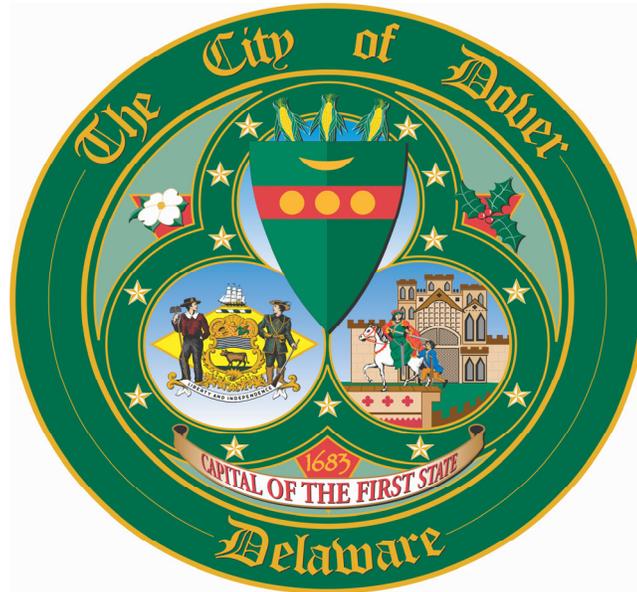


City of Dover, Delaware

Department of Planning,
Inspections & Community Development



2024 Annual Report



Planning, Inspections & Community Development

2024 Annual Report



Front row left to right:

Sean C., Phillip L., Sharon D., Maretta S-P., Tracey H., Dawn M-W., Matthew B., Matthew L., Michael B.,

Back row left to right:

John E., Jason O., Kristen M., Sierra B., Taryn B., Eddie K., and Ray M.

Introduction

The Department of Planning, Inspections & Community Development (Department) continued to serve the community in 2024 through the combined efforts of the five (5) Department Divisions: Building Inspections, Office of the Fire Marshal, Code Enforcement, Permits and Licensing, and the Planning Office. Department staff are clearly a strong team regardless of the Division they are assigned. Our team continually strives to make Dover a safe place for people to live and work. Various staffing vacancies have caused our jobs to be particularly challenging this year, but staff could always be counted on to work together, in conjunction with consultant assistance, to meet critical objectives and continue to provide service to the community.

The **Building Inspections Division** guided new construction, renovations, additions and tenant fit-outs through the performance of 1,987 Building Inspections, 1,722 Plumbing / Mechanical Inspections and 174 Certificate of Occupancy Inspections. Although there was an overall decrease in Inspections in 2024 (4,108

in 2023 and 3,883 in 2024) it is anticipated that there will be an increase of inspections in 2025 with numerous residential and commercial projects on the horizon. Following two (2) retirements within the Division in 2024, staff are working with a consultant to ensure Building Permit Reviews and Building Inspections are performed as efficiently and effectively as possible. Major residential projects in 2024 included Eden Hill Farm TND, Patriot Village, Chestnut Grove Farms, Rojan Meadows PND, the Villages of Maple Dale and the Edge at Dover. Major non-residential projects include new Permits for the Delaware State University ECIC Building and the Delaware State University Agricultural Building as well as the completion of Byler's Warehouse and NeighborGood Partners Office Building.

The **Office of the Fire Marshal** was fully staffed throughout the year. This Office is responsible for conducting annual inspections on public occupancies, Certificate of Occupancy inspections, fire protection acceptance tests, plan reviews and responding to fire / life safety complaints. Staff performed 340 annual fire / life safety inspections which identified 681 deficiencies. They also investigated 352 fire / life safety complaints, issued 102 Fire Protection Permits, and performed 74 fire investigations. These numbers are fairly consistent with data from 2023.

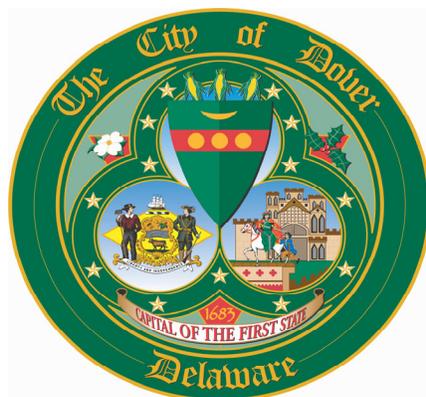
To ensure properties are within the confines of the *Dover Code of Ordinances*, the *Zoning Ordinance* and the *Property Maintenance Code*, the **Code Enforcement Division** performs inspections and responds to complaints. In 2024, staff opened 4,284 cases relating to violations (down from 4,520 in 2023) and conducted a total of 19,707 inspections (up from 10,904 in 2023). This Division was fully staffed at the close of 2024.

Permits and Licensing was down one position at the close of 2024. They continued to provide customer service to contractors and the public alike. They are responsible for the receipt and processing of all Permits, Business Licenses, Occupancy Permits and Rental Dwelling Permits. Total Rental Dwelling Permits came in at 3,459 which is fairly consistent with last year. Business Licenses, at 3,873, was up by 5.1%.

Focused on zoning and land use administration, the **Planning Office** provides support to three Boards and Commissions and administers various programs. These programs include the Community Development Block Grant Program, American Rescue Plan Act (ARPA) fund disbursement, and Downtown Development District (DDD) City incentives. Additionally, the Planning Office processed 58 new development applications for plan review as well as 759 permits during the period. This Division was down three positions at the close of 2024.

As noted above, this Department is a team, working hard to address the needs of the community, while striving for friendly and efficient services. Staffing limitations were a challenge in 2024 but working together, and with our consultants, has allowed us to provide service to the community.

*We look forward to 2025 as we continue to make the City of Dover
a place where people want to live, work, play, and visit!*



Department of Planning, Inspections & Community Development

Our Mission remains:

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

The Report that follows describes the activities of the Department of Planning, Inspections & Community Development and its Divisions of Building Inspections, Office of the Fire Marshal, Permits & Licensing, Code Enforcement, and Planning.

Personnel Changes

The continued dedication and professionalism of the staff of the Department of Planning, Inspections & 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. At the end of 2024, the Department consisted of 16 Staff members (authorized level is 22 positions). There were a number of staffing changes within the Department during 2024. The changes are as follows:

- **Lauren Eisenbraun** (Code Enforcement) departed from the City of Dover on September 6, 2024.
- **Nichole Arnold** (Office Assistant II) transferred to the City of Dover Parks & Recreation Department on September 27, 2024.
- **Katherine Oehmke** (Planner I) departed from the City of Dover in September 2024.
- **Patrick Linkevich** (Code Enforcement) joined the City of Dover in October 2024.
- **Matthew Layfield** (Code Enforcement) transferred to the Department on October 28, 2024.
- **Greg Akers** (Chief Building Inspector) retired from the City of Dover on November 18, 2024 with over 21 years of service.
- **Chris Scott** (Inspector II) retired from the City of Dover on December 6, 2024 with over 24 years of service.
- **Nathan Bryant** (Office Assistant II) departed from the City of Dover in December 2024.

(It should be noted that the Director and Planner II positions were vacant throughout 2024. Due to this fact, as well as the above, it was critical to acquire consultant assistance particularly in the areas of Planning, Building Permit review and Building Inspections.)

Welcome to the Department of Planning & Inspections team!

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

Building Inspections

Staff:

Sharon Duca, Appointed Code Official

Michael Bailey, Inspector I

Matthew Brown, Deputy Fire Marshal, Inspector II, Program Coordinator

(Note: Greg Akers, Chief Building Inspector and Chris Scott, Inspector II retired at the end of 2024. Not pictured.)



New Construction, Renovations, Additions and Tenant Fit-Outs

Due to retirements that occurred in 2024 (see above) it was critical that the Building Inspections Division utilize a consultant to assist with building permit reviews and inspections to keep development moving forward. Mr. Brown oversees our building inspector and our consultant CSI (Code Solutions International, LLC). He also meets with design professionals regarding construction projects and Dover's permit process. Mr. Bailey performs inspections of residential buildings and related commercial building items. The combined efforts of staff and CSI have resulted in the performance of 1,987 Building Inspections, 1,722 Plumbing/Mechanical Inspections, and 174 Certificates of Occupancy Inspections this year. A total of 1,771 Permits were applied for in 2024 of all Permit Types (Building, Plumbing, Mechanical, Demolition, and Sign Permits).



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 related adjacent structures. Staff looks forward to Dover adopting the International Code Council's (ICC) more recent codes in 2025 to replace previous 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 a 3-year period to maintain these certifications. Mr. Bailey was also ICC certified in various Building, Commercial, and Residential areas. Mr. Bailey (Inspector I) joined the staff of this Division after serving in the Code Enforcement Division and is working towards achieving the appropriate certifications. CSI inspectors and plan reviewers maintain all appropriate ICC certification requirements to effectively assist our Department.

Fire Marshal's Office

Staff: (left to right)

Phillip Lewis, Deputy Fire Marshal / Inspector II

Jason Osika, Fire Marshal / Inspector III

Matthew Brown, Deputy Fire Marshal / Inspector II

Sean Christiansen, Deputy Fire Marshal / Inspector I

The Fire Marshal's Office has a staffing level of 4-full time employees. The breakdown includes the Fire Marshal / Inspector III and three Deputy Fire Marshals which can hold the position of Inspector I or II. In 2024, the office had two Inspector II's and one Inspector I.

The Fire Marshal's Office is responsible for conducting annual inspections in various public occupancies to include assemblies (facilities used for gathering of 50 or more people to include, but not be limited to, auditoriums, assembly halls, club rooms, conference rooms, courtrooms, dance halls, drinking establishments, gymnasiums, libraries, chapels, motion picture theaters, places of religious worship, restaurants, and theaters), educational facilities, day cares, health care, ambulatory health care, residential occupancies (such as lodging and rooming, hotel, dormitory, apartments, and bed and breakfast), residential board and care, mercantile over 10,000 SF, business over 10,000 SF, industrial, storage over 10,000 SF, and assembly special provisions (such as special events, outdoor facilities which are not part of the normal every day operation of the building/land use, carnivals, circus, fireworks, pyrotechnics displays, and outdoor music concerts/festivals). 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 of the 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, structural complaints, and buildings/residences needing condemnation. When not on call, all deputies are subject to call back. All employees also work special events such as race weekend, music concert/festivals, fireworks, Comic Con, Delaware Pride, Dover Days, Delaware State University Homecoming, Octdooverfest, African American Festival, History Heritage and Hops, St. Patty's Day, and Hispanic Heritage.



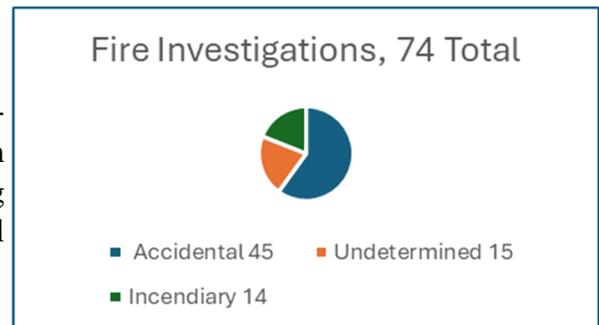
For the Calendar Year 2024, the following is a breakdown of activity for the Fire Marshal's Office:

- Annual Fire / Life Safety Inspections: 340 with 681 deficiencies - This is where deficiencies are noted for correction to make sure the building is safe prior to an emergency happening.
- Certificates of Occupancy Inspections /Fire Protection Acceptances Tests: 122 - This number identifies new areas being occupied and new/additional fire systems being put into place.
- Administrative Walk-through Inspections & Meetings: 199 - This is a very important function that Dover performs that many other municipalities do not do. When you have an upcoming project in Dover, you can meet with representatives of the Building Inspections Division and Fire Marshal's Office on site for a walk through to help guide you towards a plan for success!
- Fire / Life Safety Complaints: 352 - These are citizen complaints on life safety items and deficiency reports from authorized contractors reporting issues with the fire system. We check on all of these to ensure compliance.
- Plan Reviews: 145
- Fire Protection Permits: Issued 102 with a revenue of \$96,450.



Total of 74 Fire Investigations with a Total Fire Loss of \$1,941,933:

- Accidental: 45 with a total amount of \$1,036,103 in damage.
- Incendiary: 14 with a total amount of \$28,604 in damage.
- Arrests in conjunction with Dover Police Department: 2
- Undetermined: 15 with a total amount of \$877,226 in damage.
- Subject Injured / Burned Investigations: 19
- Fire Deaths: 1
- Investigation Time: 200 hours
- Fire System Saves: 10 Saves - This is where a smoke detector, fire alarm system, fire suppression system (sprinkler), or fire extinguisher played a factor in providing early notice to occupants to exit or suppressed the fire until the fire department arrived.



Code Enforcement & Property Maintenance

Staff: (left to right in photo-front row/top row)

Sierra Brown, Inspector II

Eddie Kopp, Inspector III– Supervisor

Matthew Layfield, Inspector II

Patrick Linkevich, Inspector I

Ray Morris, Inspector II

John England, Inspector II



The Code Enforcement Division is responsible for Property Maintenance enforcement activities within the city. The Division hired two inspectors in 2024 bringing Code Enforcement to full strength.

Staff opened a total of 4,284 cases with regards to violations of the *Dover Code of Ordinances*, *Zoning Ordinance*, and *Property Maintenance Code*. Code Enforcement staff also conducted a total of 19,707 inspections related to property maintenance. (Note: more than one case may exist on a property.)

Staff observed a total of 4,639 violations. The top 3 violations were Tall Grass (590), Smoke Detectors (238), and Junk and Debris (298).

The Code Enforcement Officers registered a total of 66 new Vacant Buildings within the City limits of Dover. Currently, Staff estimates that there are approximately 127 of structures still vacant.

The Code Enforcement Officers investigated and found 119 Dangerous Buildings throughout the City. Staff estimates a total of 57 active Dangerous Buildings.

Types of Cases

Annual Rental Housing Inspections	850
Property Maintenance Exterior/Interior	617
Tall Grass and Weeds	590
No Valid Business License	304
No Valid Rental Permit	277
Dangerous Buildings	119
Dover City Ordinances	356
Unlawful Waste	97
Other Cases	1,074
TOTAL	4,284

Causes for Case

Citizen/Tenant Complaint	565
Owner	162
Other Department Referral	953
Routine Inspections	701
Staff Initiated	1,370
Other Cause	533
TOTAL	4,284

Permits and Licensing

Staff: (left to right in photo)

Kristen Mullaney, Licensing & Permitting Supervisor

Taryn Bauer, Office Assistant II



The Permits and Licensing Staff are the first contact most customers have with the Department of Planning, Inspections & Community Development, especially as they enter the City Hall Building. This Division consists of a Supervisor and two, Office Assistant IIs of which one, Office Assistant II was vacant at the close of 2024.

Staff are responsible for the receipt and processing of all Permits, Business Licenses, Occupancy Permits, and Rental Dwelling Permits and their associated fee payments. They schedule all Inspections performed by the Department, assist customers and answer inquiries. They respond directly to questions regarding permitting and licensing procedures and schedule appointments and meetings as required. The charts included later in this Report are examples of the volume of Permits and Licenses received by Staff. For example, 3,459 rental licenses and 3,873 business licenses were issued in 2024.

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.



Example of New Residential Construction (duplex). These types of structures require three permits, various inspections, a Certificate of Occupancy and licenses, as required.

Example of a Special Event requiring a permit (Phish Mondegreen Festival). Special Event Permits are coordinated through the Permits and Licensing Division. Staff are responsible for ensuring all necessary documentation is submitted and that nine Departments / Divisions review the application for approval.



Planning Office

Staff: (left to right in photo)

Maretta Savage-Purnell, Administrative Assistant

Tracey Harvey, Community Development Manager

Dawn Melson-Williams AICP, Principal Planner

Sharon Duca, Assistant City Manager and Interim Administrator



The Planning Office is focused on both current and long-range planning activities including zoning and land use administration, support of three Boards and Commissions, and administration of various programs. The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits. The review and inspection efforts of the Planning Staff resulted in a 2024 calendar year total of 759 Permits and 150 Certificates of Occupancy (Temporary & Final). Additionally, Staff reviews new applications for Business Licenses and Rental Dwelling Permits. The long-range planning activities include participation in the development of several studies and continued efforts in the implementation of the *2019 Comprehensive Plan*; see other sections in this Report.

The Planning Office coordinates the review and approval of all development applications including the associated support of the Planning Commission, Board of Adjustment, and Historic District Commission as they review applications. In 2024, the Planning Office processed 58 new applications and continued review of applications from previous years. See the Application Tables in this Report. For 2024, the Board and Commission Meetings continue the use of a Hybrid meeting format with the In-person Meetings also presented with a Virtual Meeting component using Webex as the audio/video conferencing system. This allows for various options for meeting participation by the public. Planning Staff continues to utilize the Municode Meetings software system for Meeting Agendas and Packet preparation for the three Boards & Commissions we support.

Training and learning activities for Planning Staff included numerous virtual workshops and seminars during the year including offerings by the Delaware APA Chapter training sessions by the Institute for Public Administration at the University of Delaware; the Preservation Delaware Annual Conference; and the American Planning Association's National Planning Conference as the *NPC2024*. These are training opportunities for all Staff, but especially necessary for the AICP Planners (currently one) with continuing education (Certification Maintenance for AICP) requirements.

Throughout 2024, the positions of Planning Director and Planner II were still unfilled (from October 2023) despite several interviews and position offers. In September 2024, Katherine Oehmke (Planner I) left City employment. The Planning Office is staffed with Dawn Melson-Williams (Principal Planner), Tracey Harvey (Community Development Manager-focused on the CDBG program with some planning tasks), and Maretta Savage-Purnell (Administrative Assistant). Sharon Duca (Assistant City Manager) continued to provide assistance with the Planning Office operations and serving as an interim administrator of the Department of Planning and Inspections. A Planning Services Consultant (The Rossi Group) was tasked with specialized study projects and assistance with plan and permit reviews in 2024.

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 homeownership assistance to first-time homebuyers that purchase affordable housing in the City of Dover.



The following projects were completed during the program year:

- ♦ **Homeownership Assistance Program** - Throughout the year, six (6) families received a grant from the City of Dover's Homeownership Assistance Program and purchased affordable housing in the City.
- ♦ **Dover Interfaith Mission to the Homeless** - CDBG funds were used to provide operations costs for the homeless shelter. A total of 180 homeless men were serviced throughout the program year.
- ♦ **Milford Housing Emergency Repair Program and Homeowner Rehabilitation Programs** - CDBG funds were provided to complete emergency home repairs and minor rehabilitation repairs for nine (9) owner occupied homes eliminating health and safety hazards.
- ♦ **Central Delaware Housing Collaborative** - CDBG funds were used to provide operations cost for a women's homeless shelter where 39 women were provided services throughout the program year.

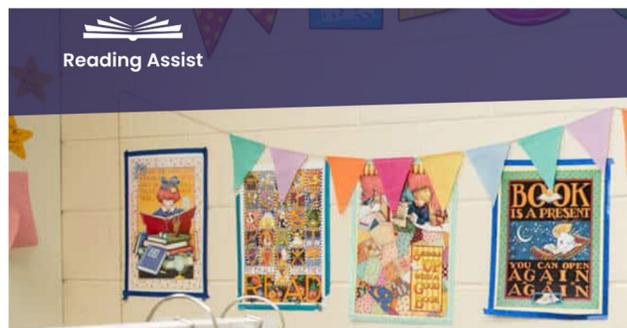


American Rescue Plan Act (ARPA)

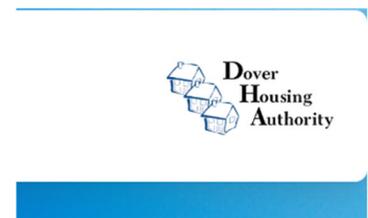
City Council approved to award a little over \$1.8 million in ARPA grant funding for Housing and Community Service projects. All projects are underway. A little over \$1.6 million or 85% of funds have been spent on Round 1 of ARPA funding year at the end of 2024. Dover Housing Authority, Murphey School, Reading Assist and People's Church have completed their projects. ARPA Round 2 funding for a little under \$500,000 was awarded to subgrantees in April 2023. Projects are currently underway. Thirty-seven percent (37%) of funds have been drawn down for Round 2 with Murphey School and People's Church completing their projects.



Providing overnight sanctuary for those in need of an escape from the cold at People's Community Church Center.



Reading Assist provides high-dosage tutoring for students in grades K-3 in the lowest 25% for reading proficiency, with a focus on serving in schools where there is the highest need.



Providing housing assistance.

Downtown Development District

Dover was one of the first three cities (Dover, Seaford and Wilmington) selected in 2015 to receive designation as a Downtown Development District (DDD) by the State of Delaware. For 2024, Planning Office Staff worked in conjunction with the City Manager's Office to administer the City's Downtown Development District program. The Downtown Dover Partnership also helps to promote the opportunities of the City's DDD Incentives program to attract new businesses and homeowners to the Downtown area.



The City Planning Staff administers the application submission and review process for the series of Incentives in the Downtown Development District. In calendar year 2024, the City DDD Incentives were approved for seven (7) new dwelling units along N. Kirkwood Street and S. New Street for construction by NeighborGood Partners and the Central Delaware Habitat for Humanity. City DDD Incentives were also approved for two other commercial renovation projects. Over the course of 2024, the City recorded \$9,739 in Permit Fee Waivers for nine (9) properties for the purpose of new housing or business renovations. The use of DDD Incentives has been a key component impacting housing development near the Downtown, as groups like NeighborGood Partners (formally NCALL) and Central Delaware Habitat for Humanity continue their investment in providing new single-family homes on previously blighted properties. The City also offers a Business License Fees waiver for a period of three years with the aim of incentivizing business growth in the Downtown Development District. This Incentive was not utilized in 2024.

The City's DDD Incentives program is a compliment to the State of Delaware's incentives through the Downtown Development District Program. In 2024, three (3) DDD Project Conformity Forms for Large Project Reservations were processed for submission to the competitive State Rebate program as administered by the Delaware State Housing Authority for qualified projects and expenditures. The City also completed DDD Project Conformity Forms for Small Project Rebates submissions. In the calendar year 2024, Delaware State Housing Authority issued the following:

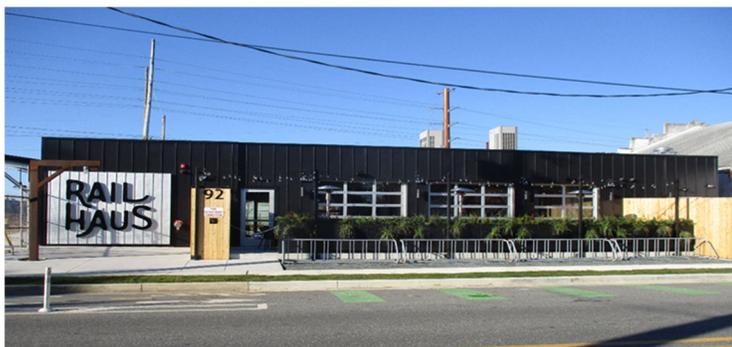
- Large Project Reservations (Round 16): Awards to mixed-use projects proposed by Loockerman Suites LLC and West Grand DE, LLC in Dover
- Large Project Rebate: Rail Haus at 92 N. West Street, Rebate of \$311,601
- Small Project Rebates: 8 Residential Projects for Rebates totaling \$140,723 and 2 Commercial Projects for \$30,879



Downtown Development District Renewal

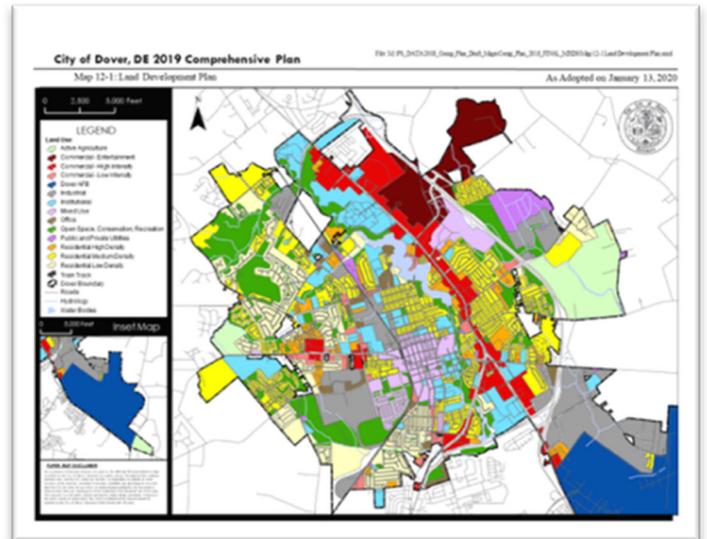
The Downtown Development District (DDD) for the City of Dover was designated in January 2015 for a period of ten years. The City is eligible to apply for a five-year extension of this designation. In 2024, this Downtown Development District Renewal Application was a major study goal for the Planning Office. The following described the steps undertaken.

- The Rossi Group, a consultant group, was retained to assist the City in preparation of the Renewal Application. A project kick-off meeting was held with Planning Staff and the City Manager's Office in early January 2024. The project started with data collection, program evaluations, interviews, and focus groups. The process also looked at areas for potential amendments to expand/contract the DDD boundaries.
- A Public Workshop was held March 19, 2024 to gather ideas on the program incentives and usage, potential expansion areas, and key project identification.
- An Update on the Draft Renewal Application and DDD Plan being prepared was presented to the Council Committee of the Whole – Legislative, Finance, & administration Committee on April 9, 2024.
- Related to the Draft Renewal Application and DDD Plan, Resolution #2024-06 was adopted by City Council on May 13, 2024, in support of the Renewal Application for a five-year extension and including expansion of the DDD boundaries.
- With the assistance of the consultant, the City of Dover submitted the Draft Renewal Application and DDD Plan for a five-year extension and including expansion of the DDD boundaries. The submission was reviewed by the State Cabinet Committee.
- The City's DDD Renewal Application for a five-year extension of DDD designation was granted approval by the State Cabinet Committee in August 2024.
- The next step is preparation of amendments to the *Dover Code of Ordinances* to formally establish the revised Downtown Development District Boundary. A Kick-off meeting was held in November with the consultant (Rossi Group) who is continuing with the project to develop the required code text amendments and other implementation documents.
- The Draft Ordinance to establish the revised boundaries is expected to begin review in January 2025.



2019 Comprehensive Plan

The *2019 Comprehensive Plan* was recommended by Planning Commission and adopted by City Council on January 13, 2020 and then achieved Certification by Governor Carney in a letter dated March 10, 2020. The Plan was last amended in 2021 with a series of Comprehensive Plan Amendments to Map 12-1: Land Development Plan. Then as part of the 2021 Comprehensive Rezoning Project additional amendments were made to Map 12-1: Land Development Plan and Table 12-1: Land Use and Zoning Matrix.



- A copy of the Final **2019 Comprehensive Plan** (as amended) is available on the Comprehensive Plan website: <https://www.cityofdover.com/2019-comprehensive-plan>
- Visit the **Dover Parcel and Zoning Viewer** on the City’s website to see zoning information for properties located in Dover. Use the Quick Link on the main page www.cityofdover.com

Comprehensive Plan Implementation Activities

Implementation of the *2019 Comprehensive Plan* continues as Departments citywide focus on the plan implementation items as found in Implementation Plan (Chapter 15) items such as projects, studies, code amendments, and other activities associated with the Plan goals and recommendations.

The Planning Staff and Department representatives also participated in a *Workshop: Building Collaborative Perspectives on Growth and Development* with Data Analysis Workgroup of the Cabinet Committee on State Planning Issues; a Workshop on the Dover Freight Plan (Dover Kent County MPO and consultants); and meetings of the Delaware Population Consortium.

See other sections of this Report for more information on special studies, projects, and ordinance amendments.

Comprehensive Plan Amendments

Each December is the annual opportunity for requests to be made for Amendments to the Comprehensive Plan in accordance with the approved procedure for amending the Comprehensive Plan.

- In December 2023, there was a Request for a Comprehensive Plan Amendment filed requesting a change to the Map 12-1: Land Development Plan Map. This Amendment Request (MI-24-01) completed the Preliminary Land Use Services Review (PLUS) Review in January 2024 beginning its formal review process. This Comprehensive Plan Amendment 2024 (MI-24-01) related to a Land Use Classification change on Map 12-1 from Office to Mixed Use for the property at 1079 Silver Lake Boulevard was recommended for approval by the Planning Commission following a public hearing in February. The application’s Public Hearing was conducted by City Council on March 11, 2024 with action deferred on it for 30 days. At the April 22, 2024 Meeting, the City Council did not grant approval to the Request; therefore, the Land Use Classification for the property at 1079 Silver Lake Boulevard remains as Office.

Special Studies & Projects

- **Downtown Dover Strategic Master Plan -**

Downtown Dover Strategic Master Plan - The Downtown Dover Partnership’s Strategic Master Plan is known as “*Transforming Downtown Dover: Capital City 2030*” and was issued in January 2023. The Downtown Dover Partnership retained consult services (a Project Team lead by Mosaic Development Partners) for the development of this Strategic Master Plan.

- See the project webpage for more information activities: <https://www.downtowndoverpartnership.com/ddp/Downtown-Dover-Strategic-Master-Plan/>

Various partners are focusing on aspects of the *Capital City 2030 Plan* implementation. The following are items that the City Planning Office was involved in with this implementation.

- **C-2 Zoning Ordinance Amendments:** Beginning in April 2023, the Planning Office Staff Working Group focused on looking at potential ordinance and policy changes for the C-2 zoning district related to land use and zoning activities and other plan implementation items. In early January 2024, the Planning Staff presented the Proposed Ordinance #2024-01 to the Council Committee of the Whole – Legislative, Finance, and Administration Committee as the text amendment language for the revision to the C-2 zoning district focused on uses, building height, parking, and miscellaneous items. The First Reading of the Proposed Ordinance #2024-01 with LFA #1 was completed on January 22, 2024 starting the formal review process. The Planning Commission held a public hearing and recommended approval of the Proposed Ordinance #2024-01 with LFA #1 at their February Meeting. After the Public Hearing. Final Reading on March 11, 2024, Ordinance #2024-01 with LFA #1 was adopted by City Council.
- **Downtown Dover Pathways Study:** The Downtown Dover Partnership and the Dover/Kent County MPO are involved with the Downtown Dover Pathways Study (underway with consultants). Planning Staff provided data for the study and participated in workshops. The Final Study was presented to City Council in August 2024 and will serve as a guide for streetscape improvements in Downtown especially along Lookerman Street.
- **Downtown Infrastructure Improvements:** The City is involved in planning for water and sanitary sewer improvement projects along the Lookerman Street corridor. The City’s Department of Water and Wastewater is the lead on this project with an engineering consultant.
- **Downtown Redevelopment Projects:** Planning Staff conducted several meetings with project teams preparing to file development applications for formal review in the Downtown area. Several demolition requests were approved in the Summer of 2024 to prepare development sites; see reports on Historic District Commission activity. Dover Partnership is moving forward with planning for the development of priority project sites with the first application for the Dover Mobility Center Garage reviewed by the Historic District Commission in December.
- See also the **Downtown Development District** report section.

Other Planning Activities

Floodplain Management -

The City of Dover is a participating community of the NFIP – National Flood Insurance Program. Staff regularly field questions on the Floodplains from property owners citywide. The Floodplain Management webpage at <https://www.cityofdover.com/floodplain-management> assists in information distribution on this topic.

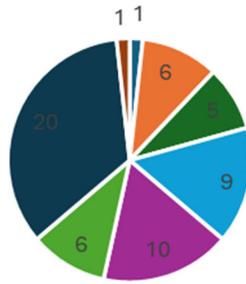
Ordinance Amendments: Research and Development

Several text amendments to the *Zoning Ordinance* were worked on in 2024. 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). Adopted in February 2024, there was the Text Amendment focused on revisions to the C-2 zone and related development regulations (MI-23-04; Ordinance #2024-01). Also in 2024, Staff evaluated the various Application fees for applications to Boards and Commissions resulting in Text Amendments to *Dover Code of Ordinance*, Appendix F – Fees and Fines being adopted and becoming effective September 1, 2024 (MI-24-07; Ordinance #2024-27).

A yearlong research and study focused on the consideration of regulations for Recreational Marijuana Land Uses in the City following the State’s authorization of Recreational Marijuana with the Delaware Marijuana Control Act. A Moratorium was in place from July - December 2024. With the assistance of a consultant team from The Rossi Group, a series of presentations, a public survey, and discussion with City Council lead to consideration of a series of Ordinances to allow recreational marijuana manufacturing, cultivation, and testing in certain zones (IPM, M, and A zones) and to allow retail marijuana stores in the C-4 zone subject to conditions. See Summary Table as follows for 2024 activity.

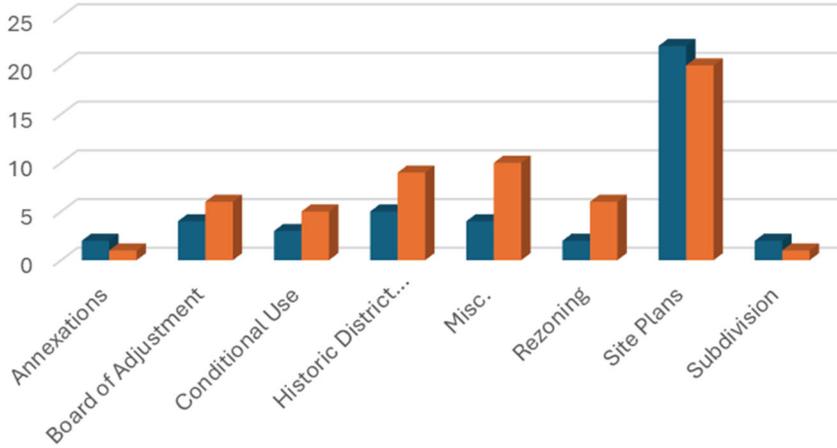
Ordinance Amendments Adopted in 2024			
File Number & Ordinance	Topic	Text Amendment	Action Date
MI-23-04 Ordinance #2024-01 with LFA#1	Text Amendment: C-2 Zone: Uses and Standards Revises uses and bulk standards for C-2 Zone; add design standards for C-2 Zone; revises Dumpster provision; revises parking requirements; add definition	<i>Zoning Ordinance</i> , Article 3, Section 13; Article 4 Section 4.14; Article 5 Section 6; Article 6 Section 3.1; Article 12	Recommendation by Planning Commission: February 20, 2024 Adopted: March 1, 2024
MI-24-07 Ordinance #2024-27	Text Amendment: Application Filing Fees (Boards and Commissions) Revises filing fees to Planning Office, Board of Adjustment, Historic District Commission, and Planning Commission	<i>Dover Code of Ordinances</i> , Appendix -F for Chapter 82 – Planning; Appendix A – Subdivisions; and Appendix B - Zoning	Adopted by City Council: July 22, 2024 Effective Date: September 1, 2024
MI-24-09 Ordinances #2024-29, 2024-30, #2024-24, #2024-25	Text Amendment: Recreational Marijuana Land Uses and Related Zoning Regulations And Establish Business Licenses for Recreational Marijuana Land Uses	<i>Zoning Ordinance</i> , Article 3 Sections 16, 19, 20, and 23; Article 5 Section 24; Article 12 <i>Dover Code of Ordinances</i> , Chapter 26 – Businesses, Section 26-31 and Appendix F - Fees and Fines	Recommendation by Planning Commission: November 18, 2024 Adopted by City Council: December 9, 2024 Veto by Mayor: December 16, 2024 Reaffirmed (Adopted) by City Council: January 2, 2025

2024 Planning Office Applications



- Annexations - 1
- Board of Adjustment - 6
- Conditional Use - 5
- Historic District Commission - 9
- Misc. - 10
- Rezoning - 6
- Site Plans - 20
- Subdivision - 1

2023-2024 Application Total Comparison



Boards and Commissions

Historic District Commission

The City of Dover, Delaware Historic District Commission is to consist of five numbers. The Commission has one vacant seat after the resignation of Jonathan N. H. Street in June 2024 (due to family move for job relocation). Jonathan served on the Historic District Commission from February 2018-June 2024. The other members of the Commission in 2024 include Eric Czerwinski, Ann Baker Horsey, Mary Terry Mason, and Ellen Richardson. The Commission receives staff support from the Planning Office. During 2024 Eric Czerwinski served as Chair and Ellen Richardson as Vice Chair. And following the Commission's Annual Meeting held in December 2024, they will continue to serve in those roles.



The Historic District Commission held seven meetings in 2024. The Historic District Commission reviewed a total of nine (9) applications and referral items for consultation on Architectural Review Certificates in the calendar year. The applications included Requests for Demolition of Buildings at 148 S. Bradford Street, 150 S. Bradford Street, and 120 S. Governors Avenue; the Legislative Hall Parking Garage project; a Building Addition to the Delaware Supreme Court Building at 55 The Green; the Legislative Hall Building Addition; and the Dover Mobility Center (Parking) Garage project. There also was consideration of Permit Referrals for a Fence Permit and a Building Permit for a residential renovation project.

Of the thirty-two (32) permits in the Historic District area in 2024, a total of twenty-seven (27) required Architectural Review Certification for exterior work activities. The significant majority of the Permits were eligible for Staff Review during the Building Permit process due to their scope of work. These projects completed exterior renovations, restoration, and repairs of exterior finishes including roof replacements, implemented fence projects, or new signage that were accordance with the *Design Standards and Guidelines for the City of Dover Historic District Zone*.

The City of Dover was designated a Certified Local Government in 2015 as associated with the Historic Preservation program efforts. As part of the Certified Local Government Program comes the opportunity for technical assistance from the State Historic Preservation Office and opportunities to apply for grant funding for studies, education, and outreach efforts. Given staffing levels in the Planning Office, a grant was not fully pursued in 2024.

Planning Commission

In 2024, the Planning Commission consisted of nine members. In January 2024, Mr. William Witham was appointed in January 2024, replacing Mr. Robert D. Hartman who resigned in November 2023. Another new member was appointed to the Planning Commission to take the seat previously held by Mr. Chris Cooper (did not seek reappointment at end of term in June 2024); Mr. Michael Lewis was appointed to the Planning Commission in August. At their Annual Meeting in August, the Chair transitioned from Ms. Andrea Maucher to Mr. William Witham as Chair of the Planning Commission and Mrs. Joan Denney was re-elected Vice Chair. The other members include John Baldwin, Dr. Bobby Jones, Mark Reaves, Ken Roach, and Kathleen Welsh.

The Planning Commission met each month in 2024 and reviewed a total of 30 applications. All meetings were hybrid meetings where meetings were held In-person in the Council Chambers and also presented virtually through the Webex audio/video conferencing software. The Site Plans reviewed by the Planning Commission included several warehouse building projects along Lafferty Lane; office buildings on New Burton Road and

S. Bradford Street; revisions to the Leander Lakes III Apartment project; a Master Plan for Warehouse Expansion and Parking Improvements at Procter & Gamble; a Warehouse on College Park Drive; Legislative Hall Parking Garage and Legislative Hall Building Addition; and a Regional Bus Parking Lot at William Henry Middle School. The Site Development Plan review activity involved another lot at the Garrison Oak Business and Technology Center with a proposal for a Warehouse/Logistics Facility (Lot #3). This Site Development Plan must now achieve all department and regulatory agency approvals.

The Conditional Use approvals were granted to a new Tower Based Wireless Communication Facility; the Luther Village IV Planned Neighborhood Design – Senior Citizen Housing Option; a Church Building Addition; a personal service use; and a Child Day Care Center. The Planning Commission made a recommendation to the City Council on six (6) rezoning applications with five (5) granted approved. There was one application for a Subdivision on Jefferson Terrace that was denied. One Annexation application brought in an existing single-family residence on Acorn Lane.

A total of thirteen (13) applications were submitted to the Planning Office for Administrative Review including nine (9) Administrative Site Plans focus on several small buildings and parking lot improvements and four (4) Minor Lot Line Adjustment Plan. See the Application Table Charts for more detailed information on all Applications.

Board of Adjustment

The Planning Office received six (6) applications for review by the Board of Adjustment in 2024 with the Board meeting four times. The applications dealt with variances for bulk standards (lot area, lot depth, and setbacks) for a residential subdivision of townhouses and for a proposed place of assembly building. Another application dealt with the Special Flood Hazard Area (floodplain) provisions for the development of a parking garage to serve Legislative Hall. There were two applications related to the redevelopment of a commercial property at 1151 N. DuPont Highway to address building setbacks and signage for a new restaurant project. One Appeal application was dismissed due to lack of jurisdiction.

Several members participated in the Board of Adjustment Training Session on April 24, 2024 presented by the University of Delaware's Institute for Public Administration.

During 2024 long-term member Mr. James Keller did not seek reappointment after serving for fourteen years (January 2010 – July 2024). Christian J. Swalm was appointed July 22, 2024 and Ronald Coburn Jr. was appointed August 22, 2024 to become members of the Board of Adjustment filling vacancies. They joined Chairman K.C. Sheth, Mr. Richard Senato (reappointed July 22, 2024), and Mr. Clarence Wagner on the Board of Adjustment.

Construction Progress in Dover!



2024: Dover by the Numbers

Certificates of Occupancy, Building, Plumbing and HVAC Inspections

5 Years View 2020 thru 2024	2020	2021	2022	2023	2024
Certificates of Occupancy	73	64	141	174	174
Building Inspections + Preliminary Meetings	3,710	3,024	3,590	2,123	1,987
Plumbing / Mechan- ical Inspections	2,931	2,869	3,859	1,985	1,722
Total for Year	6,714	5,967	7,534	4,108	3,883

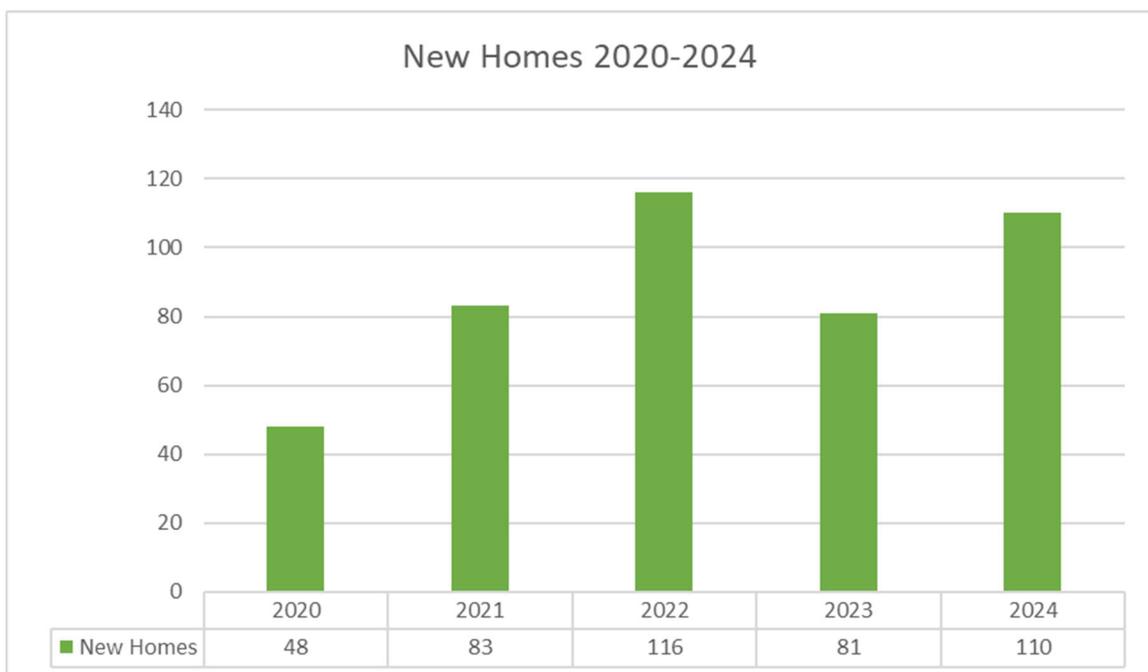
RENTAL PERMITS ISSUED 2020-2024

■ Rental Dwellings ■ Public Occupancies ■ Lodging Houses

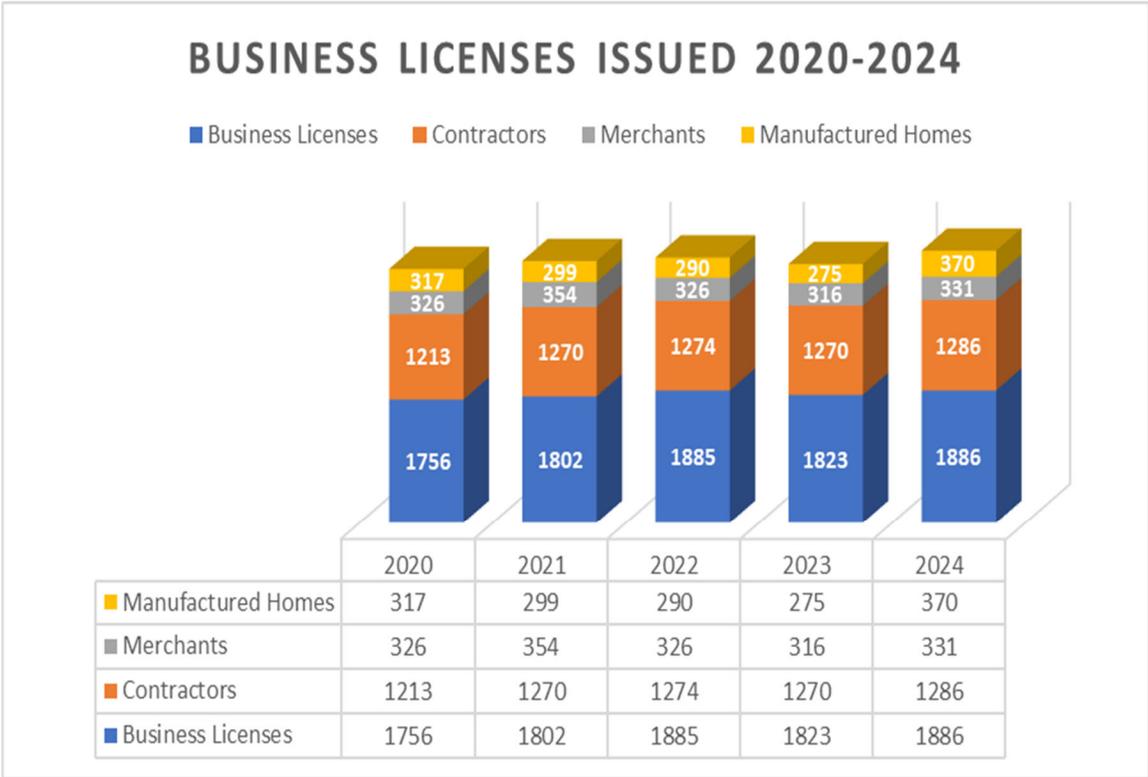


Rental Licenses	2020	2021	2022	2023	2024
Lodging Houses	48	52	44	44	45
Public Occupancies	401	432	479	504	496
Rental Dwellings	3,176	3,111	3,013	2,912	2,918
TOTALS	3,625	3,595	3,536	3,460	3,459

BUILDING PERMITS ISSUED FOR NEW HOMES 2020-2024



BUSINESS LICENSING



Business Licenses	2020	2021	2022	2023	2024
Manufactured Homes	317	299	290	275	370
Merchants	326	354	326	316	331
Contractors	1,213	1,270	1,274	1,270	1,286
Business Licenses	1,756	1,802	1,885	1,823	1,886
TOTALS	3,613	3,725	3,775	3,684	3,873

Major Projects and Construction Activity 2024

Residential Construction Activity

Construction activities continued at a high pace in residential subdivisions in 2024 for the City with over 113 Permits issued for a mix of one-family detached dwellings, duplexes, and townhomes. There was residential construction activity in **Eden Hill Farm TND**, **Patriot Village**, **Chestnut Grove Farms**, **Rojan Meadows PND**, and the **Villages of Maple Dale**. A series of permits for one-family dwelling infill projects were also issued throughout the year including within the area of the **Downtown Development District** (7 dwelling units) and other scattered lots citywide. A number of manufactured home placements also occurred on existing lots in **Dover East Estates** and **Kings Cliffe**. Approximately 105 new dwelling units were completed and received Certificates of Occupancy (or Temporary Certificates of Occupancy) by year's end. Over half of the new dwellings were located in Eden Hill Farm TND with Rojan Meadows PND and Patriot Village having the next highest unit counts. 2024 also saw continued activity with Fence, Shed, and Deck Permits as people made improvements at their residences.

Construction activity for multi-family residential units also include permits issued for two apartment buildings in **The Edge at Dover** near Leipsic Road (72 apartment units under permit with garage buildings and a Clubhouse) and three apartment buildings in **Eden Hill Farm TND** (36 units under permit). For Multi-family residential units this is a total of 108 units now under construction with more to come. Also in 2024, the existing apartments at **Owens Manor** and **Queens Manor** underwent major renovation projects for building exterior improvements, apartment unit rehabilitation, and site improvements.

Non-Residential & Commercial Construction Activity

Commercial and other construction activities continued in 2024 with a variety of new projects starting, renovation activities establishing new tenants, and projects being completed.

New Permits Issued & Projects Underway in 2024

New Permits were issued in 2024 for a variety of renovation projects and new building construction projects. The following list consists of projects that were started in 2024 and may not be fully complete as of yet.

- Projects on the **Delaware State University** main campus including **ECIC Building** (S-23-13) and the **Delaware State University Agricultural Building** (S-23-18)
- Projects at **DSU Downtown** campus for renovations to the gym building and office renovations
- Multiple office renovation projects including for offices at 834 S. Governors Avenue, 1417 New Burton Road, 303 Transportation Circle; and office fit-out for tenant at 800 N. State Street
- Interior renovations at the **Delaware Agricultural Museum**
- **Calvary Baptist Church** at 2285 Forrest Avenue (C-19-06)
- Commercial tenant renovations: **Dick's Sporting Goods**; cooler renovations at Sam's Club; interior renovations at **Five Below**; tenant shell space creation in the **North Dover Shopping Center**; and tenant fit-out for liquor store in **Uno Plaza II** at 1125 N DuPont Hwy
- Demolition Permits for demolition of the following: **McKee Run Powerplant**; a commercial building (old Acme Site) at **120 S. Governors Avenue** (HI-24-05); and **buildings at 680-684 Forest Street** (previously location of DIMH).
- **Flex Warehouse Building** at 1255 College Park Drive (C-21-03)
- Renovations at **Bally's** for a Restaurant and Gaming areas
- Conversion of Car Wash to Mini-Storage Facility at 650 W. Division Street
- Parking Lot Improvements 1128 Forrest Avenue (S-24-04)
- **Skipton Community Center** (southern Clubhouse) in Eden Hill Farm TND (S-23-11); the **Ridgely Boulevard Clubhouses** (two northern Clubhouses) in Eden Hill Farm TND (S-24-02)
- Retail store (**Dollar General**) at 283 S. Saulsbury Road (S-22-16)
- Various renovation projects and MRI replacement project at **Bayhealth Hospital**

- Lobby renovations at the **Hilton Garden Inn** at 1706 N. DuPont Highway
- Restaurant fit-out in **Gateway West Shopping Center** and tenant fit-out of a chiropractor's office at **Capital Station**
- Building Addition to **Mt. Zion AME Church** (C-23-03/V-23-04) at 101 N. Queen Street
- Tenant fit-out of a contractor's office/laboratory space in a unit in the **Garrison Homes Flex Warehouse Building** at 110 Lafferty Lane

Completed Projects for Renovation Activities

Building Permits were issued for building rehabilitation/renovation projects and tenant space fit-outs citywide in 2024. The following are a sample of the Renovations Activities completed from the year.

- Eating establishments: **Tropical Smoothie Café** at 1225 N. DuPont Highway Suite E; **Insomnia Cookies** at 1241 N. DuPont Highway; **Crumbl Cookies** at 50 N DuPont Highway in **Capital Station**; interior renovations to the **McDonald's** at 1788 N. DuPont Highway; **Clean Eat Restaurant** at 1128 Forrest Avenue; **Hangry Joe's Hot Chicken Restaurant** at **Capital Station**; **Bubbakoo's Burritos Restaurant** at 1128 Forrest Avenue B; and **La Stanza** (Event Space) at 1035 Forrest Avenue
- **Pizza Hut** as a tenant (Suite 1) and for a retail store in the commercial building at 515 S. DuPont Highway (S-19-07).
- Office renovations of **Lab Corp** at 850 S. State Street; office renovations at **1417 New Burton Road**; offices at **60 Starlifter Avenue**
- Renovations at **Bally's** for a multi-purpose room, an outdoor gaming area, office and Gaming area renovations
- **DIMH Emergency Shelter for Women** at 1156 Walker Road
- Creation of several tenant spaces in the **Shoppes of the Hamlet**; the division of tenant spaces at **516 Jefferic Boulevard**; and interior renovation projects along W. Loockerman Street.
- Interior renovations at the **Bayhealth Conference & Offices at the Blue Hen Corporate Center Office Space** (655 Bay Road facility) and for Cath Lab renovations at **Bayhealth Hospital**.
- Renovations of John Price Building on the **Delaware State University** main campus

Completed Projects for New Building Construction

The following projects involved the development of properties resulting in construction of New Buildings and Building Additions. They were completed in 2024 and note the associated Site Plan Applications.

- **Byler's Warehouse** at 651 Garrison Oak Drive in the **Garrison Oak Business & Technology Center** (S-23-09)
- **MOD Wash**, a car wash facility at 1414 N. DuPont Highway (S-21-10).
- **East Carolina Warehouse** at 300 Ridgely Street (S-23-01)
- **NeighborGood Partners Office Building** at 223 W Division Street (S-23-03)
- **Accessory Structure** (Restroom) at the John Bell House on The Green (HI-22-06)
- **Storage Building at the Kent County Administration Building** (S-23-07) on Bay Road



2024: Welcome to Dover! Progress in Pictures

The Capital City – Growing and in motion, every day

NEW CONSTRUCTION AND RENOVATIONS PERMITS KEEPS US MOVING FORWARD

D O V E R
U N D E R
C O N S T R U C T I O N



2024: Activity in Dover! Progress in Pictures



250 Tea Party Trail



1512 Hopkins Ave (Mast Homes)



217 Saxondale Lane



Lenape Homes

5 Barrington Way



213 Saxondale Lane



522 & 520 Ruth Way (Chatham Bay) Eden Hill Farm TND



301, 303, 305, 307, 309 Stripes Ct (Ashburn Homes at Patriot Village)



433 Country Drive Unit A (East Coast Country Village LLC) Commercial Renovation



833 Monroe Terrace



201, 203, 205, 207, 209 Rojan Road



1513 Hopkins Avenue Patriot Village III



539 Ruth Way Eden Hill Farm TND by Chatham Bay



517 Ruth Way - Eden Hill Farm TND -Chatham Bay



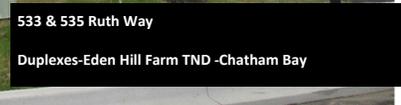
1061 S. Little Creek Road -Unit 207 - Manufactured Home



1561 Long Point Rd



133 Rousevelt



533 & 535 Ruth Way Duplexes-Eden Hill Farm TND -Chatham Bay

2024: Welcome to Dover! Progress in Pictures



529/531 Ruth Way— Eden Hill Farm TND (by Chatham Bay)



541 Ruth Way—Eden Hill Farm TND (Chatham Bay)



1500 Hopkins Avenue-Patriot Village III



211, 213, 215, 217, 219 Rojan Road - Bay to Bay Builders in Rojan Meadows PND



23 S. Governors Avenue



1504 Hopkins Ave.



627/629 Ruth Way Chatham Bay



51 Maple Dale Rd



542 Ruth Way- Chatham Bay Eden Hill



213 Walker Road—C&M Homes



1360 College Rd



1517 Hopkins Avenue - Mast Homes at Patriot Village III



207 and 209 Ridgely Blvd. Eden Hill Farm TND

2024: Welcome to Dover! Progress in Pictures



The Nest Play Café
1003 Walker Road



Bayhealth Conference Center Renovation



Rojan Townhouses – Meadows PND



591 S DuPont Hwy



623/625 Ruth Way-
Chatham Bay Eden Hill



ECIC Building at DSU Campus
1200 N DuPont Highway



515 S. DuPont Hwy Suite #3



Bylers Warehouse at Garrison Oak Business & Technology Center

2024: Welcome to Dover! Progress in Pictures



211, 213, 215, 217, 219 Ridgely Blvd (Eden Hill Farm TND – by D.R. Horton)



46 Riverside Drive
Hidden Creek



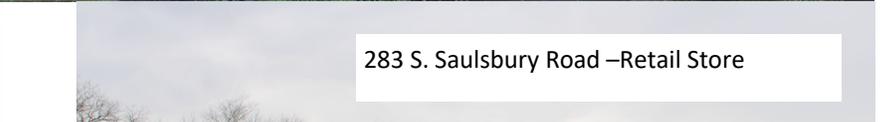
Eden Hill Townhouses by D. R. Horton



DIMH Emergency Shelter for Women—1156 Walker Road



Maple Dale Rd



283 S. Saulsbury Road –Retail Store



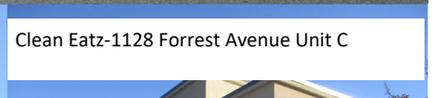
555 Bay Road—Kent County Levy Court Storage



1035 Forrest Avenue, "La Stanza" Commercial Addition



Bubbakoos Burritos-1128 Forrest Avenue Unit B



Clean Eatz-1128 Forrest Avenue Unit C



Annexations

File #	OrdNo	Plan Name	Location	County Zoning	City Zoning	Lots	Acreage	Tax Parcel(s)	Action
AX-24-01	2024-28	Lands of Byler Investments LLC	139 Acorn Lane	RS-1	R-10	1	0.33	ED-00-068.19-01-23.00-000	PC Recommended approval 9/16/2024; CC Approval 10/14/2024

MISC

File #	Plan Name	Location/Topic	Type	Ordinance	Action 1
MI-24-01	Comprehensive Plan Amendment 2024	Property at 1079 Silver Lake Boulevard	Comprehensive Plan Amendment to Map 12-1: Land Development Plan Map to change Land Use Category from Office to Mixed Use	2024-03	PC Recommendation of Approval 2/20/2024; CC deferral on 3/11/2024; CC denial 4/22/2024
MI-24-02	Minor Lot Line Adjustment Plan for Rojan Meadows PND Subdivision - Townhouse Lots	Rojan Meadows PND Subdivision SB-03-01F	Minor Lot Line Adjustment Plan	N/A	Administrative Plan Review; Final Plan Approval 2/13/2024
MI-24-03	Minor Lot Line Adjustment Plan Lands of Malkiewicz	480 Troon Road	Minor Lot Line Adjustment Plan	N/A	Administrative Plan Review; Final Plan Approval 8/13/2024
MI-24-04	Minor Lot Line Adjustment Plan Lands of Achenbach	19 and 21 North American Avenue	Minor Lot Line Adjustment Plan	N/A	Administrative Plan Review; Final Plan Approval 4/12/2024
MI-24-05	Eden Hill Farm TND -Phases 4, 5, & 6	Open Space Little Eden Hill	Minor Lot Line Adjustment Plan	N/A	Administrative Plan Review; Final Plan Approval 8/28/2024
MI-24-06	Luther Village IV PND - SCHO	101 Babb Drive	Planned Neighborhood Design Senior Citizen Housing Option: Sketch Plan for City Council review	N/A	Sketch Plan Review CC 6/10/2024; Refer to PC

MI-24-07	Text Amendment: Application Filing Fees (Boards and Commissions)	Dover Code of Ordinances, Amending Appendix F - Fees and Fines, Chapter 82 - Planning, Appendix A - Subdivisions, and Appendix B - Zoning	Proposed Ordinance to amend application filing fees to Planning Office, BOA, HDC, PC	2024-27	Adopted by CC 7/22/2024; Effective Date 9/1/2024
MI-24-08	Villages of Maple Dale PND-SCHO	180 Maple Dale Circle	Planned Neighborhood Design Senior Citizen Housing Option: Sketch Plan for City Council Review	N/A	Sketch Plan Review CC 10/28/2024; Refer to PC

MISC

MI-24-09	Text Amendments: Recreational Marijuana Land Use and Related Zoning Regulations	Zoning Ordinance, Article 3 Sections 16, 19, 20, and 23; Article 5 Section 24; Article 12	Proposed Ordinances to establish zoning district and conditions for recreational marijuana land uses (manufacturing, cultivation, testing, and retail stores); and also Business Licenses	2024-29, 2024-30, 2024-24, 2024-25	Pc Recommendation 11/18/2024; CC Approval on 12/9/2024; Mayor Veto 12/16/2024; CC Reaffirm adoption 1/2/2025
MI-24-10	Request for Alley Abandonment: Part of Alley Between S. Governors Avenue and S. Bradford Street	Dover Mobility Center Garage project site; Alley Area of 1,550 SF extending 132 feet north of Minor Street Alley	Abandonment of a portion of the improved alley	Resolution 2025-02	PC Recommendation of approval 12/16/2024; CCOW-SAT Recommendation of Approval 1/14/2025; CC Approval 2/10/2025

Board of Adjustment

File #	Applicant	Location	Description	Type	Tax Parcel(s)	Action
V-24-01	Legislative Hall Parking Garage	150 W Water Street	2 Variances regarding the Flood Plain; decrease the required reduction of the impervious surface area and an increase in the maximum impervious in the flood plain.	Area Variance	ED-05-077.10-01-02.00-000	Approved 6/20/2024
V-24-02	Lands of Abhay Patel	1494 McKee Road	Variance Request of the requirements of Zoning Ordinance, Article 3 §27.61 for future construction of a building to increase maximum setback in the COZ-1.	Area Variance	ED-05-067.00-01-09.00-000	Approved 7/17/2024
V-24-03	Appeal Staff Determination on Hearing at PC HI-24-02 HI-24-03	148 & 150 S Bradford St.	Appeal of the determination of the Principal Planner that Appeals before the Planning Commission are not subject to Public Hearing (regarding HI-24-02 & HI-24-03).	Appeal	ED-05-077.09-02-25.00-000, ED-05-077.09-02-27.00-000	Determination that BOA has no jurisdiction in the matter
V-24-04	Raising Cane's Restaurant	1151 N DuPont Highway	Variance Request seeking reduction of side yard setback	Area Variance	ED-05-057.00-01-03.01-000	Approved 8/14/2024
V-24-05	Raising Cane's Restaurant	1151 N DuPont Highway	Variance Request regarding signage to increase the number of wall signs	Area Variance	ED-05-057.00-01-03.01-000	Approved 11/20/2024
V-24-06	Cecil Street Townhouses	207 N. West Street	Variance 1: Reduction of the minimum lot depth from 100 feet to 84.5 feet; Variance 2: Reduction of the minimum lot area required for a Townhouse lot	Area Variance	ED-05-076.08-02-01.00-000	Approved 11/20/2024

Conditional Use

File #	Plan Name	Location	Zoning	Type	Bldg Sq Ft (new or addition)	DU	Tax Parcel(s)	Action
C-24-01	Tower Based Wireless Communications Facility	640 Lafferty Lane	IPM	Storage/Wireless Communication Facility	Monopole	0	ED-05-077.00-01-25.00-000	PC Conditional Approval 6/17/2024
C-24-02	Luther Village IV Planned Neighborhood Design - Senior Citizen Housing Option	101 Babb Drive	RG-2	Master Plan for Planned Neighborhood Design - Senior Citizen Housing Option and Phase IV: Total of 9 phases for 524 units	Total of 9 phases for 524 units: Phases 1, 2, and 3 constructed	72	ED-05-077.06-02-90.00-000, ED-05-077.06-02-90.01-000, ED-05-077.06-02-90.02-000. ED-05077.06-02-90.03-000	PC Conditional Approval 9/16/2024
C-24-03	Church of the Nazarene Building Addition	1430 McKee Road	R-8, COZ1	Building Addition to Place of Worship	9,707 SF	0	ED-05-067.00-01-17.00-000	PC Conditional Approval 9/16/2024
C-24-04	Prickly Pear Studio LLC	872C Walker Road	CPO, COZ1	Personal Service (Make-up Aesthetics) Expansion within Tenant Space	3,623 SF	0	ED-05-067.19-02-02.08-000	PC Conditional Approval 10/21/2024
C-24-05	JJ's Learning Experience	261 N DuPont Hwy	SC-2	Child Daycare Center (new tenant)	12,000 SF existing tenant space	0	ED-05-068.14-01-03.05-000	PC Conditional Approval 11/18/2024

Historic District Commission

File #	Plan Name	Location	Type	Primary Tax Parcel	Action
HI-24-01	Referral of Fence Permit #23-1868 at 146 S. State Street	146 S. State Street	Fence Permit	ED-05-077.09-02-58.00-000	2/15/2024 HDC granted ArchRevCert subject to conditions.
HI-24-02	Building Demolition at 148 S. Bradford Street	148 S. Bradford Street	Review for Architectural Certification for Demolition	ED-05-077.09-02-25.00-000	HDC Action to deny ArchRevCert on 5/16/2024. Appeal to Planning Commission 6/17/2024 and approval granted.
HI-24-03	Building Demolition at 150 S. Bradford Street	150 S. Bradford Street	Review for Architectural Certification for Demolition	ED-05-077.09-02-27.00-000	HDC Action to deny ArchRevCert on 5/16/2024. Appeal to Planning Commission 6/17/2024 and approval granted.
HI-24-04	Legislative Hall Parking Garage at 425 East Avenue (corner of East Avenue/E. Water Street and Martin Luther King Jr. Boulevard South	425 East Avenue	Site Plan Review for Architectural Review Certification	ED-05-077.10-01-02.00-000	HDC on 5/16/2024 recommended approval of ArchRevCert subject to conditions. Next step to file PC Site Plan Application.
HI-24-05	Building Demolition at 120 S. Governors Avenue	120 S. Governors Avenue	Review for Architectural Certification for Demolition	ED-05-077.09-01-44.00-000	HDC on 6/20/2024 recommendation of approval to allow Demolition of building.
HI-24-06	Delaware Supreme Court Building Addition and Renovations	55 The Green	Site Plan Review for Architectural Review Certification	ED-05-077.09-05-32.00-000	HDC on 9/19/2024 granted approval of ArchRevCert to allow building addition.
HI-24-07	Legislative Hall Building Addition	411 Legislative Avenue	Site Plan Review for Architectural Review Certification	ED-05-077.09-05-15.00-000, ED-05-077.09-05-14.00-000	HDC on 10/17/2024 recommended approval of ArchRevCert subject to conditions. Next step to file PC Site Plan
HI-24-08	Referral of Building Permit #24-1399 at 21 N. American Avenue	21 N American Avenue (and previously 19 N American Avenue)	Building Permit for partial demolition and renovations to convert Duplex into single family dwelling	ED-05-077.05-02-23.00-000	HDC on 10/17/2024 recommended Approval of ArchRevCert subject to conditions.

HI-24-09	Dover Mobility Center (Parking) Garage	133 S Governors Avenue, 139 S Governors Avenue, 145 S Governors Avenue, 136 S Bradford St, 148 S Bradford St, 150 S Bradford St	Site Plan Review for Architectural Review Certification	ED-05-077.09-02-10.00-000, ED-05-077.09-02-09.00-000, ED-05-077.09-02-08.00-000, ED-05-077.09-02-24.00-000, ED-05-077.09-02-25.00-000, ED-05-077.09-02-27.00-000	HDC on 12/19/2024 recommended approval of ArchRevCert subject to conditions. Next step to file PC Site Plan Application.
----------	--	---	---	--	--

Rezoning

File #	Applicant	Location	Zone from	Zone to	Acres	Primary Tax Parcel	Ordinance	Action 1	Action 2
Z-24-01	Lands of City of Dover (Old Post Office)	55 Loockerman Plaza	IO, SWPOZ, H	C-2, SWPOZ, H	1.27	ED-05-077.05-04-53.00-000	2023-13	PC Recommended Approval 2/16/2024	CC Approval 2/12/2024
Z-24-02	Rezoning 1079 Silver Lake Boulevard	1079 Silver Lake Blvd	CPO	C-2A	5.04	ED-05-067.12-02-04.00-000	2024-04	PC Recommended Denial 2/20/2024	CC Deniel 4/22/2024
Z-24-03	Rezoning Lands of Duncan 600 Forest St	600 Forest Street	IO, H, SWPOZ	C-2A, H, SWOPZ	0.51	ED-05-076.12-02-44.00-000, ED-05-076.12-02-45.00-000	2024-09	PC Recommended Approval 4/15/2024	CC Approval 5/13/2024
Z-24-04	Rezoning Lands of White Marsh Environmental Services	1100 and 1110 South Little Creek Road	CPO	IPM	10.715	ED-05-077.12-01-03.00-000	2024-10	PC Recommended Approval 4/15/2024	CC Approval 5/13/2024
Z-24-05	Lands of Chiang & Sons	1241 College Park Drive	CPO	IO	1.1024	ED-05-067.00-02-12.08-000	2024-11	PC Recommended Approval 5/20/2024	CC Approval 06/10/2024
Z-24-06	Lands of PAM CUBED Real Estate Holdings LLC	1216 McKee Road	CPO, COZ-1	IO, COZ-1	1.2302	ED-05-067.00-01-34.00-000	2024-31	PC Recommended Approval 12/16/2024	CC Approval 1/13/2025

Subdivision

File #	Plan Name	Location	Tax Parcel(s)	Type	Lots	Acreage	Action
SB-24-01	Lands of Wyoming LLC	3.8904 AC Wyoming Avenue Rear zoned R-10	ED-05-077.17-06-02.01-000	Major Subdivision (Conceptual Plan)	6	4.2311	PC denied on 8/19/2024

Site Plans

File #	Plan Name	Location	Zoning	Description	Review Type	Bldg Sq Ft (new/addition)	DU	Acres	Tax Parcel	Action
S-24-01	Eden Hill Farm TND Multi-Family Apartments	224, 214, 200 S. Greenberry Ln; 225, 215, 205 Ann Moore St; 112, 106, 100 S. Greenberry Ln; 113, 107, 101 Ann Moore Street	TND	Apartments	Administrative Site Plan Review	0	144	3.2	ED-05-076.04-01-07.00-000, ED-05-076.04-01-06.00-000, ED-05-076.04-09.00-000, and ED-05-076.0401-08.00-000	Filed 12/15/2023; Final Plan Approval 8/27/2024
S-24-02	Ridgely Blvd Clubhouses	355 Ridgely Boulevard (was 355 Ann Moore Street)	TND	Clubhouses	Administrative Site Plan Review	6,817	0	2	ED-05-076.04-01-980-000	Filed 12/13/2023; Final plan Approval 7/2/2024
S-24-03	Lands of Delmarva Land Holdings LLC	101-1001 Cassidy Drive	M, AEOZ	Warehouse - 6 Buildings	PC Review Site Plan	59,700	0	10	ED-05-077.00-01-28.04-000	PC Conditional Approval 3/18/2024
S-24-04	Dunkin Donuts	1128 Forrest Avenue	C-2A,COZ-1	Parking Lot Expansion	Administrative Site Plan Review	0	0	8	ED-05-076.11-02-59.00-000	Filed 2/23/2024; Final Plan Approval 5/31/2024
S-24-05	Lands of Ken Barrett	1413 New Burton Road	C-1A	Office Building	PC Review Site Plan	3,026	0	0	ED-05-085.11-01-01.00-000	PC Conditional Approval 5/20/2024
S-24-06	Leander Lakes III	2285 Forrest Avenue and 2161 Forrest Avenue	RM-2, COZ1	Apartments entrance change	PC Review Site Plan	0	200	27	ED-05-075.00-01-06.00-000 ED-05-075.00-01-05.00-000	PC Conditional Approval 5/20/2024
S-24-07	Marie's Little Lamb Daycare	322 Westwind Drive	R-8	Large Family Child Daycare	Administrative Site Plan Review	0	1	0	ED-05-068.10-01-41.00-000.	Filed 4/19/2024
S-24-08	Modern Maturity Center	1121 Forrest Avenue	IO, COZ-1	Renovations- Longwood Entrance	Administrative Site Plan Review	1,348	0	14	ED-05-076.07-01-250.000-000	Filed 5/10/2024; Final Plan Approval 10/6/2024
S-24-09	Procter & Gamble Warehouse Expansion & Parking Improvements	1340 W North Street	IPM, SWPOZ	Warehouse Expansion/Parking Improvements	PC Review Site Plan	120,000	0	85	ED-05-076.00-01-07.00-000	PC Conditional Approval 6/17/2024
S-24-10	Stoltzfus Warehouse	1285 College Park Dr	M	Warehouse	PC Review Site Plan	5,120	0	1.507	ED-05-067.00-02-12.02-000	PC Conditional Approval 7/15/2024
S-24-11	Warehouse/Logistics Building	601 Garrison Oak Drive-GOTBC Lot#3	IPM-3, SWPOZ	Warehouses	PC Review Site Plan	100,000	0	12.813	LC-05-068.00-02-03.00-000	PC Conditional 8/19/2024

S-24-12	Mum Mum Meka's training Academy	58 Village Drive	RG-3	Large Family Child Daycare	Administrative Site Plan Review	0	1	0.1	ED-05-067.15-01-09.00-000	Filed 7/20/2024
S-24-13	Flex Use Facilities Commercial Warehouse Business Park	350 Lafferty Lane	M, AEOZ	Commercial Warehouse Business Park	PC Review Site Plan	Phase 1: 54,000, Phase 2 42,000, Phase 3: 123,750 SF		19.74	ED-05-077.16-02-05.00-000	PC Conditional Approval 9/16/2024

Site Plans

File #	Plan Name	Location	Zoning	Description	Review Type	Bldg Sq Ft (new/addition)	DU	Acres	Tax Parcel	Action
S-24-14	Legislative Hall Parking Garage	425 East Avenue	IO, H	Parking Garage of 344 parking spaces	PC Review Site Plan and Architectural Review Certification	127,500	0	5.28	ED-05-077.10-01-02.00-000	PC Conditional Approval 9/16/2024
S-24-15	Delaware Supreme Court Building	55 The Green	IO, H	Building Addition and Renovation	Administrative Site Plan Review	730	0	3.74	ED-05-077.09-05-32.00-000	Filed 8/6/2024
S-24-16	Miracles of Life Childcare	19 Nicholas Drive	R-8, PND	Large Family Child Daycare	Administrative Site Review	0	1	0.17	ED-05-063.20-01-51.00-000	Final 9/11/2024; Final Plan 10/11/2024
S-24-17	William Henry Middle School Regional Bus Parking Lot	65 Carver Road	IO, COZ-1	Regional Bus Parking Lot	PC Site Plan Review	0	0	42.58	ED-05-076.07-01-55.00-000	PC Conditional Approval 10/21/2024
S-24-18	Raising Cane's Restaurant	1151 N DuPont Hwy	C-4	New Restaurant	Administrative Site Review	3,659	0	1.13	ED-05-057.00-01-03.01-000	Filed 9/20/2024
S-24-19	Legislative Hall Building Addition	411 Legislative Avenue and adjacent lot	TO, ROS, H	Building Addition	PC Site Plan Review and Architectural Review Certification	56,820	0	2.8	ED-05-077.09-05-15.00-000, ED-05-077.09-05-14.00-000	PC Conditional Approval 11/18/2024
S-24-20	Lands of Ditko Properties LLC	1004 S State Street	C-2A	Office Building	PC Site Plan Review	1,140	0	0.26	ED-05-077.17-07-27.00-000	PC Conditional Approval 12/16/2024