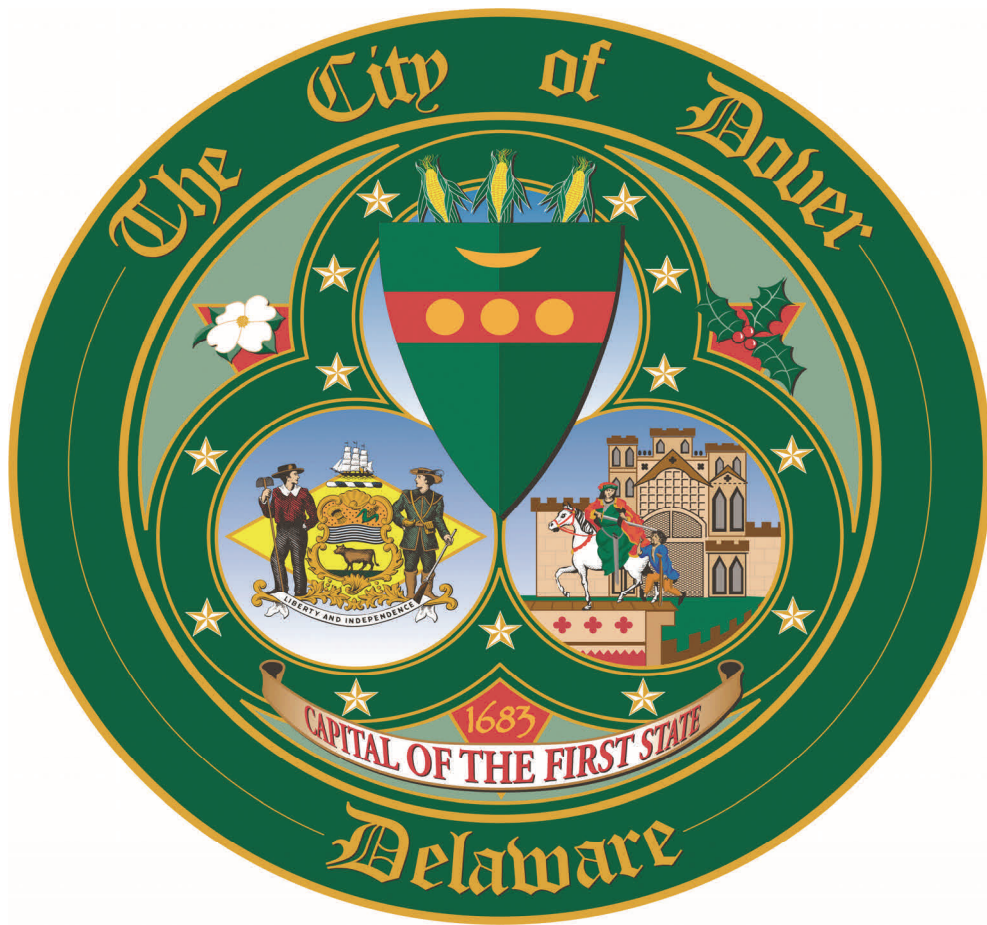


City of Dover, Delaware

Department of Planning and Inspections & Recreation



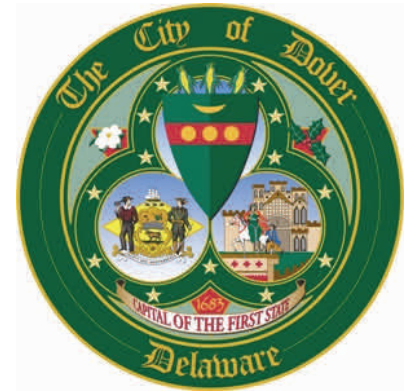
2013 Annual Report

Planning, Inspections & Recreation

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Planning, Inspections & Recreation

2013 Annual Report



Introduction

2013 was a good year for the Planning and Inspections Department and Parks and Recreation Department. Vacancies were filled in the Fire Marshal's Office, Licensing and Permitting Division, and Code Enforcement Division. Recreation programming expanded by offering early morning fitness classes to meet the needs of a broader population. While the effects of economic recession continued to be felt, there have also been some signs of economic growth.

The City saw modest growth in the number of planning applications processed in the Planning Office from 79 in 2012 to 91 in 2013. In Fiscal Year 2013, which ended June 30, 2012, the Department brought in \$2,508,432 in the Planning and Inspections area, a decrease in \$261,132 from the prior fiscal year.

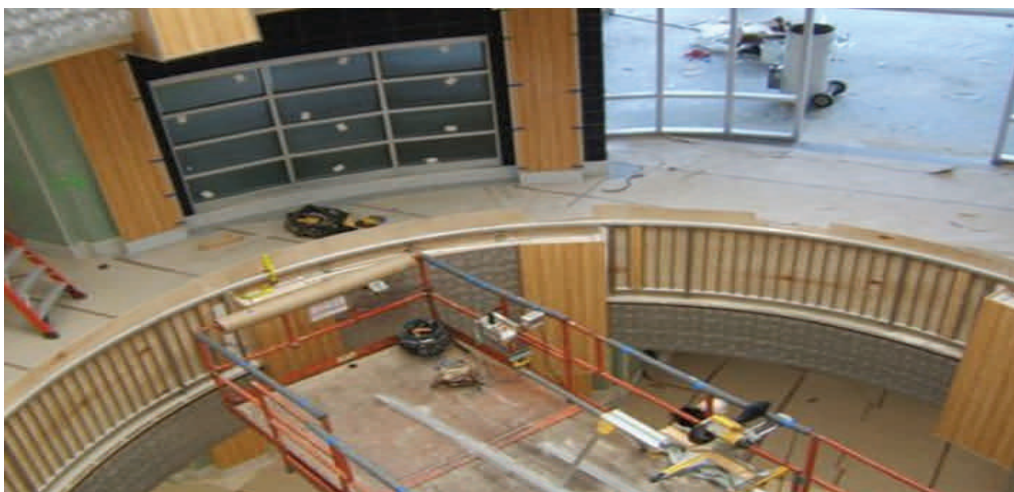
As in prior years, institutional projects continued strong, contributing to the local economy. Notable construction projects included:

- ◆ Dover High School Construction underway
- ◆ Construction underway on the Delaware Technical and Community College Campus
- ◆ Continued renovations at Bayhealth Kent General Hospital

In addition, some key commercial vacancies were filled with new businesses, including:

- ◆ Redners opened in the location of the former Superfresh
- ◆ Grottos opened in the location of the former Atlantic Books
- ◆ Greene Turtle opened in the location of the former Golden Corral

Other major construction projects included the construction of Dick's Sporting Goods at Dover Mall, the start of construction of Home2 Suites at Route 13 and Loockerman Street, and continued construction on The Grande (formerly DoveView), which had previously stood abandoned and incomplete.



Dover High School Under Construction

The Recreation Division has continued to look for ways to expand programming to meet the needs of Dover's diverse community. The Division continued operation of an after school program at Towne Point Elementary School, and also continued to offer summer camp programs throughout the summer to meet the needs to children and families. Camp Small Wonder is offered in partnership with Delaware State University and the University Campus. Super Summer Playground was relocated to Schutte Park and expanded to cover more weeks of the summer. Combined with the variety of sports camps offered at Schutte Park, the City offered something for just about everyone. We also added expanded camp hours to help meet the needs of working parents.

A lot of time and attention has been paid to working with Calpine Corporation and Uzin Utz to keep development of lots at the Garrison Oak Technical Park on track. Construction of the Garrison Energy Center started in spring 2013 and has been progressing well. Uzin Utz submitted an application to the Planning Commission for development of one of the lots and is working to complete plans with the hopes of being under construction in the first half of 2014. The Planning and Inspections Department also continued to work closely with the Capital School District, EDiS, and DelDOT as the new Dover High School construction has progressed. DelDOT has been planning for the installation of a HAWK (pedestrian activated only) signal at the site's east entrance as well as sidewalks to safely bring students to the signalized crossing of Route 8.

The City has continued to aggressively address vacant and dangerous buildings. Fifteen buildings were demolished by the City in 2013. Five others were demolished by the property owners. Others were repaired by the owners. The Department's proactive approach to vacant building registrations has been effective in getting banks and management companies to register vacant buildings and pay the associated fees in a timely manner. Ultimately, we are hopeful that the turn in the economy will help to minimize the magnitude of dangerous and vacant buildings in the future.

Respectfully Submitted,



Ann Marie Townshend, AICP
Director of Planning & Community Development

Personnel Changes

The continued dedication and professionalism of the staff of the Department of Planning, Inspections and Recreation is a critical element in providing services to the community. These qualities allow staff to successfully interact with the residents of our City and support continued community improvement. There were a number of staffing changes within the Department during 2013. The change is as follows:

Angie Mangan and Debbie Krueger were hired to fill the Office Assistant II positions in the Front Office (Licensing and Permitting Division) of Planning and Inspections.

Kristen Mullaney was promoted from Office Assistant II to Licensing and Permitting Supervisor.

Jason Osika moved from an Inspector I position in Code Enforcement to and Inspector I position in the Fire Marshal's Office.

Matthew Brown was hired as an Inspector I in Code Enforcement.

Janelle Cornwell resigned from her position as Planner II with the Planning Office to accept a position as Planner II at Kent County Department of Planning Services.

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

Additional Duties: The Building Inspections staff assists in revitalizing abandoned structures through the plans and permits process, respond to inquiries related to construction, assists in property damage assessment after significant damage causing events occur. Enforces licensing of contractors and design professionals. Provides guidance and regulates permit(s) requirements for construction and or repairs regulated by the Building and Life Safety Codes.

Summary Description: "Building and Life Safety Codes address occupancy, structural strength, means of egress, sanitation, adequate lighting and ventilation, accessibility, energy conservation and life safety in regard to new and existing buildings, facilities and systems. These issues are specific to structures and adjacent structures as they may relate".

Qualifications: Dover's Building Inspectors are qualified via a combination of certifications and licenses. Our inspectors are required to achieve or exceed 45 hours of training within 3 year time periods in order to remain current. These qualifications combined with years of experience in both private and public sectors places them among the best in the Dover community.



Cannon Mills



Hilton-Home 2 Suites

Fire Marshal's Office

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

The Fire Marshal's Office is responsible for conducting inspections annually and semi-annually in Apartments, Assembly, Daycares, Health care, Industrial, Mercantile, Schools, Hotels & Motels, and Business occupancies. The Fire Marshal's Office handles complaints relating to over-crowding, blocked means of egress, fire lanes, and impaired fire protection. The sprinkler, fire alarm, hood suppression, and other forms of fire protection are reviewed and tested by the Fire Marshal's Office. The office is responsible for the investigation into origin and cause of fires and explosions within the City of Dover. 2013 was the first full year that Deputy Tim Mullaney was out on the street as a certified law enforcement officer. Thirteen arrests were made by Deputy Mullaney.

For the year 2013, the Fire Marshal's Office conducted inspections in 255 occupancies with the following sub inspections. 7 Property Maintenance Inspections, 94 Fire Code Inspections, 39 New Fire Protection Inspections, 219 Existing Fire Protection Inspections, and 58 Certificate of Occupancy Inspections, 26 license and permit inspections, 73 admin walkthrough inspections, and 141 life safety inspections, for a total of 912 inspections for the year with 302 deficiencies found and corrected. Total complaints handled were 213.

Fire investigations for 2013 were as follows:
There was one (1) fire death, and the Fire Marshal's Office made 12 arrests in 2013.

Fire Type	Number	Value of Loss
Accidental	22	\$302,450
Incendiary	11	\$44,001
Undetermined	8	\$726,751
TOTAL	41	\$1,073,302



Code Enforcement & Property Maintenance

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

The Code Enforcement Officers entered a total of 4,076 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 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, 9,450 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 Inspections staff, and a list of the different types of inspections conducted. After struggling with how to respond to complaints that involve violations inside owner-occupied dwelling, particularly those involving insanitary conditions that create problems for neighbors; the Code Enforcement Division was successful in obtaining search warrants through Court 7 to gain access to dwellings. While this is a tool that will be used only when all other routes of addressing these violations are unsuccessful, it will allow the Code Enforcement Division to address complaints that previously would have had insufficient resolution.

In addition, the Property Maintenance and Code Enforcement Officers conducted another 351 inspections relating to Fence and Sign Permits. The Officers also assisted in the collection of Itinerant Merchant Licenses during the two Race Operations conducted at Dover International Speedway. These operations were conducted during the spring and fall NASCAR sporting events.



Types of Inspections/Cases Entered	
Annual Rental Housing Inspections	467
Property Maintenance Exterior	643
Tall Grass and Weeds	777
No Valid Business License	381
No Valid Building Permit	62
Zoning	144
Dover City Ordinances	678
All Others	924
Total	4,076

Causes for Inspections:	
Citizen/Tenant complaint	738
Electric Department Referral	181
Other Agency Referral	162
Staff Initiated	2,995
TOTAL	4,076



Vacant Buildings:

As part of the Vacant Buildings program the Code Enforcement Officers registered in 2013 a total of 303 buildings within the City limits of Dover and collected \$69,750.00 dollars in registration fees from these registrations. Since the program began in 2007, a total of 1,129 structures have been registered as vacant. Currently, staff estimates that there are approximately 300 of these structures still vacant. Numerous previous registered vacant buildings have come into code compliance by either being re-occupied or by being demolished.

Dangerous Buildings and Demolitions:

42 buildings or structures were active on the dangerous building list during 2013. Of these, the following 20 structures were demolished, 14 by the City and 6 by the owner, with 5 additional structures coming into code compliance by renovations or abatement.

Licensing and Permitting

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



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

This staff is responsible for the receipt and processing of all Permits, Business Licenses, Occupancy Permits, and Rental Dwelling Permits. In 2013, we can estimate that they completed more than 24,446 transactions involving applications, processing and issuing of permits and licenses. In addition to these transactions, they scheduled 7,406 building inspections, received property maintenance complaints and fielded and directed the telephone calls for all personnel in the Planning and Inspections Department. They responded directly to questions regarding all of the above and scheduled appointments and meetings as required. The charts in-



Demolished by the City of Dover:

212 N. Governors Avenue
39 Primrose Drive
488 N. East Avenue
416 W. Division Street
231 N Queen Street
423 Cecil Street
528 Fulton Street
427 W. Division Street
45 S. Queen Street
710 Slaughter Street
238 Railroad Avenue
67 S. Queen Street
24 N. New Street

Demolished by Owner

1080 & 1108 Bay Road
92 Orchard Avenue
312-314 W. Division Street
151 Roosevelt Avenue, D-3

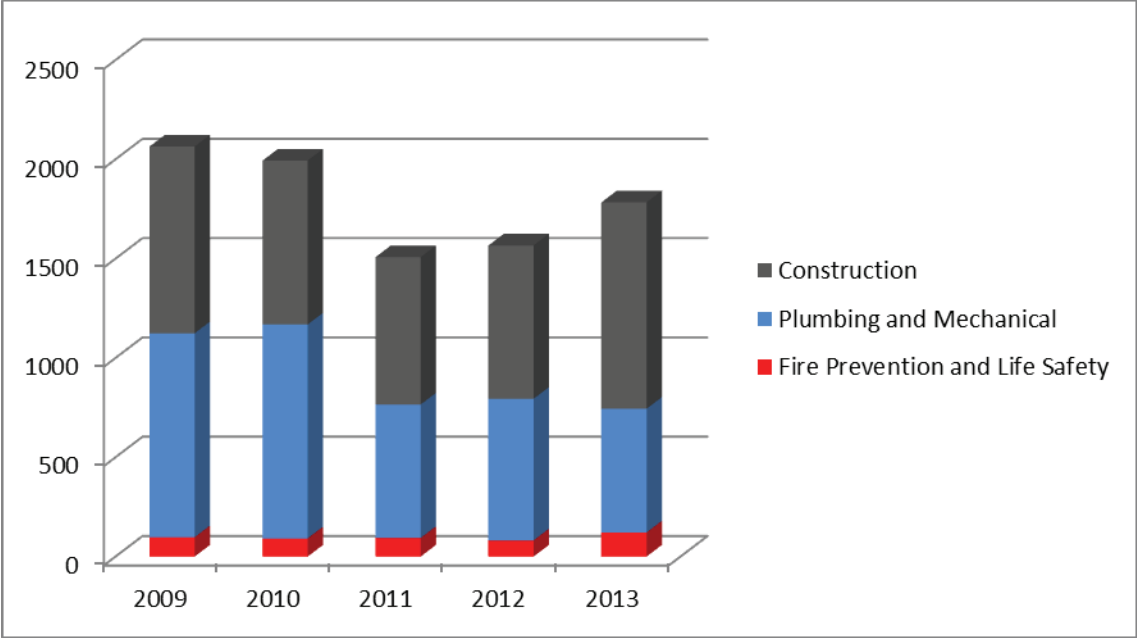
106 Saulsbury Road

Repaired by Owner

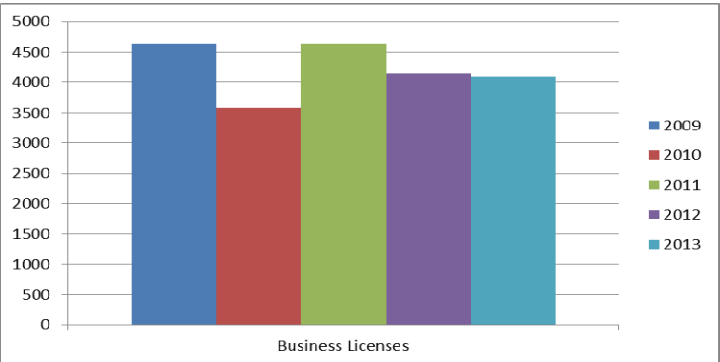
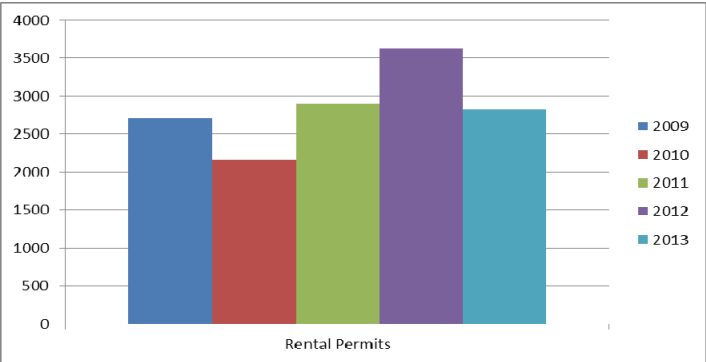
827 Townsend Blvd. (pool)
834 S. State Street
121 Hazel Road
124 Brandywine Drive
650 Bay Road, Suite 19

cluded 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.

Permits Issued 2009-2013



	2009	2010	2011	2012	2013
Construction	839	825	742	772	1,039
Plumbing / Mechanical	1,027	1,077	672	713	623
Fire Prevention / Life Safety	97	91	93	81	121
Totals	1,963	1,993	1,507	1,566	1,783



Planning Office

Staff: Ann Marie Townshend, Director of Planning & Community Development; Dawn Melson-Williams, Principal Planner; Janelle Cornwell, Planner II (January-August); Tracey Harvey, Planner I; Maretta Savage-Purnell, Secretary II.

Planning Applications/Boards and Commissions

The Planning Office coordinates the review and approval of all development applications within the City and provides support to the Planning Commission, Board of Adjustment, and Historic District Commission. During 2013, the Planning Office processed 91 new applications and continued review on applications that had been submitted in previous years.



Community Development

The Community Development program is also responsible to ensuring that the City works with partners to affirmatively further fair housing. In this regard, the Planning Commission received Fair Housing training from the Delaware Human Relations staff. The following applications were awarded funding in 2013:

- ♦ **Milford Housing Development Corporation (MHDC) Emergency Home Repairs**—Emergency repairs have been completed on six (6) owner occupied homes eliminating severe housing conditions that constitute health and safety hazards year to date.
- ♦ **Milford Housing Development Corporation Homeowner Rehabilitation Program**—Repairs were completed on two (2) owner occupied homes bringing them in compliance with the City of Dover's Property Maintenance Code.
- ♦ **Homeownership Assistance Program**—Throughout the year, six (6) families closed on homes using the City of Dover's Homeownership Assistance Program and received homeownership counseling through NCALL.
- ♦ **Dover Interfaith Mission to the Homeless**—CDBG funds were utilized to cover the operations costs for the homeless shelter.
- ♦ **NCALL Research**—(15) first-time homebuyers received housing counseling and foreclosure prevention.

Elizabeth Murphey School—CDBG funds were provided for replacement windows at Ehinger Hall that is a facility located on the campus that services at risk youth.

Neighborhood Stabilization Program

The City of Dover was awarded 1.5 million dollars from Delaware State Housing Authority to purchase foreclosed properties in the City, rehabilitate them, and sell them to eligible families. The City has partnered with Dover Housing Authority, Diamond State Community Land Trust, Connections Community Support Program and Habitat for Humanity. The partners have purchased 11 properties. Ten (10) properties have been sold, one is a lease purchase, and one is a rental that serves persons with disabilities.



4 Bennington Street

2013: Welcome to Dover! Progress in Pictures



Royal Farms



Dick's Sporting Goods



Winner Hyundai



Redner's



Grotto Pizza

Comprehensive Plan Implementation Activities & Ordinance Development

The Planning Office is responsible for developing ordinances and other activities to implement the City's Comprehensive Plan. In this regard, the following projects were priorities of the Planning Staff in 2013:

- ♦ **Bicycle & Pedestrian Sub-Committee**—On January 22nd, the Planning Office a Public Workshop to gather interest in forming the Bicycle & Pedestrian Sub-Committee. Membership of the Sub-Committee was selected and continued to meet monthly.
- ♦ **Capital City Trail**—The Planning Office continues to work with the Dover/Kent County Metropolitan Planning Association and DelDOT on planning of the Capital City Trail, which will connect Silver Lake Park with Public Safety Boulevard, where the St. Jones Greenway Isaacs Branch trail begins. Construction of the first phase of this regional trail project began in spring 2013, and will include a multi-purpose trail along the St. Jones River between Loockerman Street and Martin Luther King, Jr. Boulevard behind the Delaware Public Archives parking area.
- ♦ **Comprehensive Plan Amendment**—There were no Comprehensive Plan Amendments in 2013. In accordance with the approved procedure for annual amendments to the Comprehensive Plan, the Planning Office received in December 2013 a request to amend the Land Development Plan Map which along with several staff initiated text amendments to the Comprehensive Plan that will be processed as Comprehensive Plan Amendments 2014 (MI-14-01).
- ♦ **Amendments to AEOZ (Airport Environs Overlay Zone)**—The text amendment to update the Airport Environs Overlay Zone (AEOZ) as a result of the recent AICUZ Study for Dover Air Force Base began the formal review process with a presentation at the January 14th Legislative Finance and Administration Committee Meeting. The amendments were considered by the Planning Commission on February 19, 2013 receiving a favorable recommendation for approval. The text amendments were approved by City Council on March 11, 2013. The text amendments updated the provisions of the AEOZ found in *Zoning Ordinance*, Article 3 Section 22.
- ♦ **The Comprehensive Rezoning: AEOZ Zoning (Zoning Map amendment)** proposed rezoning of a number of properties by changing the boundary of the Noise Zones of the AEOZ. The Zoning Map amendment to update the Airport Environs Overlay Zone (AEOZ) was approved by City Council on March 11, 2013 after a favorable Planning Commission recommendation. With approval of the Comprehensive Rezoning: AEOZ Zoning (Zoning Map amendment), the zoning of 685 properties were updated by changing the boundary of the Noise Zones of the AEOZ. (Application MI-12-24)
- ♦ **Update to Community Flood Insurance Rate Maps**—The Planning Office continued to participate in the process of updates to specific Community Flood Insurance Rate Maps (FIRM) as a result of a new Flood Insurance Study. The updates are the result of a Coastal Study for Kent County and a study of the Murderkill Watershed. FEMA's adoption process for the FIRM Map panels anticipates a July 2014 effective date. The City is required to review its existing floodplain codes and ordinances as part of this adoption process; this review is expected to begin in early 2014.
- ♦ **NFIP Flood Plain Compliance Activities**—In June and July, the Planning Staff with assistance from other departments worked to prepare information and complete a questionnaire on activities in the Special Flood Hazard Area (100-year floodplain) in preparation for a Community Assistance Visit from FEMA. The Community Assistance Visit is part of the City's participation in the National Flood Insurance Program (NFIP). FEMA conducted the Community Assistance Visit on August 8, 2013 to review activities associated with the Special Flood Hazard Areas (100-year floodplain) in the City including tours of specific properties, review of permits issued, review procedures, and to provide technical assistance. The Community Assistance Visit is part of the City's participation in the National Flood Insurance Program. A summary report of the visit was received in the Fall 2013 outlining a number of recommended improvements to our program.
- ♦ **Delaware Population Consortium**—Planning Staff attended the Annual Meeting of the Delaware Popula-

tion Consortium on October 31, 2013. The DPC provides 30-year population and employment projections for the State, counties, and selected municipalities including the City of Dover. The meeting involved approval of the release of the Annual Population Projection series. The final version of the projections is pending publication.

Major Projects

- ♦ **The Green –Designated as a National Monument**—The Green was included in a proposal to designate a National Park in Delaware. During this proposal process the Planning Office provided technical support to the City. The Planning Office conducted a Public Workshop on January 23, 2013 for the adjacent property owners in regards to consideration of The Green as a National Monument and the associated Preservation & Conservation Easement. On February 1, 2013 the Planning Office working with the Department of Public Works completed the Baseline Documentation Report as associated with the Preservation Easement for The Green as a National Monument. The Baseline Documentation records the existing conditions of the property including a summary of features and site elements, tree locations and summary, and a photograph series of The Green. On March 25, 2013 **The Green in Dover** was designated as a National Monument by action of President Barack Obama under the provisions of the Antiquities Act of 1906. The Green is one of several sites in Delaware designated as part of the **First State National Monument** which consists of the Woodlawn Property along the Brandywine Creek and the New Castle Courthouse Complex of the New Castle Green and the Old Sheriff's House. It is the 400th unit of the National Park Service.
- ♦ **New Dover High School Project (C-10-05, S-11-18, MI-13-18)**

Throughout 2013, construction activities related to site improvements and the building construction activities were on-going at the new Dover High School project site including the construction of the signalized west entrance (Dover High Drive) and Route 8 improvements. The applicant also worked on the design for the east entrance.

The safety concerns for pedestrian and vehicular traffic at the High School were a concern. After discussion at the January 30th Safety Advisory and Transportation Committee meeting, the Planning Staff worked with the Capital School District to gather information on the walking student population, sidewalk availability, etc. The Planning Staff also worked with DelDOT regarding the possibility of a HAWK signal for pedestrian crossing of Route 8 and with the Dover/Kent County MPO on a Pedestrian Study of the area and a potential sidewalk construction project. A decision was reached to implement a HAWK signal at the east entrance to the site to accommodate pedestrian crossings of Route 8. Also DelDOT is designing a sidewalk construction project on the north side of Route 8 in areas lacking existing sidewalk leading to the pedestrian crossing. A meeting was held on September 24, 2013 for property owners affected by the proposed sidewalk construction project on the north side of Route 8. A Public Outreach presentation was held at September 25, 2013 Safety Advisory and Transportation Committee Meeting on the HAWK signal for a pedestrian crossing of Route 8.

Beginning in June 2013, Planning Staff conducted monthly coordination meetings on the project with the various involved departments, agencies, and project design professionals and managers. The group continued by meeting monthly to coordinate efforts on the Dover High School project and related projects.

In September, the Dover High School project filed a Revised Parking Justification and a Waiver Request for a Parking Reduction (MI-13-18); these requests were the subject of a Public Hearing at the October Planning Commission meeting. On October 21, 2013 the Planning Commission granted conditional approval of a Revised Parking Justification for the school site setting the required parking at 800 parking spaces. The Planning Commission also granted conditional approval of a Waiver Request for a Parking

Reduction allowing portions of Lots C and D to be grass parking for large events only; to require the bus parking area to be dual striped for car parking at large events; and for a reduction of Lot G to 31 parking spaces (MI-13-18). A revised Site Plan was to be submitted to reflect these plan changes.

♦ **Garrison Energy Center (Master Plan S-12-03, Phase 2 S-12-17)**

In 2013, the Planning Staff participated in weekly coordination conference calls with Calpine regarding the Garrison Energy Center project on Lot 7 of the Garrison Oak Technical Park. During the year, the project progressed through the process for the Final Site Plan approval with technical review by the Planning Office and other City Departments and agencies. A Preliminary Final Site Plan approval for the Garrison Energy Center Phase 1 was granted on March 8, 2013. A Pre-Construction meeting was held by City Staff with Kvaerner, the site construction manager/contractor and Calpine on March 22, 2013 in anticipation of the start of mobilization for construction activity.



To help manage the permit and inspection activity, Planning & Inspections Staff met with Kvaerner (now known as Matrix), the site construction manager/contractor, to coordinate the City's permitting and construction activity procedures. Many Foundation Building Permits for the project were received between March and December 2013 for review and inspection. Construction began with issuance of the Administrative Building Permit #13-286 for site construction on April 2, 2013. In May, Building Permit #13-498 as a Foundation Permit for Foundation #35 HSRG was reviewed as the first in a series of foundation permits for the site. The Building Permit for the Administration Building (#13-1608) was reviewed on December 20 2013.

Staff attended the Garrison Energy Center Groundbreaking event at the site on June 25, 2013. Due to the nature of the project, technical review by the Planning Office and other City Departments and agencies continued with emphasis on the detailed water and sewer utility planning. The Final Letter of Agreement for the Tree Mitigation Plan between Calpine Corporation and the City of Dover was signed August 12, 2013. The implementation of the Tree Mitigation Plan will involve the Garrison Energy Center (Calpine) planting 378 trees along designated City trees and within multiple City Parks including Schutte Park. The Final/Final Administrative Site Plan approval for the Garrison Energy Center Phase 1 was granted on September 6, 2013 subject to conditions of approval.



Boards and Commissions

Planning Commission

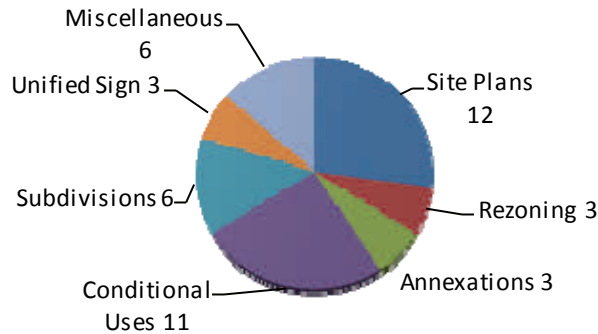
The Planning Commission consist of nine members with Col. Robert Welsh as Chairman and Fred Tolbert as Vice-Chairman. Ed Cregar joined the Planning Commission in July. Ed is a former Director of Planning and Inspections and a resident of downtown Dover. The Planning Commission met monthly in 2013. The Planning Commission reviewed 44 applications for 2013. The Commission reviewed 12 Site Plans, 11

Conditional Use Plans, 6 Minor Subdivision Plans, 3 Comprehensive Unified Sign Plans and 6 Miscellaneous applications. The Site Plans reviewed by the Planning Commission included the development of the North Street Pocket Park on the vacant lot at 301 South Governors Avenue, a retail building for Family Dollar on Loockerman Street, the redevelopment of Walker Woods as apartment buildings, and the construction of a dry mortar facility by Uzin Utz Manufacturing N.A. on Lot 12 of the Garrison Oak Technical Park. The Conditional Use applications included the third apartment building of Luther Village Planned Neighborhood Design Senior Citizen Housing Option Phase 3, a community center building at Solid Rock Baptist Church, a new church building for Dover Christian Church on Forrest Avenue, and the establishment of offices of EZ-Pass on Loockerman Street. The Planning Commission made recommendation to City Council on 3 Annexations and 3 Rezoning. There were an additional 16 applications that were submitted to the Planning Office for administrative review. This included 9 Administrative Site Plan, 7 Miscellaneous applications and 9 information files. The Administrative Site Plans included the first Applied Optics Research Building at Delaware State University, an addition to Tudor Electric, and City projects for an elevated water storage tank in the Garrison Oak Technical Park and construction of a Salt Barn at the maintenance facility in Schutte Park. A number of the Miscellaneous applications involved the movement of property lines or the combination of parcels.

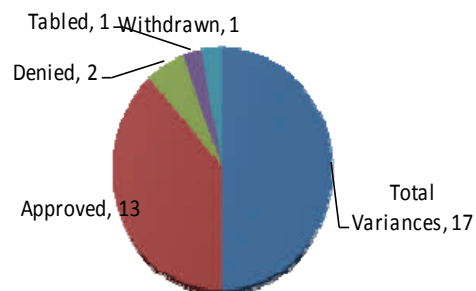
Board of Adjustment

The Planning Office received 17 variance applications for the Board of Adjustment in 2013. Of those, 13 variances were approved, two were denied, one was tabled, and one application was withdrawn by applicant. One variance request was related to signage, three were requesting a reduction in parking requirements, one was a use variance, and the remainder were standard area variances. The Board of Adjustment has a narrow focus in its role, as specified by the *Zoning Ordinance* and *Delaware Code*. The

Planning Commission Applications 2013



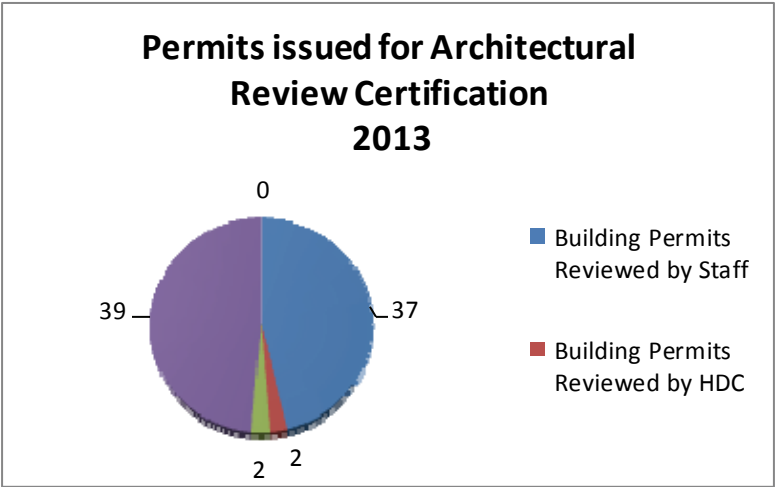
Board of Adjustment Applications 2013



Board strictly applies the legal standard prescribed by code, which has helped to keep the volume of applications submitted to the Board relatively low.

Historic District Commission

The Historic District Commission consists of five members with Dick Scrafford as Chairman and Chazz Salkin as Vice-Chairman. The Historic District Commission held six meetings in 2013. The Historic District Commission reviewed five (5) applications for Architectural Review Certificates in 2013. This included the referral of one Building Permit to the Historic District Commission for review of the construction of an accessory structure (replica outhouse) for the John Bell House at 43 The Green. Other projects reviewed for Architectural Review Certification involved proposals for construction of a rear parking lot at 527-529 South State Street, demolition of an existing building and construction of a new retail building (Family Dollar) at 300 West Loockerman Street, and redevelopment of a vacant parcel at 301 South Governors Avenue as the North Street Pocket Park with paving and landscaping improvements. Also in February 2013, approval was granted with conditions for demolition of the building at 509 South State Street (HI-12-06). In March, the Historic District Commission heard a presentation on the bike and pedestrian improvements for the Phase 2 of the Capital City Trail.



Of the 80 building permits issued in the Historic District in 2013, 73 permits required Architectural Review Certification for such projects as signs, temporary signs, door replacement projects, exterior finish/siding/trim work renovations, and façade renovations. A breakdown of permits handled administratively versus those reviewed by the Historic District Commission is included in the appendix.

The Green which is designated as a National Monument is a key component of the Historic District. The Historic District area of Downtown Dover continues to be the site of many community festivals, parades, and activities associated with the First State Heritage Park. The construction of several major projects previously reviewed by the Historic District Commission brought changes to Downtown Dover in 2013. The Bayard Plaza mixed use building opened at 200 West Loockerman Street (HI-10-08) and construction was completed of Loockerman Way (plaza area) and the North Street Parking Lot Improvements (HI-11-05). The multi-phase project of interior and exterior renovations at the Biggs Museum of American Art at 406 Federal Street (HI-10-09) also was completed. In 2013, construction activities also involved the rear plaza improvements at 22-24 West Loockerman Street and a series of site and building ADA accessibility improvements at Woodburn and Hall House (151-181 Kings Highway SW). In late December the Demolition Permit was issued for demolition of the residential building at 509 South State Street.

The Planning Office coordinated a Public Workshop to discuss the role and scope of the Historic District Commission and Historic District as per the request of the Legislative Finance and Administration Committee of City Council. The Workshop on February 26, 2013 held in two sessions consisted of a presentation followed by facilitated discussion led by consultant Andrea K. The Workshop was attended by 40 people including members of the Commission, City officials, and staff. Planning Staff will sort the information received during the discussion, conduct additional public outreach in a survey format, and identify any potential changes.



Recreation Division

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

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

In 2013, the division added some new programs and leagues to broaden our reach to the community. The John W. Pitts Center started charging open gym fees for non-residents of Dover in the spring 2013; hours were adjusted to allow for early morning fitness; and we focused on continuing to build partnerships with organizations such as Wesley College, the Capital School District, YMCA, Delaware Senior Olympics, Delaware Special Olympics, and others to meet the recreation needs of an increasingly diverse population. There was a special focus on health and wellness, with a spring 5K and wellness fair and Dover's honorable mention as a Delaware Healthy Community. While looking to add offerings, we also stayed true to our long standing popular programs.

Family Activities - Fitness Programs

- Open Gym - Athletic Leagues

We are offering a fantastic line up of fitness and recreational programs that meet a variety of sought after programs. We even added birthday party packages for meeting our customer's needs.

Our early morning fitness classes, Zilch to 5K and Early Morning Bootcamp are growing in popularity. While our lunchtime fat-burners and yoga classes continue to please. After work, our evening fitness and yoga classes have also grown and our class offerings continue to rejuvenate all who participate. Our bus trips going to Washington DC, the Philadelphia Flower Show and New York always satisfy our customers and many return year after year.

With the tri-annual brochure costs growing, we developed new ways to get our word out. Social media and direct marketing became a must for the department. Monthly program flyers are being distributed through the Capital School District and local venues. Our webpage has been crucial in keeping our customers informed on the latest of programming options available.

Facebook has been a popular way to get folks the latest in recreational information and has been a fun and innovative way to communicate with our constituents.

Constant Contact an email communications provider has been instrumental in reaching our customers to promote our programs and special events.

Season after season, our basketball, field hockey, softball, volleyball and lacrosse leagues offer something for everyone to participate in and show their stuff!

Our new format for summer camp seemed to meet a variety of family needs. With our extended care hours and weekly registrations, we received positive feedback with the changes in our camp offerings.

Once again, we proudly hosted several softball tournaments, church outings, company picnics and family parties in our parks and pavilions.

It starts in Parks and we have it!



Bicycle / Pedestrian Subcommittee:

Members of the subcommittee partnered with DelDOT's bicycling program staff to offer Dover's inaugural **Bike To Work** day. Approximately 30+ riders participated in the ride from John W. Pitts Recreation Center to Dover Public Library and then off to work!

A note of thanks was offered to Some Guys Bagels, Good News Foods, Bike Werx and Dave's Road Bikes for their donation & support of the event.

Some familiar faces among the mornings riders included: Andy Siegel, Judie Ridgeway, Denise Roberson, Carolyn Courtney, John Grinstead & Councilman Dixon representing the City of Dover. Mayor Carey graciously gave a few words during the bike social.

Current members of the subcommittee include: James Hutchison, Chris Assay, Jayce Lesniewski, Kathy Doyle, Dave Moses, and Pat Gallagher



2013 Bike to Work Day

Peeking at our numbers...

53,309 patrons & visitors were recorded in the John W. Pitts Recreation Center

4,200 (approx.) participated in our softball, field hockey, lacrosse and volleyball leagues

2,680 attended spring summer series

Bicycle Friendly Community *Honorable Mention*

The City of Dover is pleased with the results of our application to the League of American Cyclist. With the support of the Bicycle / Pedestrian Subcommittee, representatives from DelDOT, the Kent County MPO, and members of the public worked with city staff to formulate an encompassing picture of Dover's bicycling highs and lows showing us where efforts to could be focused for improvement and what we're already doing right!

"Across the U.S., the interest in bicycling is skyrocketing — and it's easy to see why. A bike is a ticket to health, mobility, freedom and fun. Bicycling isn't just a way to get from one place to another; it's an avenue to a better life....." League of American Bicyclist

Becoming a BFC directly supports the "Walkable, Bikeable Delaware" measure that was introduced by Governor Jack Markell in 2011. We believe making bicycling safe and comfortable will encourage community and economic development. Given the opportunity to ride, residents enjoy dramatic health benefits, reduced congestion, increased property values and more money in our constituents pockets to spend in the local economy.

Recognized by the League of American Bicyclist, communities are acknowledged as one of four (4) levels: Bronze, Silver, Gold or Platinum designations. The selection process is scrutinized and many times the first application submitted does not guarantee a community will



achieve one of these levels. As of 2013, more than 600 communities have applied, and only 242 have been awarded Bronze, Silver, Gold or Platinum designation.

Pictured: Governor Markell, Secretary Bhatt, & Mayor Carey joined other local officials & Bicycle / Pedestrian Subcommittee Chair James Hutchison & committee members to announce Dover's Honorable Mention award from the League of American Bicyclist.

Total FY13 revenues

\$75,000 Leagues

\$26,500 General Recreation

\$15,000 Field/Building Rentals

\$ 6,900 Trips

\$ 7,800 Sports

\$ 11,000 Camps



BOARD OF ADJUSTMENT 2013					
File #	Applicant	Location	Type	Action	Date
V-13-01	7-Eleven Store	127 S DuPont Hwy	Convenience Store/Pumps	Approved w/conditions	1/16/2013
V-13-02	State Street Plaza	1004 S State St	Area Variance	Approved	4/3/2013
V-13-03	Stover Professional Campus	101 Stover Blvd	Area Variance	Tabled	3/20/2013
V-13-04	Solid Rock Baptist Church	113 N West St	Area Variance	Approved	4/3/2013
V-13-05	Lands of Michelle Wyatt	74 Laurel Dr	Area Variance	Approved	5/15/2013
V-13-06	Bayard Plaza	208 S Governors Ave	Parking Variance	Approved	5/15/2013
V-13-07	Capitol One Diner	913 S DuPont Hwy	Sign Variance	Approved	5/15/2013
V-13-08	Lands of John & Dorthea Link and Bradley Holden	186-188 Pennsylvania Ave	Area Variances	Approved	6/19/2013
V-13-09	Lands of Roger Casey	527 William St	Area Variance	Denied	7/17/2013
V-13-10	Proctor & Gamble	1340 W North St	Parking Variance	Approved	8/21/2013
V-13-11	Lands of Timoth P. Bennett	34 Winged Foot Ct	Area Variance	Approved	8/21/2013
V-13-12	Lands of Orlan T. Kelley Jr.	11 Vondaway Dr	Area Variance	Approved	11/20/2013
V-13-13	Civil Air Terminal	Horsepond Rd	Area Variance	Approved	11/20/2013
V-13-14	Lands of John & Mary Bashore	200 N West St	Use Variance	Tabled	12/18/2013
V-13-15	Lands of Kathleen Davies	43 Washington St	Area Variance	Approved	12/18/2013
V-13-16	Front Line Ministries	506-516 Jefferic Blvd	Parking Variance	Approved	12/18/2013
V-13-17	Lands of Jerrie Sandstrom	11 Roosevelt Ave	Area Variance	Tabled	12/18/2013

HISTORIC DISTRICT 2013					
File #	Plan Name	Location	Type	Historic District Commission Action	Date
HI-13-01	Lands of Lisa & William Boyles	527-529 S State St	Construct Parking Lot	Architectural Review Certification (ARC) recommended with conditions Planning Commission approved ARC	2/21/2013 3/18/2013
HI-13-02	Dover Family Dollar	300 W Loockerman St	Demolish Existing Building for New Retail Building	ARC recommended with conditions Planning Commission approved ARC	3/21/2013 5/20/2013
HI-13-03	Capital City Trail	Legislative Hall to Loockerman St	Bike & Pedestrian Improvements	Info Presentation to HDC on Phase 2	3/21/2013
HI-13-04	Building Permit John Bell House Replica Outhouse	43 The Green	Building Permit # 13-260	Consultation on ARC Approved ARC	3/21/2013
HI-13-05	North Street Pocket Park	301 S Governors Ave	City Park	ARC recommended with conditions Planning Commission approved ARC	7/18/2013 8/19/2013

SITE PLANS 2013						
File #	Applicant	Location	Type	Bldg Sq Ft	Action	Date
S-13-01	7-Eleven	127 S DuPont Hwy	New Construction	2,590	PC Approved w/conditions	1/22/2013
S-13-02	Del. State University Applied Optics Research Building Phase 2 - Building 1	1200 N DuPont Hwy	New Construction	27,660	Admin Review, filed Approved	12/19/2012 1/30/2014
S-13-03	Lands of William & Lisa Boyles 527, 529 S State St	527, 529 S State St	Parking Lot	N/A	PC Approved w/conditions and Architectural Review Certification	3/18/2013
S-13-04	Del. Tech Comm. College Modular Building	600 Campus Dr	Proposed Bldg	5,500	Admin Review	2/7/2013
S-13-05	KGH Development Corp Bayhealth Staff Parking Lot Expansion	625 S State St	Parking Lot Expansion	N/A	PC Tabled PC Approved w/conditions	4/15/2013 5/20/2013
S-13-06	US Gas LLC	461 N DuPont Hwy	Add Impervious Surface	N/A	PC Approved w/conditions	4/15/2013
S-13-07	Drop-In Center at Dover Interfaith Mission for Housing	684 Forest St	Mobile Bldg	1,440	Admin Review	3/11/2013
S-13-08	Esh's Meat Market	550 S New St	Renovation	807	Admin Review	3/13/2013
S-13-09	DelDOT Sign & Signal Shop	800 Bay Rd	Sign Shop	2,250	Admin Review	3/19/2013
S-13-10	North Street Pocket Park	301 S Governors Ave	City Park	3,150	PC Approved w/conditions and Architectural Review Certification	8/19/2013
S-13-11	Woodmill Apartments	1300 South Fairview Dr	Storage Bldgs	8,800	Withdrawn	
S-13-12	Family Dollar	300 West Loockerman St	Retail Store	8,316	PC Approved w/conditions and Architectural Review Certification	5/20/2013
S-13-13	Salt Barn at Schutte Park	Schutte Park	New Construction	2,500	Admin Review, filed Approved	5/9/2013 1/29/2014
S-13-14	Mitten Industrial Park - Phase 1	Lafferty Ln	Admin Site Plan Phase 1	9,600	Filed Expired	5/14/2013 5/31/2013
S-13-15	Tudor Electric Inc.	801 Otis Dr	Garage Addition	1,160	Application on hold	5/23/2013
S-13-16	Mitten Industrial Park	Lafferty Ln	Site Development Master Plan	86,400		
S-13-17	Lands of Rabail Enterprize LLC	484 N DuPont Hwy	Admin Site Plan Impervious Surface	1,339	Filed PC Approved Waiver	6/25/2013 9/16/2013
S-13-18	Redevelopment of Walker Woods (Village of Sherwood)	1357-1383 Walker Rd 36-152 Harmony Ln	New Construction 12 Apt Bldgs & Community Bldg	51,365	PC Approved w/conditions	10/21/2013
S-13-19	Woodmill Apartments: Storage Bldgs, Garage Bldg, Revised Active Recreation Area	1300 S Farmview Dr	2 Storage Bldgs + garage	10,432	PC Approved w/conditions	10/21/2013
S-13-20	Uzin Utz Manufacturing N.A. Garrison Oak Technical Park Lot 12	200 Garrison Oak Dr	Dry Mortar Plant	53,832	PC Approved w/conditions	11/18/2013
S-13-21	Elevated Water Storage Tank Garrison Oak Technical Park	601 Garrison Oak Dr	Water Storage Tank		Admin Review, filed Approved	12/16/2013 1/16/2014

CONDITIONAL USE 2013						
File #	Plan Name	Location	Type	Bldg Sq Ft	PC Action	Date
C-13-01	Daycare of Gloria Sealy	1344 Forrest Ave	Large Family Daycare Home	Existing Bldg	Approved w/Conditions	2/19/2013
C-13-02	Offices of EZ Pass at 22-24 W. Loockerman St	22-24 W Loockerman St	Office Use, First Floor	Existing Bldg	Approved w/Conditions	3/18/2013
C-13-03	Luther Village Phase III PND-SCHO	101 Babb Dr	Apartments, 48 Units Resident Activity Bldg	152,422 3,566	Approved w/Conditions Master Plan and Phase III Minor Subdivision Plan	5/20/2013
C-13-04	Lands of G & J Holdings LLC	1-3 W Loockerman St 9 W Loockerman St	Office Use, First Floor	Existing Bldg	Approved	7/15/2013
C-13-05	Redeemed Christian Church Eagles Wings Chapel	896 S State St	Church	Existing Bldg	Approved w/Conditions	8/19/2013
C-13-06	Great Expectation Kinder Kollege	688 Independence Blvd	Large Family Daycare, Home	Existing Bldg	Denied	8/19/2013
C-13-07	Solid Rock Baptist Church Comm Center	105 N West St	Community Center Bldg	4,157	Approved w/Conditions	8/19/2013
C-13-08	Parke Green Galleries	325-331 S State St Parke Bldg	Studio and Art Gallery, First Floor	Existing Bldg	Approved w/Conditions	9/16/2013
C-13-09	Bee Hive Beauty Shop	27 W Loockerman St	Hair Salon, First Floor	Existing Bldg	Approved w/Conditions	11/18/2013
C-13-10	W Denneys Rd, Elevated Water Tank City of Dover	W Denneys Rd	Elevated Water Tank	1,257	Accepted Request to Postpone	9/16/2013
C-13-11	Dover Christian Church	1738 Forrest Ave	Church	9,699	Approved w/Conditions	10/21/2013

REZONINGS 2013						
File #	Applicant	Location	From/To	Acres	Action	Date
Z-13-01	Lands of KW Lands T/A Sheraton Dover Hotel	1570 N DuPont Hwy	RC/C-4 w/SWPOZ to IO w/SWPOZ	12.6127	PC Recommended Approval CC Approved Ordinance #2013-12	8/19/2013 9/19/2013
Z-13-02	Lands of Walker Woods Properties LLC and Milford Housing Development Corp	Walker Woods and Harmony Ln Phase 1 & 2	RG-3/ROS to RG-2	9.0722	PC Recommended Approval CC Approved Ordinance #2013-13	8/19/2013 9/19/2013
Z-13-03	Lands of Rhett Ruggerio	109 E Division St	RG-1/H to RGO/H	0.26	PC Public Hearing Held Application Withdrawn	9/16/2013

MISCELLANEOUS 2013

File #	Plan Name	Location	Type	Action	Date
MI-13-01	Lands of John & Deborah DeMarie	520, 518 Sunset Dr	Lot Consolidation	Admin Review	1/15/2013
MI-13-02	Bicycle and Pedestrian Sub-Committee		Information File	Monthly Meetings in 2013	
MI-13-03	The Green, Proposal for National Monument	Lawn Area of The Green	Information File	Public Workshop Baseline Documentation Report National Monument Designation	1/23/2013 2/1/2013 3/25/2013
MI-13-04	Clearview Meadows PND Revised Active Recreation Plan and Minor Subdivision Plan	Clearview Meadows PND Subdivision	Eliminate pool Add community center bldg Relocate lot Add 2 lots	PC Denied revisions and subdivision plan	3/18/2013
MI-13-05	Discussion: Role and Scope of Historic District and Historic District Commission	Historic District	Information File	Workshop Meeting Information File	2/26/2013
MI-13-06	Lands for Grotto Pizza Record Plan for Easement	1159 N DuPont Hwy	Administrative Record Plan	Plan Approval	2/28/2013
MI-13-07	Cemetery at Silver Lake Park	Adjacent to N end of parking lot on W side of Silver Lake	Research File	File Started	3/1/2013
MI-13-08	Luther Village III PND SCHO Concept Plan	101 Babb Dr	Planned Neighborhood Design Senior Citizen Housing Option	Filed Concept Plan Review by CC	3/25/2013 4/8/2013
MI-13-09	Lands for 7-11 at 654 N DuPont Hwy Record Plan for DelDOT	654 N DuPont Hwy	Administrative Record Plan	Plan Approval	4/15/2013
MI-13-10	Nottingham Meadows Lot Line Adj and Revised Active Recreation Plan	Nottingham Meadows	Minor Lot Line Adjustment Revised Active Recreation Plan	PRCE Recommend Approval PC Approval w/conditions PC Approved Cash in Lieu amount	6/10/2013 6/17/2013 10/21/2013
MI-13-11	Ronald W. Rhodes Minor Lot Line Adj	1106, 1112 Monroe Terrace	Parcel Consolidation Plan	Plan Approved	7/26/2013
MI-13-12	Documentation of Conversion Sheraton Hotel to Del. State Univ. uses	1570 N DuPont Hwy	Information File	Research	6/24/2013
MI-13-13	Garrison Oak Technical Park Inquiries	100-651 Garrison Oak Drive	Information File	Research	7/15/2013
MI-13-14	Reports to the Office of State Planning Coordination 2013	Municipal Comprehensive Land Use Plan Annual Reports	Information File	Development, Rezoning, Permit Activity	
MI-13-15	FEMA Community Assistance Visit	Floodplains/NFIP	Information File	July/August Research, visit	8/8/2013
MI-13-16	Request for Street Abandonment: Harmony Ln	Harmony Ln in Walker Woods	Street Abandonment	Request Letter PC Recommend Approval UC Recommend Approval CC Approval w/conditions	8/6/2013 10/21/2013 10/28/2013 11/25/2013
MI-13-17	Active Recreation Area Plan for Walker Woods	Redevelopment of Walker Woods	Active Recreation Plan	PRCE Recommend Approval PC Approval w/conditions	8/23/2013 10/21/2013
MI-13-18	New Dover High School Revised Parking and Waiver Request	1650 Forrest Ave	Revised Parking Requirement Waiver Request Parking Reduction	PC Approval w/conditions	10/21/2013
MI-13-19	Minor Lot Line Adjustment Plan	184 Maple Glen Drive	Lot Adjustment	Admin Review	9/24/2013
MI-13-20	Cartanza Substation	431 Donas Landing Road	Dover Electrical Substation	Information File	9/30/2013
MI-13-21	Request for Street Abandonment: Budd St	Budd Street	Street Abandonment	PC Recommend Approval UC Recommend Approval CC Approved w/conditions	12/16/2013 1/13/2014 2/10/2014
MI-13-22	Enterprise Enterprises LLC Minor Lot Line Adjustment Plan	1502 College Rd	Minor Lot Line Adjustment Plan	Admin Review	11/12/2013

ANNEXATIONS 2013							
File #	Applicant	Location	County Zoning	City Zoning	Acreage	PC Recommendation	Council Approval
AX-13-01	Lands of Sipples Used Cars	1174 S Governors Ave	BG	C-2A	0.189	3/18/2013	CC 4/22/2013, Ordinance #2013-05
AX-13-02	Lands of Raul Juarez	508 Acorn Ln East and West Side	RS-1	R-8	2.450	11/18/2013	CC 12/9/2013
AX-13-03	Lands of City of Dover	West Side of Acorn Ln	RS-1	R-8	0.075	11/18/2013	CC 12/9/2013

SUBDIVISIONS 2013						
File #	Applicant	Location	Type	# of Lots/Acreage	Action	Date
SB-13-01	Lands of 1151-1155 Walker Rd, LLC	1151-1155 Walker Rd	Minor Subdivision	2/1.779	PC Approved w/conditions	1/22/2013
SB-13-02	Lands of Joan L Conard	633 Long Point Rd	Minor Subdivision	3/167.561	PC Approved w/conditions	2/19/2013
SB-13-03	Lands of KW Lands (Sheraton/Hampton Inn)	1570 N DuPont Hwy	Minor Subdivision	3/11.258	PC Approved w/conditions	7/15/2013
SB-13-04	Lands of John & Dorthea Link and Bradley Holden	186-188 Pennsylvania Ave	Minor Subdivision	2/8699 sf	PC Approved w/conditions	8/19/2013
SB-13-05C	Wynsome Oaks	2118 White Oak Rd	Major Conceptual Subdivision	12/12.73	Application on hold per applicant request	10/21/2013
SB-13-06C	The Meadow Subdivsion	Jefferson Terrace	Major Conceptual Subdivision	5/4.23	PC Approved w/conditions	11/18/2013

UNIFIED SIGNS 2013					
File #	Applicant	Location	Type	Action	Date
US-13-01	JBA Greentree Properties LLC	Greentree Shopping Ctr 25-140 Greentree Dr	Pylon, Wall & Monument Signs	PC Approved w/conditions	2/19/2013
US-13-02	Delaware Technical & Community College Exterior Gateway Signage	100 Campus Dr	Monument Signs	PC Approved w/conditions	12/16/2013
US-13-03	Loockerman Plaza (Loockerman East)	222 S DuPont Hwy 514, 516, 554 East Loockerman St	Pylon, Wall & Monument Signs	PC Approved w/conditions	11/18/2013