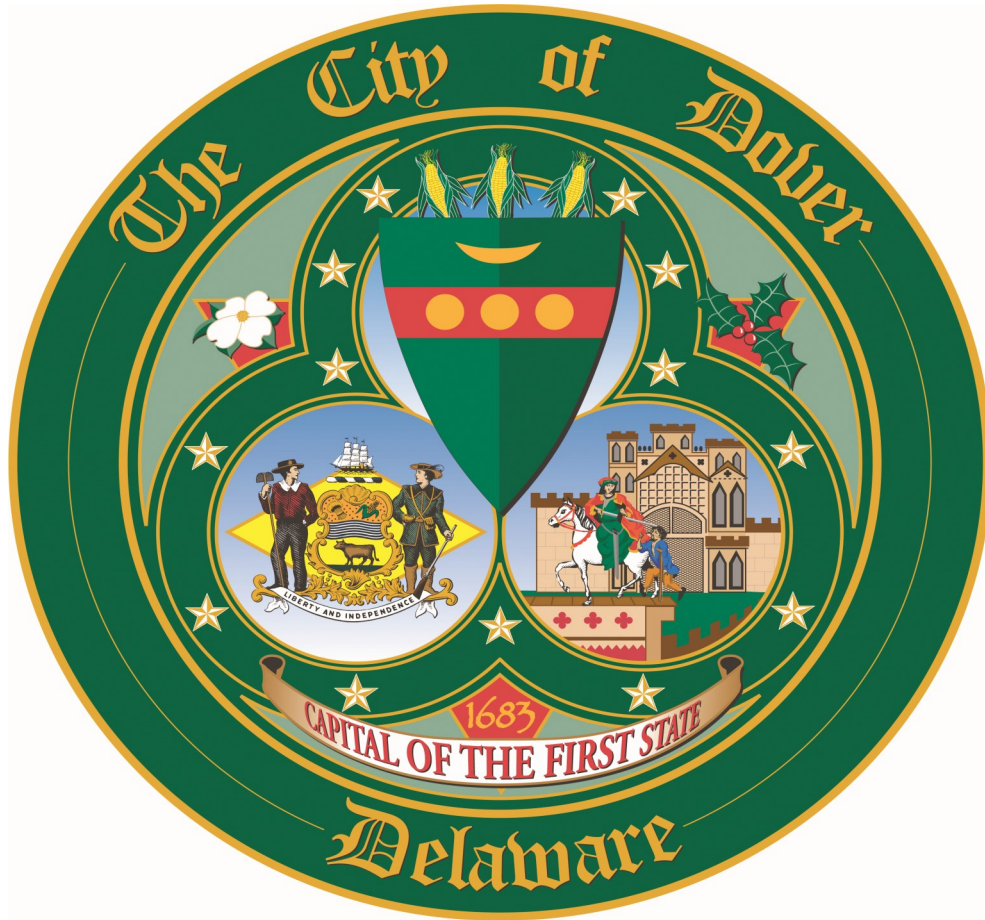


City of Dover, Delaware

Department of Planning and
Inspections & Recreation



2016 Annual Report

Planning, Inspections
& Recreation

I. INTRODUCTION	3
II. DIVISION REPORTS	3
<i>Building Inspections.....</i>	<i>3</i>
<i>Fire Marshals.....</i>	<i>4</i>
<i>Personnel.....</i>	<i>5</i>
<i>Code Enforcement & Property Maintenance.....</i>	<i>7</i>
<i>Licensing and Permitting.....</i>	<i>8</i>
<i>Planning Division.....</i>	<i>9</i>
III. INITIATIVES AND ACCOMPLISHMENT.....	10-11
<i>Downtown Development District / Restoring Central Dover.....</i>	<i>10</i>
<i>Comprehensive Plan Implementation</i>	<i>12</i>
<i>Major Development Projects.....</i>	<i>13</i>
<i>Other Major Project Activities.....</i>	<i>14</i>
IV. 2015 COMMITTEE REPORTS & PROGRESS IN PICTURES	15-18
<i>Planning Commission.....</i>	<i>19</i>
<i>Board of Adjustment.....</i>	<i>19</i>
<i>Historic District Commission.....</i>	<i>19-20</i>
<i>Recreation Division</i>	<i>21</i>
V. COMMISSION ACTIVITY	
<i>Board of Adjustment.....</i>	
<i>Historic District Commission.....</i>	
<i>Planning Commission Site Plan Applications.....</i>	
<i>Miscellaneous Planning Applications.....</i>	
<i>Conditional Uses.....</i>	
<i>Subdivisions.....</i>	
<i>Rezoning Applications.....</i>	
<i>Unified Signs.....</i>	

Planning, Inspections & Recreation

2016 Annual Report



Introduction

2016 was a busy year for the Departments of Parks & Recreation and Planning & Inspections. Dover's economic recovery strengthened significantly during 2016, and the Planning and Inspections Department saw an increase in the number of permits issued, inspections performed, and new homes under construction. We saw the former big boxes of Walmart and Kmart renovated and occupied with new businesses, and many other signs of a growing local economy. Thanks to the efforts associated with the Downtown Development District and Restoring Central Dover, new businesses have opened and new homes have been built in downtown Dover.

In Planning Office and Parks and Recreation staff worked on completing a master plan for Schutte Park. A public workshop was held at the park in July, and staff worked on completing a plan for presentation to City Council in early 2017. The City's soccer program continued to be strong, and we expanded out league offerings. As in previous years, our summer concert series on The Green was a great success.

By all accounts, 2016 was a great year.!

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 5,476 building inspections, 4,184



plumbing/mechanical inspections and 148 C/O inspections this year. 2, 033 permits were issued in 2016.

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 , Fire Marshal

Vacancy, Deputy Fire Marshal / Inspector II

Matthew Brown, Deputy Fire Marshal / Inspector I

The Fire Marshal's Office has a staffing level of 3 full time employees. The breakdown is the Fire Marshal and two Deputy Fire Marshals which can hold the position of Inspector I or II. Currently the office has one Inspector II and one Inspector I. This office has had a vacancy since April due to Timothy Mullaney Jr. transferring to the Dover Police Department.



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



cupancy approval process.

In addition to the inspection related responsibilities the Fire Marshal's Office is responsible for the investigation into origin and cause of fires and explosions within the City of Dover. All employees of the office are on an on call rotation for any after-hours fire or life safety complaint received. All employees also work special events such as race weekends, Firefly (152 hours), and July 4th.

For the year 2016, the following is a breakdown of activity for the office:

- Annual Fire/Life Safety Inspections: 287 with 1,219 deficiencies
- Certificates of Occupancy Inspections / Fire Protection Acceptances Tests; 181
- Administrative walkthrough inspections; 202
- Fire/Life Safety Complaints: 389
- Plan Review: 132
- Plan Review: 108 fire permits issued with a total value of \$27,246

Total of 65 Fire Investigations with a Total Fire Loss of \$1,813,355

- **Accidental:** 41 with a total amount of \$524,302 in damage.
- **Incendiary:** 11 with a total amount of \$962,451 in damage. Arrest in conjunction with Dover Police Department Total: 3
- **Undetermined:** 13 with a total amount of \$326,602 in damage.
- **Subject Injured/Burned Investigations:** Total of 10
- **Fire System Saves:** 11

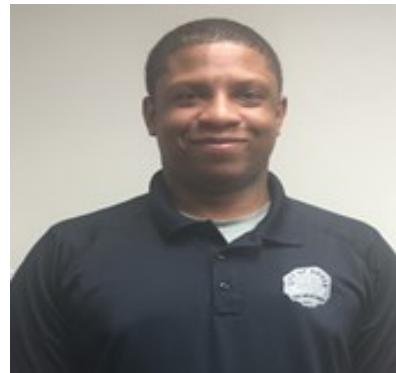
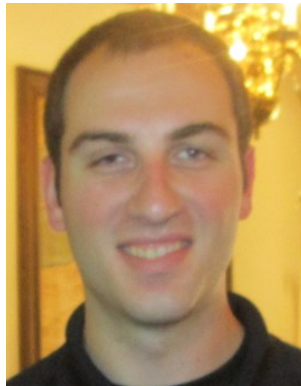


Fire Type	Number	Value of Loss
Accidental	59	\$2,590,950
Incendiary	13	\$48,301
Undetermined	13	\$192,301
TOTAL	85	\$2,831,552

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 2016. The change is as follows:

- Angela Greenlee joined the Inspections Staff as an Office Assistant II on February 29, 2016.
- Timothy Mullaney Jr. transferred to the Police Department on April 1, 2016.
- Jake Shepherd was hired as a Inspector I in the Code Enforcement Office effective April 11, 2016.
- Debbie Krueger transferred to the City Clerk's Office as an Administrative Assistant on April 22, 2016.
- Courtney Kenton was hired as an Office Assistant in the Inspections Office effective June 20, 2016.
- Jared Boesenberg last day with the City of Dover was June 23, 2016. Jared took on a position with the Anne Arundel County, Maryland Fire Department.
- Jason Osika was appointed as Fire Marshal effective September 14, 2016.
- Phillip Lewis was hired as a Inspector I in the Code Enforcement Office effective November 28, 2016.



Code Enforcement & Property Maintenance

Staff: Tim Taraila, Inspector III/Code Enforcement Supervisor; Ron Coburn, Inspector II/Vacant Buildings; Jake Shepherd, Inspector I; Velvet Bowen, Inspector I & Phillip Lewis, Inspector I. Brenda Bradley worked part time in the spring of 2016 when Jared Boesenberg, Inspector I, took on a position with the Anne Arundel County, Maryland Fire Department.



The Code Enforcement Officers entered a total of 2,764 cases into the H.T.E. system with regard to violations of the *Dover Code of Ordinances* and *Zoning Ordinance*. Based on the data below demonstrating the reason for the inspections, more than 74 percent of the 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, 6,474 inspections were performed for code compliance. All cases entered must have an origination code, such as a citizen complaint or an officer's observation. Below is a breakdown of the reasons for inspections, the number of inspections performed by the Code Enforcement Staff, and a list of the different types of inspections conducted.

In addition, the Code Enforcement Officers conducted another 376 inspections relating to Fence, Sign and Building Permits. The Officers also assisted in the collection of Itinerant Merchant Licenses during the two NASCAR Race Operations conducted at the Dover International Speedway.

Vacant Buildings:

The Code Enforcement Officers registered a total of 228 buildings within the City limits of Dover and collected \$204,946.93 dollars in registration fees from the vacant building program. Since the program began in

Types of Inspections/Cases Entered

Annual Rental Housing Inspections	321
Property Maintenance Exterior	380
Tall Grass and Weeds	595
No Valid Business License	152
No Valid Building Permit	105
Unregistered Vehicles	54
Dover City Ordinances (Violations)	421
All Others	692
Total	2,764

Causes for Inspections

Citizen/Tenant complaint	510
Electric Department Referral	122
Other Agency Referral	90
Staff Initiated	2,042
TOTAL	2,764

Demolished by the City:

325 N New Street
 1124 Forrest Avenue
 1128 Forrest Avenue
 528 Bay Road
 139 Mitscher Road

Repaired by Owner

45 S New Street
 59 S Turnberry Drive
 941 Lincoln Street
 411 W Reed Street
 104 S New Street

518 Bay Road

Demolished by the Owner:

1032-1058 S Dupont Highway
 18 N New Street
 420 W Reed Street
 200 N West Street
 14 Mishoe Street
 12 Mishoe Street
 53 S New Street
 20 N New Street



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:

35 buildings or structures were active on the dangerous building list. Of these, the following 19 structures were either demolished by the City, came into code compliance, or they were demolished by the owner of the property.

Licensing and Permitting

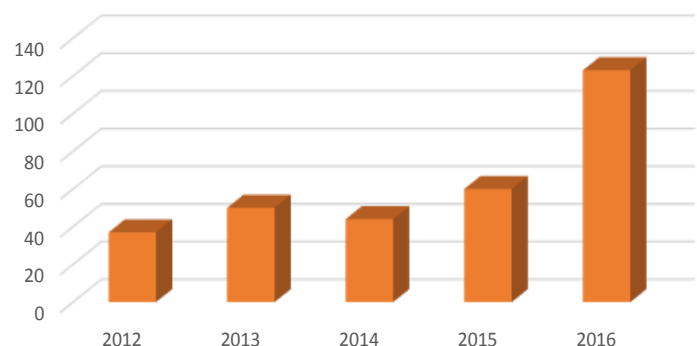
Staff: Angie Greenlee, Office Assistant II, Courtney Kenton, Office Assistant II; and Kristen Mullaney, Licensing & Permitting Supervisor;

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 ap-



New Home Permits
2012-2016



pointments 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 2016, the Planning Office processed 83 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. It performs the following tasks:

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

The following projects were completed during the program year:

- ♦ **Homeownership Assistance Program**—Throughout the year, three (3) families received a grant from the City of Dover's Homeownership Assistance Program and purchased affordable housing in the City. Two of the homes purchased were located in the Downtown Development District.
- ♦ **Dover Interfaith Mission to the Homeless**—CDBG funds were utilized to cover the operations costs for the homeless shelter. Over 250 homeless men were serviced throughout the program year.
- ♦ **Milford Housing Homeowner Rehabilitation Program**—CDBG funds were provided to fully renovate and improve three (3) owner-occupied homes.
- ♦ **Milford Housing Emergency Repair Program**—CDBG funds were provided to complete emergency home repairs for eight (8) owner occupied homes eliminating health and safety hazards.

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. There was a lot of progress in implementing the Downtown Development District, particularly in the area of new housing downtown. The Planning Office has actively participated in the Restoring Central Dover Steering Committee and four work groups. Through a Restoring Central Dover grant, along with City funds, the City upgraded street lighting on South New Street between Lookerman and Division Streets. Central Delaware Habitat for Humanity constructed two homes on North New Street and one home on South Queen Street, in addition to completing the homes on South Kirkwood Street. Six new duplex homes got under construction at the corner of Kirkwood and Reed Streets. NCALL began construction on a new home on North Governor Avenue, and Milford Housing Development Corporation started construction on two homes on South Kirkwood and South Queen Streets. In addition, property owners took advantage of Downtown Development District grants and incentives to improve properties and open new businesses in downtown Dover.



Special Studies & Projects

West Capital Gateway Plan: In November 2015, the City of Dover and the Dover/Kent County MPO held a multi-day planning workshop to develop a plan for the Division Street/Forest Street corridor from Saulsbury Road to State Street. During the first half of 2016, Whitman Requardt & Associates completed the plan document, which is posted on the Dover/Kent MPO website.

South Bradford Street Streetscape Enhancements Project - On January 12th, the City hosted a DelDOT Public Workshop on the South Bradford Street Streetscape Enhancements project. The project to improve sidewalks, lighting, and landscaping focuses on the blocks of South Bradford Street between West Division Street and West Loockerman Street. The Historic District Commission was also briefed on this project.

Plan4Health - The Plan4Health Charrette: Dover Health Planning Week was held June 13-15, 2016 to gather information and ideas on planning for a healthy living in Dover. A series of open house events were hosted in the Community Room of Bayard Plaza in Downtown Dover. See www.deplan4health.org. Information developed by this effort will inform the City's next Comprehensive Plan.

Downtown Parking Study – In October, Planning Office Staff began assisting in the preparation for the upcoming data collection effort on parking space usage in the central Downtown area as associated with a Downtown Parking Study. November 29th began the data collection fieldwork and continued on December 8th. The study is being prepared by a consultant and is funded by the Dover/Kent County MPO. It is expected to be complete by mid-2017.

Senator Bikeway— Planning for the Senator Bikeway, a low stress bicycle route to travel east/west across the City from the Dover High School to Route 13, got underway with the support and leadership of DelDOT and Dover's Bicycle and Pedestrian Subcommittee. Design work and public outreach began for the improvements associated with the first phase of the project, from Saulsbury Road to West Street.

Non-Conforming Uses in Residential Districts - The Planning Office was directed by City Council to study "Non-conforming Uses" in the residential districts and prepare recommendations for an appeal process and to identify non-compliant uses (MI-16-13). Staff worked to develop the methods for the study of "Non-conforming Uses" including use of a mobile GIS application for data collection to identify non-compliant uses. During Summer 2016, Planning Office utilized a Staff developed mobile GIS application for data collection to identify non-compliant uses in specific residential zones. The first set of Notification Letters was sent on August 24, 2016 to nine properties found by the study to be non-residential uses within residential zones. The letters were to notify property owners of their non-conforming use status and to give them the opportunity to discuss options for compliance with Planning Staff prior to the December 31, 2016 sunset of nonconforming uses. In Fall 2016, a number of the affected property owners contacted Staff to discuss their non-conforming use status with many initiating steps to become compliant. Depending on the situation, steps towards compliance involved the documentation of use/activity approvals, the submission of Minor Lot Line Adjustment Plans and the submission of Rezoning applications. A second round of Notification Letters will be sent in 2017 for the next set of properties identified as "Non-conforming Uses" in residential districts.

Comprehensive Plan Implementation Activities

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 Planning Staff in 2016.

Comprehensive Plan Amendments 2016 - The annual procedure for consideration of amendments to the *2008 Comprehensive Plan* started with filing of requests in December 2015 and proceeded through the Preliminary Land Use Services Review (PLUS) and Planning Commission hearing and review for recommendation in early 2016. On March 14, 2016, the City Council approved the set of Comprehensive Plan Amendments 2016. The Comprehensive Plan Amendments approved were a series of amendments to the Map 12-1: Land Development Plan Map to revise the Land Use Classifications of specific properties. The approved amendments include changes to the Land Use Classifications for the following properties: Lands of Kesselring Company, LLC at 37.2 acres near New Burton Road (1436 New Burton Road); Lands of Braun at 834 South State Street; and the staff initiated request for the Lands of Dover International Speedway (Woodlands area) at 75 Pit Stop Lane and 599 Persimmon Tree Lane (MI-16-01A, B, C). In accordance with the approved procedure for annual amendments to the Comprehensive Plan, no new requests were received in December 2016.

Bicycle & Pedestrian Planning – The Planning Office participates in the monthly meetings of the Bicycle & Pedestrian Sub-Committee. In 2016, Staff is part of the working group for the Dover/Kent County MPO Regional Bicycle Plan Update project.

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 October 27th, the Consortium adopted yearly population projections and the Population Projection Series. The DPC estimate the City of Dover total population at 37,569 people (as of July 1, 2016). See entire DPC population projections document at http://stateplanning.delaware.gov/information/dpc_projections.shtml

Dover International Speedway Annexation - Over 250 acres of land owned by Dover International Speedway Inc. was annexed into the City of Dover on May 9, 2016; this is the largest land annexation since the 2006 annexation of the Lands of Carey which became the new Dover High School. The land annexed is located east of State Route 1 in the vicinity of Leipsic Road and Persimmon Tree Lane and also the property at 1229 Persimmon Tree Lane. (Application AX-16-03) This annexation brings The Woodlands area (festival lands) into one jurisdiction.

Schutte Park Master Planning - Planning Staff assisted in developing conceptual plans for improvements to the recreational amenities at Schutte Park. The Parks & Recreation Department with assistance from the Planning Office held a Public Workshop on July 20, 2016 to gather input on design ideas to best utilize the multifunctional community park. Presentation boards of the design concepts were on view outside of the John W. Pitts Recreation Center. Planning Staff continued to refine the park design plan. A presentation of the Schutte Park Master Plan will occur in 2017.

Ordinance Amendments: Research and Development

A number of text amendments to the *Zoning Ordinance* occurred in 2016. The process of text amendment and ordinance development and adoption involves research by the Planning Staff, consultation with stakeholders on specific topics, review by City Council Committees and then formal review and public hearings by the Planning Commission (for recommendation) and City Council (final action). See summary table as follows for 2016 activity. The research and ordinance development project related to “Manufacturing Housing” was the major research project. In 2016, Planning Staff was also researching the topics of residential zoning districts and the supplementary regulations for the development of future ordinance amendments.

Major Projects and Construction Activity

Residential Activity

A number of existing subdivisions saw renewed efforts for house construction. Activity includes dwellings in Nottingham Meadows, Clearview Meadows, Senators Lake, Seskinore, Village of Westover Phase VI, and Village of Cannon Mill. These developments include mixes of one family detach dwellings, duplexes, and townhouses. In October, construction for the first three townhouse units began in Chestnut Grove Farms, a new residential development on the south side of Chestnut Grove Road. In November, permits were issued for a series of six (6) duplex units on West Reed Street within the Downtown Development District area (C-16-03).

Construction activities also continued in 2016 at several multi-family residential projects including the Leander Lakes Apartments project south of Forrest Avenue/Route 8 (S-12-18); the redevelopment of Walker Woods as the Village of McKee Branch (S-13-18); the re-start of construction at the Tall Pines project at 1655 and 1665 Kenton Road (S-14-18); and the first building of Phase 2 at the Blue Hen Apartments Complex (S-15-12). Certificates of Occupancy were issued to the first apartment building (24 units) in Leander Lakes Apartments in July and by year end a total of 3 buildings and the Clubhouse were occupied in the complex. Also over the year, the redevelopment of the dwelling units at the Village of McKee Branch was completed.

The summer of 2016 saw the start of construction for a new community center building and renovations to the apartment buildings at Whatcoat Village on Whatcoat Drive (S-16-05) and the construction of the new Apartment Building 4 at The Grande: Planned Neighborhood Design – Senior Citizen Housing Option (C-15-04).

Eden Hill Farm TND

In June, construction activities for site work and infrastructure improvements began for the Neighborhood Commercial District of the Eden Hill Farm Traditional Neighborhood District project and the Building Permit for Commercial Building 5 was issued in September (S-16-08). In November, the foundation permit was issued for construction of the next building in the Eden Hill Farm TND: Professional Office, Medical & Financial District. This Phase 2 Building (Building 4) is a Skilled Nursing Facility (S-16-16) to be located at 300 Banning Street.

Other Construction Activities

Dover Town Center: The project S-15-14 Redevelopment of old Walmart site at 1574 North DuPont Highway continued with construction a multi-tenant commercial pad site building. In the main building, a number of tenant fit-outs were completed for Five Below, Petco, and Ulta. Construction was complete in September for the Outback Restaurant building.

Mission BBQ Restaurant: In April, construction activities began for renovations at 365 North DuPont Highway (previous Lonestar Restaurant) for the Mission BBQ Restaurant.

Capital Commons: Construction activities began in May for the renovations of the building at 515 North DuPont Highway (old Kmart location) consisting of the tenant fit-outs for Burlington and Big Lots. With this project known as Capital Commons, a series of site improvements includes parking lot reconfiguration, entrance reconfiguration, sidewalks/multi-use paths, and landscaping to occur under Site Plan S-16-02. These new retail stores opened in late September. Two pad sites at the property are opportunities for future development.

Kraft-Heinz: Construction activities occurred at the Kraft-Heinz facility for a new breadcrumb production line. This entailed conversion of a previous warehouse building on-site.

Creekstone Development: Construction is underway on the new office building at Creekstone Development on South Governors Avenue (S-15-14). This is the next phase of development.

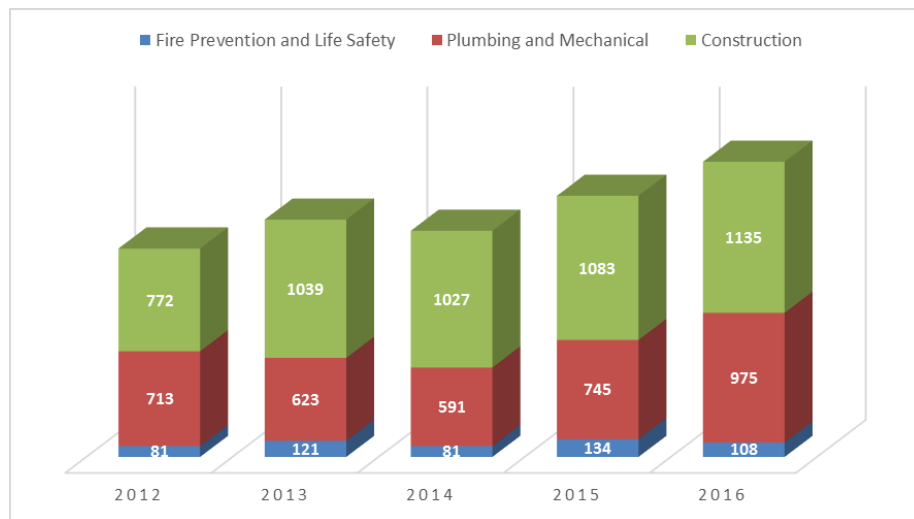
Dover Behavioral Health: In June, permits were issued to begin construction of a building addition at Dover Behavioral Health on Horsepond Road (S-16-04). This will increase the number of beds at the facility. Phase 2 of the expansion project (for 8 beds) began in September (S-16-10).

Islamic Society of Central Delaware Building: Permits were issued to begin construction of the public assembly building for the Islamic Society of Central Delaware on South Little Creek Road (S-15-03).

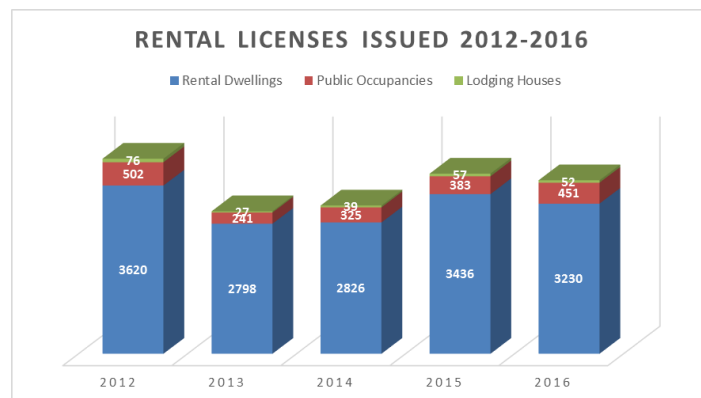
Chesapeake Utilities Dover Campus: In August, permits were issued to begin infrastructure and site work for the Chesapeake Utilities Dover Campus at Northgate Center Lot 6 on Krisko Circle (S-16-11). The start of building construction of a headquarters office building, warehouse, and truck shade canopy followed.

Dover Family Dental Office: A Final Certificate of Occupancy was issued to the Dover Family Dental Office at 1084 South State Street. (S-14-16)

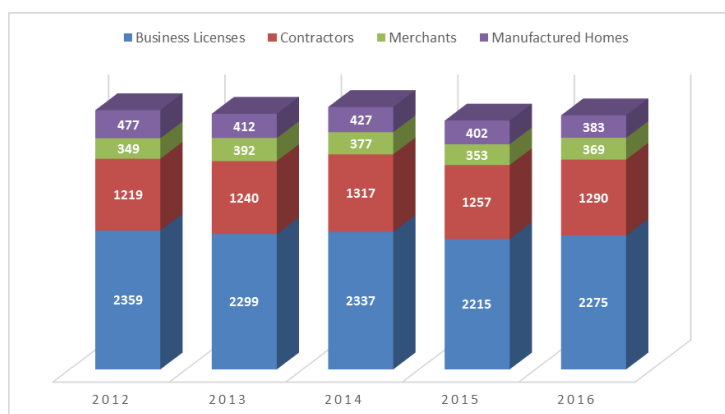
Permits Issued, 2012-2016



Permit Inspections	2012	2013	2014	2015	2016
Construction	772	1,039	1,027	1,083	1,135
Plumbing / Mechanical	713	623	591	745	975
Fire Prevention / Life Safety	81	121	82	134	108
Totals	1,566	1,783	1,699	1,962	2,218



Business Licenses Issued 2012-2016



2016: Welcome to Dover!

Progress in Pictures



Starbucks



Ulta Beauty



111 West Sheldrake



Pet Valu



2016: Welcome to Dover! Progress in Pictures



Harmony Lane



Petco



Five Below

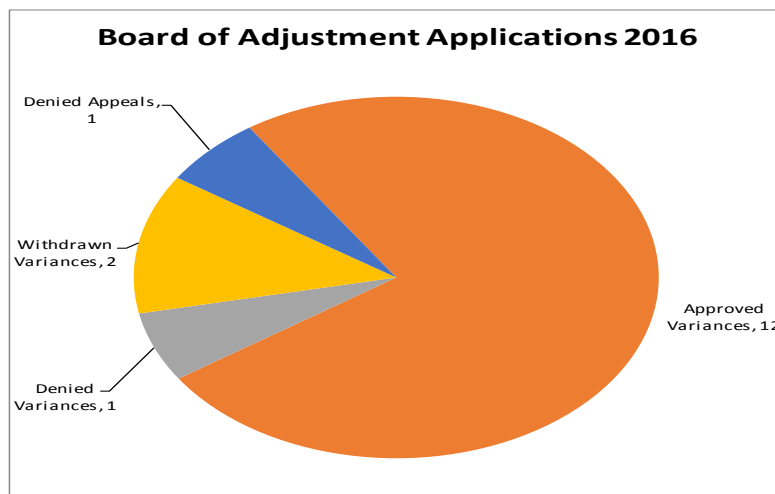
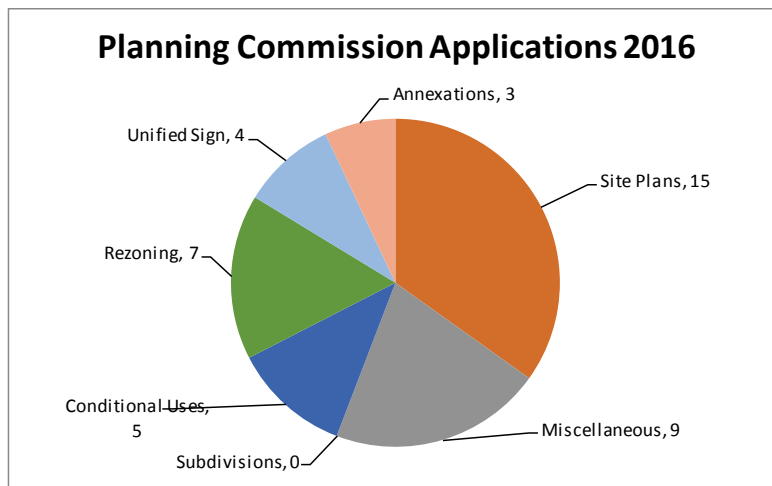
122
Mourning
Dove Lane



Boards and Commissions

Planning Commission

The Planning Commission consists of nine members with Fred Tolbert as Chairman and Kathleen Welsh as Vice-Chairman. The Planning Commission met all twelve months in 2016 and reviewed a total of 47 applications, including 4 Administrative Site Plans requiring waiver approval. The Site Plans reviewed by the Planning Commission included the revitalization of the old K-Mart site as Capital Commons, a resubmission of The Arbors Senior Garden Apartments, the Chesapeake Utilities Dover Campus at Northgate Center, a LIDL grocery store, additions to the Department of Public Works work yard at Schutte Park, two mixed use buildings on the former Loockerman Way, and the redevelopment of Liberty Court Apartments. The Conditional Use applications include a set of three duplexes at the site of the old Square Club and a clubhouse and pool for The Grande Apartments. The Planning Commission made recommendation to City Council on seven rezoning applications, including two connected with the Planning Office's Council-ordered project to sunset Nonconforming Uses in residential zones. There were no applications for subdivision in 2016. There were a total of 14 applications that were submitted to the Planning Office for administrative review, including 9 Site Plans and 5 Minor Lot Line Adjustment Plans. One Minor Lot Line Adjustment Plan was also in connection with the Nonconforming Use Project.



Board of Adjustment

The Planning Office received 16 applications to the Board of Adjustment in 2016. Fifteen of the applications were for variances, and one was for an appeal. The appeal was denied, twelve variances were approved, and one variance was denied. One area variance was withdrawn. One use variance applications was withdrawn after Planning Staff issued a code interpretation that the subject nonconformity had not lapsed and the variance was not needed. One approved variance went to the Board of Adjustment a second time after changes to the plan and received reapproval.

Historic District Commission

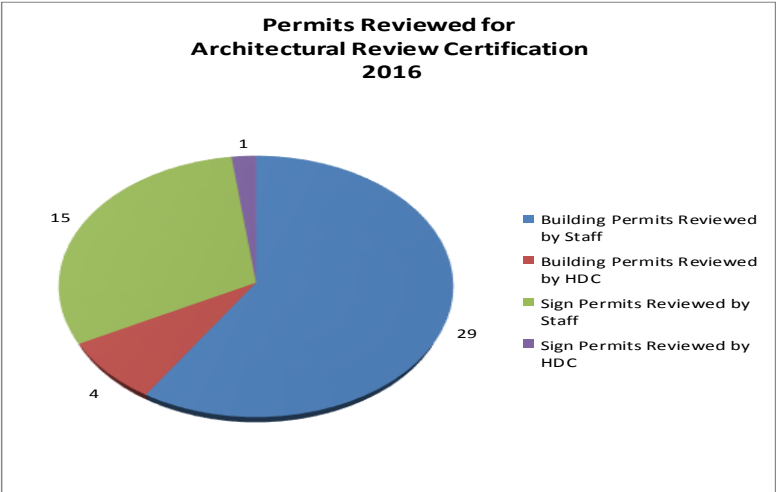
The City of Dover, Delaware Historic District Commission consists of five members. The members during 2016 include Chazz Salkin (member through July), Eric Czerwinski (new member appointed in July), Ann Baker Horsey, Terry Jackson, Joe McDaniel, and Col. Dick Scrafford. During early 2016 Chazz Salkin served as Chairman and Joe McDaniel in served as Vice-Chairman. Upon Mr. Salkin completing his term of

service, a special election was held to fill the Chairman vacancy in August 2016 with Joe McDaniel being elected as Chairman and Ann Horsey as Vice-Chairman. At the Commission’s Annual Meeting in November 2016, Joe McDaniel was elected as Chairman and Ann Horsey as Vice-Chairman.

The Historic District Commission held eight meetings in 2016. The Historic District Commission reviewed six (6) applications for Architectural Review Certificates or as informational items in 2016. This included the referral of a Sign Permit involved The Depot at 595 Forest Street (HI-16-04). Architectural Review Certification was granted with conditions to a project to replace a garage with a new carriage house building at 2 Kings Highway NE (HI-16-02). The Historic District Commission recommended approval with conditions of the Architectural Review Certification for a mixed-use project at 126 West Loockerman Street (Loockerman Way) for construction of a three story commercial/apartment building and a four story commercial/apartment building (HI-16-05); the Planning Commission granted the final approval of the Certification in conjunction with the Site Plan review of the project. Informational items included a presentation on Lighting Upgrades in the Capitol Complex area (HI-16-01) and a presentation on a concept for uniformly design “Open” Flags for Downtown Businesses (HI-16-06).

Of the forty-nine (49) permits in the Historic District in 2016, a total of thirty-two (32) permits required Architectural Review Certification review for such projects as signs, temporary signs, roof replacements, and exterior finish/siding/trimwork renovations.

The construction activities in the Historic District involved renovations to existing historic buildings. Following exterior renovations, the building at 150 South Governors Avenue will reopen as the retail shop BluVintage. The Century Club Building at 40 The Green underwent a series of exterior repairs to repoint its brick façade, woodwork repairs and painting of the entrance canopy, and gutter/downspout system replacement. Likewise, exterior work at the serpentine stone office building at 2 North State Street involved work repairs, painting, and masonry repairs. With the application procedure changes to the Tax Credit for Historic Properties program (adopted February 23, 2015 with Ordinance #2015-03), the administrative review by Staff notes that there are three projects underway in 2016 that intend to utilize this program.





Parks & Recreation 2016 Annual Report



Parks & Recreation Highlights

Mallard Pond Improvements hosting a public workshop in the Mallard Pond Park area gave us the opportunity to have the surrounding residents

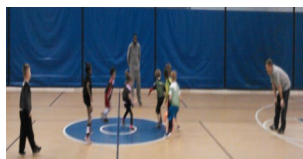
offer what they would like to see for playground equipment and where the multiuse path would fit best. With their input, staff worked to have new playground equipment installed and the multiuse path was



laid out. We were able to find additional fund-

ing to offer path appropriate bollard lighting.

Youth Soccer League has become a new staple program for the department. Following a successful first season, staff worked to bring a Friday night soccer league inside during the winter months. Many of our outside families came



inside with us, too. Scheduling the Spring and Fall 2016 Youth Soccer Leagues came full circle with the partnerships of Holy Cross and the YMCA of Dover. To-

gether, we are offering the Dover community an affordable and fun recreational soccer program that's hard to beat!

Girls verses Boys participation in our 2016 winter sports programs is something to be noted. We offered basketball, field hockey, soccer, and lacrosse. When tallying how many boys participate verses how many girls participated, staff noted 697 girls signed up for our programs and 314 boys were registered during the same timeframe.



Check out our stats...

44,632 patrons & visitors were recorded in the John W. Pitts Recreation Center

3,500 (approx.) adults & youth participated in our basketball, field hockey, lacrosse, softball and volleyball leagues

2016 Revenues

\$97,970 Leagues
\$16,870 General Recreation
\$ 6,740 Field/Building Rentals
\$ 7,550 Trips
\$ 7,470 Sports
\$41,530 Camps
\$55,000 Youth Connections & Camp Small Wonder

Top Left Picture: Dover Walks

A young mom, with her grandmother make their way around the indoor track. Our Dover Walks program welcomes young & mature citizens alike to enjoy our safe indoor track. Those looking for a climate controlled environment, the John W Pitts Recreation Center is the place to be on weekday mornings.

Community Outreach

Bicycle/Pedestrian Subcommittee was hard at it in 2016. Working on walking & biking topics throughout the year. In April, the inaugural **Dover Duathlon** consisting of a 1.5 mi. run/ 8.5 mi. bike / 1.5 mi. run brought new folks into our Dover Park location with good feedback. We are bringing this back in April 2017. Fun fact:

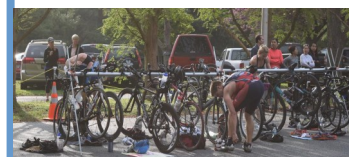
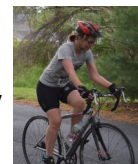
Ann Marie Townshend and **Andy Siegel** participated finish-

ing pretty well in their age groups! The **Fit For the First State Bike Rack** contest is moved in the right direction. With a grant from the **Restoring Central Dover Committee**, the first bike rack has been commissioned from MasterCraft of Camden. We are anticipating installation in May of 2017 at the Dover Public Library.

Silver Lake Commission came together in 2016 to coordinate with the **DNREC** and the **Public Works** staff to offer solutions to issues we are facing in Silver Lake Park throughout the year. A **lake draw down** was performed in **October 2016** that was successful in lowering the lake water level for a short time allowing folks to make dock repairs and clean up their shorelines.

2016 Dover Duathlon

71 athletes made up the 1st Dover Duathlon. Our youngest athlete at 20 did pretty good, but our 69 year old did fantastic!



Ann Marie Townshend, Director

Full Time Employees

Carolyn Courtney (16 years of service)
Peggy O'Brien (18 years of service)
Steve Pickering (20 years of service)
Sherwanda Speaks (21 years of service)
Wayne Voshell (15 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.



Other really cool stuff to talk about...

Spring & Summer Performing Arts Series

In its **40th** year, the 2016 schedule provided free family style entertainment, yet, remained affordable to the city, with sponsorships from **Eden Hill Medical Center**, **Chesapeake Utilities** and the **YMCA of Dover**. Their support was a large part of the success, as we noted approximately **3,400** spectators for the season!

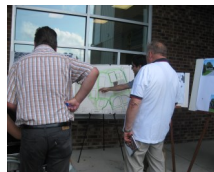


Facility Rental Permits keep us busy throughout the year. In 2016, we **160 pavilion permits**, **63 field/park permits** in addition to rental permits for the Pitts Recreation Center's gym and multipurpose rooms.

Schutte Park Master Plan

Public meetings were held over the

summer of 2016. **Eddie Diaz**, planner worked with the **Parks & Recreation staff** to devise a concepts to for public presentation. With the public workshops we were able to narrow down to what is most widely wanted by our customers and match the staff's programming goals. The plan went to Council in February of 2017.



Youth Connections after school program for targeted youth grew to more than **70 children in 2016**. The need to find safe and affordable after school care for these impressionable elementary age students is crucial to letting

them know they are not alone, someone will be there to help with their **homework, tutoring and developing life skills** that they can carry with them as they grow. This year, staff introduced a

children's yoga program.

Fitness

instructor Susan Albanese was able to provide age appropriate **yoga** to this group of eager group of youngsters. The feedback from the kids has been fantastic. They really seem to enjoy the yoga and our staff says it helps with their behavior and ability to focus on their goals while in the program.



UNIFIED SIGNS 2016					
File #	Applicant	Location	Type	Action	Date
US-16-01	DTCC Banner Program	100 Campus Dr	Banners/Temp Signs	PC Approval & Final Approval	3/21/2016
US-16-02	Winner Ford	591 S DuPont Hwy	Comprehensive Sign Plan	PC Approval w/conditions Final Approval	3/21/2016 5/26/2016
US-16-03	Outback Steakhouse	1574 N DuPont Hwy	Comprehensive Sign Plan Amendment	PC Approval & Final Approval	7/18/2016
US-16-04	Creekstone Development LLC	1198 S Governors Avenue	Comprehensive Sign Plan	PC Approval & Final Approval	10/17/2016

SITE PLANS 2016								
File #	Plan Name	Location	Description	Review Type	Bldg Sq Ft (new)	DU	Action	
S-16-01	Enterprise Office Building	285 Beiser Blvd	Office Building	PC Review	43,700		Conditional Approval by PC	2/16/2016
S-16-02	Capital Commons	505 and 515 N Dupont Hwy	Retail Shopping Center	PC Review	96,959		Conditional Approval by PC Final Approval	2/16/2016 5/31/2016
S-16-03	Serendra Apartment Building	762 & 764 S State St	Apartments	Administrative Review	0	4	Administrative Review (Filed) PC Waiver Approval	1/5/2016 5/16/2016
S-16-04	Dover Behavioral Health Building Addition Phase I	725 Horsepond Rd	Mental Health Facility (addition)	Administrative Review	1,371		Administrative Review (Filed) PC Waiver Approval Final Approval	2/1/2016 3/21/2016 6/9/2016
S-16-05	Whatcoat Apartments New Community Building	992 Whatcoat Dr	Community Building	Administrative Review	2,635		Administrative Review (Filed) Final Approval	2/5/2016 7/20/2016
S-16-06	Grace Presbyterian Church Master Plan	350 McKee Rd	Place of Worship (Master Plan of additions)	PC Review (Master Plan)	20,857		Conditional Approval by PC Final Approval Approval of Amendment #1	3/21/2016 12/8/2016 1/3/2017
S-16-07	The Arbors Senior Garden Apartments	1051 College Rd	Apartments	PC Review	55,350	48	Conditional Approval by PC PC informational review of revised plan	3/21/2016 9/19/2016
S-16-08	Eden Hill Farm TND Commercial District Phase I: Building 5	201 Towne Centre Dr	Commercial (TND)	Administrative Review	17,930		Administrative Review (Filed) Final Approval	2/9/2016 6/23/2016
S-16-09	Wayneicka Johnson Family Child Care	118 Roosevelt Ave	Large Family Day Care	Administrative Review	0		Administrative Review (Filed) Final Approval	3/2/2016 3/10/2016
S-16-10	Dover Behavioral Health Building Addition Phase II	725 Horsepond Rd	Mental Health Facility (addition)	PC Review	10,629		Conditional Approval by PC Final Approval	4/18/2016 8/30/2016
S-16-11	Chesapeake Utilities Dover Campus: Northgate Center Lot 6	500 Krisko Cir	Office, Warehouse, Storage	PC Review	92,000		Conditional Approval by PC Record Plan Approval Final Approval	4/18/2016 8/26/2016 8/10/2016
S-16-12	1 S Bradford St Parking Lot	1 South Bradford St	Parking Lot	PC Review	0		Conditional Approval by PC Final Approval	5/16/2016 6/7/2016
S-16-13	Dunkin Donuts	1124-1128 Forrest Ave	Retail and Office Center	PC Review	34,813		Withdrawn Conditional Approval by PC	7/18/2016 11/21/2016
S-16-14	LIDL Grocery Store	122, 136, 140, & 162 N DuPont Hwy; 321 Kings Hwy NE	Grocery Store	PC Review	36,185		Conditional Approval by PC	7/18/2016
S-16-15	Family Dental Associates	385 Saulsbury Rd	Parking Lot	Administrative Review	0		Administrative Review (Filed) PC Waiver Approval Final Approval	6/29/2016 7/18/2016 12/22/2016
S-16-16	Eden Hill Farm TND-Prof Ofc Medical Financial District: Phase 2 Bldg 4	300 Banning St	Skilled Nursing Facility	Administrative Review	65,000		Administrative Review (Filed) Final Approval	7/15/2016 11/15/2016
S-16-17	Parking Lot	623 Fulton St	Parking Lot	PC Review	0		Conditional Approval by PC	9/19/2016
S-16-18	Loockerman Way Redevelopment: Two Mixed Use Buildings	126 West Loockerman St	Commercial/Apartment Buildings	PC Review (Master Plan)	54,232	20	Conditional Approval by PC	9/19/2016
S-16-19	Schutte Park Public Works Yard	Electric Ave	Work Yard (addition)	PC Review	7,885		Conditional Approval by PC	9/19/2016
S-16-20	Busy Bees Learning Center-Tyra CEO Jones	77 Lynnhaven Dr	Large Family Daycare	Administrative Review	0		Administrative Review (Filed) Final Approval	9/1/2016 9/7/2016
S-16-21	Lands of Michael Braun	834 S State St	Office (conversion)	Administrative Review	1,600		Administrative Review (Filed) PC Waiver Approval Final Approval	9/19/2016 11/22/2016 1/30/2017
S-16-22	Redevelopment of Liberty Court Apartments	1289 Walker Rd	Apartments (Redevelopment)	PC Review	112,808	100	Conditional Approval by PC CC Approval of Emergency Rear Access Waiver Request	11/21/2016 12/12/2016
S-16-23	Panera Restaurant	545 N DuPont Hwy	Restaurant with Drive-through	PC Review	4,986		Conditional Approval by PC PC Informational Review of Revised Plan and Architecture	11/21/2016 1/17/2017
S-16-24	Advantech at GOTP Lot #13	151 Garrison Oak Dr	Office/Light Manufacturing	PC Review	15,945		Conditional Approval by PC	11/21/2016

REZONINGS 2016

File #	Applicant	Location	From	To	Acres	Action	Date
Z-16-01	Lands of Halpern Family Properties	1042 S Bradford St	R-8	C-1A	0.05	CC First Reading PC Recommended Approval CC Deferral Withdrawn	12/14/2015 1/19/2016 2/8/2016 2/22/2016
Z-16-02	Lands of Kesselring Company LLC	1436 New Burton Rd	R-20	IPM	37.2	CC First Reading PC Recommended Approval CC Approval	1/25/2016 2/16/2016 3/14/2016
Z-16-03	Micromotor Equipment Company LLC Michael Braun	834 S State St	R-8	CPO	0.39	CC First Reading PC Recommended Approval CC Approval	1/25/2016 2/16/2016 3/14/2016
Z-16-04	Lands of Dover International Speedway	1131 N DuPont Hwy	CPO, R-8, MHP, A	RC	291.07	CC First Reading PC Recommended Approval CC Approval	3/28/2016 4/18/2016 5/9/2016
Z-16-05	Lands of John & Carla Russum	51 Roosevelt Ave	R-8	C-1	0.18	CC First Reading PC Recommended Approval CC Approval	9/26/2016 10/17/2016 11/14/2016
Z-16-06	Lands of Capital Grange	S Bradford St	R-8	RG-1	0.32	CC First Reading PC Recommended Approval CC Approval	10/24/2016 11/21/2016 12/12/2016
Z-16-07	Kays Property on McKee Road	West side of McKee Rd	CPO	IO	4.35	CC First Reading PC Recommended Approval CC Approval	11/28/2016 12/19/2016 1/9/2017

MISCELLANEOUS 2016						
File #	Plan Name	Location/Topic	Type	Ordinance	Action	Date
MI-16-01	2016 Comprehensive Plan Amendment	Kesselring property/ 834 South State Street/The Woodlands Area- Requests for Land Use Classification Change on Map 12-1	Comprehensive Plan Amendments: Map 12-1 Land Development Plan	2016-02	CC First Reading PC Recommends approval CC Approval	1/25/2016 2/16/2016 3/14/2016
MI-16-02	Text Amendment: Keeping Domestic Animals (fowl)	Residential Zones	Zoning Ordinance Article 3 Section 1.15	2016-01	CC First Reading PC Recommends approval CC Approval	2/22/2016 3/21/2016 4/11/2016
MI-16-03	Lands of Matmo LLC Minor Lot Line Adjustment	419 & 423 Webbs Ln	Minor Lot Line Adjustment Plan	N/A	Administrative Review (filed) Final Approval	2/2/2016 4/7/2016
MI-16-04	Text Amendment: Removal of Duplex from provisions of Article 6 Section 5.3	Parking Regulations for Multiple Dwellings	Zoning Ordinance Article 6 Section 5.3	2016-14	LFA Committee Introduction CC First Reading PC Recommends approval CC approval	3/15/2016 3/28/2016 4/18/2016 5/9/2016
MI-16-05	Text Amendments: Speed Bumps, Speed Cushions, and Speed Humps	N/A	Dover Code of Ordinances Chapter 98; Land Subdivision Regulations Article IV.A; Zoning Ordinance Article 10 Section 2.54	2016-09	SAT Committee Introduction CC First Reading PC Recommends approval CC approval	3/29/2016 4/11/2016 5/16/2016 6/13/2016
MI-16-06	Abandonment of Topaz Circle Stub Street-Emerald Pointe	Topaz Cir	Abandonment of improved street and right of way	Resolutions 2016-10 and 2016-08	SAT Committee recommends starting abandonment process CC approves start of abandonment process CC approves partial waiver of abandonment process PC Recommends against abandonment Utility Committee/CCOW consideration of PC Recommendation CC consideration of Utility Committee Report CC Final Action: Approval	4/26/2016 5/9/2016 6/27/2016 7/18/2016 8/9/2016 8/22/2016 9/12/2016
MI-16-07	Clearview Meadows PND: Lots 213-265 Minor Lot Line Adjustment	Clearview Meadows, south side of Nob Hill Rd between JH Brown Blvd and Lady Bug Dr and north side of Lady Bug Dr between JH Brown Blvd and Nob Hill Rd	Minor Lot Line Adjustment Plan & Revised Bulk Standards	N/A	PC Conditional Approval Final Approval	6/20/2016 8/12/2016
MI-16-08	Bethuel Seventh Day Adventist Church Parcel Consolidation	19, 25, 27, & 29 North Queen St	Minor Lot Line Adjustment Plan	N/A	Administrative Review (filed)	5/18/2016
MI-16-09	Sketch Plan for 90 Saulsbury Road, The Grande PND-SCHO clubhouse & Pool	90 Saulsbury Rd	Sketch Plan of PND-SCHO for City Council Review		CC Forwards Plan to Planning Commission for review	6/13/2016
MI-16-10	Text Amendments: Manufactured Homes Ordinance #2016-16	Citywide; renames MHP zone as MH zone	Dover Code of Ordinances Chapters 26, 50, 102, 106, 110, F, Zoning Ordinance	2016-16	LFA Committee Introduction CC First Reading PC Recommends Approval CC approval	6/14/2016 6/27/2016 7/18/2016 8/8/2016
MI-16-11	Information File On Collector - Distributor Road Modification to Scarborough Road Interchange	Dover Mall/Dover Downs/Delaware State University area	Info File	N/A	Presentation to SAT Committee/CCOW	6/28/2016
MI-16-12	Text Amendment: Height in COZ-1	Corridor Overlay Zone	Zoning Ordinance Article 3 Section 27.66	2016-18	PRCE Committee Introduction CC First Reading PC Recommends approval CC Tabled	7/12/2016 7/25/2016 8/15/2016 9/12/2016
MI-16-13	Nonconforming Uses	Residential Zones	Council order	N/A	First Notice to property owners sent	8/24/2016
MI-16-14	St. John Lutheran Church Parcel Consolidation	105 & 109 Lotus St	Minor Lot Line Adjustment Plan related to MI-16-13 (fee waived)	N/A	Administrative Review (filed) Final Approval	9/26/2016 10/6/2016
MI-16-15	Text Amendment: Temporary Uses in AEOZ	Airport Environs Overlay Zone	Zoning Ordinance, Article 3 Section 22.4 (C)	2016-24	LFA Committee/CCOW Introduction CC First Reading Deferred Withdrawn	10/11/2016 10/24/2016 11/28/2016
MI-16-16	Wendy's Parcel Consolidation	1596 S DuPont Hwy; 1403, 1411, 1417 S Governors Ave	Minor Lot Line Adjustment Plan	N/A	Administrative Review (filed) Final Approval	10/28/2016 11/2/2016
MI-16-17	Text Amendment: Tractor Trailer Parking	Parking Regulations	Zoning Ordinance, Article 6 Section 6 and A	2016-25	LFA Committee/CCOW Introduction CC First Reading PC Recommends Denial CC Denial	11/15/2016 11/28/2016 12/19/2016 1/9/2017
MI-16-18	Habitat for Humanity Parcel Consolidation	14, 16, 18 S Queen Street	Minor Lot Line Adjustment Plan	N/A	Administrative Review (Filed) Final Approval	11/7/2016 12/6/2016
MI-16-19	Report to Office of State Planning Coordination 2016	Municipal Development Trends 2016	Information File	N/A	Summary of Building Permits issued, Development Applications approved, and Zoning Changes approved submitted	2/1/2017

HISTORIC DISTRICT COMMISSION 2016					
File #	Plan Name	Location	Type	Action	Date
HI-16-01	Capitol Complex Lighting Upgrades	Capital Complex Area	Presentation of Information	Informational Presentation	2/18/2016
HI-16-02	Carriage House Building	2 Kings Highway SW	Demolition of garage and construction of carriage house building as accessory structure	HDC Approval of ARC	4/21/2016
HI-16-03	CLG Grant Application for FFY2016		Information File	Application for grant for update of Design Standards & Guidelines	4/28/2016
HI-16-04	Sign Permit Referral	595 Forest Street	Signage Permit	Consultation on ARC	5/19/2016
HI-16-05	Mixed Use Buildings	126 W Loockerman Street	3-story Commercial/Apartment Building and 4-story Commercial/Apartment Building	HDC Recommendation on ARC PC Approval of ARC	7/21/2016 9/19/2016
HI-16-06	Open Flags for Downtown Businesses	Downtown Dover	Information File	Presentation to HDC	10/20/2016

CONDITIONAL USES 2016

File #	Plan Name	Location	Type	Bldg Sq Ft (new)	DU	Action	Date
C-16-01	Large Family Daycare at Solid Rock Baptist Church	113 North West St	Large Family Daycare	0		PC Conditional Approval Final Approval	2/16/2016 4/18/2016
C-16-02	Residential Treatment Facility	1420 McKee Rd	Residential Treatment Facility	0		PC Conditional Approval Final Approval	2/16/2016 4/1/2016
C-16-03	Lands of Mautiste LLC	420 Reed St 105/107 S Kirkwood St	Duplexes		6	PC Conditional Approval Final Approval	3/21/2016 11/30/2016
C-16-04	The Grande Clubhouse & Pool PND-SCHO	90 Saulsbury Rd	Clubhouse and Pool	2,620		Rec Committee recommendation on Active Rec Plan PC Conditional Approval PC Conditional Approval of Revised Plan	8/9/2016 8/15/2016 1/17/2017
C-16-05	One Family Residence at 955 Forest St	955 Forest St	Residence		1	Failed to meet notice requirements Failed to meet notice requirements	11/7/2016 12/6/2016

BOARD OF ADJUSTMENT 2016						
File #	Applicant	Location	Description	Type	Action	Date
V-16-01	Lands of MauTiste Investment Group	420 W Reed St, 105/107 N Kirkwood St	Lot dimensions, setbacks, and lot coverage in RG-1	Area Variance	Approved Approved Revised Variance	2/17/2016 4/20/2016
V-16-02	Lands of James Dowd	104 S New St	Reestablish nonconforming use after >1-year lapse	Use Variance	Approved	1/13/2016
V-16-03	Serendra Apartments	764 S State St	Reestablish nonconforming use after >1-year lapse	Use Variance	Withdrawn	4/20/2016
V-16-04	Lands of Wayne S. Lipscomb	131 Nob Hill Rd	Allow driveway to count as two parking spaces	Area Variance	Approved	5/18/2016
V-16-05	Family Dental Associates	385 Saulsbury Rd	Exceed maximum number of parking spaces	Area Variance	Tabled Approved	5/18/2016 6/15/2016
V-16-06	Lands of Margaret Johnson	1310/1324 Forrest Ave	Height in COZ-1	Area Variance	Tabled Withdrawn	6/15/2016 10/19/2016
V-16-07	Lands of ERG Properties LLC	423 S Dupont Hwy	Setbacks in C-4	Area Variance	Approved	7/20/2016
V-16-08	Lands of John W. Warren	82 Laurel Dr	Lot coverage in R-10	Area Variance	Approved	7/20/2016
V-16-09	Lands of Robert & Darlene Dillard	33-35 S Bradford St	Permit a rooster and one other chicken on a property below minimum lot size for chickens	Area Variance	Approved	7/20/2016
V-16-10	ENG Properties LLC	5780 West Dennys Rd	Reestablish nonconforming use after >1-year lapse	Use Variance	Approved	7/20/2016
V-16-11	Capital Pawn Signage	324 Martin St & 409 S DuPont Hwy	Permit one extra pylon sign and storage trailers	Area Variance	Denied	8/17/2016
V-16-12	Wells Fargo Bank	100 N DuPont Hwy	Exceed maximum number of parking spaces and allow parking spaces <18 feet long	Area Variance	Approved	9/21/2016
V-16-13	Holden Motors Inc d/b/a Holden Dodge Chrysler Jeep	640 S Governors Ave	Permit 7 wall signs	Area Variance	Approved	10/19/2016
V-16-14	Cellco Partnership d/b/a Verizon Wireless	277-293 N DuPont Hwy	Height in SC-2	Area Variance	Approved	10/19/2016
V-16-15	Appeal by Georgia Heininger-Trader	823 E Loockerman St (the "Lot")	Appeal of decision to issue building permit to manufactured home	Appeal	Denied	11/16/2016
V-16-16	Lands of Thomas Bugbee & Sherrill Brekke	74 Laurel Dr	Allow construction within the floodplain	Area Variance	Approved	12/21/2016

ANNEXATIONS 2016							
File #	Applicant	Location	County Zoning	City Zoning	Acreage	Action	Date
AX-16-01	Capital Cleaners & Launderers Inc.	1102 S State St	BG	C-2A	0.15	PC Recommended Approval CC Approval	3/21/2016 4/11/2016
AX-16-02	Lands of Heartland Delaware Inc.	1411 1417 S Governors Ave	BG	C-4	0.67	PC Recommended Approval CC Approval	4/18/2016 5/9/2016
AX-16-03	Lands of Dover International Speedway	Persimmon Tree Ln	AR	RC	258.43	PC Recommended Approval CC Approval	4/18/2016 5/9/2016