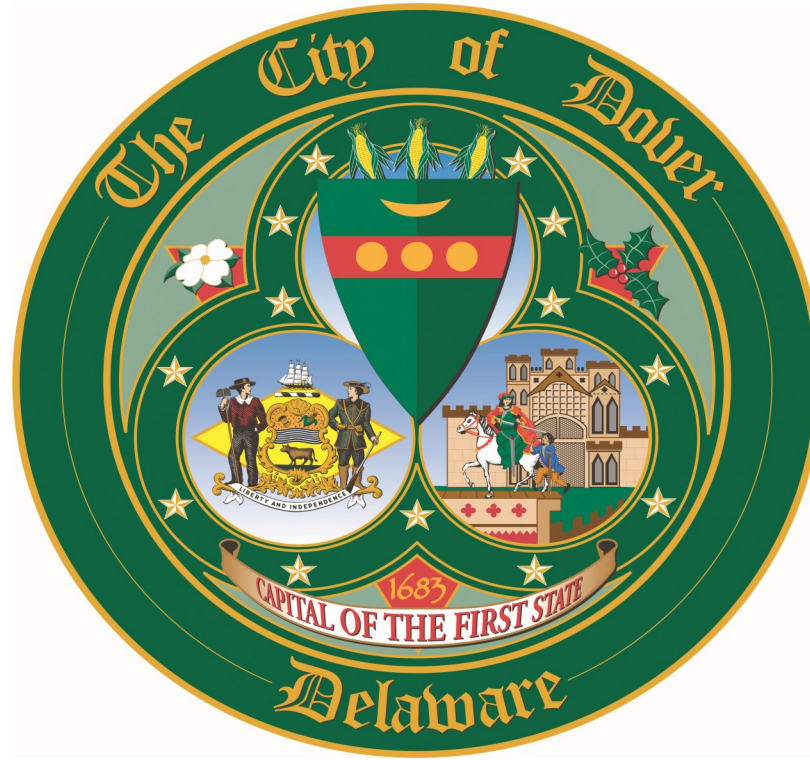


Department of Planning, Inspections & Community Development



2018 Annual Report



II. DIVISION REPORTS.....	4
<i>Personnel.....</i>	<i>4</i>
<i>Building Inspections.....</i>	<i>5</i>
<i>Fire Marshals.....</i>	<i>5</i>
<i>Code Enforcement & Property Maintenance.....</i>	<i>7</i>
<i>Licensing and Permitting.....</i>	<i>8</i>
<i>Planning Division.....</i>	<i>9</i>
 III. INITIATIVES AND ACCOMPLISHMENTS.....	 10-16
<i>Downtown Development District / Restoring Central Dover.....</i>	<i>10</i>
<i>Major Development Projects</i>	<i>11</i>
<i>Special Studies & Projects</i>	<i>13</i>
<i>Comprehensive Plan Implementation.....</i>	<i>14</i>
<i>Permit and Licensing Activity.....</i>	<i>16</i>
 IV. PROGRESS IN PICTURES	 17-21
 V. BOARDS and COMMISSIONS.....	 22-23
<i>Planning Commission.....</i>	<i>22</i>
<i>Board of Adjustment.....</i>	<i>22</i>
<i>Historic District Commission.....</i>	<i>23</i>
 VI. APPLICATION ACTIVITY.....	 24-29
<i>Conditional Uses.....</i>	<i>24</i>
<i>Rezoning Applications.....</i>	<i>24</i>
<i>Annexations.....</i>	<i>24</i>
<i>Subdivisions.....</i>	<i>25</i>
<i>Unified Signs.....</i>	<i>25</i>
<i>Historic District Commission.....</i>	<i>25</i>
<i>Board of Adjustment.....</i>	<i>26</i>
<i>Site Plan Applications.....</i>	<i>27</i>

2018 Annual Report



Introduction

2017 was a time of great transition for the Department of Planning, Inspections & Community Development. New leadership; new personnel; new goals and a renewed commitment to service were challenges addressed during the year. As 2018 began, the Department updated its goals, objectives and priorities for 2018 which were presented to Council on January 26th. For 2018 the Department set its mission to be:

- Guide and direct future development
- Provide timely, friendly, helpful and efficient services
- Protect the public health, safety and welfare
- Strive for a vibrant, balanced and sustainable economy

We reaffirmed our responsibilities and focus in 9 key areas: Comprehensive Planning, Managing Development; Regulatory and Process Improvements; Addressing Blight; Focusing on the Downtown Development District; Maintaining the BUZZ; Customer Service Enhancements; Identifying Opportunities; and promoting Economic Development. These are all reflected in the Annual Report which follows.

During 2018 the Planning, Inspections & Community Development Department was increasingly focused on its core goals of protecting the public health, safety, and welfare, and ensuring new development in the City that is of exceptional quality. In 2018, the Department assumed much of the promotion, marketing and economic development challenge facing the City. As this Annual Report showcases, development in the City over the past year has been proceeding briskly, continuing the pace of the previous year. Dover has been discovered, and our efforts to be proactive are reflected in growth in business opportunities, new facilities of all kinds, a revitalized Downtown, and a leadership role in our region. And all of this is being well managed by a staff of dedicated professionals working together toward our shared goals.

I invite you to explore the Annual Report and to look toward 2019 as we move forward under a new comprehensive plan, continue to improve our ordinances and regulations, and strive to provide excellent service.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'David S. Hugg III'.

David S. Hugg III

Inspections and Community Development is a critical element in providing services to the community. These qualities allow staff to successfully interact with the residents of our City and support continued community improvement. There were a number of staffing changes within the Department during 2018. The change is as follows:

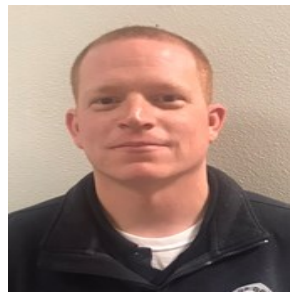
- January 29, 2018 Betty Sanchez joined the Code Enforcement Staff as a new Code Enforcement Officer .
- On February 12, 2018 Nichole Arnold joined the Licensing Department as an Office Assistant II.
- Greg Akers received a service award for 15 years of service with the City of Dover.
- August 8, 2018 was Betty Sanchez's last day with the City of Dover. Betty took on a position as a civilian with the Air Base in New Jersey.
- Matthew Brown received a service award for 5 years of service with the City of Dover.
- On November 19, 2018 Eddie Kopp joined the Code Enforcement Staff as an Inspector I.

Welcome to the Department of Planning & Inspections team!

And Thank You to all Staff for their continued dedication to DOVER!



Betty

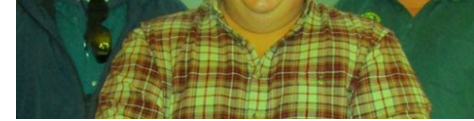


Eddie



Nichole

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



New Construction, Renovations, Additions and Tenant Fit Outs: Mr. Akers supervises construction inspectors, reviews construction documents and permits, meets with design professionals regarding construction projects and Dover's permit process. Mr. McGregor reviews plans and permits, performs inspections of commercial, residential and manufactured buildings. Mr. Scott's responsibilities include plans review and performance of plumbing and HVAC inspections for commercial and residential buildings under construction. The combined efforts of all staff resulted in the performance of 4,426 building inspections, 6,553 plumbing/mechanical inspections and 237 C/O inspections this year. A total of 2,190 permits were issued in 2018.

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

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

Qualifications: Dover's Building Inspectors are qualified via a combination of certifications and licenses. Our inspectors are required to achieve or exceed 45 hours of training within 3 year time periods in order to maintain their certifications. These qualifications combined with years of experience in both private and public sectors places them among the best in the industry. Greg has 20 years of private sector experience, this combined with 16 years of City service brings 36 years of industry experience to the team. Greg holds certifications in Building, Commercial, Residential and Housing. Mike is ICC certified in Building, Commercial Building, Residential and is licensed through the State in Manufactured Home Compliance. Chris over the years has achieved 9 ICC certifications in several disciplines and is also licensed through the State of Delaware as both a Plumber and HVAC Mechanic. In addition, Chris teaches the Plumbing trade at PolyTech night school for over 10 years.

Fire Marshal's Office

Staff: Pictured Left to Right:

Jason Osika , Fire Marshal/Inspector III

Matthew Brown, Deputy Fire Marshal / Inspector II

Maria Quinones, Deputy Fire Marshal / Inspector I



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

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

For the Fiscal Year 2018, the following is a breakdown of activity for the office:

- *Annual Fire/Life Safety Inspections:* 226 with 865 deficiencies
- *Certificates of Occupancy Inspections /Fire Protection Acceptances Tests:* 153
- *Administrative walk-through inspections:* 240
- *Fire/Life Safety Complaints:* 310
- *Plan Review:* 168
- *Fire Permits:* Issued 128

Total of 55 Fire Investigations with a Total Fire Loss of \$3,092,312

- *Accidental:* 28 with a total amount of \$234,800 in damage.
- *Incendiary:* 20 with a total amount of \$309,002 in damage. Arrest in conjunction with Dover Police Department Total: 2



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

Code Enforcement & Property Maintenance

Staff: Tim Taraila, Inspector III/Code Enforcement Supervisor; Ron Coburn, Inspector II/Vacant Buildings; Velvet Bowen, Inspector I, Phillip Lewis, Inspector I. Edward Kopp, Inspector I.

The Code Enforcement Officers entered a total of 2,861 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 73 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, 6,252 inspections were performed for code compliance. All cases entered must have an origination code, such as a citizen complaint or an officer's observation. Provided is a breakdown of the reasons for inspections, the number of inspections performed by the Code Enforcement Staff, and a list of the different types of inspections conducted. In addition, the Code Enforcement Officers conducted another 220 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 186 buildings within the City limits of Dover and collected \$179,554.42 dollars in registration fees from the Vacant Building Program. Since the program began in 2007, a total of 2,077 structures have been registered as vacant. Currently, staff estimates that there are approximately 200 of these structures still vacant.

Dangerous Buildings and Demolitions:

Seventeen (17) buildings or structures were active on the dangerous building list. Of these, the following ten (10) 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	332
Property Maintenance Exterior	294
Tall Grass and Weeds	496
No Valid Business License	224
No Valid Rental Permit	245
Unregistered Vehicles	104
Dover City Ordinances (Violations)	318
All Others	848
Total	2,861

Causes for Inspections	
Citizen/Tenant complaint	783
Electric Department Referral	112
Other Agency Referral	123
Staff Initiated	1,843

2292 White Oak Road

526 Fulton Street

113 Davis Circle

38 S Bradford Street (Repaired and
made structurally sound)



2292 White Oak Road—Demolished by City

Demolished by the Owner

803 Westview Terrace (pool)

350 Martin Street

1175 Horsepond Road

145 S Kirkwood Street

Repaired by the Owner

954 Lincoln Street

749 Slaughter Street

Licensing and Permitting

Staff: Kristen Mullaney, Licensing & Permitting Supervisor; Courtney Kenton, Office Assistant II, and Nichole Arnold, Office Assistant II.

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

This staff is responsible for the receipt and processing of all Permits, Business Licenses, Occupancy Permits, and Rental Dwelling Permits. These staff schedule all inspections performed by the department, assist customers, and answer inquiries. They responded directly to questions regarding all of the above and scheduled appointments and meetings as required. The charts included 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.



**New Home Permits
2014-2018**



pal Planner, Tracey Harvey, Planner I; Eddie Diaz, Planner I; Julian Swierczek, Planner I; Mareta Savage-Purnell, Secretary II



The Planning Office is focused on zoning and land use administration, support of three Boards and Commissions, and administration of various programs. The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits. The review and inspection efforts of the Planning Staff resulted in a 2018 calendar year total of 1119 Permits and Certificates of Occupancy. Staff also reviews new applications for Business Licenses and Rental Dwelling Permits. The Planning Office coordinates the review and approval of all development applications including the associated support of the Planning Commission, Board of Adjustment, and Historic District Commission as they review applications. In 2018, the Planning Office processed 54 new applications and continued review on applications from previous years.

In addition to plan and permit review of development applications, ordinance development and comprehensive planning, we also participate in opportunities to share knowledge and learn.

On April 27th, the Office of State Planning Coordination hosted a group of planning officials from Botswana in Africa. As part of the visit, the City of Dover Planning Office gave a presentation on the development of the Traditional Neighborhood Design project of Eden Hill Farm TND including a walking tour. Our visitors were interested in the development of the TND Ordinance and master planning efforts. Learning activities for Planning Staff included attendance at the APA Delaware 2018 Regional Conference held October 23-24, 2018 in Rehoboth Beach, DE. Sessions were held on topics such as Economic Development, Communications, Public Health, Transportation, the Environment, etc. This was a training opportunity for Planners especially those with continuing education (Certification Maintenance for AICP) requirements.

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.



- Milford Housing Emergency Repair Program—CDBG funds were provided to fully renovate and improve one (1) owner-occupied homes.
- ♦ **Milford Housing Emergency Repair Program**—CDBG funds were provided to complete emergency home repairs for seven (7) owner occupied homes eliminating health and safety hazards.
 - ♦ **Restoring Central Dover (RCD) Initiative**— The Restoring Central Dover (RCD) Initiative moved forward with the implementation and is in the fourth year of the Wells Fargo Grant. During the year, there were many events that included community fairs, neighborhood watches, youth forums and holiday gatherings. NCALL, Milford Housing Development Corporation and Central Delaware Habitat for Humanity have collaborated to construct and renovate existing affordable housing in the RCD designated area that will assist in revitalizing the area. There were nine (9) affordable single-family homes constructed and sold during the program year. Four (4) homes are currently under construction by NCALL and one (1) home is under construction by Habitat. Habitat purchased two (2) vacant properties on South Kirkwood Street that will either be renovated or demolished for new construction. Since 2015, Habitat has built and sold 21 homes in Central Dover. Habitat's goal is to achieve 75% homeownership on the blocks of North New Street between Division and Fulton Streets by the end of 2019.

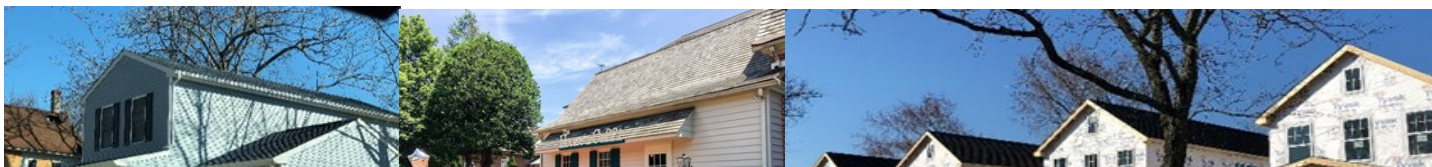


Downtown Development District/Restoring Central Dover

On January 11, 2015 Dover received designation as a Downtown Development District. Governor Markell formally announced that the cities of Dover, Seaford and Wilmington were selected as the first Districts in Delaware with visits to each community. In 2017, the City of Dover Planning Office dedicated new staff to the administration of the Downtown Development District Program to help ensure the continued success of the incentives program to attract new businesses and homeowners to the downtown area. To accomplish these goals, the Downtown Development District, we have carried on our programs of Building and Impact Fee waivers for new business and housing, and Business License Fee waivers for businesses locating in the downtown area.

Over the course of 2018, the City authorized \$22,676 in permit fee waivers for 31 properties for the purpose of new housing or business. This includes sixteen new homes which have been built within the Downtown Development District, including nine on North Kirkwood Street (18, 20, 22, 23, 26, 28, and 29 North Kirkwood Street), four on North New Street (12, 15, 18, and 19 North New Street), two on South Queen Street (20 and 60 South Queen Street, and one on North West Street (245 North West Street). Incentives were also used towards the renovation of two existing homes at 19 and 21 North American Avenue.

The City further waived Business License fees in the amount of \$3,429.60 in the aim of incentivizing business growth in the Downtown District. Both incentive types are an offer on the part of the City to compliment the State of Delaware's incentives through the Downtown Development District Program. Together, we are seeing increasing evidence of the renaissance being brought to the City of Dover, particularly in the Downtown area.



The build-out of several residential subdivisions continued citywide in 2018 with a mix of one-family detached dwelling, duplexes, and townhouses. There is residential construction activity in **Clearview Meadows PND, Nottingham Meadows, Seskinore, Village of Cannon Mill PND, Village of Westover PND, Chestnut Grove Farms, Lexington Glen PND, and Patriot Village**. Throughout the year, a series of permit were issued for construction of new houses on various in-fill lots citywide. Focusing on the Downtown Development District, permits were issued on North Kirkwood Street, North New Street, North Governors Avenue.

Construction activities continue at several multi-family residential projects including the **Leander Lakes Apartments** (S-12-18) with the last two apartment buildings under construction. The following multi-family projects were completed in 2018: **Phase 2 of the Blue Hen Apartment Complex** (S-15-12), the reconstruction of **Liberty Court Apartments** (S-16-22), the renovations of **Whatcoat Village Apartments** and a new Clubhouse Building (S-16-05), and the **Tall Pines** project at 1655 and 1665 Kenton Road (S-14-18). A permit was also issued for a **Multiplex Building at 299 College Road** (S-17-28).

Commercial and Other Construction Activity

Commercial and other construction activity continued to be strong in 2018 with a variety of new projects starting, renovation activities establishing new tenants, and projects being completed.

New Permits Issued & Projects Underway in 2018:

- **Post-Acute Medical Rehabilitation Hospital** for a new physical rehabilitation hospital project at 1240 McKee Road (S-17-05 Medcore)
- **Advantech** (Protective Properties, LLC) office/light manufacturing building at 151 Garrison Oak Drive (S-16-24)
- **Compressed Natural Gas Station** facility at Chesapeake Utilities at 500 Energy Lane
- **Dover Dialysis Center** at 107 Mont Blanc Boulevard (S-17-14)
- **Century Engineering Office Building** of the Bay Road Office Park at 550 Bay Road (S-17-30)
- **New Residence Hall** at Delaware State University (S-17-33)
- **Clubhouse Building** at 90 Saulsbury Road associated with The Grande Apartment Complex PND -SCHO (C-16-04)
- **DGKP Office & Warehouse Building** Project at 1351 West North Street (S-18-01) including demolition of previous building foundation and for construction of new building
- **Dunkin Donuts**: a new multi-tenant building at 1128 Forrest Avenue to include a Dunkin Donuts (S-16-13)
- **Capital Station**: Permits issued for two multi-tenant buildings and tenant fit-outs for project at 10-50 North DuPont Highway (S-17-12)

Renovation Activity & Completion

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

- Tenant space improvements in the **Blue Hen Corporate Center**

- **Fat S Sui**, restaurant remodel at 1224 Forrest Avenue
- Expansion of the **Golden Fleece** at 134 W. Loockerman Street,
- Renovations to create **MOD Pizza** at 1037 N. DuPont Highway
- Renovations to **McDonald's** at 155 N. DuPont Highway
- **WAWA** renovations at 1450 Forrest Avenue
- Renovations of **Target** and **Safeway** on John Hunn Brown Road
- Creation of outdoor patio at **LaBaquette** on South Governors Avenue
- Renovations to **DelDOT's** Main Office Building at 800 Bay Road
- Office tenant Fit-outs at 285 Beiser Boulevard
- Renovations to the **Brandywine Valley SPCA** property at 1757 Horsepond Road
- Tenant fit-out of 822 South State Street for a **Child Day Care Center**
- Tenant fit-out of **Crispy Express Market** at 316 Fulton Street
- **Tire Store** facility at 756 South Little Creek Road
- Renovations to create a **Day Care Center** at 631 Ridgely Street

Completed Projects:

- **Longhorn Steakhouse Restaurant** at 505 N. DuPont Highway (S-17-13)
- Renovations to create the **House of Coffi** at 14 Loockerman Plaza (C-17-05)
- Office Building and Warehouse facility for **Chesapeake Utilities/Eastern Shore Natural Gas Dover Campus** at 500 & 600 Energy Lane (S-16-11)
- **Islamic Society of Central Delaware** mosque at 777 South Little Creek Road (S-15-03)
- **Dover Christian Church** at 1738 Forrest Avenue (C-13-11)
- **Truck Store** at 423 S. DuPont Highway (S-17-11)



Downtown Parking Study – Following a period of review and comment by City of Dover and Dover/Kent County MPO Planning Staff, the Downtown Dover Parking Study concluded on March 8, 2018 with release of the study's final report to the public. City Council accepted the report on April 9, 2018. Key recommendations of the study included adding better wayfinding and signage, revising the downtown area's parking rate structure, improving physical infrastructure in the downtown, and enhancing public engagement and marketing of historic downtown Dover as a destination. See the Dover/Kent County MPO website in order to read the final report and find additional information. <https://doverkentmpo.delaware.gov/downtown-dover-parking-study/>

Enterprise Resource Planning Project – Various Department Staff continue to participate in the implementation of the Enterprise Resource Planning (ERP) system by Tyler Technologies. The first phase of implementation focused on the City's financial systems and went live in early December 2018. Staff continues to learn about and train on the system for invoice & payment processing, grant project management, and Budget entry. This replaces the current system (Naviline and HTE) and will in later project phases include implementation of our application, permits, inspections, and case management processes.

Non-Conforming Uses in Residential Districts – The *Sunsetting of Non-Conforming Uses* project was completed in 2017 which focused on nonconforming uses in residential zones. The Final Report was presented to City Council in early 2018. The Report detailed the process to identify nonconforming use, the different kinds of action taken to bring them into compliance, and the fourteen (14) specific non-residential nonconforming use cases addressed by the Planning Office. There remains of series of nonconforming residential uses in the residential zones (approximately 160 situations) that will be addressed over time of uses become vacant or are discontinued.

LUCA (Local Update of Census Addresses) - Planning Staff attended LUCA (Local Update of Census Addresses) training associated with any upcoming project to compare the City addresses with Census address data in preparation for the 2020 Census. Working with the GIS Division of the Department of Public Works, the LUCA information on address updates citywide was submitted in June 2018.

Floodplain Management - Planning Staff attended several Floodplain training workshops over the year to assist in knowledge of FEMA and/or local floodplain ordinances, understanding their communities flood risk, and for overall floodplain management. In response to several floodplain mapping revisions, the Planning Office in conjunction with the City Manager's Office held a **Baytree Neighborhood Area Information Meeting on Floodplains** on November 7, 2018. Information on the City's participation in the National Flood Insurance Program and the effective and pending floodplain maps was presented. Outreach also included development of a Floodplain Management webpage at <https://www.cityofdover.com/floodplain-management>.

2008 *Comprehensive Plan*, as amended. In this regard the following projects were priorities of Planning Staff in 2018.

Comprehensive Plan Amendments

In accordance with the approved procedure for annual amendments to the Comprehensive Plan, no new requests were received for consideration for the 2018 amendment process. In December 2018, an amendment request was received to amend the Land Development Plan Map; this request will be processed as a 2019 amendment.

Various Studies and Programs

The Planning Office continues to be involved in the following studies and projects: Restoring Central Dover Community Plan implementation, the Dover/Kent County MPO Regional Bicycle Plan Update project. Staff also is the manager of the Dover's Downtown Development District program. See other sections of this Report for information.

Delaware Population Consortium

Planning Staff attends the Delaware Population Consortium's meetings to participate in the review of data sets of statewide and municipal population and demographic projections. In October, Delaware Population Consortium adopted its Annual Population Projections. The DPC estimated the City of Dover total population at 37,790 people (as of July 1, 2018). See DPC webpage for more information: <https://stateplanning.delaware.gov/demography/dpc.shtml>

2019 Comprehensive Plan Project

In Winter 2018, the Planning Office began the planning and research necessary for the update of the *2008 Comprehensive Plan*. In March, the *2008 Comprehensive Plan* was submitted to the PLUS (Preliminary Land Use Services) process for a Pre-Update review. This is an opportunity for the various State agencies to provide recommendations and information to assist the City in the development of the new comprehensive plan; comments were received in April. Throughout the year, Staff met with a number of City Departments, State agencies, and adjacent jurisdictions to gather information and discuss plan details.

As part of the Plan development, Staff involved the City Council, the Economic Development Committee, the Planning Commission, and the Historic District Commission. Activities included presentations on the Plan and assignments to review the Goals & Recommendations. A Certified Local Government Grant application (for FFY2018) was submitted for a project to focus on the development of "Update of Historic Preservation Chapter for Dover's 2019 Comprehensive Plan."

For Public and other stakeholder involvement, the following specific activities occurred in 2018:

- The Questionnaire/Survey was issued in early June in on-line and paper copy formats. It ran thru July 31st with Staff then analyzing the results from 511 respondents.
- Symposium Event - "An Economist's Vision of Dover: Dover Economic Development Forum" hosted by Wilmington University was held on June 13, 2018.
- A discussion on "Housing Trends and Expectations" occurred at the Economic Development Committee on July 11, 2018.
- Staff held an Open House Event on the Comprehensive Plan on August 23, 2018. Over 65 attendees

Throughout the year, Planning Staff worked through detailed review and editing of the Goals & Recommendations, the major Plan chapters, and the Map series. The following items were issued for review and comment:

- **Preliminary DRAFT Goals & Recommendations** (Released 10/15/2018) from the topic chapters. Chapters include: Natural Resources & Environmental Protection; Historic Preservation; Public Utilities & Infrastructure; Community Services & Facilities; Transportation; Economic Development; and Housing & Community Development.
- **DRAFT Land Development Plan Map Series** (4 Maps Quadrants A-D: Released 8/23/2018) showing land use classifications for all properties in the City.
- **Preliminary DRAFT Annexation Plan Map Series** (2 Maps Released 10/5/2018) showing Potential Annexation Areas and Potential Land Uses for Annexation Areas.

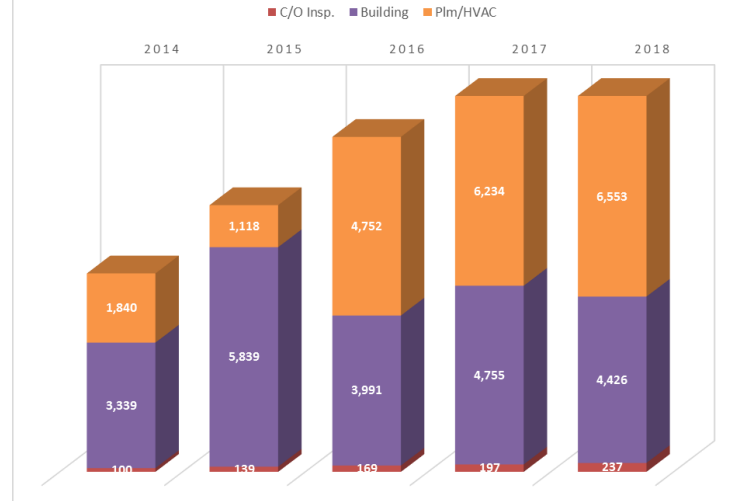
Project information and Preliminary Draft Maps are available on the Comprehensive Plan website:

<https://www.cityofdover.com/2019-comprehensive-plan>

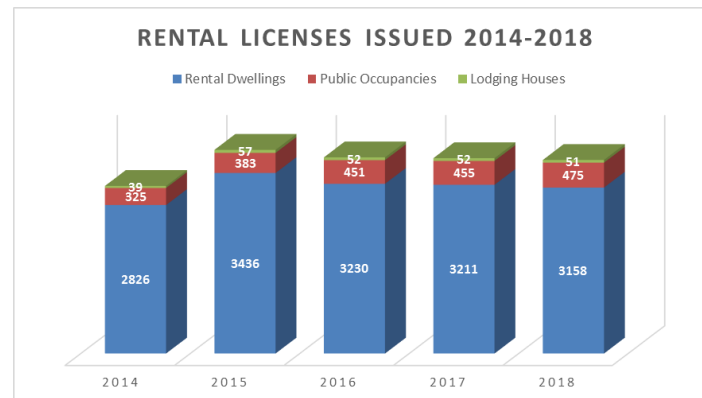
Ordinance Amendments: Research and Development

Several text amendments to the *Zoning Ordinance* occurred in 2018. 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 2018 activity of Ordinance amendments.

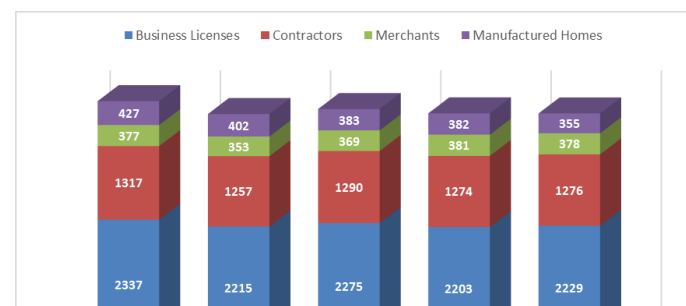
Ordinance Amendments 2018			
File Number & Ordinance	Topic	Text Amendment	Action Date
MI-18-01 Ordinance #2017-16	Allows consideration of Fuel Pumps as an Accessory Use to a Convenience Retail Store subject to Conditional Use review in the TND: Neighborhood Commercial District	<i>Zoning Ordinance</i> , Article 3 Section 28.52	Adopted: March 12, 2018
MI-18-03 Ordinance #2018-01	Amendments regarding Manufactured Homes, Mobile Homes and Land Lease Communities	<i>Dover Code of Ordinances</i> , Chapter 66 and Appendix F; <i>Zoning Ordinances</i> , Article 3 Section 8 and Article 12	SS#1/PC#1 Amendments: Adopted: September 24, 2018
MI-18-05 MI-18-06 MI-18-07 Ordinance #2018-06	Creation of IPM-3 (Industrial Park Manufacturing Zone: Industrial Aviation and Aeronautics Center); Eliminates maximum parking limitations and adds lot coverage maximums in select zones; revisions to sign regulations for vehicle signs	<i>Zoning Ordinances</i> , Article 3 Section 20B, Article 4, Article 5, Article 6 and Article 12	SA#1/PC#1 Amendments Adopted: August 27, 2018



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



Business Licenses Issued 2014-2018



Blue Hen Apartments— 501 Shrewsbury Ct.



The Preserve—980 Whatcoat Drive



306 Mary Street-Habitat for Humanity



Liberty Court—1289 Walker Road



421 Northdown Drive—Village of Westover



986 Whatcoat Drive-The Preserve

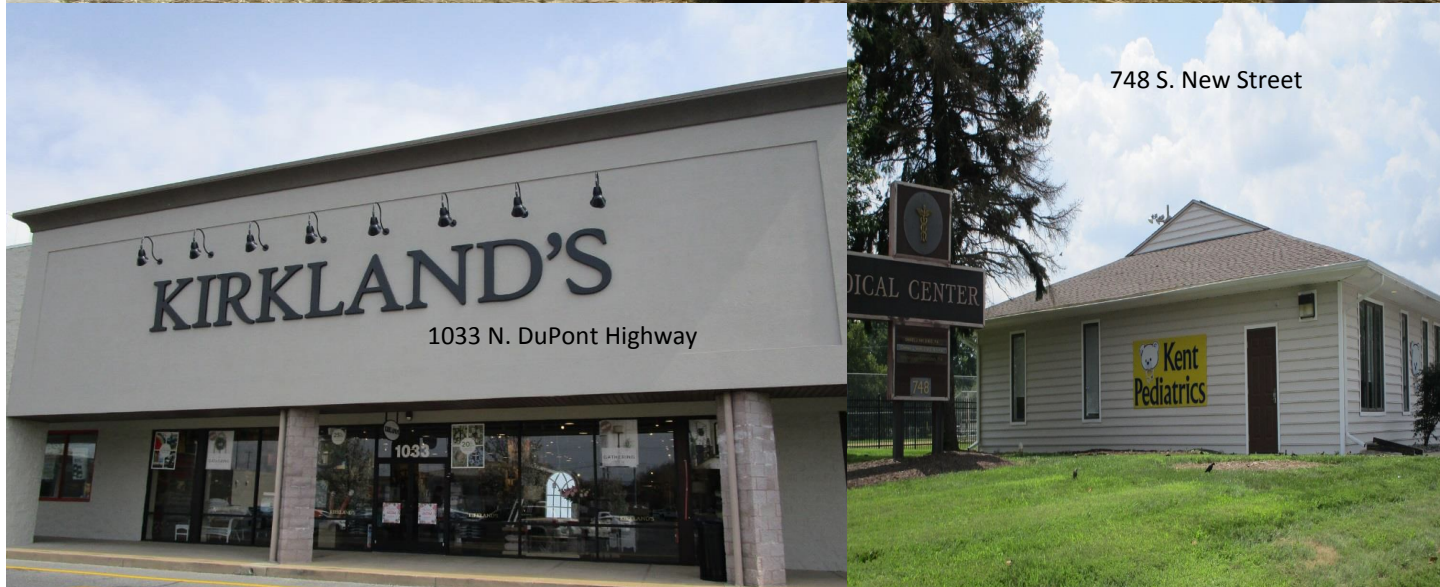


1655 Kenton Road—Tall Pines

55+ Senior Living



748 S. New Street



1005 N. State Street





500 Energy Lane
Chesapeake Utilities



245
North
New



MOD (Made on Demand) Pizza—
1037 N. DuPont Highway



Patriot Village

117
Revolutionary
Blvd



Dover Christian Church
1738 Forest Avenue



Modern Maturity Center
New Kitchen Addition

1121 Forrest Avenue



1450 Forrest
Avenue—
Completed
Renovations:
Interior and
Exterior



2nd Floor—285
Beiser Blvd. Suite 202



Creekstone —1198B South Governors Avenue

ABC Learning Academy at
822 S. State Street



Johnstone Supply - 890 New Burton Road



Cedar Chase
Renovations –Building D
1700 N. DuPont Highway



State of Delaware
DelDOT Renovations



Planning Commission

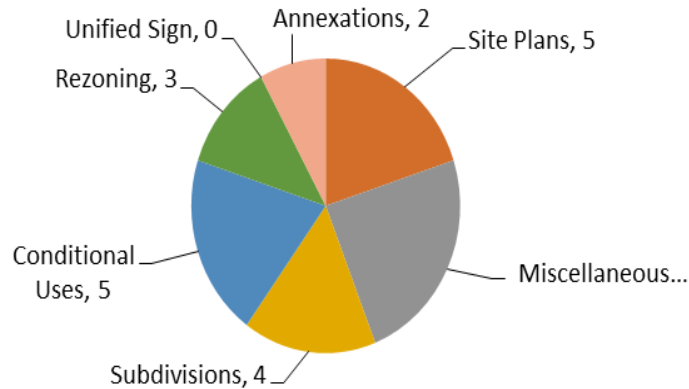
In 2018, The Planning Commission consisted of nine members with Fred Tolbert as Chairman and Dean Holden as Vice-Chair. The Planning Commission met eleven months in 2018 and reviewed a total of 25 applications.

The Site Plans reviewed by the Planning Commission included an Office/Warehouse facility on West North Street (The DGKP Property), a new Impound Lot for the Dover Police Station, and the latest iteration of the Lidl Grocery Store, which now includes a new retail store alongside the grocery store.

The Conditional Use applications included four child daycare facilities and an addition to the Governor's Cafe. The Planning Commission made recommendations to City Council on three rezoning applications, including applications related to building an 18-unit apartment building on Roosevelt Avenue and a church on White Oak Road. There were four applications for subdivision in 2018; one to prepare for a new shopping center on the former Berry Van Lines site; two to subdivide existing complexes under construction at Leander Lakes and the Bay Road Office Park; and one to create three lots for residential development on New Street. A total of 12 applications were submitted to the Planning Office for administrative review, including seven Administrative Site Plans and five Minor Lot Line Adjustment Plans.

Planning Commission Applications

2018

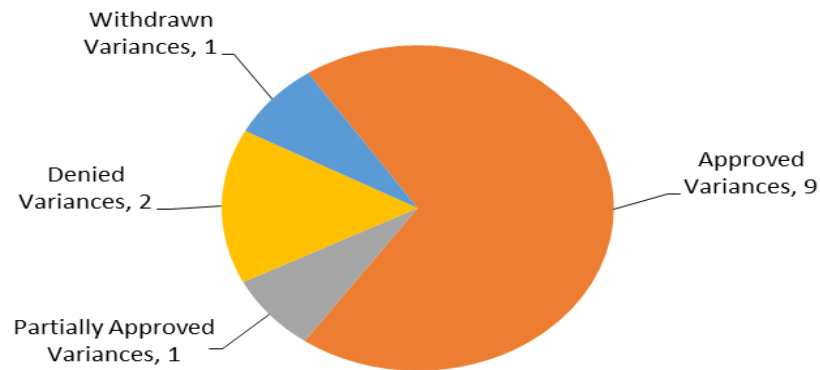


Board of Adjustment

The Planning Office received 13 applications to the Board of Adjustment in 2018. Twelve of the applications were for area variances and one was for a use variance. Of the twelve applications for area variances received, nine were approved, one was partially approved, one was withdrawn before being heard by the Board, and one was denied. The partially approved application asked for two separate variances, one of which was approved and one of which was denied. The withdrawn variance was later resubmitted as a separate application, which became one of the approved variances for the year. The one use variance was denied.

Board of Adjustment Applications

2018



Jonathan Street was appointed in February replacing Col. Dick Scrafford (who resigned in October 2017). Terry Jackson resigned as a Commission member in early February 2018 after almost twenty-five years of service. Mary Terry Mason was appointed in February to fill this remaining position. The Commission receives staff support from the Planning Office. During 2018 Joe McDaniel served as Chairman and Ann Horsey served as Vice-Chairman; they continue to serve following re-election at the Commission's Annual Meeting in November 2018.

The Historic District Commission held six meetings in 2018. The Historic District Commission reviewed three (3) items for consultation on Architectural Review Certificates or as informational items in 2018. This included the referral of a Building Permit for demolition of an accessory structure (garage) at the Murphey School (HI-18-02) and referral of a Fence Permit on South Governors Avenue (HI-18-03). The focus of the Commission was review and discussion of the 2019 Comprehensive Plan Project. They were involved in the evaluation and development of the Goals & Recommendations and the text to assist Staff with the development of the Historic Preservation Chapter of the Plan.

Of the forty-seven (47) permits in the Historic District in 2018, a total of thirty-eight (38) required Architectural Review Certification for exterior work activities. For example, exterior renovations and outdoor patio for the House of Coffi at 14 Loockerman Plaza, façade renovations (siding, windows, pent roof) at 25 West Loockerman Street, and brick repointing and front porch rehabilitation at 410 South State Street were completed. Several other buildings underwent roof repair and replacement projects. Sign Permits were issued for new businesses adding signage including Sweets & Treats, Brooks Men's Salon, and several offices and law offices.

Certified Local Government Program

The City of Dover was designated a Certified Local Government in 2015. As part of the Certified Local Government Program, application was made in May 2018 to seek grant funding in the FFY2018 CLG Grant Application process (HI-18-01). The Grant Application proposed a project for an Updated of the Historic Preservation Chapter of Dover's 2019 Comprehensive Plan. The FFY2017 CLG Grant to work on an Addendum to the *Design Standards & Guidelines for the City of Dover Historic District Zone* document focusing on Modern Materials & Technologies was withdrawn in the Spring 2018 due to lack of progress in retaining a consultant.



C-18-01	Governors Café Kitchen Addition	144 Kings Highway SW	Café / Restaurant	344	Conditional Approval Final Approval	2/20/2018 7/25/2018
C-18-02	All Beautiful Children Learning Academy	822 S State Street	Daycare Center	0	Conditional Approval Final Approval	5/21/2018 7/27/2018
C-18-03	Kidz Business Day-care Center	65 N DuPont Hwy	Daycare Center	0	Did not complete notice Conditional Approval	5/21/2018 6/18/2018
C-18-04	Little Kids Swagg Learning Center LLC	631 Ridgely Street #5	Daycare Center	0	Conditional Approval Final Approval	9/17/2018 10/10/2018
C-18-05	Our Future Christian Childcare Center II	614 S DuPont Hwy	Daycare Center	0	Withdrawn Conditional Approval	11/19/2018 12/17/2018

REZONINGS 2018							
File #	Applicant	Location	From	To	Acres	Action	Date
Z-18-01	Lands of The Clyde Corporation	127, 129, and 133 Roosevelt Avenue	R-8	RG-2	0.83	CC First Reading PC Recommended Approval CC Approval	8/27/2018 9/17/2018 10/8/2018
Z-18-02	Lands of Hansen White Oak Partners LLC	951 White Oak Rd	CPO	IO	1.12	CC First Reading PC Recommended Approval CC Approval	9/24/2018 10/15/2018 11/13/2018
Z-18-03	Lands of Faith Work LLC & Trust of Justine J Davis	971, 975, 983, 987, & 991 Forest St, 20, 30, & 34 Carver Rd, and 21, 27, & 31 Saulsbury Rd	C-1A, CPO, IO, COZ-1	C2A, COZ-1	2.32	CC First Reading PC Recommended Approval CC Approval	10/22/2018 11/19/2018 12/10/2018

ANNEXATIONS 2018							
File #	Applicant	Location	County Zoning	City Zoning	Acreage	Action	Date
AX-18-01	Lands of Jesse L Allen	3074 N DuPont Highway	BG	C-4	0.69	PC Recommended Approval CC Approval	6/18/2018 7/9/2018
AX-18-02	Lands of Steven E Andrew	179 Mifflin Road	RS-1	R-8	1.37	PC Recommended Approval CC Approval	9/17/2018 10/8/2018

SB-18-02	Leander Lakes Apartments Minor Subdivision	100 Isabelle Isle	Minor Sub-division	2	28.67	PC Conditional Approval Record Plan Approval	5/21/2018 6/27/2018
SB-18-03	Lands of Lar-lham Con-struction LLC	35 and 39 N New Street	Minor Sub-division	3	0.22	PC Conditional Approval	9/17/2018
SB-18-04	Lands of Bay Road Office Park	550 Bay Road	Minor Sub-division	3	6.46	PC Conditional Approval Record Plan Approval	9/17/2018 12/18/2018

UNIFIED SIGNS 2018					
File #	Applicant	Location	Type	Action	Date
No applications received.					

HISTORIC DISTRICT COMMISSION 2018					
File #	Plan Name	Location	Type	Action	Date
HI-18-01	CLG Grant Application for FFY2018	Historic District and Citywide	Information File	Application for grant to update Chapter 6 Historic Preservation in Comprehensive Plan	5/11/2018
HI-18-02	Referral of Permit #18-1104	12 Kings Highway NE	Demolition of Accessory Structure (Brick Garage Building)	Consultation on ARC for Demolition	7/19/2018
HI-18-03	Referral of Permit #18-1207	401 S. Governors Avenue	Fence	HDC Conditional Approval of ARC	7/19/2018

V-18-01	Lands of Larlham Construction LLC	35 and 39 North New Street	Allow one lot (lot 2) to be less than 1800 SF in area; allow all three (3) proposed lots to be less than 100 feet in depth.	Area Variance	Approved	3/21/2018
V-18-02	Lands of Robert Payne and E. Jane Warren	59 Park Drive	Allow construction of a side-walk within the floodplain	Area Variance	Approved	4/18/2018
V-18-03	Lands of Robert (Bob) Duncan	500 W Loocker-man Street	Continue use as an apartment in the basement-residential care taker	Use Variance	Denied	6/20/2018
V-18-04	Bay Road One LLC	550 Bay Road	Allow subdivision of a lot into three (3) new lots such that two of the new lots are under 150 feet wide	Area Variance	Approved	7/18/2018
V-18-05	McDonald's Restaurant -Real Estate Company	1424 Forrest Avenue (Route 8)	Allow installation of two (2) extra wall signs and to permit one (1) wall sign over 32 SF in area at 32.8 SF	Area Variance	Denial of first request and approval of second request	7/18/2018
V-18-06	Lands of Silver Lake Realty LLC & Silver Lake GF Holdings LLC	100 Enterprise Place	Allow construction of impervious surface above the limit of 65% lot coverage in the IPM Zone	Area Variance	Approved	9/19/2018
V-18-07	PAM Rehabilitation Hospital of Dover	1240 McKee Road	Allow installation of one (1) wall sign over 32 SF in area at 424 SF	Area Variance	Withdrawn	9/19/2018
V-18-08	Lands of Claude & Gwen Pritchett	360 Nottingham Court	Reduce required rear setback from 30 feet to 26.4 feet or less	Area Variance	Tabled Denied	12/19/2018 1/23/2019
V-18-09	Lands of Blue Hen Apts, LLC	100, 250, 350, 400 & 550 Shrewsbury Ct.	Reduce required rear setback for accessory garages from 5 feet to 4.7 feet	Area Variance	Approved	12/19/2018
V-18-10	PAM Rehabilitation Hospital of Dover Revised	1240 McKee Road	Allow installation of one (1) wall sign over 32 SF in area at 118.31 SF	Area Variance	Approved	12/19/2018
V-18-11	Boardwalk Apartments	127, 129, 133, and 135 Roosevelt Avenue	Allow increase in impervious coverage from 60% to 75.7%, allow accessory buildings to take up 56.1% of side and rear yards instead of 30%, and allow parking next to a multifamily dwelling	Area Variances	Postponed Approved	12/19/2018 1/23/2019
V-18-12	Dover Christian	1738 Forrest Av-	Allow installation of one (1) monument sign over 12 SF in	Area	Approved	12/19/2018

File #	Plan Name	Location	Description	Type	Sq. Ft. (new)	DO	Action	Date
S-18-01	DGKP Property Office/Warehouse	1351 West North Street	Office/ Warehouse	PC Review	71,775		PC Conditional Approval Final Approval	2/20/2018 9/5/2018
S-18-02	Lands of Chin L. Chu	967 N State Street	Restaurant/ Apartment	Adminis- trative Review	0	1	Administrative Review (filed)	2/20/2018
S-18-03	Lidl and Retail Store	122, 136, 140, and 162 North DuPont High- way; 321 Kings Highway NE	Retail Building and Grocery Store	PC Review	33,900		Withdrawn	3/19/2018
S-18-04	Dover Police De- partment Im- pound Lot	401 & 415 West Water Street	Impound Lot	PC Review	0		PC Conditional Approval	5/21/2018
S-18-05	Del-One Federal Credit Union Park- ing Lot Addition	270 Beiser Boulevard	Parking Addi- tion	Adminis- trative Review	0		Administrative Review (filed) Final Approval	6/1/2018 9/24/2018
S-18-06	Blank's Kitchen	550 S New Street	Building Addi- tion	Adminis- trative Review	194		Administrative Review (filed)	6/29/2018
S-18-07	Dover Mall Power Center	1365 North DuPont High- way	Site Develop- ment Master Plan for new power center	PC Review	596,500		Withdrawn	8/20/2018
S-18-08	Uno Plaza New Building	1225 North DuPont High- way	New retail building	Adminis- trative Review	3,480		Administrative Review (filed)	7/12/2018
S-18-09	Sunshine Home Daycare	370 Mimosa Avenue	Home Daycare	Adminis- trative Review	0	1	Administrative Review (filed) Final Approval	9/10/2018 9/24/2018
S-18-10	Precious Minds Home Daycare	420 Worchester Drive	Home Daycare	Adminis- trative Review	0	1	Administrative Review (filed) Final Approval	10/1/2018 10/18/2018
S-18-11	Lidl and Retail Store Revised	122, 136, 140, and 162 North DuPont High- way; 321 Kings Highway NE	Retail Building and Grocery Store	PC Review	35,089		PC Conditional Approval	11/19/2018
S-18-12	DeIDOT Phase II - Parking Lot Expansion	800 Bay Road	Parking Lot Expansion	Adminis- trative Review	0		Administrative Review (filed)	10/10/2018

MI-18-01	Text Amendment: TND - Conditional Use	Zoning Ordinance, Article 3 Section 28	Ordinance Update to allow fuel pumps as an accessory conditional use to a convenience retail store in the TND Zone	2017-16	LFA Committee/CCOW Introduction CC First Reading PC Recommends approval CC Approval	12/12/2017 1/8/2018 2/20/2018 3/12/2018
MI-18-02	138 Cherry Street: Minor Lot Line Adjustment	138 Cherry Street	Minor Lot Line Adjustment Plan		Administrative Review (filed) Final Approval	12/12/2017 1/22/2018
MI-18-03	Text Amendments: Manufactured Homes	Dover Code of Ordinances, Chapter 66, and Zoning Ordinance, Article 3 Section 8 and Article 12	Ordinance Update to reorganize regulations related to manufactured homes and clarify enforcement and penalty provisions	2018-01	LFA Committee/CCOW Introduction CC First Reading Tabled by PC Tabled by CC PC Recommends Approval CC Schedules Final Reading CC Approval	2/13/2018 2/26/2018 3/19/2018 4/9/2018 8/20/2018 9/10/2018 9/24/2018
MI-18-04	18, 20, & 22 N New St: Minor Lot Line Adjustment	18, 20, 22 North New Street	Minor Lot Line Adjustment Plan		Administrative Review (filed) Final Approval	3/16/2018 5/18/2018
MI-18-05	Text Amendment: IPM-3 Zone	Zoning Ordinance, Article 3 and Article 4	Ordinance update to institute a new zoning classification focused on aviation and aeronautics-focused industry	2018-06	CC First Reading PC Recommends Approval CC Approval	6/25/2018 7/16/2018 8/27/2018
MI-18-06	Text Amendment: Replacement of Maximum Parking Requirement	Zoning Ordinance, Article 4 and Article 6	Ordinance update to remove the maximum parking requirement and replace it with maximum impervious surface coverage requirements for those zones which do not currently have them	2018-06	CC First Reading PC Recommends Approval CC Approval	6/25/2018 7/16/2018 8/27/2018
MI-18-07	Text Amendment: Vehicle Signs	Zoning Ordinance, Article 5 Section 4	Ordinance update adding measures to the Zoning Ordinance clarifying when a sign attached to a vehicle is not permitted	2018-06	CC First Reading PC Recommends Approval CC Approval	6/25/2018 7/16/2018 8/27/2018

File #	Plan Name	Location/Topic	Type	Ordinance	Action	Date
MI-18-08	Baytree Area Floodplain Mapping Changes	Baytree Subdivision	Information File on FEMA FIRM Mapping Changes impacting Baytree from GOTP LOMR		Public Meeting held with Baytree neighborhood	11/17/2018
MI-18-09	2019 Comprehensive Plan - Information File	Comprehensive Plan	Information File for 2019 Comprehensive Plan Research		N/A	N/A
MI-18-10	Eden Hill Farm TND Residential District: Architecture Concept	Eden Hill Farm TND Residential District	Request for Consideration of Architecture Concept for Townhouse Units and Single Family Detached as 55+ community		PC requests staff meet with applicant PC accepts updated report on request	6/18/2018 7/16/2018
MI-18-11	43 & 45 S Kirkwood St: Minor Lot Line Adjustment	43 and 45 South Kirkwood Street	Minor Lot Line Adjustment Plan		Administrative Review (filed) Final Approval	7/2/2018 7/12/2018
MI-18-12	18, 20, 22, 26 & 28 N Kirkwood St: Minor Lot Line Adjustment	18, 20, 22, 26 and 28 North Kirkwood Street	Minor Lot Line Adjustment Plan		Administrative Review (filed) Final Approval	7/20/2018 9/19/2018
MI-18-13	401 Kesselring Ave: Minor Lot Line Adjustment	401 Kesselring Avenue and Blue Beach Drive	Land Swap		Administrative Review (Filed)	11/2/2018