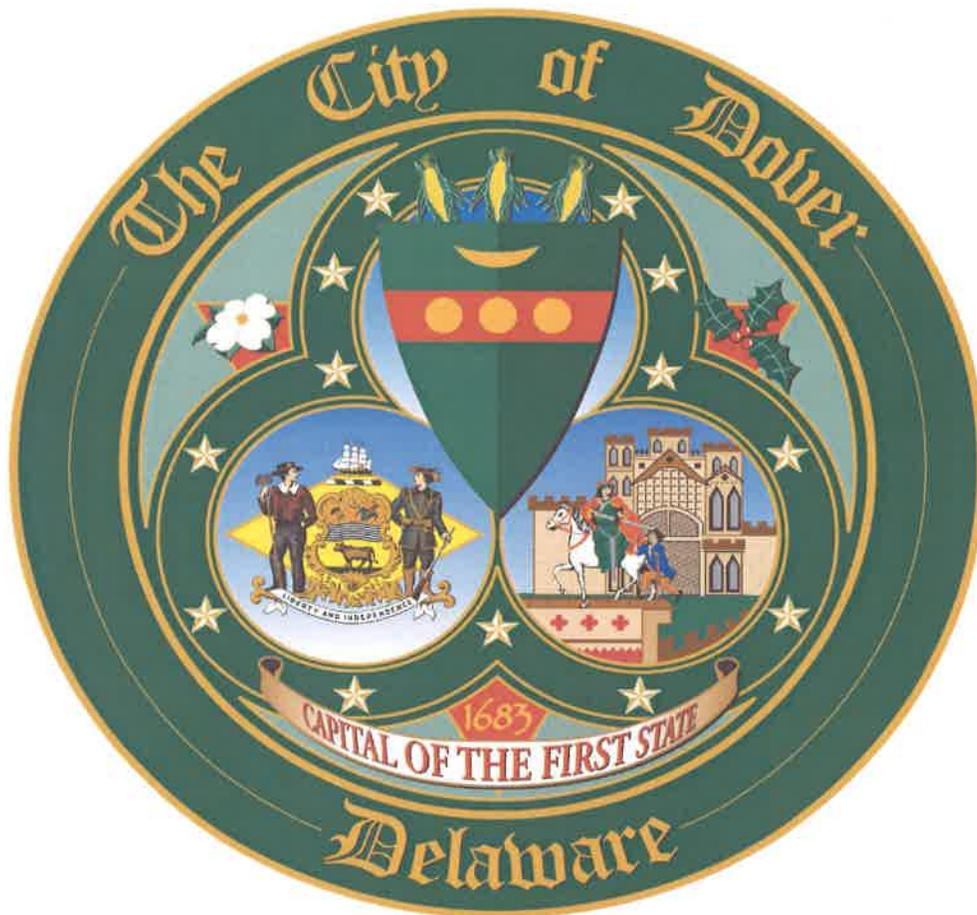


City of Dover, Delaware

Department of Planning,
Inspections & Community Development



2017 Annual Report

Planning, Inspections
& Community Development

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Planning, Inspections & Community Development 2017 Annual Report



Introduction

2017 was a time of great transition for the Department of Planning, Inspections & Community Development. Of the Department's five divisions, four saw at least one personnel change over the past year. In addition, longtime Department Director Ann Marie Townshend stepped down and new leadership was established under David S. Hugg III, returning from retirement after serving as the town manager of Smyrna, Delaware. Planning, Inspections and Community Development six-year partnership with the Department of Parks & Recreation ended as leadership of that Department transferred to Margie Cyr, Director of the Dover Public Library, though a close relationship between the departments is still expected. In the wake of these changes, we expect Planning, Inspections & Community Development Department to be more 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. We expect the "fresh blood" in our department to pursue these goals with vigor.

One of my priorities during the transition has been improving the Department's and the City's image, as the City government is sometimes seen as an obstacle to economic development rather than as a facilitator. To that end, on November 6, 2017 a variety of City Staff participated in a facilitated session entitled *Dover Roundtable: Creating the Buzz*, hosted by the Planning Department at the Library. The session focused on developing strategic marketing efforts to promote the City of Dover in order to "share our story" with the media and community. Other priorities include ordinance updates and greater cooperation and collaboration with the building and development community. As this Annual Report showcases, economic development in the City over the past year has actually been proceeding at a brisk pace, and it is very important to share the City's development successes with the public if our reputation is to change. Expect more good stories to come from the Planning, Inspections and Community Development Department in 2018.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "David S. Hugg III".

David S. Hugg III

Director of Planning, Inspections & Community Development

Building Inspections

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 4,873 building inspections, 6,189 plumbing/mechanical inspections and 203 C/O inspections this year. A total of 2,353 permits were issued in 2017.



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. Work is underway to adopt 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 brings 20 years private sector construction experience to the team and is ICC certified in Commercial, Residential and Housing. Mike is ICC certified as a Commercial Building Inspector, Residential Inspector and is licensed through the State in Manufactured Home Compliance. Chris holds 9 ICC certifications in several disciplines and is also licensed through the State of Delaware as both a Plumber and HVAC Mechanic.

Fire Marshal's Office

Staff: Pictured Left to Right:

Jason Osika , Fire Marshal

Matthew Brown, Deputy Fire Marshal / Inspector II

Maria Quinones, 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 became fully staffed on September 25, 2017.

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

In addition to the inspection related responsibilities the Fire Marshal's Office is responsible for the investigation into origin and cause of fires and explosions within the City of Dover. All employees of the office are on an on-call rotation for any after-hours fire or life safety complaints received. All employees also work special events such as NASCAR race weekends, Firefly (131.5 hours), and July 4th.

For the year 2017, the following is a breakdown of activity for the office:

- *Annual Fire/Life Safety Inspections:* 261 with 956 deficiencies
- *Certificates of Occupancy Inspections /Fire Protection Acceptances Tests:* 137
- *Administrative walk-through inspections:* 260
- *Fire/Life Safety Complaints:* 329
- *Plan Review:* 165
- *Plan Review:* 107 fire permits issued with a total value of \$30,454

Total of 53 Fire Investigations with a Total Fire Loss of \$3,693,603

- *Accidental:* 30 with a total amount of \$449,002 in damage.
- *Incendiary:* 16 with a total amount of \$704,601 in damage. Arrest in conjunction with Dover Police Department Total: 2
- *Undetermined:* 7 with a total amount of \$2,504,000 in damage.
- *Subject Injured/Burned Investigations:* Total of 2
- *Fire System Saves:* 10



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

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. There was one vacancy at the end of the year.

The Code Enforcement Officers entered a total of 2,787 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 71 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, 6,759 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 398 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 210 buildings within the City limits of Dover and collected over \$200,000.00 dollars in registration fees from the vacant building program. Since the program began in 2007, a total of 1,891 structures have been registered as vacant. Currently, staff estimates that there are approximately 240 of these structures still vacant.

Dangerous Buildings and Demolitions:

Nineteen (19) buildings or structures were active on the dangerous building list. Of these, the following twelve (12) 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	392
Property Maintenance Exterior	343
Tall Grass and Weeds	448
No Valid Business License	114
No Valid Rental Permit	209
Unregistered Vehicles	99
Dover City Ordinances (Violations)	404
All Others	778
Total	2,787

Causes for Inspections

Citizen/Tenant complaint	483
Electric Department Referral	107
Other Agency Referral	152
Staff Initiated	2,045
TOTAL	2,787

Demolished by the City

- 139 Mitscher Road
- 145 N Ann Avenue
- 231 Mifflin Road
- 131 N Kirkwood Street
- 236 Eisenhower Drive



236 Eisenhower Drive—Demolished by City

Repaired by Owner

- 2 South Queen Street
- 45 South Kirkwood Street
- 742 Slaughter Street
- 37 S New Street

Demolished by the Owner:

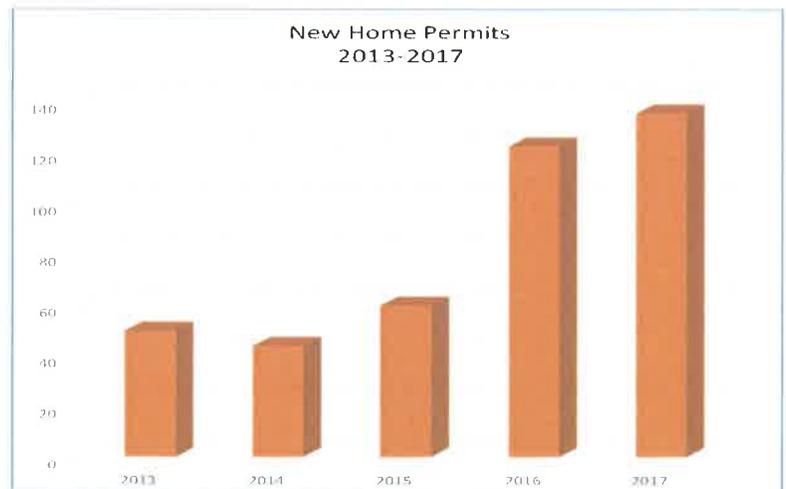
- 801 N State Street
- 229 Cecil Street

Licensing and Permitting

Staff: Kristen Mullaney, Licensing & Permitting Supervisor; Angie Greenlee, Office Assistant II, and Courtney Kenton, 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 inquires. They responded directly to questions regarding all of the above and scheduled appointments and meetings as required. The charts included are examples of just some of the important work done by this staff. Their contributions to customer service are immeasurable. While much of their work cannot be directly quantified, without their efforts, the Department could not function. They present a high standard of prompt and courteous service.



Planning Office

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



Ann Marie Townshend, AICP served as the City Planner, Director of the Department of Planning, Inspections and Community Development and the Director of the Parks & Recreation Department from March 2006 to March 31, 2017. In April, City Council appointed David S. Hugg, III as the Acting Director of Planning & Inspections and Parks & Recreation. He was hired as a consultant to serve in that capacity for several months until the City Planner position could be filled. In December 2017, Mr. Hugg was appointed the City Planner, serving as the Director of Planning, Inspections and Community Development.

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. In 2017, the Planning Office processed 76 new applications and continued review on applications that had been submitted in previous years while also participating in the Permit Review processes for the various residential and non-residential development in the City. Additionally, the Planning Office manages the City's Community Development Block Grant program and is involved in many research and study effort on planning related topics.

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, four (4) families received a grant from the City of Dover's Homeownership Assistance Program and purchased affordable housing in the City.
- ◆ **Dover Interfaith Mission to the Homeless**— CDBG funds were utilized to cover the operations costs for the homeless shelter. A total of 242 homeless men were serviced throughout the program year.



Personnel Changes

The continued dedication and professionalism of the staff of the Department of Planning, 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 2017. The change is as follows:

- January 20, 2017 was Bill Cook's last day with the City of Dover. Bill took on a position working on Planning and Development Review in Alexandria, Virginia.
- Ann Marie Townshend, AICP served as the City Planner and Director of the Department of Planning and Inspections and the Parks & Recreation Division since March of 2006. March 31, 2017 was her last day with the City of Dover; Ann Marie started a new job in April as the City Manager of Lewes, Delaware.
- Fred Chase was hired as an Inspector I (Deputy Fire Marshal) in the Fire Marshal Office effective March 6, 2017.
- David S. Hugg III was appointed the Acting Director of Planning & Inspections and Parks & Recreation. He was hired as a consultant by City Council to serve in that capacity for several months until the City Planner position was filled.
- Julian Swierczek joined the City's Planning Office as a Planner I on July 11, 2017.
- July 21, 2017 was Angela Greenlee's last day with the City of Dover. Angie took on an Assistant Supervisor position with Five Below in Dover, Delaware.
- Maria Quinones joined the Fire Marshal Staff as an Inspector I (Deputy Fire Marshal) in the Fire Marshal Office effective September 25, 2017.
- On September 22, 2017, Jake Shepherd (Code Enforcement Inspector I) transferred to a Dispatcher position at the Dover Police Department.
- On November 18, 2017 Eddie Diaz (Planner I) passed the AICP (American Institute of Certified Planners) Certification Exam.
- On December 11, 2017 David S. Hugg III was appointed the City Planner (Director of Planning, Inspections and Community Development) by City Council after serving in an interim capacity.



Fred Chase



Julian Swierczek



Maria Quinones

- ◆ **Milford Housing Homeowner Rehabilitation Program**— CDBG funds were provided to fully renovate and improve two (2) owner-occupied homes.
- ◆ **Milford Housing Emergency Repair Program**—CDBG funds were provided to complete emergency home repairs for four (4) 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 third year of the Wells Fargo Grant. During the year, RCD teamed up with interns from Delaware State University to implement the Lights on Strong Initiative going door to door in the RCD revitalization area installing LED lights to the front and rear porches of homes in the area to prevent crime. There were many events during the year 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 eleven (11) affordable single family homes constructed and sold during the program year.

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 2017, the City authorized \$12,945 in permit fee waivers for 24 properties for the purpose of new housing or business. This includes eleven new homes which have been built within the Downtown Development District, including six new duplex homes that were completed at the corner of Kirkwood and Reed Streets. The other new homes include one at 245 N. West Street, one at 45 S. Queen Street, one at 231 N. Queen Street, one at 24 North New Street, and one at 21 North New Street.

The City further waived Business License fees in the amount of \$1,254.50 in the aim of incentivizing business growth in the Downtown Development District. Both incentive types are on 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.

Major Projects and Construction Activity

Residential Activity

A number of existing subdivisions saw continued house construction resulting in over 100 new residential units. These developments include mixes of one family detached dwellings, duplexes, and townhouses. Activity includes dwellings in **Nottingham Meadows**, **Clearview Meadows PND**, **Senators Lake**, **Seskinore**, **Village of Westover Phase VI**, **Village of Cannon Mill PND** and **Chestnut Grove Farms**. April 2017 also saw the start of construction for the new community center building in Clearview Meadows PND as part of the project Active Recreation area. Construction activity restarted in December 2017 on select lots with the **Patriot Village** (SB-02-02F) with a new builder taking over a long dormant subdivision.

Construction activities also continued in 2017 at several multi-family residential projects including the **Leander Lakes Apartments** project south of Forrest Avenue/Route 8 (S-12-18); renovations to the apartment buildings at the **Preserve at Whatcoat** (previously known as Whatcoat Village) (S-16-05); continued work at the **Tall Pines** project at 1655 and 1665 Kenton Road (S-14-18); and buildings in Phase 2 at the **Blue Hen Apartments Complex** (S-15-12). Another major multi-family project involves the demolition of fourteen buildings and reconstruction of the residential units at **Liberty Court Apartments** at 1289 Walker Road. The project will result in a total of 100 apartment units and site improvements for fire protection and tree planting/landscaping (S-16-22). In July, a Building Permit was also issued for **The Arbors – Senior Garden Apartments** at 1051 College Road (S-16-07). In November, a Building Permit was issued for construction the **Lake Club Apartments Rental Center** building (S-17-09) which will include a new rental office, meeting area, and fitness center for the apartment complex. Citywide, there were Certificates of Occupancy issued to over ten (10) new apartment buildings. Construction of the final building (Apartment Building 4) was completed at **The Grande: Planned Neighborhood Design – Senior Citizen Housing Option** (C-15-04) in November.

Eden Hill Farm TND

Construction in the **Eden Hill Farm Traditional Neighborhood District** continued. In July, the first building in the Eden Hill Farm TND Neighborhood Commercial District located at 201 Towne Centre Drive received a Certificate of Occupancy for its first tenants Nemours Pediatrics. Also with this project the traffic circulation connection from Wemyss Drive and the Residential District through the Neighborhood Commercial District to Garrett House Circle completes the connection to North Street and the Professional Office, Medical & Financial District. The construction of the next building in Phase 2 of the Eden Hill Farm TND: Professional Office, Medical & Financial District also occurred in 2017. The Center at Eden Hill is a Skilled Nursing Facility (S-16-16) located at 300 Banning Street joining the Eden Hill Medical Center building.

Commercial Construction Activities

Commercial construction activities continue at several major projects including the **Chesapeake Utilities Dover Campus** and the **Islamic Society of Central Delaware Building**. Demolition of the **old Playtex facility at Division Street and Route 13** commenced in preparation for the site redevelopment for a shopping center development know as Capital Station. This environmental mitigation and demolition project will also require demolition of the water tower on the site which is scheduled for February 2018. Throughout the City and including the Downtown areas, a number of tenant fit-outs and renovations of existing buildings have brought new businesses to Dover. The following listing focuses on the construction of new non-residential/commercial buildings.

- ◆ **Dover Christian Church:** In March, a Building Permit was issued for the following the new place of public assembly (church) at 1738 Forrest Avenue (C-13-11).
- ◆ **Wendy's:** In April, the building renovations were completed for the Wendy's Restaurant at 1596 South DuPont Highway giving it a modernized appearance along with minor site improvements for circulation.
- ◆ **Salt Barn:** A Building Permit was issued for the Salt Barn in the City's Public Works Yard in Schutte Park (S-17-04).
- ◆ **Creekstone Development:** The new multi-tenant office building in the Creekstone development on South Governors Avenue received a Certificate of Occupancy in June for its first tenants.
- ◆ **Enterprise Office Building:** In July, permits were issued to begin construction of the Enterprise Office Building at 285 Beiser Boulevard (S-16-01). Anticipated tenants of the building are in the medical services field.
- ◆ **Telecommunications Tower:** In August, a Permit was issued to begin construction of a new Telecommunications Tower near 118 Galaxy Drive (S-17-08).
- ◆ **Panera Bread Restaurant:** The long awaited Panera Bread Restaurant was constructed at 545 North DuPont Highway (S-16-23) and began serving customers in September.
- ◆ **Longhorn Steakhouse Restaurant:** In November, construction commenced for the Longhorn Steakhouse Restaurant at 505 North DuPont Highway (S-17-13) joining the Capital Commons complex.
- ◆ **Truck Store:** Permits were issued for redevelopment of a previous gas station site for the Truck Store at 423 South DuPont Highway (S-17-11).



Special Studies & Projects

Plan4Health

Planning Staff attended the Plan4Health Roundtable Summit on May 12, 2017. Presentations at the event included Mapping of Assets, the Statewide Health and Equity Assessment, collaborative partnerships and brainstorming of ideas for healthy living with a prioritization of future tasks related to Health. The Plan4Health is a grant-funded program that will result in recommendations for incorporating healthy living into the City's Comprehensive Plan. <http://deplan4health.org>

Downtown Parking Study

Planning Staff continued to assist in the data collection effort tracking parking space usage in the central Downtown area for the Downtown Parking Study. Additional car counts took place throughout January and February 2017. On August 24, 2017, a Public Workshop was held at the Dover Public Library, during which information and potential strategies for parking in the Downtown were presented for review and comment. Release of the Study's Final Report is now expected in March 2018. See the Dover/Kent County MPO website for more information on the study. <http://doverkentmpo.delaware.gov/2017/08/25/downtown-dover-parking-study-photos-links/>

Enterprise Resource Planning Project

Various Planning & Inspections Staff participated in a series of meetings February 14-16, 2017 with Berry-Dunn, the consultant working on the City-wide Enterprise Resource Planning (ERP) system selection project. Staff provided information on the current system applications including functional & technical requirements and business needs for the Department. The current system (Naviline and HTE) is used for processing of permits, licenses and applications, acceptance of payments, inspections, property information, code enforcement case management, and Fire Marshal functions. By the end of 2017, the City had selected Tyler Technologies for the ERP system and work was underway for the first Phase of implementation focused on the City's financial systems.

Nonconforming Uses in Residential Districts

2017 saw the conclusion of the Planning Office's *Sunsetting of Nonconforming Uses* project. The project used data gathered from fieldwork done in 2016 to identify all of the nonconforming uses in the City's residential zones. The nonconforming uses found to be non-residential were given a timeframe in which to either come into conformance with the City's *Zoning Ordinance* or close down in accordance with the Ordinance's sunseting requirements. The owners of the non-residential properties were sent letters informing them of their properties' nonconforming status, with a first round of letters sent in August 2016 and a second round sent in February 2017. Throughout 2017 Planning Staff worked with the property owners to resolve the nonconforming status of their properties. Four Rezoning Applications brought before the Planning Commission and City Council in 2017 were enacted to give properties a new zoning classification in which the current use would be conforming. One application for a Use Variance was also brought before the Board of Adjustment to allow a use where rezoning would not have been possible. For details on the project process and each of the nonconforming properties, see the Final Report for the project issued on December 27, 2017.

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 2017.

Comprehensive Plan Amendments 2017

In accordance with the approved procedure for annual amendments to the Comprehensive Plan, no new requests were received for consideration for the 2017 amendment process. Likewise, no new requests were received in December 2017 for 2018 amendments.

Preliminary Land Use Services (PLUS) Review: Update of Memorandum of Understanding

The City currently has a Memorandum of Understanding (MOU) regarding the PLUS Review process with the Office of State Planning Coordination (OSPC). The PLUS Review process is in place to allow State review of certain development projects in the City of Dover that may have far reaching and complex effects on the region. The previous MOU was adopted in February 2004 following the establishment of the PLUS process at the State level. In 2017 Planning Staff worked with OPSC Staff to develop a new MOU, with adjusted criteria for determining which projects in the City must be reviewed under PLUS. The new MOU was reviewed by the Legislative, Finance, and Administration Committee on September 12, 2017 and accepted by the Planning Commission on September 18, 2017.

Bicycle & Pedestrian Planning

In 2017, Staff was part of the working group for the Dover/Kent County MPO Regional Bicycle Plan (RBP) Update project. The original RBP was adopted in 2011. The 2017 update focused on new analysis techniques centered around the concept of "level of traffic stress," the idea that whether people will choose to bike is highly affected by their comfort level with the traffic they must share the route with. The result of the analysis was recommendations for new routes that not only fill gaps in the existing system but establish low-stress routes to popular destinations such as schools and shopping centers. The final version of the RBP Update was adopted by the MPO Council in September 2017.

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 Delaware, its counties, and selected municipalities including the City of Dover. At the DPC Annual Meeting on October 26th, the Consortium adopted yearly population projections and the Population Projection Series. The DPC estimated the City of Dover total population at 38,102 people (as of July 1, 2017). See the entire DPC population projections document at http://stateplanning.delaware.gov/information/dpc_projections.shtml

Schutte Park Master Planning

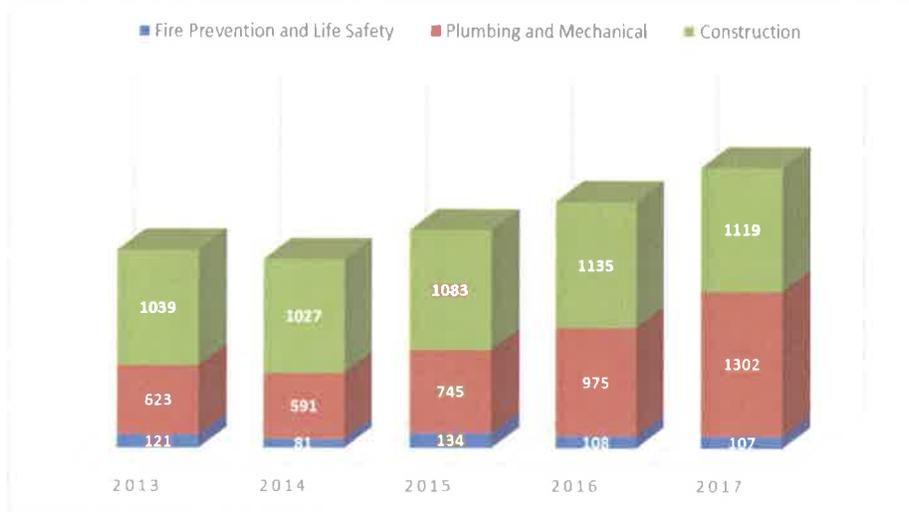
The Schutte Park Master Plan was adopted by City Council in February 2017. Following the Plan's adoption, Planning Staff worked throughout 2017 to begin implementation. From May to July, Staff was the point of contact for the engineering consultant selected to perform a cost estimate for the proposed improvements. In September, Staff coordinated with the Department of Parks & Recreation to write a grant application for money from DNREC's Outdoor Recreation, Parks and Trails (ORPT) Fund. The grant was approved in November; the funds are to be used to begin limited implementation of the first phase of the Master Plan, including construction of an "inner loop" trail and a disc golf course. Responsibility for implementing the plan has since been fully transferred to the Parks & Recreation Department, with implementation assistance coming from the Public Works Department.

Ordinance Amendments: Research and Development

Several text amendments to the *Zoning Ordinance* occurred in 2017. 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 2017 activity of Ordinance amendments.

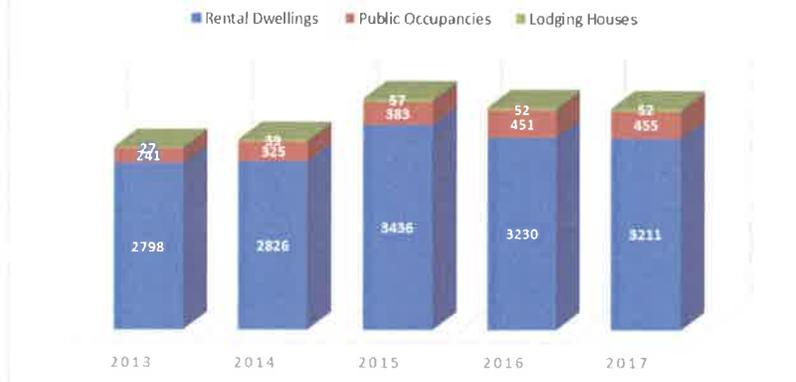
Ordinance Amendments 2017			
File Number & Ordinance	Topic	Text Amendment	Action Date
MI-16-17 Ordinance #2016-25	Amendment related to parking of Tractor Trailers.	<i>Zoning Ordinance</i> , Article 6 Section 6	PRCE 11/15/2016 CC-FR 11/28/2016 PC 12/20/2016 Recommendation not to adopt CC 1/9/2017 did not adopt
MI-17-02 Ordinance #2017-12	Amendment to update supplementary regulations (buffers, landscaping, etc.) and parking regulations	<i>Zoning Ordinance</i> , Article 5 Sections 6,7,16,18,19 and Article 6 Section 3	LFA 8/14/2017 CC-FR 8/28/2017 PC 9/18/2017 Recommendation CC Approval 10/9/2017
MI-17-03 Ordinance #2017-13	Amendment to allow Adult Day Care Facilities and clarifications of Child Day Care Facilities	<i>Zoning Ordinance</i> , Article 3, Article 5 Section 14, and Article 12	LFA 9/25/2017 CC-FR 10/9/2017 PC 11/20/2017 Recommendation CC 12/11/2017 Approval

Permits Issued, 2013-2017



Permit Inspections	2013	2014	2015	2016	2017
Construction	1,039	1,027	1,083	1,135	1,119
Plumbing / Mechanical	623	591	745	975	1302
Fire Prevention / Life Safety	121	82	134	108	107
Totals	1,783	1,699	1,962	2,218	2,528

RENTAL LICENSES ISSUED 2013-2017



Business Licenses Issued 2013-2017



2017: Welcome to Dover! Progress in Pictures

930 Whatcoat Drive-
Whatcoat Apartments



605 Swallowtail Way in Clearview Meadows



327-331 Loftland Drive in Village of Cannon Mill



47 Greentree Drive



Leander Lakes



1574 N
DuPont
Highway



2 Wellington Avenue in Nottingham
Meadows



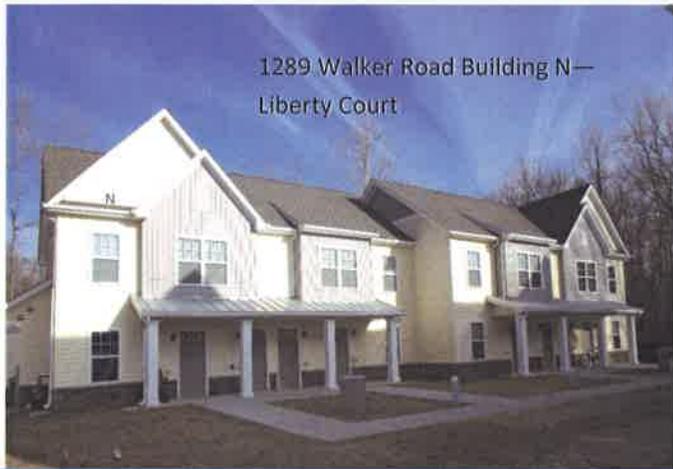
344-365 Tribbitt
St—Cannon
Mills



231 Nob Hill
Rd. Clearview
Meadows



2017: Welcome to Dover! Progress in Pictures



2017: Welcome to Dover! Progress in Pictures



9 Caldwell Ct. in
Clearview Meadows



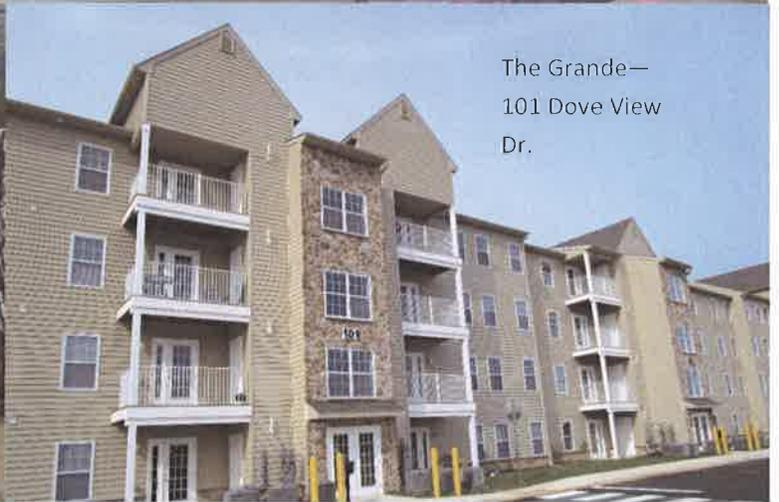
655 Bay
Road
Suite 2-A



Dover Behavioral Health—
725 Horsepond Road



1365
N.
DuPont
Hwy



The Grande—
101 Dove View
Dr.

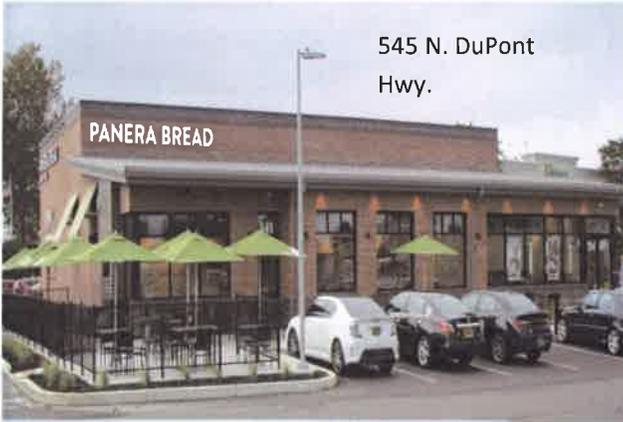


640 Nimitz Rd.
—Towne Point



Senators Lake : 2 thru 12 Representative Lane

2017: Welcome to Dover! Progress in Pictures



545 N. DuPont Hwy.



263 N. DuPont Hwy.



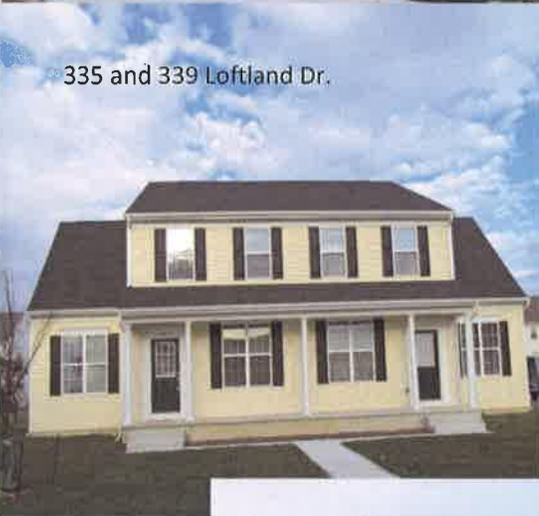
38 Wellington Ave.



301 Nob Hill Rd.



436 and 440 W. Reed St.



335 and 339 Loftland Dr.

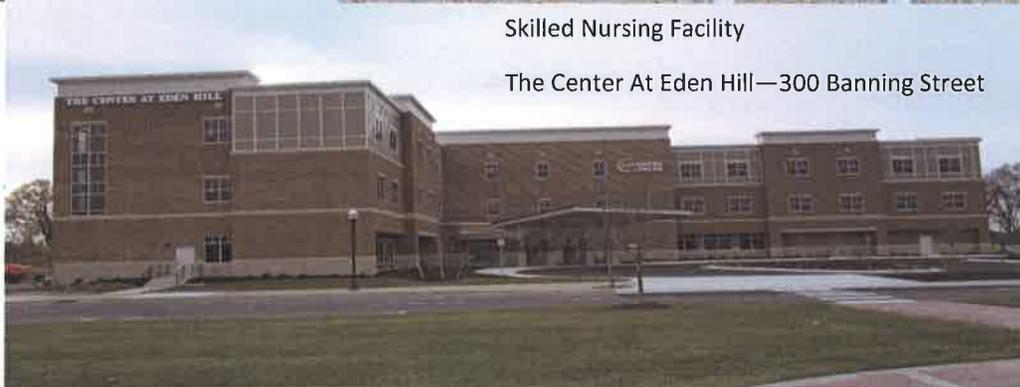


60 Starlifter Ave.

101 FIRESIDE PARTNERS
103 FSA LOGISTIX
← PLEASE USE SIDEWALK

Skilled Nursing Facility

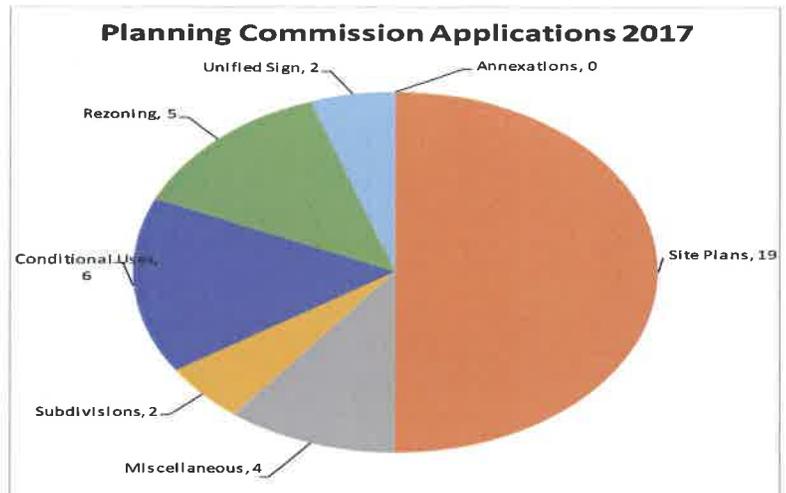
The Center At Eden Hill—300 Banning Street



Boards and Commissions

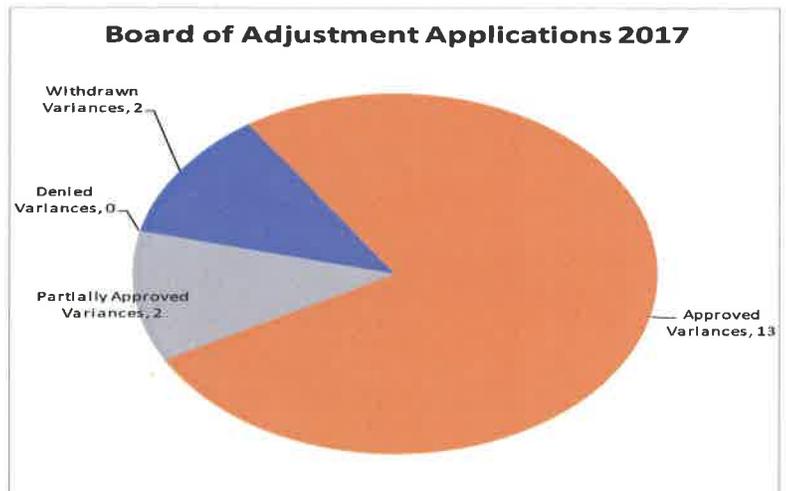
Planning Commission

The Planning Commission consists of nine members with Fred Tolbert as Chairman and Dean Holden as Vice-Chairman. The Planning Commission met eleven months in 2017 and reviewed a total of 39 applications including one Administrative Site Plan requiring waiver approval. The Site Plans reviewed by the Planning Commission included a Parking and Event Area Master Plan for the Dover International Speedway, the MedCore Partners Physical Rehabilitation Hospital, the Capital Station Shopping Center, a Longhorn Steakhouse restaurant at Capital Commons, an Office Park Master Plan and a shopping center on Bay Road, and a Master Plan for a new Residence Hall at Delaware State University. The Conditional Use applications included two child daycare facilities and a new coffee shop near the corner of Loockerman Street and State Street. The Planning Commission made recommendations to City Council on five rezoning applications, of which four related to the Planning Office's Council-ordered project to sunset Nonconforming Uses in residential zones. There were two applications for subdivision in 2017; one to create three new one-family lots on North Street and one to create a separate parcel for the new Panera Bread Restaurant. There was a total of 16 applications that were submitted to the Planning Office for administrative review including 14 Site Plans and 2 Minor Lot Line Adjustment Plans.



Board of Adjustment

The Planning Office received 17 applications to the Board of Adjustment in 2017. Sixteen (16) of the applications were for area variances and one was for a use variance. The use variance was approved along with 12 of the area variances. Two area variances were partially approved and two area variances were withdrawn. Three of the approved area variances later received approval from the Board for revisions. One of the partially approved area variances was denied a revision.



Historic District Commission

The City of Dover, Delaware Historic District Commission consists of five members. The members during 2017 include Eric Czerwinski, Ann Baker Horsey, Terry Jackson, Joe McDaniel, and Col. Dick Scrafford. Col. Dick Scrafford resigned as a Commission member in October 2017 after nineteen years of service. The Commission receives staff support from the Planning Office. During 2017 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 December 2017.

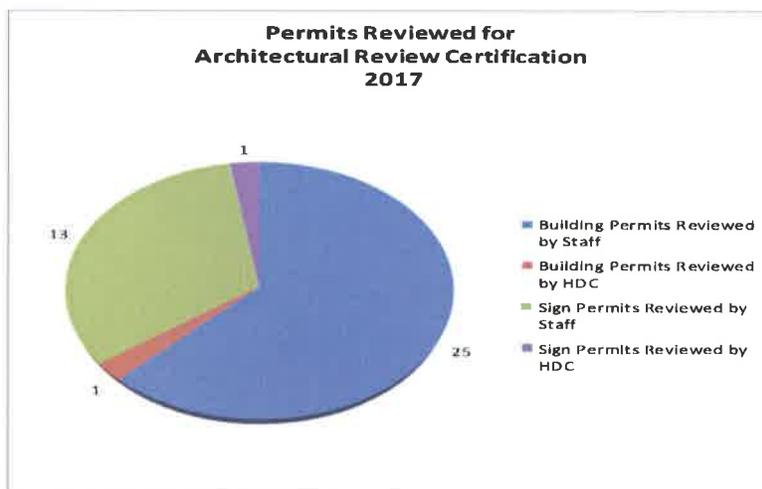
The Historic District Commission held seven meetings in 2017. The Historic District Commission reviewed four (4) applications for Architectural Review Certificates or as informational items in 2017. This included the referral of a Building Permit for exterior renovations to an apartment building at 305 South Governors

Avenue (HI-17-02) and referral of a Sign Permit for wall signage at 115 West Loockerman Street (HI-17-03). The Historic District Commission's decision regarding the Architectural Review Certification for the back-lighting of the wall sign was appealed to the Planning Commission who ultimately granted approval to allow it. The Historic District Commission granted Architectural Review Certification with conditions for a one story addition to expand the kitchen of the Governors Café at 144 Kings Highway SW (HI-17-04).

Of the forty (40) permits in the Historic District in 2017, a total of twenty-seven (27) required Architectural Review Certification for exterior work activities. For example, exterior work at the office building at 6 South State Street involved repairs to repoint portions of its brick façade and the replacement of the flat porch roof. A number of other buildings underwent roof repair and replacement projects. Permits were issued for construction of a new accessory structure at 2 Kings Highway NE in a carriage house form to serve as a garage/pool house. An accessory structure lacking integrity and clad in modern materials was demolished at 122 Bank Lane. Sign Permits were issued for new businesses adding signage including La Baguette Bakery, The Loocke, Puffster, My Roots, The House of Coffi, several law offices, and the Treadway Towers building.

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 April 2017 to seek grant funding in the FFY2017 CLG Grant Application process (HI-17-01). The Grant Application proposed a project for an Addendum to the *Design Standards & Guidelines for the City of Dover Historic District Zone* document focusing on Modern Materials & Technologies utilizing a consultant to assist the Commission and Staff in the project. A similar CLG grant project for FFY2016 was withdrawn (terminated) in the Spring of 2017 due to staff limitations and grant progress.



CONDITIONAL USES 2017							
File #	Plan Name	Location	Type	Bldg Sq Ft (new)	DU	Action	Date
C-17-01	The Little People's Large Family Daycare	118 Roosevelt Avenue	Large Family Daycare	0		PC Conditional Approval Final Approval	3/20/2017 10/17/2017
C-17-02	Shell's Early Learning Center	868 South State Street	Daycare Center Addition	1,038		Postponed PC Conditional Approval	6/19/2017 7/17/2017
C-17-03	91 Saulsbury Road LLC	91 Saulsbury Road	Residential	0	1	PC Conditional Approval	8/21/2017
C-17-04	House of Pride	45 South New Street	Philanthropic Use	0		PC Conditional Approval	8/21/2017
C-17-05	Loockerman Coffee Shop	14 Loockerman Plaza	Coffee Shop	0		PC Conditional Approval Final Approval	11/20/2017 1/22/2018
C-17-06	Pride of Dover Elks Lodge 1125	217 North Kirkwood Street	Private Membership Club	0		Postponed	12/18/2017

REZONINGS 2017							
File #	Applicant	Location	From	To	Acres	Action	Date
Z-17-01	Lands of Harry & Bonnie Meeks	301 North Bradford Street	RG-1	C-1	0.28	CC First Reading PC Recommended Approval CC Approval	12/12/2016 1/17/2017 2/13/2017
Z-17-02	Lands of Vernon & Alice Ingram	11 North Queen Street	RG-1	C-3	0.19	CC First Reading PC Recommended Approval CC Approval	12/12/2016 1/17/2017 2/13/2017
Z-17-03	Lands of Most Worshipful Prince Hall Grand Lodge	1408, 1412, 1416 College Road	R-8	IO	4.48	CC First Reading PC Recommended Approval CC Approval	4/24/2017 5/15/2017 6/12/2017
Z-17-04	Lands of Sarah E. Jones	826 Forest Street	RG-1	C-1A	0.5	CC First Reading PC Recommended Approval Deferral CC Approval	7/24/2017 8/21/2017 9/11/2017 9/25/2017
Z-17-05	Lands of Bennie L. Smith	870-872 Forest Street	C-1A	IO	0.74	CC First Reading PC Recommended Approval CC Approval	7/24/2017 8/21/2017 9/11/2017

SUBDIVISIONS 2017							
File #	Plan Name	Location	Type	Lots	Acreage	Action	Date
SB-17-01	Mautiste LLC	749 West North Street	Minor Subdivision	3	0.53	PC Conditional Approval Record Plan Approval	5/15/2017 10/12/2017
SB-17-02	Panera Bread	545 North DuPont Highway	Minor Subdivision	2	8.41	PC Conditional Approval Record Plan Approval	7/17/2017 9/8/2017

UNIFIED SIGNS 2017					
File #	Applicant	Location	Type	Action	Date
US-17-01	Capital Station	50 North DuPont Highway	Unified Comprehensive Sign Plan	PC Conditional Approval	10/16/2017
US-17-02	Chesapeake Utilities	500 Energy Lane	Unified Comprehensive Sign Plan	PC conditional Approval	12/18/2017

HISTORIC DISTRICT COMMISSION 2017					
File #	Plan Name	Location	Type	Action	Date
HI-17-01	CLG Grant Application for FFY2017	Historic District	Information File	Application for grant for update of Design Standards & Guidelines	4/28/2017
HI-17-02	Referral of Permit #17-949	305 S Governors Avenue	Renovations to existing building	Consultation on ARC- Approval with Conditions	6/15/2017
HI-17-03	Referral of Permit #17-1484	115 W Loockerman Street	Signage Permit	HDC Tie Vote on ARC PC Approval of ARC on Appeal	9/21/2017 10/16/2017
HI-17-04	Governor's Café Kitchen Addition	144 Kings Highway SW	Building Addition	HDC Approval of ARC	12/21/2017

BOARD OF ADJUSTMENT 2017						
File #	Applicant	Location	Description	Type	Action	Date
V-17-01	Cellco Partnership d/b/a Verizon Wireless	118 Galaxy Drive	Allow construction of a 158 foot telecommunications monopole	Area Variance	Approval	1/18/2017
V-17-02	Whatcoat United Methodist Church	341 Saulsbury Road	Allow construction of a 32 SF monument sign (revised)	Area Variance	Approval Approval of Revised Variance	1/18/2017 4/19/2017
V-17-03	Lands of Thornton & Lisa Spellman	1218 Harrison Drive	Allow retroactive construction of a 15-foot by 52-foot driveway	Area Variance	Approval	2/15/2017
V-17-04	Lands of Marion L. Lott Sr.	218 West Reed Street	Allow construction of a 30-foot by 16-foot building addition	Area Variance	Approval	2/15/2017
V-17-05	JCD Investments LLC	53 Roosevelt Avenue	Allow site to exceed max parking spaces	Area Variance	Approval	2/15/2017
V-17-06	Wesley United Methodist Church	Lakeside Cemetery at Columbia Avenue entrance	Construction of Archway Sign at cemetery entrance	Area Variance	Approval	3/15/2017
V-17-07	Snow Cone Shop - Tudor Enterprises LLC	1032 South Little Creek Road	Installation of Roof Sign	Area Variance	Approval	3/15/2017
V-17-08	Lands of 868 South State Street LLC	868 South State Street	Day Care Center - increase max number of children and max building coverage	Area Variance	Postponed Approval of Revised Variance	3/15/2017 5/17/2017
V-17-09	Lands of Margaret H. Johnson	1302, 1310, and 1324 Forrest Avenue	Increase max building height in COZ-1 to 3 stories and 41 feet	Area Variance	Approval Approval of Revised Variance	3/15/2017 6/21/2017
V-17-10	Lands of Thomas Deladvitch	1011 South Governors Avenue	Allow installation of barbed wire on a fence adjoining a residential zone	Area Variance	Approval	4/19/2017
V-17-11	Kent Pediatrics	53 Roosevelt Avenue	Allow a decrease in min required rear setback from 30 feet to 20 feet	Area Variance	Approval	4/19/2017
V-17-12	Bay Road Office Park	550 Bay Road	Allow site to exceed max parking spaces and eliminate opaque barrier	Area Variance	Partial Approval	7/19/2017
V-17-13	Non Conforming Use - Matthew L. Smith	20 & 28 Spruance Road	Allow a nonconforming use to continue beyond the required sunset date	Use Variance	Approval	7/19/2017
V-17-14	Chilli's Restaurant	1365 North DuPont Highway	Allow site to exceed max parking spaces	Area Variance	Withdrawn	8/16/2017
V-17-15	Longhorn Steakhouse	505 North DuPont Highway	Allow two (2) 68.9 SF signs which exceed the maximum 32 SF	Area Variance	Withdrawn	9/20/2017
V-17-16	Panera Bread	545 North DuPont Highway	Allow two (2) wall signs which exceed the max two (2) wall signs (4 total signs)	Area Variance	Partial Approval Denial of Revised Variance	11/15/2017 12/20/2017
V-17-17	Lands of Stepen E. Lumor	299 College Road	Increase the maximum allowable lot coverage from 35% to 40%	Area Variance	Tabled Approval	12/20/2017 1/17/2018

SITE PLANS 2017

File #	Plan Name	Location	Description	Review Type	Bldg Sq Ft (new)	DU	Action	Date
S-17-01	Verizon Wireless "Dov-Central Dover" Site	277-293 North DuPont Highway	Monopole/Antenna	PC Review	tower		PC Conditional Approval Final Approval	1/17/2017 7/24/2017
S-17-02	Mitten Industrial Park	141 Lafferty Lane	Industrial building and equipment and storage processing area	PC Review	9,600		Postponed PC Conditional Approval	2/21/2017 3/20/2017
S-17-03	Dover International Speedway/Parking and Event Area Master Plan	74 Pit Stop Lane, 599 Persimmon Tree Lane, and others	Master Plan of Event Area	PC Review	0		PC Conditional Approval	2/21/2017
S-17-04	Salt Barn at Schutte Park (Revised)	10 Electric Avenue	Salt Storage Building	Administrative Review	1,984		Administrative Review (Filed) Final Approval	2/3/2017 2/15/2017
S-17-05	Medcore Partners	1240 McKee Road	Physical Rehabilitation Hospital	PC Review	42,000		PC Conditional Approval Final Approval	3/20/2017 2/5/2018
S-17-06	Secure Storage LLC-Revised Phase 2 & 3	640 Lafferty Lane	Mini-storage Buildings	PC Review	90,000		PC Conditional Approval Final Approval	3/20/2017 10/16/2017
S-17-07	Esh's Meat Market (Spences Bazaar)	550 South New Street	Market	Administrative Review	1,516		Administrative Review (Filed)	3/1/2017
S-17-08	Cello Partnership dba Verizon Wireless	118 Galaxy Drive	Monopole/Antenna	Administrative Review	tower		Administrative Review (Filed) Final Approval	3/15/2017 8/30/2017
S-17-09	Lake Club Apartments: Rental Center Building	400 North DuPont Highway	Rental Center & Workout Facility	Administrative Review	1,500		Administrative Review (Filed) Final Approval	3/31/2017 11/9/2017
S-17-10	Wells Fargo Bank	100 North DuPont Highway	Parking Lot Improvements	Administrative Review	0		Administrative Review (Filed) Final Approval	3/24/2017 8/22/2017
S-17-11	The Truck Store	423 South DuPont Highway	Auto Sales Location	Administrative Review	4,700		Administrative Review (Filed) Final Approval	4/18/2017 10/26/2017
S-17-12	Capital Station	50 North DuPont Highway	Shopping Center	PC Review	65,000		Postponed PC Conditional Approval	5/15/2017 6/19/2017
S-17-13	Longhorn Steakhouse Restaurant	505 North DuPont Highway	Restaurant	PC Review	5,842		PC Conditional Approval Final Approval	5/15/2017 10/27/2017
S-17-14	Dover Dialysis Center	107 Mont Blanc Boulevard	Medical Office Building	PC Review	10,000		PC Conditional Approval	6/19/2017
S-17-15	Dover Station	655 West North Street	Office & Emergency Shelter Facility	PC Review	26,000		Tabled PC Conditional Approval	6/19/2017 7/17/2017
S-17-16	Eden Hill Farm - Traditional Neighborhood Design: Professional Office, Medical & Financial District Revised Implementation Plan	200 Banning Street	Revised Implementation Plan for the east side	PC Review	0		PC Conditional Approval	6/19/2017
S-17-17	Lands of Arminger's II	420 North DuPont Highway	Auto Sales Location	Administrative Review	2,484		Administrative Review (filed)	5/19/2017
S-17-18	Frito Lay	994 South Little Creek Road	Warehouse	PC Review	4,278		PC Conditional Approval	7/17/2017
S-17-19	Bay Road Office Park	550 Bay Road	Office Park Master Plan	PC Review	0		PC Conditional Approval PC Informational Review of Revised Plan	7/17/2017 10/16/2017
S-17-20	Bay Road Commercial	560 and 600 Bay Road	Shopping Center	PC Review	120,046		PC Conditional Approval	7/17/2017
S-17-21	Dlya Apartments	1302, 1310, and 1324 Forrest Avenue	3-story apartments and 1-story retail	PC Review	61,975	44	Postponed	7/17/2017
S-17-22	McPoyle Site	575 North DuPont Highway	Parking Area	Administrative Review	0		Administrative Review (filed) PC Waiver Approval Final Approval	7/21/2017 8/21/2017 12/22/2017
S-17-23	Kent Pediatrics	53 Roosevelt Avenue	Medical Office Building	PC Review	2,520		PC Conditional Approval	8/21/2017
S-17-24	Jolly Joe's Liquors	1160 White Oak Road	Building Addition for Additional Tenants	PC Review	1,930		Administrative Review (filed)	8/10/2017
S-17-25	Enterprise Business Park Lots 2A and 3	219 and 229 Beiser Boulevard	Office Buildings	PC Review	38,608		PC Conditional Approval	10/16/2017
S-17-26	Modern Maturity Center: Kitchen Addition	1121 Forrest Avenue	Kitchen Addition	Administrative Review	2,266		Administrative Review (filed) Final Approval	9/20/2017 1/9/2018
S-17-28	College Road Multiplex	299 College Road	Multiplex	PC Review	6,630	3	PC Conditional Approval	11/20/2017
S-17-29	Delaware State University Residence Hall Master Plan	1200 North DuPont Highway	Master Plan for New Dormitory Construction	PC Review	0		PC Conditional Approval	11/20/2017
S-17-30	Bay Road Office Park-Phase I	550 Bay Road	Office Building	Administrative Review	25,120		Administrative Review (filed)	11/15/2017
S-17-31	Delaware State University Residence Hall: Phase I-Utilities	1200 North DuPont Highway	Utility Relocation	Administrative Review	0		Administrative Review (filed) Final Approval	11/28/2017 1/16/2018
S-17-32	Room to Bloom Large Family Daycare	913 Schoolhouse Lane	Large Family Daycare	Administrative Review	0		Administrative Review (filed) Final Approval	12/14/2017 12/19/2017
S-17-33	Delaware State University Residence Hall: Phase 2 - Residence Hall Construction and Demolition of Laws Hall	1200 North DuPont Highway	Dormitory Construction and Demolition	Administrative Review	190,000		Administrative Review (filed)	12/29/2017
S-17-34	Delaware State University Residence Hall: Phase 3 - Demolition of Tubman Hall	1200 North DuPont Highway	Dormitory Demolition	Administrative Review	0		Administrative Review (filed)	12/29/2017

MISCELLANEOUS 2017

File #	Plan Name	Location/Topic	Type	Ordinance	Action	Date
MI-17-01	106, 108, 110, & 112 South New Street: Minor Lot Line Adjustment	106, 108, 110, & 112 South New Street	Minor Lot Line Adjustment Plan		Administrative Review (Filed)	03/24/2017
MI-17-02	Text Amendments: Article 5 and Article 6	Zoning Ordinance, Article 5 Sections 6, 7, 16, 18, and 19 and Article 6 Section 3	Ordinance Update of supplementary regulations and parking regulations	2017-12	LFA Committee/CCOW Introduction CC First Reading PC Recommends approval CC Approval	8/14/2017 8/28/2017 9/18/2017 10/9/2017
MI-17-03	Text Amendments: Adult Day Care Provisions	Zoning Ordinance, Article 5 Section 14 and Article 12	Ordinance Update to allow Adult Day Cares as a permitted use	2017-13	LFA Committee/CCOW Introduction CC First Reading PC Recommends approval CC Approval	9/25/2017 10/9/2017 11/20/2017 12/11/2017
MI-17-04	Downtown Dover Parking Study	Downtown	Study		Parking Counts Public Workshops Draft Report issued to Planning Office and DDP	12/2016-2/2017 3/2017-8/2017 12/29/2017
MI-17-05	AARP Grant for North Street and West Street trails	Hazletville Road, North Street, West Street, and Bank Lane	Grant for temporary trail signage		MOU with AARP Signed After Action Report Submitted	8/18/17 12/15/2017
MI-17-06	Updated MOU (Memorandum of Understanding) for PLUS (Preliminary Land Use Service)	Citywide	Memorandum of Understanding between City of Dover and Office of State Planning Coordination		MOU Presented to PC Quarterly Workshop Review by LFA Committee/CCOW PC Action on MOU	8/23/2017 9/12/2017 9/18/2017
MI-17-07	Street Name Change: Krisko Circle to Energy Lane	Krisko Circle, located east of Stover Boulevard and Bay Road	Street Name Change		Referral from City Clerk's Office to DAC for review PC Recommends Approval Review by Utility Committee/CCOW CC Approval	9/27/2017 10/16/2017 11/14/2017 12/11/2017
MI-17-08	23 and 29 North Kirkwood Street: Minor Lot Line Adjustment	23 and 29 North Kirkwood Street	Minor Lot Line Adjustment Plan		Administrative Review (filed) Final Approval	10/19/2017 12/1/2017