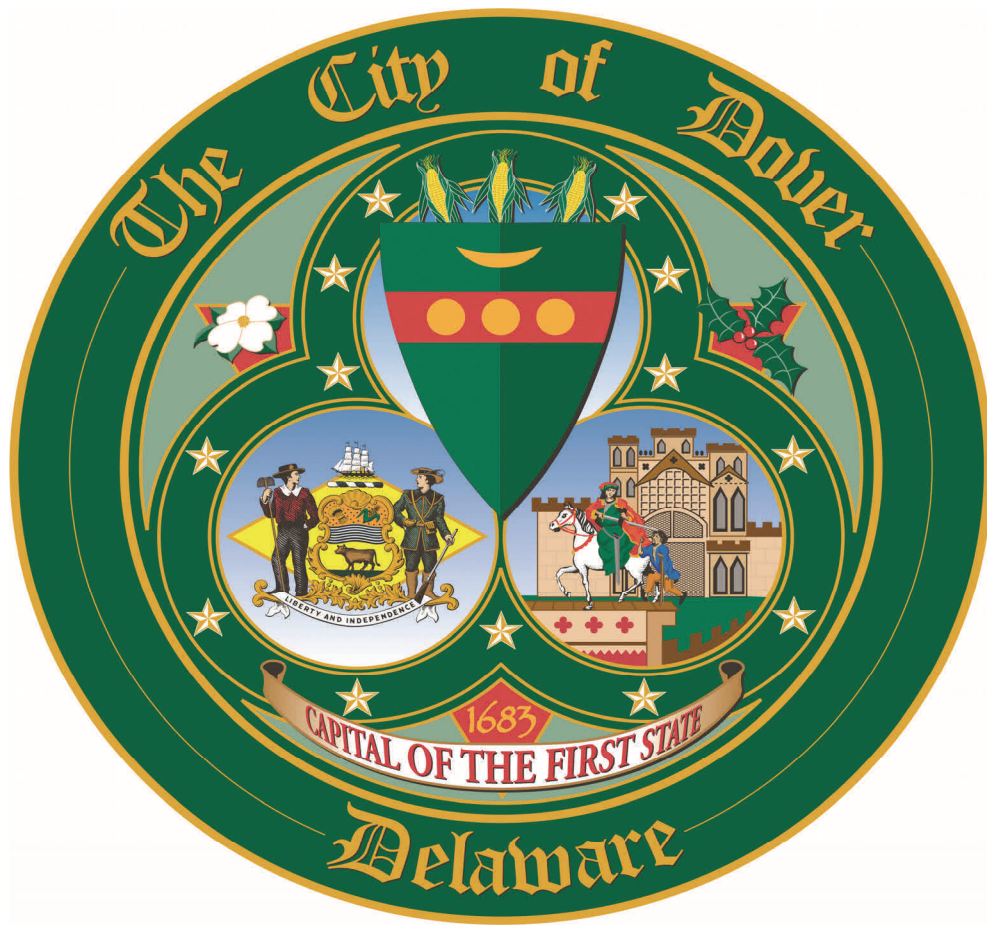


City of Dover, Delaware

Department of Planning and
Inspections & Recreation



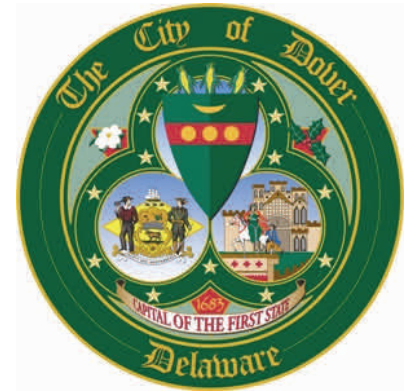
2015 Annual Report

Planning, Inspections
& Recreation

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Planning, Inspections & Recreation

2015 Annual Report



Introduction

2015 was an exciting year for the Department of Planning and Inspections and the Department of Parks and Recreation. The City saw signs of economic recovery, with several redevelopment projects along the Route 13 corridor. On January 11, 2015, Governor Jack Markell designated downtown Dover as one of three Downtown Development Districts. This designation sparked an increased interest in downtown Dover. Several small projects were completed or underway during 2015, but the seeds have been sown for some major redevelopment activity. Central Delaware Habitat for Humanity completed three new homes on South Kirkwood Street, with two additional homes to be completed in the near future. The partnerships created under Restoring Central Dover have laid the groundwork for significant improvements to the central Dover neighborhoods. The Department of Parks and Recreation completed the Recreation Needs Assessment, which will be the basis of park planning and capital improvements over the next several years. A park plan was created for Mallard Pond Park, and the associated improvements will be completed in early 2016. The City installed air conditioning in the John W. Pitts Center, which was a much needed addition to improve our summer program offerings, including our Summer Playground and sports camps. The City partnered with the Dover YMCA and Holy Cross to initiate a new youth soccer league in the fall. The league was a huge success and was followed by an indoor soccer program on Friday evenings during the winter.

As 2015 drew to a close, the departments were poised for even greater success in 2016.

Respectfully Submitted,

Ann Marie Townshend, AICP
Director of Planning & Community Development

Building Inspections

Staff: Mike McGregor Building Inspector II; Greg Akers, Chief Building Inspector / Plans Examiner; 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 3,863 building inspections, 3,373 plumbing/mechanical inspections and 160 C/O inspections this year. 1,962 permits were issued in 2015.

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.

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.

Fire Marshal's Office

Staff: Pictured Left to Right;

Jason Osika , Deputy Fire Marshal / Inspector II

Timothy P. Mullaney Jr., Fire Marshal / Inspector III

Matthew Brown, Deputy Fire Marshal / Inspector I

The Fire Marshal's Office has a staffing level of 3 full time employees. The breakdown is a Fire Marshal (Inspector III) and two Deputy Fire Marshals which can hold the position of Inspector I or II. Currently the officer, Tim Mullaney, has one Inspector II and one Inspector I. One of the three full time employees is certified through the Delaware Council on Police Training and is a sworn officer with full police powers. As such, Mr. Mullaney handles investigations for criminal-related fire incidents.

The Fire Marshal's Office is responsible for conducting inspections annually in various occupancies such as apartments, assemblies, daycares, health care, industrial, mercantile, schools, hotels and motels, and businesses. 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. The sprinkler, fire alarm, hood suppression, and other forms of fire



protection are reviewed and tested by the Fire Marshal's Office.

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 complaint received.

For the year 2015, the following is a breakdown of activity for the office:

- Annual Fire/Life Safety Inspections: 303
- Certificates of Occupancy Inspections /Fire Protection Acceptances Tests; 196
- Administrative walkthrough inspections; 110
- Fire/Life Safety Complaints: 309
- Plan Review: 145 fire permits issued with a total value of \$253,551.00
- Arrest Total: 4
- Prosecution Declined per Attorney General: 4 due to age / 1 due to mental capacity
- Clearance Rate: 69%
- **Subject Burned Investigations:** Total of 4



102 South Queen Street

Fire Type	Number	Value of Loss
Accidental	59	\$2,590,950
Incendiary	13	\$48,301
Undetermined	13	\$192,301
TOTAL	85	\$2,831,552

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 2015. The change is as follows:

- Eddie Diaz was hired as a Planner I in the Planning Department effective December 7, 2015.
- On December 29, 2015 was David McGinnis last day with the City of Dover. David took on a Code Enforcement Officer position in Baltimore, Maryland.
- On December 31, 2015 was Angela Mangan last day with the City of Dover. Angie was going to enjoy retirement.

Code Enforcement & Property Maintenance

Staff: Tim Taraila, Inspector III/Code Enforcement Supervisor; Ron Coburn, Inspector II/Vacant Buildings; David McGinnis, Inspector I; Velvet Bowen, Inspector I & Jared Boesenberg, Inspector I.

The Code Enforcement Officers entered a total of 3,341 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 72 percent of cases are initiated by staff within the Department of Planning and Inspections. This includes the Code Enforcement, Fire Marshal, Licensing and Planning staff. Within these cases, 6,724 inspections were performed for code compliance. All cases entered must have an origination code, such as a citizen complaint or an officer's observation. See chart for 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.

In addition, the Property Maintenance and Code Enforcement Officers conducted another 307 inspections relating to Fence and Sign Permits. The Officers also assisted in the collection of Itinerant Merchant Licenses during large events at Dover International Speedway.

Vacant Buildings:

As part of the Vacant Buildings program the Code Enforcement Officers registered in 2015 a total of 275 buildings within the City limits of Dover and collected \$139,600.00 dollars in registration fees from these registrations. Since the program began in 2007, a total of 1,681 structures have been registered as vacant. Currently, staff estimates that there are approximately 300 of these structures still vacant.

Dangerous Buildings and Demolitions:

48 buildings or structures were active on the dangerous building list. Of these, the following 17 structures were either demolished by the City, came into code compliance, or they were demolished by the owner of the property.



Types of Inspections/Cases Entered

Annual Rental Housing Inspections	303
Property Maintenance Exterior	582
Tall Grass and Weeds	642
No Valid Business License	84
No Valid Building Permit	58
Zoning	106
Dover City Ordinances	512
All Others	912
Total	3,341

Causes for Inspections

Citizen/Tenant complaint	651
Electric Department Referral	197
Other Agency Referral	175
Staff Initiated	2,318
TOTAL	3,341

Demolished by the City:

110 S New St
5 Welch Dr
1370 College Road
222 W Reed St
311 N Governors Ave
110 Rustic Lane
669 W North St
312 W Loockerman St

Demolished by Owner

381 Rita Wilma Way
383 Rita Wilma Way

Repaired by Owner

209 N New St
307 W Division St
223 N Governors Ave
105 S Queen St
128 S Queen St
43 S Kirkwood St



Licensing and Permitting

Staff: Angie Mangan, Office Assistant II, Debbie Krueger, Office Assistant II; and Kristen Mullaney, Licensing & Permitting Supervisor;

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.

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 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: Ann Marie Townshend, Director of Planning & Community Development; Tracey Harvey, Planner I; William Cook, Planner I; Maretta Savage-Purnell, Secretary II; Dawn Melson-Williams, Principal Planner; Eddie Diaz, Planner I.



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 2015, the Planning Office processed 67 new applications and continued review on applications that had been submitted in previous years. Additionally, the Planning Office manages the City's Community Development Block Grant program.

Community Development

The Community Development Block Grant Program (CDBG) expands opportunities and housing choices for low and moderate income persons living in Dover and protects the public health and welfare of Dover citizens. Dover receives funds directly from the U.S. Department of Housing and Urban Development (HUD) to administer within the City to support low and moderate income populations. It performs the following tasks:

- Provide 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.

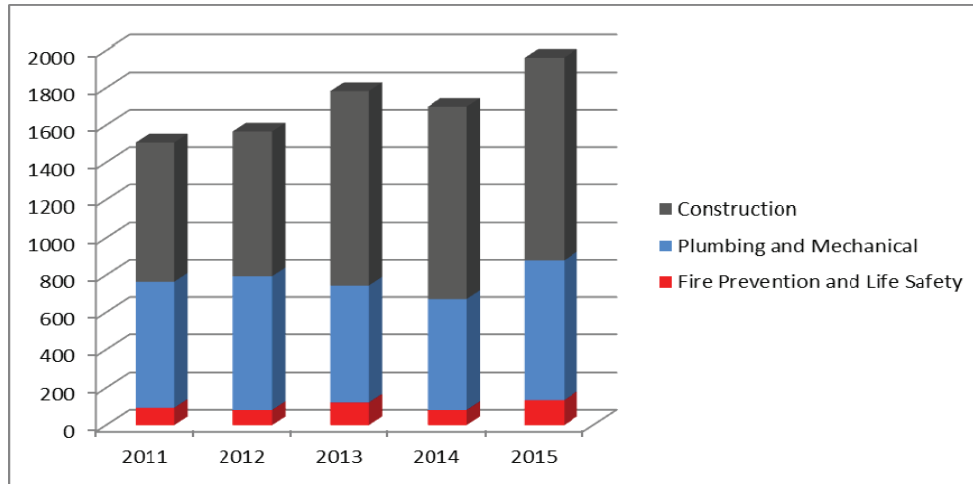
The following projects were completed during the program year:

- ♦ **Homeownership Assistance Program**—Throughout the year, six (6) 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. Over 215 homeless men were serviced throughout the program year.
- ♦ **NCALL Research**— CDBG funds were provided for pre-purchase homeownership counseling to eight (8) Dover residents who purchased affordable housing.
- ♦ **Elizabeth Murphey School**—CDBG funds were provided for renovations for one of the housing facilities located on the campus that services at risk youth.
- ♦ **Restoring Central Dover Initiative**—Restoring Central Dover is an initiative that was developed as a community wide effort to establish a revitalization plan for central Dover. The plan will focus on affordable housing, business development, strong community and infrastructure needs for central Dover to be developed as a vibrant business corridor. NCALL Research is the lead agency that will implement the plan and received a \$90,000 grant from Wells Fargo in September 2013. The City was a stakeholder for this initiative and awarded NCALL \$10,000 to support this initiative.

NCALL and the Restoring Central Dover Steering Committee received a 5-year grant in the amount of \$750,000 from the Wells Fargo Regional Foundation for the purpose of implementing the Restoring Central Dover Initiative. A major portion of the grant was utilized to hire a full time Neighborhood Revitalization Coordinator and a Community Organizer who will work with local government and organizations to implement the Restoring Central Dover Strategic Plan.

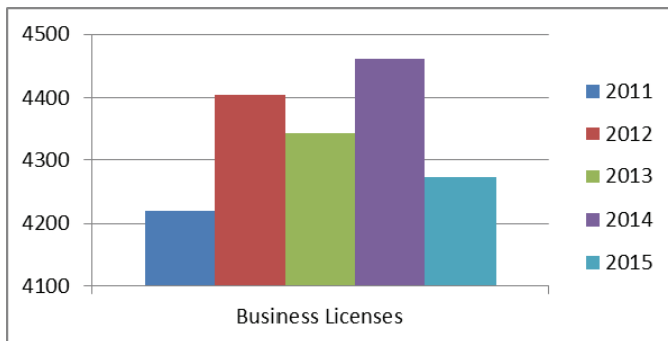
Mayors Challenge to End Veterans Homelessness— During the fall of 2014, HUD and Mayor Christiansen developed a task force for ending veterans homelessness in the City of Dover by December 31, 2015. The task force set goal to house 50 veterans within 300 days. On December 28, 2015, the task force met its goal by housing 50 veterans that were homeless in the City of Dover. To honor this accomplishment, the mayor held a 300 day celebration on January 20, 2016 at Grotto's Pizza to celebrate the success of this accomplishment.

Permits Issued, 2011-2015

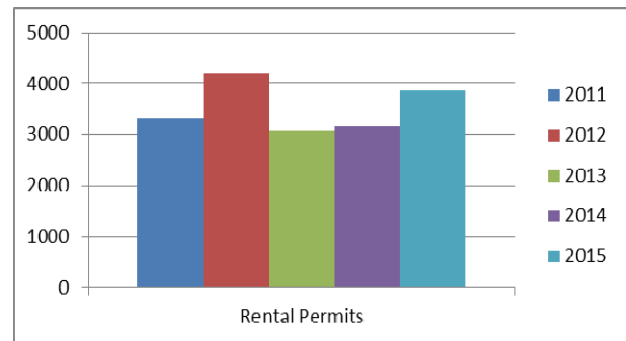


	2011	2012	2013	2014	2015
Construction	742	772	1,039	1,027	1,083
Plumbing / Mechanical	672	713	623	591	745
Fire Prevention / Life Safety	93	81	121	81	134
Totals	1,507	1,566	1,783	1,699	1,962

Business Licenses 2011-2015



Rental Dwelling Permits 2011-2015



Downtown Development District/Restoring Central Dover

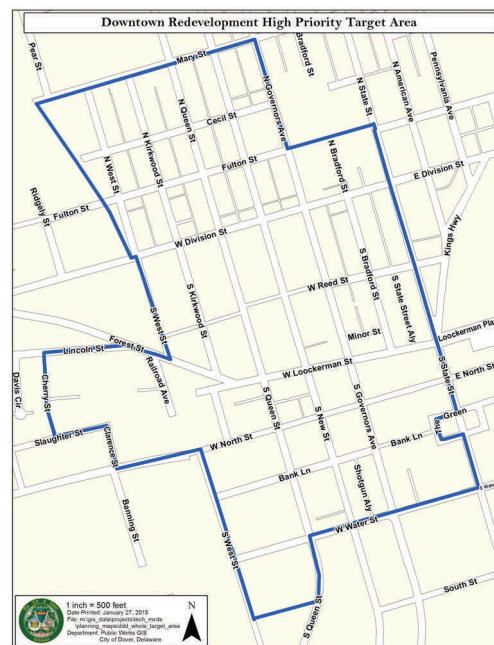
On January 11, 2015 Dover received designation as a Downtown Development District. Governor Markell formally announced that the cities of Dover, Seaford and Wilmington were selected as the first Districts in Delaware with visits to each community. On February 26th the Planning Office in conjunction with other City offices, the Delaware State Housing Authority, the State Historic Preservation Office, and the Sustainable Energy Utility conducted a series of three public Workshops on Dover's Downtown Development District. Information was available on the various incentive programs including grants, tax credits, tax credits, fee waivers, etc.



Outreach materials for the Downtown Development District program include brochures and Incentive Applications. Staff also held informational sessions with targeted interest groups such as engineers, architects, lawyers, Realtors, bankers, and City Staff on the program. A second series of workshops was held on March 11th regarding the Downtown Development District opportunities. An announcement of the Large Projects designated for grant funding was made following the completion of the first reservation process round for the DDD Grant Program administered by the Delaware State Housing Authority.

Central Delaware Habitat for Humanity focused its efforts on South Kirkwood Street during its Blitz Build the week of June 8th to complete construction of one home and made significant progress on a second home in order to provide owner-occupied housing in with Dover's Downtown Development District.

In late 2015, the boundaries of the Downtown Development District were expanded in two area along South State Street and West Water Street.



Division Street/Forest Street Design Week Charrette - Planning Staff participated as part of the project team and attended the public workshops associated with the *Division Street/ Forest Street Design Week Charrette* (Western Capital Gateway) in November. A series of public workshops engaged citizens, City staff, and community leaders in a discussion of the Division Street/Forest Street corridor from Saulsbury Road to State Street and the segment of Forest Street leading to Lookerman Street. Ideas for streetscape improvements, landscaping, and land planning were gathered. A Final Report is expected in 2016.

Comprehensive Plan Implementation Activities & Ordinance Development

The Planning Office is responsible for developing ordinances and other activities to implement the City's 2008 *Comprehensive Plan*. In this regard, the following projects were priorities of the Planning Staff in 2015:

- ♦ **Bicycle & Pedestrian Sub-Committee** – The Planning Office participates in the monthly meetings of the Bicycle & Pedestrian Sub-Committee. In 2015, activities included the final adoption of the Bicycle Plan and Pedestrian Plan. The development of these plans was led by the Dover/Kent County Metropolitan.
- ♦ **Capital City Trail** – Through the coordinated efforts of the City Planning Office, the Dover/Kent County MPO, and DelDOT construction of the Capital City Trail continued. In 2015, additional phases of the multi-purpose trail system were completed adjacent to the Delaware Public Archives parking area and along Park Drive. This completes the trail system from the St. Jones Greenway Isaacs Branch trail to Silver Lake Park.
- ♦ **Comprehensive Plan Amendments 2015** - On April 13, 2015, the City Council approved the set of Comprehensive Plan Amendments 2015. The Comprehensive Plan Amendments approved consist of two items. First, the amendment was approved the request to change the land use classification on the Land Development Plan Map 12-1 for the property at 801 North State Street from Residential Medium Density to Commercial. In the other staff initiated text amendment, approval was granted to a text amendment of Chapter 13 – Annexation Plan to remove the requirements for Cost-Revenue Analysis but with language be added to ensure staff still completed a simple analysis for annexations. (MI-15-01A and B)

In accordance with the approved procedure for annual amendments to the Comprehensive Plan, the Planning Office received in December 2015 several requests to amend the Land Development Plan Map. These

requests will be processed as Comprehensive Plan Amendments 2016 (MI-16-01).

- ◆ **Designation as Certified Local Government Program** – Planning Staff with the Historic District Commission worked on preparation of the application for the Certified Local Government (CLG) status. Following April submission of the application (HI-15-01), the City of Dover was designated a Certified Local Government on May 15, 2015. The CLG program of the National Park Service involves local governments in national preservation efforts by supporting local communities which have local historic preservation districts and a historic preservation commission. The CLG program provides technical assistance to support historic preservation efforts, establishes eligibility for federal Historic Preservation Funds, requires participation in the National Register of Historic Places nomination process, and provides training and technical assistance from the State Historic Preservation Office.
- ◆ **Delaware Population Consortium** - Planning Staff continued to attend the Delaware Population Consortium (DPC) meetings. The Consortium reviews population and demographic information in preparation to provide 30-year population and employment projections for the State, counties, and selected municipalities including the City of Dover. At the DPC Annual Meeting on November 5th, the Consortium adopted the

File Number & Ordinance	Topic	Text Amendment	Action Date
MI-15-11 Ordinance #2015-13	Revisions to the types of residential uses in the RG-1 and RG-2 zones as related to Downtown redevelopment. Establishes standards for infill projects. Amendment requiring off-street parking in RG-1 and RG-2 as a principal use to be subject to conditional use review.	<i>Zoning Ordinance</i> Article 3 Section 2 and Article 5 Section 1.12	LFA 8/10/15 FR 8/24/15 PC 9/21/15 Adopted: October 12, 2015
MI-15-04 Ordinance #2015-17	Revisions to uses within Recreational and Commercial (RC) zone. Establishes provisions for temporary outdoor activities and temporary camping activities in the RC zone. A series of amendments (SA#1-6) con-	<i>Zoning Ordinance</i> Article 3 Section 18	LFA 10/12/15 FR 10/26/15 PC 11/17/15 Adopted after amendments: December 14, 2015
MI-15-13 Ordinance #2015-20	A Review of Chapter 66 – Manufactured Homes and Trailers and Appendix B: Zoning led to consideration of a set of Amendments focusing on amendments to the definitions of “one-family dwelling” and “manufactured home	<i>Zoning Ordinance</i> Article 12 Definitions	CC 11/9/15 PC 12/16/15 Adopted: January 11, 2016
Ordinance #2015-21 and #2015-22	A series of updates to the Schedule of Fees for various permits, licenses and applications.	<i>Dover Code of Ordinances, Appendix F – Fees and Fines</i>	Adopted: December 14, 2015 Effective Date: January 1, 2016

yearly population projections and the Population Projection Series covering 2010-2040. The DPC estimates the population of Dover to be 37,618 people (as of July 1, 2015).

- ♦ **ICEMAP Study** - On February 23, 2015 Planning Staff met with consultant Marstel-Day, LLC as one of the community stakeholders in the data gathering phase of the Installation Complex Encroachment Management Action Plan (ICEMAP). This study will be a comprehensive report that aims to management encroachment and sustainment challenges currently or potentially affecting mission operations of Dover Air Force Base (DAFB). Information focused on a variety of topics related to zoning and land use and the associated City procedures and regulations.
- ♦ **Ordinance Amendments** – A number of text amendments to the Zoning Ordinance occurred in 2015. The process of text amendment and ordinance 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 2015 activity.

Major Projects and Construction Activity

- ♦ **Garrison Oak Technical Park** - The construction of the infrastructure for the Garrison Oak Technical Park continued in 2015. The overall subdivision of the Technical Park into fifteen (15) lots occurred with Subdivision Plan SB-09-06F. The capital improvements to this City owned property include a new City street and utility infrastructure (water, sewer, and electric) to serve the Technical Park. The construction includes the loop road known as Garrison Oak Drive which interconnects to White Oak Road in two locations and stormwater management facilities. Also a sanitary sewer pump station and water tower were under construction in 2015. There are three developed lots within the Technical Park including the Garrison Energy Center and the Uzin Utz Manufacturing facility that were completed in 2015. In Fall 2015, Planning & Inspections Staff completed fieldwork to document the G. Parris Homestead (Delaware Cultural Resource Survey #K-6739). Located within the Garrison Oak Technical Park (Lot #13), this circa 1845 dwelling was documented by annotated measured drawings and photographs prior to its proposed demolition.
- ♦ **Garrison Energy Center (Master Plan S-12-03/ Phase 1 S-12-17)** - Throughout the year, the Planning Staff participated with other City Staff in coordination conference calls with Calpine regarding the Garrison Energy Center project at 450 Garrison Oak Drive (Lot 7 of the Garrison Oak Technical Park). The project construction was in the final stages for the Garrison Energy Center Phase 1(S-12-17) in 2015. A ribbon cutting/opening celebration event was held October 1st. The Planning Office also approved the Administrative Site Plan (S-14-20) for the addition of a Fuel Oil Tank at the site following receipt of State DNREC permits. Associated with the project, a total of 378 trees (Tree Mitigation Plan) were planted in off-site locations in Dover including placement as street trees and within City parks.
- ♦ **Uzin Utz (Site Plan S-13-20)** - In early 2015, building construction activities continued at the Uzin Utz Manufacturing facility at 200 Garrison Oak Drive (Lot 12 of the Garrison Oak Technical Park. (S-13-20) The staff of the Planning, Inspections, and Fire Marshal's Office met often with the developer and contractors to assess project progress and to address project issues. In late May, the final inspections began and a Temporary Certificate of Occupancy was issued in July. Start-up operations of the Uzin Utz Manufacturing facility began and a Final Certificate of Occupancy was issued in August. In September, Staff attended the ribbon cutting/grand opening event celebrating the Uzin Utz Manufacturing facility.
- ♦ **Other Construction Activities** - A significant number of large construction projects began or were progressing in 2015. To begin each project, the Planning Staff conducts a City of Dover Pre-Construction meeting to introduce project managers and contractors to the various City departments and construction permitting and inspection procedures. The following are project activities in 2015:
 - **Dover Town Center project:** The construction activities for the renovation of the commercial building at 1574 North DuPont Highway (old Walmart location) began in August. The main building is un-

der renovation to divide it into multiple tenant spaces along with a series of site improvements for parking, pedestrian circulation and landscaping. (S-15-04) On September 19th, the Planning Commission granted conditional approval of a Revised Site Plan for revisions to two proposed pad site buildings on the property. (S-15-13)

- **Dover Family Cosmetic Dental Office project:** Construction commenced on a new dental office building to be located at 1088 South State Street for the Dover Family Cosmetic Dental Office. This is development of a vacant commercial property. (S-14-16)
- **Westminster Health Care Center:** Involves a major interior renovation/rehabilitation project at the facility on McKee Road.
- **State Street Commons project:** The construction activities continued for the tenant fit-out of the State Street Commons building located southwest of the intersection of South State Street and Water Street. It will become offices for several sections of DNREC.
- **Edgewell facility project:** A 40,000 S.F. building addition project at the Energizer Personal Care Division-Playtex Products (Edgewell) facility at 185 Saulsbury Road. (S-14-19)
- **Leander Lakes Apartments project:** Site work progressed on land grading and stormwater management ponds and construction began on the first phase of buildings for the 240 unit apartment complex to be located south of Forrest Avenue/Route 8 and west of Dover High Drive. During 2015 permits were issued for six (6) apartment buildings, the Community Center Building and the associated pool. The project also includes the construction of the next segment of Dover High Drive to connect to Tribbitt Street. (S-12-18)
- **New Showroom & Service Building for Winner Dover Volkswagen** at 1387 North DuPont Highway: Project includes construction of new showroom and service building along with renovations to the existing Subaru showroom and service building. (S-14-05)
- **New Dover High School project:** Project work remained to complete the site improvements at the new Dover High School for the baseball/softball field areas, eastern areas of the site, tree plantings, and other site stabilization work. Temporary Certificates of Occupancy are in place with conditions and limitations on the authorized use of the high school building and the stadium and athletic field areas. (C-10-05/S-11-18)
- **Multi-Family Projects:** Construction activities are underway at several multi-family residential projects including: the redevelopment of Walker Woods as the Village of McKee Branch (S-13-18), and the re-start of construction at the Tall Pines project at 1655 and 1665 Kenton Road (S-14-18).

2015: Welcome to Dover!

Progress in Pictures



Booker T Washington Elementary School



Delaware State University Optics Building



Garrison Oak Technical Park Water Tower



2015: Welcome to Dover! Progress in Pictures



NBR Office Building—New Burton Road



AAA Car Care Center



Title Max



Winner
Subaru

2015: Welcome to Dover!

Progress in Pictures – Downtown Redevelopment



Solid Rock Baptist Church Community
Outreach Center



Sankofa Cultural Arts Center



Grey Fox Grille & Public House; Before and After—
Downtown Development District Success Story



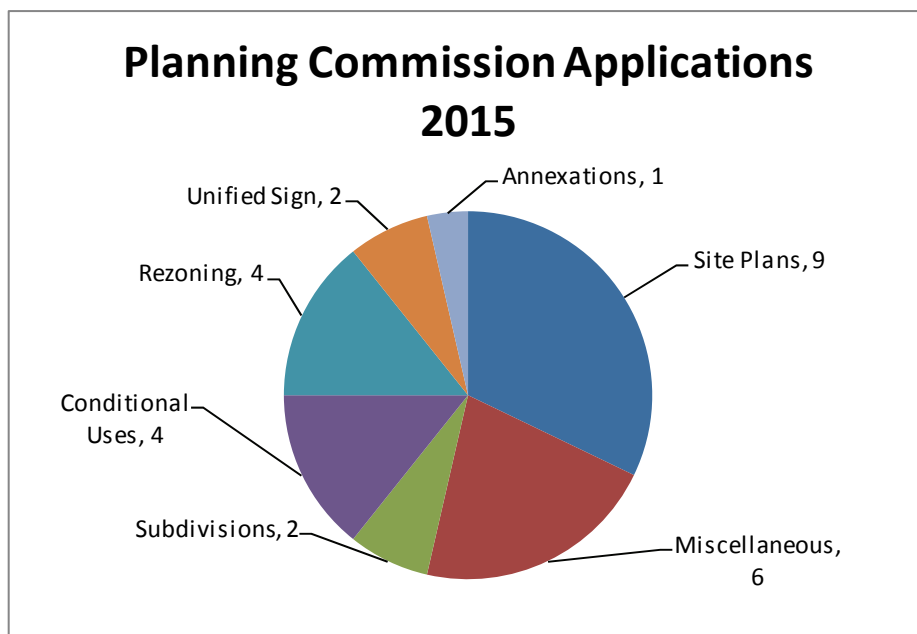
Check Presentation—Completion of Dover's First Downtown Development District Program

Boards and Commissions

Planning Commission

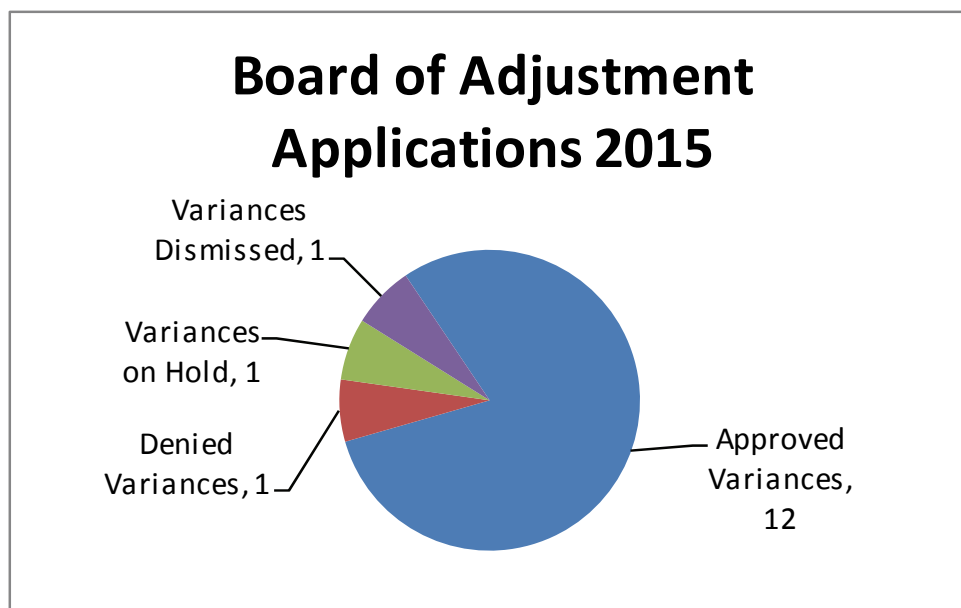
The Planning Commission consists of nine members with Fred Tolbert as Chairman and Kathleen Still as Vice-Chairman. The Planning Commission met during nine months in 2015. One meeting was cancelled due to lack of quorum, one due to weather, and one due to no business. The Planning Commission reviewed 28 applications in 2015. The Site Plans reviewed by the Planning Commission included the revisions to the Eden Hill Farm TND Residential Dis-

trict, Phase 2 of Blue Hen Apartments, and Dover Town Center (former Walmart), and Creekstone. The Conditional Use applications include a professional office on Kings Highway and the Grande Building 4. The Planning Commission made recommendation to City Council on four rezoning applications. There were an additional eight applications that were submitted to the Planning Office for administrative review.



Board of Adjustment

The Planning Office received 15 applications to the Board of Adjustment in 2015. Fourteen of the applications were for area variance, and one was for a use variance. One of the applications was denied; one was put on hold; and the remaining thirteen variances were approved. One of these was an application to extend a variance that had expired. Another was removed from the agenda after it was determined that a variance was not necessary (based on an as-built survey). The remaining twelve variances were approved.



Historic District Commission

The City of Dover, Delaware Historic District Commission consists of five members: Ann Baker Horsey, Terry Jackson, Joe McDaniel, Chazz Salkin, and Col. Dick Scrafford. During 2015 Chazz Salkin served as Chairman and Joe McDaniel in served as Vice-Chairman and were re-elected to those positions at the Commission's Annual Meeting in November 2015.

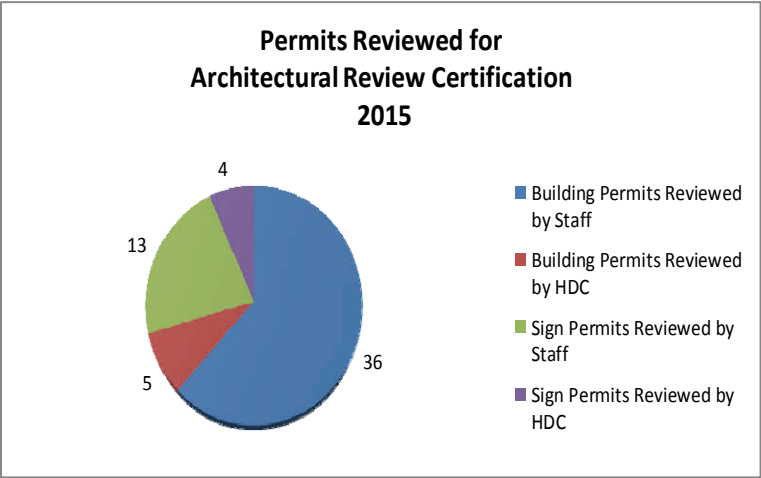
The Historic District Commission held seven meetings in 2015. The Historic District Commission reviewed eight (8) applications for Architectural Review Certificates or as informational items in 2015. This included the referral of two Sign Permits and a one Building Permit to the Historic District Commission for review of the proposals. Sign proposals involved the properties at 6 South State Street (offices) and Woodburn (Governor’s House) on Kings Highway (HI-15-03 and HI-15-02). The Building Permit was related to construction a drive-up ATM at PNC Bank (HI-15-04). One project was reviewed for Architectural Review Certification involving construction of a tree sculpture on the grounds of the Biggs Museum of American Art (HI-15-05). In February, the commercial building at 312 West Loockerman Street was determined as Demolition by Neglect (HI-15-06). Informational items included the permit for The Santa House to be located on Loockerman Way (HI-15-07) and a presentation on the initial concepts for the Bradford Street Streetscape Enhancements project (HI-15-08).

Of the fifty-eight (58) permits in the Historic District in 2015, a total of forty-two (42) permits required Architectural Review Certification review for such projects as signs, temporary signs, roof and window replacement projects, and exterior finish/siding/trim work renovations.

The construction activities in the Historic District involved renovations to existing historic buildings. Following renovations including exterior repairs and painting, the building at 140 South State Street reopened as a restaurant known as the Grey Fox Grille. With limited exterior changes, the buildings at 109 East Division Street and 15 Kings Highway NE were renovated from residences into professional office spaces (C-14-04 and C-15-01). The mid-twentieth century commercial building at 312 West Loockerman Street was declared Demolition by Neglect and a Dangerous Building; it was ultimately demolished in November 2015 after the owner took no action to repair the building (HI-15-06).



Planning Staff with the Historic District Commission worked on preparation of the application for Certified Local Government (CLG) status submitting it in April 2015 (HI-15-01). The City of Dover was designated a Certified Local Government on May 15, 2015. The CLG program of the National Park Service involves local governments in national preservation efforts by supporting local communities which have local historic preservation districts and a historic preservation commission.





Parks & Recreation 2015 Annual Report



Relationships and Outreach

Bicycle and Pedestrian Subcommittee

Continuing efforts to identify gaps in the pedestrian and cycling needs, the group held their first **Ride of Silence** with 30 locals participating. This international awareness ride is to bring focus to lives lost by cycling accidents and awareness to motorists. They presented comprehensive **Bicycle and Pedestrian Plans** to City Council which we adopted in April. Also new in 2015, they began the application process for a Walk Friendly Community designation to compliment Dover as a safe place for pedestrians & cyclists. Partnerships with the **Bicycle & Pedestrian staff of DelDOT, Kent County MPO** and local business are key to the subcommittee endeavors. In addition, they are

fostering new relationships with the **Capital School District** and **Wesley College** to further promote bike & pedestrian safety measures for their students and campuses.

Day of Service

Hosting 80 volunteers the **Epsilon Iota Omega Charter of Alpha Kappa Alpha Sorority** sponsored a **Day of Service** event the **John W. Pitts Recreation Center** in January. The Day of Service project featured a clothing drive for Kent & Sussex County homeless shelters. The event was an overwhelming success and even drew in **Senator Thomas Carper, Senator Chris Coons, and Dover Mayor Robin Christiansen**.

Code Purple, Day of Giving

We hosted the **Annual Day of Giving** event. With local community partners on hand providing donations of food, clothing, jackets, toys, and personal needs for those who are homeless or going through a hard time. The organizations offering donations were phenomenal. The number of people that were beneficiaries of these tidings was very appreciative of this effort. **Code Purple** is looking to repeat a **Day of Giving** with us again.

Delaware Senior Olympics

The DSO hosted their **National Bicycle Qualifier** at Dover Downs. **Parks & Recreation staff** assisted the DSO with the time trials portion of the event. More than **50 senior participants** were noted at the

Check out our stats...

****43,588** patrons & visitors were recorded in the John W. Pitts Recreation Center

3,200 (approx.) adults & youth participated in our basketball, field hockey, lacrosse, softball and volleyball

2015 revenues

\$85,140 Leagues
\$23,300 General Recreation
\$10,400 Field/Building Rentals
\$ 7,260 Trips
\$ 6,950 Sports
\$24,000 Camps
\$52,670 Youth Connections &

Top Left Picture: In May 2015, Dover Elks Lodge 1903 hosted the 19th Annual Jack Conrad Fishing Derby. It's a free fishing derby open to all youth in the greater Dover area. Brining children & families together is a great way to introduce children to fishing, bond families, and make new friends while promoting our gem, Silver Lake Park. The event hosted 45 youth & their families.

Recreation Highlights

New in the Fall of 2015, we introduced an affordable **youth soccer program** that opened the door to a **diverse population** of players from the greater Dover area. Joining us in the new league, Holy Cross and the YMCA of Dover complimented this needed program. The success of this league lead to an indoor winter session of soccer and plans for a new spring league are underway.

With the **air conditioning installed**, the summer was never cooler! We hosted an outstanding indoor summer basketball league with no room to grow & summer program registrations increased. Many of our patrons commented favorably to having the climate controlled environment while in the gym.

Working with Wesley Women's Lacrosse, we hosted a new and

free introductory **lacrosse clinic** that touted **53 girls** in attendance. This was a great way to introduce young girls to a new and fun sport they can grow with for many years to come.

In addition to our regular programming, staff worked on the Amish Bike Tour, Capital Holiday Festival, Annual Food Drive, and clean up days along with other popular events offered to the **citizens of Dover**.

2015 Challenger Football

Dover High School Football Players, Cheerleaders and Band Members made this a day of



Ann Marie Townshend, Director

Full Time Employees

Carolyn Courtney (15 years of service)

Peggy O'Brien (17 years of service)

Steve Pickering (19 years of service)

Sherwanda Speaks (20 years of service)

Wayne Voshell (14 years of service)

Complimenting with

4 Part Time Employees

20 Seasonal/Temporary

The Parks & Recreation division is responsible for the John W. Pitts Recreation Center, a variety of indoor & outdoor sports leagues for youth and adults, fitness programs, spring break and summer camps, an afterschool program at Towne Point Elementary school, bus trips and fun activities for youth and their families at affordable rates and schedules to meet the needs of the City of Dover and surrounding areas.



What's Up in Parks

Spring & Summer Performing Arts Series

In its 39th year, the 2015 schedule provided free family style entertainment, yet, remained affordable to the city, with sponsorships from **Eden Hill Medical Center**, **Calpine**, and the **YMCA of Dover**. Their support was a large part of the success, as we noted approximately **3,000** spectators for the season!



Tournaments at Schutte Park

Our Schutte Park field bookings were full in 2015. Naming a few, **Delaware Senior Olympics**, **Guns and Hoses First Responders**, and **Delaware State University** all hosted **softball** tournaments. The **FOP** hosted a **Flag Football Tournament** and

Delaware Union hosted the **Kohls Cup Youth Soccer Tournament** on our Schutte Park multipurpose fields.

Silver Lake Park

Girls on The Run

hosted a run for more than **350 teen girls** promoting healthy lifestyles and confidence. With the event being a success at Silver Lake. We are working on their return in 2016. The **Junior Diabetes Research Foundation** hosted their awareness fundraiser



event in Silver Lake. While their event was dampened by rain in 2014, the 2015 event was much more successful. The **Silver Lake Commission (SLC)** and the

Hugh O'Brien Youth (HOBY) group participated in two Silver Lake Clean Up events held during the year. **HOBY** worked along Park



Drive, replacing mulch and weeding over-growth areas while the **SLC** focused their clean up efforts in park area itself, cleaning up trash and other foreign debris.

Mayor Christiansen hosted the **2nd Canoe and Kayak Regatta**.

Recreation Needs Assessment

One of the principal reasons for the assessment was to ensure that limited dollars are invested in a way that best meets the needs of Dover's residents. **Accepted by City Council** in the Fall, the

BOARD OF ADJUSTMENT 2015					
File #	Applicant	Location	Type	Action	Date
V-15-01	Uzin Utz	200 Garrison Oak Drive	Area Variance (sign)	Approval w/Conditions	1/21/2015
V-15-02	Lands of Sobrook, LLC	44 Homberg Circle	Area Variance (setbacks)	Removed from Agenda	2/18/2015
V-15-03	South Kirkwood Street Lots	20-28-30-32-40-56 S. Kirkwood Street	Area Variance (lot size)	Approval	2/18/2015
V-15-04	Golden Corral	74 N DuPont Highway	Area Variance (parking)	Approval	2/18/2015
V-15-05	New Winner Volkswagen Subaru Showroom	1387 N DuPont Highway	Area Variance (sign)	Approval	3/18/2015
V-15-06	Lands of AVA Commercial LLC	623 Fulton Street	Area Variance (parking)	Approval	3/18/2015
V-15-07	Lands of Thomas Bugbee and Sherrill Brekke	74 Laurel Drive	Variance Extension (floodplain)	Approval	4/15/2015
V-15-08	Cellco Partnership dba Verizon Wireless	1255 College Park Drive	Area Variance (height)	Approval	6/17/2015
V-15-09	Clara Ridgley Properties LLC	615 Ridgley Street	Area Variance (setbacks) Area Variance (height)	Approval	6/17/2015
V-15-10	Lands of Modern Maturity Center	1121 Forrest Avenue	Area Variance (sign)	Approval w/Conditions	7/15/2015
V-15-11	Lands of Mary Lou Bayshore	200 N West Street	Use Variance (one-family residence in M zone)	Approval	8/19/2015
V-15-12	Lands of Melinda, Arthur, Jessica Giangrant	730 Oak Drive	Area Variance (floodplain)	On hold	9/16/2015
V-15-13	Cellco Partnership dba Verizon Wireless	118 Galaxy Drive	Area Variance (height)	Approval	9/16/2015
V-15-14	Grotto Pizza	1159 N DuPont Highway	Area Variance (sign)	Denial	10/21/2015
V-15-15	Grace Presbyterian Church Inc	350 McKee Road	Area Variance (parking)	Approval	12/16/2015

HISTORIC DISTRICT COMMISSION 2015					
File #	Plan Name	Location	Type	Historic District Commission Action	Date
HI-15-01	Certified Local Government (CLG) Application	City of Dover	Application to be designated as a CLG	Historic District Commission Legislative Finance Committee City Council Designation as CLG	1/15/2015 2/9/2015 2/23/2015 5/15/2015
HI-15-02	Referral of Sign Permit #14-1609 Woodburn	151 Kings Highway SW	Sign Permit: post and panel sign	Consultation on ARC Approval of ARC	1/15/2015
HI-15-03	Referral of Sign Permit #15-15 Baird Mandalas Brockstedt	6 S State Street	Sign Permit: freestanding sign and fence	Consultation on ARC Approval of ARC w/conditions	1/15/2015
HI-15-04	Referral of Building Permit #15-19 PNC Bank ATM	3 Lookerman Plaza	Drive-thru ATM structure	Consultation on ARC Approval of ARC w/conditions	1/15/2015
HI-15-05	Sculpture at Biggs Museum of American Art	406 Federal Street	Exterior sculpture of tree and birds	Consultation on ARC Approval of ARC	2/19/2015
HI-15-06	Building at 312 W Lookerman Street	312 W Lookerman Street	Determination of Demolition by Neglect	Determination of Demolition by Neglect City Council declaration as Dangerous Building	2/19/2015 3/9/2015
HI-15-07	Santa House Project	Lookerman Way	Information on Building Permit #15-1159	Presentation on project to HDC Staff Approval of ARC	4/23/2015
HI-15-08	South Bradford St Streetscape Enhancements Project	S Bradford Street between Division St and Lookerman St	Information	Presentation to HDC	12/17/2015

SITE PLANS 2015						
File #	Plan Name	Location	Type	Bldg Sq Ft	Action	Date
S-15-01	Office at 598 N DuPont Highway	598 N DuPont Highway	Administrative Site Plan (House conversion to Office)	1800 S.F. (existing)	Administrative Review (Filed) PC Approval of Waiver Approval	12/30/2014 1/20/2015 2/5/2015
S-15-02	Bayhealth OR #11 Building Expansion	640 S State Street	Administrative Site Plan (Hospital building addition)	1,450 S.F.	Administrative Review (Filed) Approval	1/23/2015 5/6/2015
S-15-03	Building for Islamic Society of Central Delaware	777 S Little Creek Road	Public Assembly Building	38,649 S.F.	Conditional Approval by PC	3/16/2015
S-15-04	Dover Town Center	1574 N DuPont Highway	Redevelopment and Pad Sites	111,503 S.F.	Conditional Approval by PC	5/18/2015
S-15-05	North Street Mini Storage	1351 W North Street	Mini Storage Facility	108,940 S.F.	Conditional Approval by PC	5/18/2015
S-15-06	AAA Mid-Atlantic at Greentree Shopping Center	120 Greentree Drive	Administrative Site Plan (Tenant fitout site improvements)	N/A	Administrative Review (Filed) Approval	4/1/2015 5/13/2015
S-15-07	Eden Hill TND Residential District Implementation Plan Revision	Eden Hill Farm TND Residential District	Revised Implementation Plan for 742 units	N/A	Conditional Approval by PC	5/18/2015
S-15-08	Lydia Smith Family Child Care	812 Bacon Avenue	Large Family Daycare	N/A	Administrative Review (Filed) Approval	4/13/2015 4/27/2015
S-15-09	DeColores Family Child Care	917 Monroe Terrace	Large Family Daycare	N/A	Administrative Review (Filed) Approval	5/5/2015 pending
S-15-10	Eden Hill Farm TND: Residential District Revised Active Recreation/Open Space Plan	Eden Hill Farm TND Residential District	Revised Plan	N/A	Conditional Approval by PC	8/17/2015
S-15-11	Site Redevelopment of 365 N DuPont Highway	365 N DuPont Highway	Administrative Site Plan (Restaurant renovation)	5,626 S.F. (existing)	Administrative Review (Filed) Approved	7/13/2015 11/10/2015
S-15-12	Blue Hen Apartments LLC Phase 2	605 and 655 Bay Road 400 Haslet Street	Apartments- 192 units	N/A	Conditional Approval by PC	10/19/2015
S-15-13	Dover Town Center Revised Phase 2 (supersedes S-15-04)	1574 N DuPont Highway	Revised Plan and Pad Site	115,492 S.F.	Conditional Approval by PC	9/21/2015
S-15-14	Creekstone Center Development	1198 S Governors Avenue	Site Development Master Plan	113,905 S.F.	Conditional Approval by PC	11/16/2015
S-15-15	Fordham and Dominion Brewery Building Addition Phase 2	1284 McD Drive	Building Addition	13,370 S.F.	Conditional Approval by PC	12/16/2015
S-15-16	Cellco Partnership dba Verizon Wireless	615 Ridgely Street	Telecommunications Tower	1,225 S.F.	Administrative Site Plan (Filed) Approval	11/25/2015 4/5/2016

MISCELLANEOUS 2015					
File #	Plan Name	Location	Type	Action	Date
MI-15-01	2015 Comprehensive Plan Amendments	801 N State Street: Request for Land Use Classification change on Map 12-1 Amend Chapter 13: Growth and Annexation (Remove Cost-Revenue Analysis)	Comprehensive Plan Amendment (Ordinance 2015-01)	CC First Reading Planning Commission recommended denial of Map 12-1 change and approval of Chapter 13 amendment City Council approval of Map 12-1 change and approval of Chapter 13 amendment	2/9/2015 3/16/2015 4/13/2015
MI-15-02	Amendments to Tax Incentives and Downtown Redevelopment Target Area as Related to Downtown Development District	Dover Code of Ordinances Chapter 102- Taxation, and Dover Code of Ordinances Appendix C	Ordinances 2015-03 and 2015-04	LFA CC First Reading City Council	2/9/2015 2/9/2015 2/23/2015
MI-15-03	Information on ICEMAP- Installation Complex Encroachment Management Action Plan (DAFB)	City of Dover	Information File	Study started in February 2015	2/10/2015
MI-15-04	Text Amendment: RC Zone and Temporary Outdoor Activities	Zoning Ordinance Article 3, Section 18 and Dover Code of Ordinances	Ordinance 2015-17	LFA CC First Reading Planning Commission recommended approval w/ amendments City Council adoption	10/12/2015 10/26/2015 11/16/2015 12/14/2015
MI-15-05	Info File: DSU Pedestrian Improvements	Route 13 Frontage, 1200 N DuPont Highway	Information File	Landscape improvement project in right-of-way	2/11/2015
MI-15-06	Minor Lot Line Adjustment- Central Delaware Habitat for Humanity	20, 28, 30, 32, 40, and 56 South Kirkwood Street	Minor Lot Line Adjustment Plan	Administrative Review (Filed) Approval of Record Plan	3/6/2015 5/6/2015
MI-15-07	Northgate Center Parcel Consolidation Plan and Right-of-Way abandonment	Krisko Circle Lots 6-12	Minor Lot Line Adjustment Plan Subdivision Waiver	Filed Planning Commission recommended waiver approval City Council approval of waiver and Right-of-Way abandonment Approval of Record Plan	4/2/2015 5/18/2015 5/26/2015 7/29/2015
MI-15-08	Lands of Kesselring and Latch	1315 and 1325 New Burton Road	Parcel Consolidation Plan	Administrative Review (Filed) Approval of Record Plan	4/30/2015 6/3/2015
MI-15-09	Lands of Koutoufaris	950 and 958 N State Street	Minor Lot Line Adjustment Plan	Administrative Review (Filed) Approval of Record Plan	5/7/2015 6/3/2015
MI-15-10	FEMA LOMA for Woodbrook Professional Office	1052 S Governors Avenue	Letter of Map Amendment- Case #15-03-1422A	LOMA-FIRM Panel 10001C0169J	7/7/2014
MI-15-11	Text Amendment: RG-1 and RG-2 Uses and Bulk Standards (To allow townhouses and duplexes)	Zoning Ordinance Articles 3, 4, 5	Ordinance 2015-13	LFA CC First Reading Planning Commission recommended approval City Council adoption	8/10/2015 8/24/2015 9/21/2015 10/12/2015
MI-15-12	McKee Road Business Park	1565-1575 McKee Road	Minor Lot Line Adjustment Plan	Administrative Review (Filed) Approval of Record Plan	8/12/2015 1/20/2016
MI-15-13	Text Amendment: Manufactured Homes and Trailers and Appendix B	Zoning Ordinance Article 12: Definitions of one-family dwelling and manufactured home	Ordinance 2015-20	CC First Reading Planning Commission City Council	11/09/2015 12/16/2015 1/11/2016
MI-15-14	Report to Office of State Planning Coordination 2015	Municipal Development Trends 2015	Information File	Summary of Building Permits issued, Development Applications approved and Zoning Changes approved	2/25/2016

CONDITIONAL USE 2015						
File #	Plan Name	Location	Type	Bldg Sq Ft	PC Action	Date
C-15-01	Professional Office Space at 15 Kings Highway	15 Kings Highway	Convert residence to office space	3,250 S.F. (existing)	Approval w/Conditions	1/20/2015
C-15-02	Walk in the Light Church	149 S Governors Avenue	Place of Worship	N/A	Denial	1/20/2015
C-15-03	Cellco Partnership dba Verizon Wireless	1255 College Park Drive	Telecommunication Tower	1,600 S.F.	Approval w/Conditions	8/17/2015
C-15-04	The Grande Building #4 Planned Neighborhood Design- Senior Citizen Housing Option	101-405 Doveview Drive	PND-SCHO: Add 48 apartment units	62,240 S.F.	Approval w/Conditions	12/16/2015

SUBDIVISIONS 2015						
File #	Plan Name	Location	Type	of Lots/Acreag	Action	Date
SB-15-01	Lands of Michael E. Camiski	5096 Hazletville Road	Minor Subdivision	4/3.21 ac	Conditional Approval by PC	5/18/2015
SB-13-06F	Jefferson Terrace Subdivision	Jefferson Terrace	Major Final Subdivision	5/4.23 ac	Administrative Review (Filed)	6/4/2015

REZONINGS 2015						
File #	Applicant	Location	From/To	Acres	Action	Date
Z-15-01	Lands of 801 Gold Coast LLC	801 N State Street	RG-3 to C-2A	1.943	PC Recommended Approval City Council	5/18/2015 6/8/2015
Z-15-02	Lands of Blue Hen Apt LLC, Blue Hen CC LLC, and Read Street LLC	605, 625, 635, 645 and 655 Bay Road and 400	SC-3/RM-2 to SC-2/RG-2 with SWPOZ	80.02	PC Recommended Approval City Council	5/18/2015 6/8/2015
Z-15-03	Lands of Robert and Erin Barrett	35 and 39 N New Street	RG-1 to RG-3	0.226	PC Recommended Approval City Council	7/20/2015 8/10/2015
Z-15-04	Whatcoat Village Apartments	904, 910, 930, 950, 970, 986, and 992 Whatcoat Drive	RG-1 to RG-2 with COZ-1	4.282	PC Recommended Approval City Council	12/16/2015 1/11/2016

UNIFIED SIGNS 2015					
File #	Applicant	Location	Type	Action	Date
US-15-01	New Winner Volkswagen Subaru Showroom	1387 N DuPont Highway	Comprehensive Sign Plan	PC Approval w/ Conditions	7/20/2015
US-15-02	Dover Town Center	1574 N DuPont Highway	Comprehensive Sign Plan	PC Approval w/ Conditions	9/21/2015