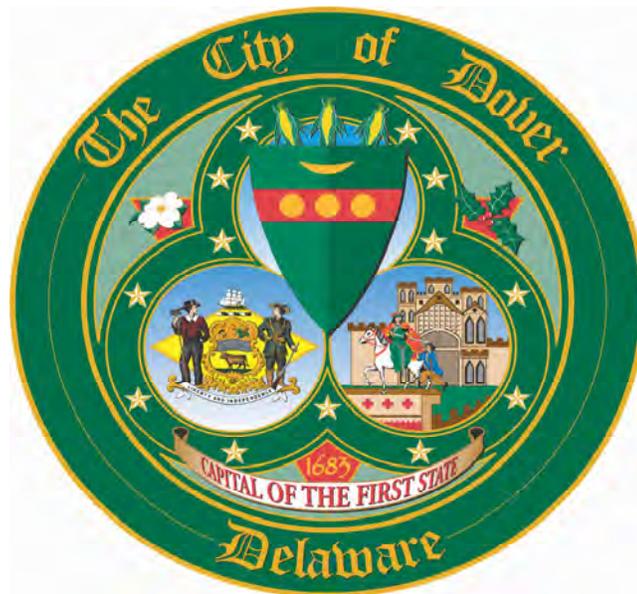


City of Dover, Delaware

Department of Planning,
Inspections & Community Development



2022 Annual Report

Planning, Inspections & Community Development

2022 Annual Report



Introduction

In 2022, while the COVID-19 Pandemic and its impacts on City operations and on life in general was still lingering with COVID pandemic spikes in January, February, and May, overall City operations and life in general has returned to a “new normal.” In-person meetings with a virtual meeting component (using WebEx) is now the standard meeting format utilized for all Boards and Commission meetings supported by the Planning, Inspections & Community Development Department (Department). During the year the Department achieved and maintained a full staffing level. This Annual Report for 2022 shares information on the activities of the five Department Divisions: Planning Office, Building Inspections, Permits & Licensing, Code Enforcement, and the Office of the Fire Marshal.



In Dover, the efforts of the Department guided development, redevelopment, and new construction in a variety of new projects starting, renovation activities establishing new tenants and projects being completed. As with 2021 this Report will show that numbers related to development applications, permits, and licensing generally continue to hold steady with some sectors seeing rebounds. New home starts continued to increase from last year in residential subdivisions (Eden Hill Farm TND, Patriot Village, Oak Shadows, and Lexington Glen) with over 119 Permits issued for a mix of one-family detached dwellings, duplexes and town-homes. A series of permits for one-family residential infill projects were also issued throughout the year including within the Downtown Development District and other scattered lots citywide as well as a number of manufactured home placements. For the City, the number of Rental Dwelling Permits held steady again following a multi-year trend at 3,013 Permits. Census data as reported in the 2019 American Community Survey (ACS) indicates that of the 14,098 Occupied Housing Units in the City 48.31% are owner occupied and 51.69% are renter occupied.

Construction Permit activity in the non-residential sectors shows a continued focus on a mix of renovation activities of existing facilities and tenant fit-outs for new commercial businesses. A new warehouse building project commenced on 679 Horsepond Road, new construction buildings were completed at Dover Fire State #2 for a building addition, a new office building at 600 Bay Road, a car wash at 656 N. DuPont Highway and new school building at Academy of Dover were all completed in 2022. In Downtown Dover, several building locations on Lookerman Street obtained permits for renovations including several buildings on the Delaware State University (DSU) campus, restaurant space at 201 West Lookerman and office space at 500 West Lookerman. There were also numerous renovation projects that were completed including, Bayhealth Medical Center, Eden Hill Medical Center, and projects at Dover Mall, the main campus of DSU and Del Tech as well as various office and retail spaces throughout the City.

The City was awarded \$91,931 of CARES Act Funding administered through the Community Block Grant Program and partnered with Dover Interfaith Mission for Housing to provide motel vouchers and rental subsidies that serviced homeless persons or those at risk for becoming homeless. The also City received \$8.6 million in American Rescue Plan Act (APRA) in 2022 to respond to the COVID-19 public health emergency and its economic impacts. \$2.5 million was allocated for Housing and Community Services projects with a

total of 49% of funds drawn down throughout the program year.

The Code Enforcement Division and the Planning Director worked with the City Manager and City Council to revise four ordinances to increase the quality of life through improved property maintenance provisions and enforcement mechanisms. This includes: revising the Rental Licensing Ordinance which raised the rental license fees to cover rising operating costs and require property insurance for landlords; Unpaid fines Ordinance which makes unpaid property maintenance fines become a tax lien; Unlawful Deposits Ordinance which decreases the time that an unlawful deposit becomes a violation from seven to two days; and the Vegetation and Weeds Ordinance which raises the fines for grass violations as well as the time for a reoccurring offense from eighteen to twelve months.

The Fire Marshall's Division conducted 332 annual Fire/Life Safety inspections, issued 147 Certificates of Occupancy Inspections/Fire Protection Acceptances Tests, conducted 214 Administrative Walk-through Inspections and Meetings, responded to 371 Fire/Life Safety Complaints, conducted 114 Plan Reviews, issued 67 Fire Permits, and conducted a 37 Fire Investigations with a total fire loss of \$1,421,905.

The Permit and Licensing Staff continued to provide high quality, prompt and professional service processing business, permits and rental licenses. 3,013 rental permits, 479 public occupancies, and 44 lodging house licenses were processed and \$1,450,000 business license revenue was collected.

*We look forward to 2022 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, Permitting & 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. The Department consists of 22 Staff (authorized level is 22 positions). There were a number of staffing changes within the Department during 2022. The change is as follows:

- **Mary Ellen Gray, AICP** joined the Department of Planning, Inspections & Community Development as the Director on July 18, 2022.
- **Michael Bailey** joined the Code Enforcement Staff as an Inspector I on September 26, 2022.
- **Ray Morris** joined the Code Enforcement Staff as an Inspector I on October 31, 2022.
- **Katherine Oehmke** joined the Planning Staff as a Planner I on January 3, 2023.



Welcome to the Department of Planning & Inspections team!

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

Building Inspections

Staff:

Greg Akers, Chief Building Inspector/Plans Examiner

Chris Scott, Licensed Plumbing / HVAC Inspector II

Mike McGregor, Building Inspector II



New Construction, Renovations, Additions and Tenant Fit-Outs

Mr. Akers supervises construction inspectors, reviews construction documents and permits, meets with design professionals regarding construction projects and Dover’s permit process. Mr. McGregor reviews plans and permits, performs inspections of commercial, residential and manufactured buildings. Mr. Scott’s responsibilities include plans review and performance of plumbing and HVAC inspections for commercial and residential buildings under construction. The combined efforts of all staff resulted in the performance of 3,590 Building Inspections, 3,869 Plumbing/Mechanical Inspections, and 141 Certificates of Occupancy Inspections this year. A total of 2,078 Permits were applied for in 2022 of all Permit Types (Building, Plumbing, Mechanical, Fire Protection, 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 adjacent structures as they may relate. Staff continues to look forward to Dover adopting the International Code Council’s latest codes 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 3 year time periods in order to maintain their certifications. These qualifications combined with years of experience in both private and public sectors places them among the best in the industry. Greg has 20 years of private sector experience, this combined with 20 years of City service brings 40 years of industry experience to the team. Greg holds certifications in Building, Commercial, Residential and Housing. Mike is ICC certified in Building, Commercial Building, Residential and is licensed through the State in Manufactured Home Compliance. Chris over the years has achieved 10 ICC certifications in several disciplines and is also licensed through the State of Delaware as both a Plumber and HVAC Mechanic. In addition, Chris has taught the Plumbing trade at Polytech night school for over 11 years.

Fire Marshal's Office

Staff: (left to right)

Jason Osika , Fire Marshal/Inspector III

Sean Christiansen, Deputy Fire Marshal / Inspector I

Matthew Brown, Deputy Fire Marshal / Inspector II

Phillip Lewis, Deputy Fire Marshal / Inspector II

The Fire Marshal's Office has a staffing level of 4 full time employees. The breakdown is the Fire Marshal/Inspector III and three Deputy Fire Marshals which can hold the position of Inspector I or II. Currently, the office has 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 assembly's such as halls, auditoriums, 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. The Fire Marshal's Office handles a variety of fire related complaints such as overcrowding, 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 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 weekends, Firefly, and July 4th.



2 McKee Rd



1 W Lookerman Street



Firefly

For the Calendar Year 2022, the following is a breakdown of activity for the Fire Marshal's Office:

- Annual Fire/Life Safety Inspections: 332 with 552 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: 147-This number identifies new areas being occupied, and new/additional fire systems being put into place.
- Administrative Walk-through Inspections & Meetings: 214- This is a very important function that Dover does, and many other municipalities do not do. When you have an upcoming project in Dover, you can meet the Chief Building Inspector and Fire Marshal on site for a walk through to help guide you towards a plan for success!
- Fire/Life Safety Complaints: 371-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 Review: 114
- Fire Permits: Issued 67 with an income of \$37,718-This is the first full fiscal year in which the increased permit fees were implemented. The past fiscal year averaged \$457.62 for a fire prevention permit. This fiscal year the average was \$562.95.



3 Eden Hill

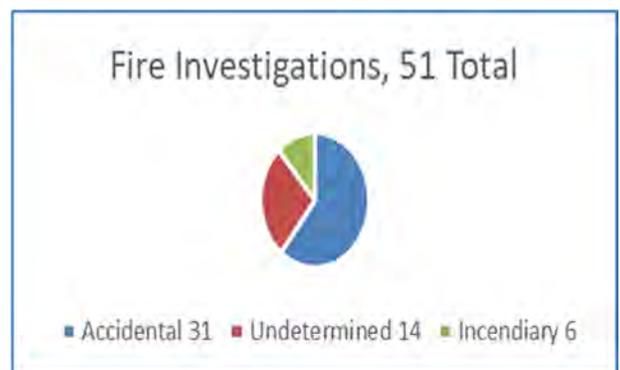


4 Forest Street

Total of 37 Fire Investigations with a Total Fire Loss of \$1,421,905:

- Accidental: 31 with a total amount of \$341,701 in damage.
- Incendiary: 6 with a total amount of \$27,702 in damage. Arrest in conjunction with Dover Police Department. Total 1
- Undetermined: 14 with a total amount of \$1,052,502 in damage.
- Subject Injured/Burned Investigations: Total of 14
- Fire Deaths: Total of 1
- The last fire fatality was in February of 2013
- Investigation Time: 145 hours
- Fire System Saves: 8

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)

John England, Inspector I

Ray Morris, Inspector I (center)

Eddie Kopp, Inspector III-Supervisor

Michael Bailey, Inspector I

Sierra Brown, Inspector II

Ronald Coburn, Inspector II/Vacant Building's (not pictured)



The Code Enforcement Division is responsible for Property Maintenance within the city. The division hired two new inspector's bringing the division to full staffing.

Staff opened a total of 4,760 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 12,105 inspections related to property maintenance.

VACANT BUILDING REGISTRATIONS:

The Code Enforcement Officers registered a total of 125 new Vacant Buildings within the City limits of Dover and collected \$215,106 in registration fees from those registrations. Collection of the fees occurs at Planning & Inspections, Customer Service and on the Tax Bill. Currently, Staff estimates that there are approximately 160 of these structures still vacant.

TRAINING AND CERTIFICATIONS:

John England passed the International Code Council Exam and is now a certified Housing and Property Maintenance Inspector.

Types of Cases

Annual Rental Housing Inspections	713
Property Maintenance Exterior/Interior	804
Tall Grass and Weeds	897
No Valid Business License	68
No Valid Rental Permit	233
Dangerous Building's	81
Dover City Ordinances (Violations)	962
Abandoned Vehicle's	192
Other Case	820
TOTAL	4,760

Causes for Case

Citizen/Tenant Complaint	700
Other Department Referral	221
Staff Initiated	3,226
Other Cause	613
TOTAL	4,760

Licensing and Permitting

Staff: (left to right in photo)

Nichole Arnold, Office Assistant II;

Kristen Mullaney, Licensing & Permitting Supervisor; and

Taryn Bauer, Office Assistant II.



The Permit and Licensing Staff is the first contact most customers have with the Department of Planning, Inspections & Community Development with the City of Dover especially as they enter the City Hall Building. This Staff is responsible for the receipt and processing of all Permits, Business Licenses, Occupancy Permits, and Rental Dwelling Permits and their associated fee payments. These Staff 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 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 standards of prompt and courteous service.



Planning Office

Staff: (left to right in photo)

Tracey Harvey, Planner I

Dawn Melson-Williams AICP, Principal Planner

Julian Swierczek AICP, Planner II

Katherine Oehmke, Planner I

Maretta Savage-Purnell, Secretary II



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 2022 calendar year total of 848 Permits and 144 Certificates of Occupancy (Temporary & Final). Additionally, Staff reviews new applications for Business Licenses and Rental Dwelling Permits.

The Planning Office coordinates the review and approval of all development applications including the associated support of the Planning Commission, Board of Adjustment, and Historic District Commission as they review applications. In 2022, the Planning Office processed 42 new applications and continued review of applications from previous years. See the Application Tables in this Report. Our Board and Commission meetings in January, February, and May 2022 due to COVID pandemic spikes were conducted only in a Virtual Meeting format using the audio/video conferencing system WebEx for the meetings. For the other months of the year, these Board and Commission Meetings returned to a Hybrid format as In-person Meetings with a Virtual meeting component (using WebEx). The Hybrid format is now the standard format utilized for all Board and Commission meetings supported by the Planning Office. Planning Staff continues to utilize the Municode Meetings software system for Meeting Agendas and Packet preparation for the three Boards & Commissions we support.

Electronic communications and conducting Meetings and Trainings in virtual formats are commonplace due to realized efficiencies. For example, learning activities for Planning Staff included numerous virtual workshops and seminars during the year including offerings by the Delaware APA Chapter Annual Conference, Annual Meeting, and other workshops; 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 *NPC22* as many continued to be conducted on virtual platforms. Many programs during the year focused on COVID-19 recovery, development activities, and land use law. These are training opportunities for all Staff but especially for the three AICP Planners with continuing education (Certification Maintenance for AICP) requirements.

Staff changes for the Planning Office in 2022 included Samantha Bulkilvish, AICP (Planner II) who left in April 2022 to join the Office of State Planning Coordination; and the hiring of Katherine Oehmke (Planner I) started on January 3, 2023.

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, eight (8) 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 138 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 seven (7) owner occupied homes eliminating health and safety hazards.
- ◆ **Central Delaware Housing Collaborative**—CDBG funds were used to provide operations cost for a 16 bed women’s homeless shelter.

CARES Act Funding

The City of Dover was awarded \$91,931 in a special allocation to the Community Development Block Grant to be used to prevent, prepare for, and respond to COVID-19. The City partnered with Dover Interfaith Mission for Housing to administer the grant that was used to provide motel vouchers and rental subsidies that serviced homeless persons or those at risk of becoming homeless. Five families have been serviced from July through December 2022.

American Rescue Plan Act (ARPA)

On March 11, 2022. President Biden signed the American Rescue Plan Act of 2021 (ARPA) into law. The \$1.9 trillion Fiscal Recovery Funds package is intended to combat the COVID-19 pandemic including public health and economic impacts. The City of Dover was allocated \$8,619,257 over a five-year period to respond to the COVID-19 public health emergency and its economic impacts. \$2.5 million was allocated for Housing and Community Service Projects with a total of 49% of funds drawn down throughout the program year.

Downtown Development District/Restoring Central Dover



Dover received designation as a Downtown Development District in January 2015. Governor Markell formally announced that the cities of Dover, Seaford and Wilmington were selected as the first Districts in Delaware with visits to each community. In 2017, the City of Dover Planning Office dedicated new staff to the administration of the Downtown Development District Program as well as increase cooperation with groups like the Downtown Dover Partnership. This was done to help better ensure the continued success of the incentives program to attract new businesses and homeowners to the downtown area. In 2022, Mary Ellen Gray was brought into the team as Director of Planning, Inspections and Community Development. With this, Ms. Gray also became the new Administrator of the Downtown Development District.

The City Planning Staff administers a series of Incentives in the Downtown Development District. Over the course of 2022, the City authorized \$23,608.50 in Permit Fee Waivers for 19 properties for the purpose of new housing or business. This includes projects working towards fifteen new homes which have been built or are in the process of being built within the Downtown Development District. Housing efforts include four on South Queen Street (67, 101, 127, and 133 South Queen Street); eight on South New Street (2, 11, 13, 102, 106, 110, 112 and 145 South New Street); one on North West Street (101 North West Street), and two on South Governors Avenue (23 and 25 South Governors Avenue). Business Efforts include two on West Lookerman Street (201 and 204 West Lookerman Street); one on North West Street (92 North West Street).

The City also waived Business License Fees in the amount of \$250.00 in the aim of incentivizing business growth in the Downtown Development District. Business License Fee Waivers may be utilized by an applicant for a period of no more than three years. Dover has seen several Businesses License Fee Waivers expire in 2021 as the businesses had been established for a period of over three years.

Both incentive types are part of the City's compliment to the State of Delaware's incentives through the Downtown Development District Program. Together, we are seeing increasing evidence of the renewal being brought to the City of Dover, particularly after the difficulties posed by the COVID-19 pandemic. This is even more so evident in housing areas 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.

Dover being one of the designated Downtown Development Districts in the State of Delaware, eligible investors may qualify for rebates on a portion of their investment if located within the City of Dover's DDD. Through the end of Fiscal Year 2022, the State has issued \$1,427,601 in rebates towards \$11,871,951 in total investment in Dover's Downtown Development District. This includes four large scale projects (over \$350,000), and forty-nine small projects (\$25,000-\$350,000) since the start of the program in 2015. Staff notes that the "Large Projects" threshold had been changed by the Delaware State Housing Authority (DSHA) from \$250,000 to \$350,000 in 2020. However, no Large Projects have been active in Dover in 2021.

Throughout much of 2022, the Downtown Dover Partnership (DDP) worked with multiple public and non-profit agencies together with the Mosaic Development Partners of Philadelphia, PA to study and develop a Strategic Plan which covers the High Priority Target Area as designated by the City of Dover for Downtown

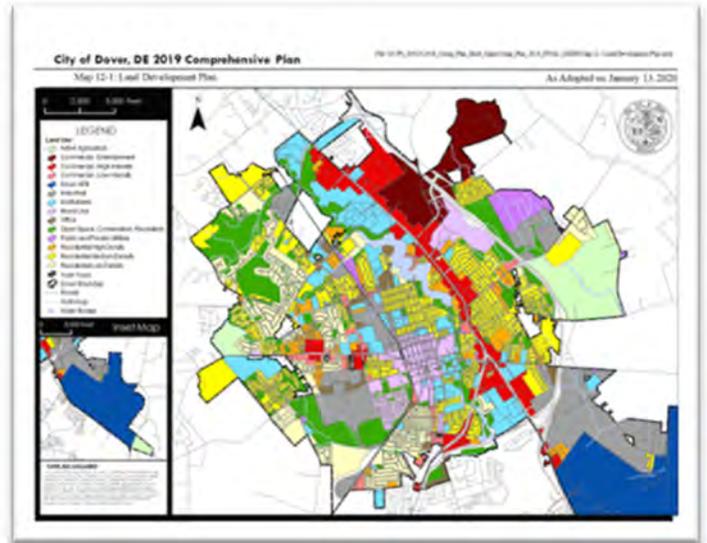
Redevelopment Incentives. The goal of the Plan as stated by the DDP was to address the continued physical decline and disinvestment, identify needs and opportunities for redevelopment and reinvestment, and detail implementation and investment strategies. This was in order to “guide the community toward an equitable, sustainable, and economically-sound future, with the goal of transforming this vital core of housing and commerce towards its highest and best potential by a target date of the year 2030.” The Downtown Dover Partnership expects publication of this new Downtown Strategic Master Plan in late January 2023. This new Strategic Master Plan will be the basis of the City of Dover’s Application to renew the Downtown Development District designation as Dover’s designation expires in 2025.

***New Homes in the
Downtown Development District***



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 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.



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 the projects, studies, code amendments, and other activities associated with the Plan goals and recommendations.

- 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 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. The Planning Office did not receive any requests for amendments in December 2021 for consideration as 2022 Amendments. However, the Planning Office did receive two (2) Requests for the filing deadline of December 15, 2022. The two properties made Comprehensive Plan Amendments Requests for changes to the Map 13-1: Potential Annexation Areas Plan Map and Map 13-2: Potential Land Use for Annexation Areas Map. These Comprehensive Plan Amendments 2023 Requests will be submitted for Preliminary Land Use Services Review (PLUS) in January 2023 and will begin their formal review process.

Special Studies & Projects

DAFB Compatible Use Study

City Planning Staff was part of the Technical Committee for the DAFB Compatible Use Study. As part of a Department of Defense program initiative, DeIDOT is leading this study of uses in a Study Area of a 5-miles radius of the Dover Air Force Base. Consultant assistance for the Study included the University of Delaware – Institute for Public Administration and Century Engineering. The Study kick-off meeting was held on January 13, 2022 for the 18-month study that will also include community outreach efforts. Technical Committee Meetings were held throughout the year. The Planning Office shared a series of GIS Map Layers on Land Use and Zoning as part of the Study’s data collection efforts. A Public Workshop was held on May 17, 2022 as an In-Person and in Virtual formats. A second round of Public Workshops were held on September 27, 2022 and October 4, 2022 for redevelopment visioning for a borrow pit area (located outside of City limits). Another Public Workshop was held on November 29, 2022 for review of issues and strategies in the study area with the results discussed by the Technical Committee on December 5, 2022. At year’s end, the Project Team was working an initial Draft of the Compatible Use Study Report.

See the project website for more information on activities: <https://deldot.gov/projects/Studies/dafb/>

Downtown Dover Strategic Master Plan

The Downtown Dover Partnership retained consult services for the development of a Strategic Master Plan. The Project Team lead by Mosaic Development Partners spent 2022 completing collection data, meeting with stakeholders, analyzing data, and refining concepts. City Staff provided data and information for the study and participated in the process by attending stake holder meetings and update meetings on study progress. At the end of 2022, initial draft was in review with the Downtown Dover Partnership core project team. The plan document *Capital City 2030: Transforming Downtown Dover!* is expected to be released in late January 2023.

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

Redistricting Project

With the release of population and other demographic information from the 2020 Census, a Staff Working Group of the City Clerk’s Office, Planning Office, and GIS Staff have begun the task of looking at the Redistricting process for City Council Districts. An initial Staff meeting to define the task and understand procedures was held in January and in the following months Staff analyzed the available population data for the City using GIS (Geographic Information Systems). New options for reporting of race in the 2020 Census were challenging to create a Black majority district in the City; it was decided that the Consent Decree needed to be modified or abandoned all together given the current diversity overall in the City. Using GIS, a new map of City Council Districts was developed dividing the City into four districts of similar population with efforts to minimize revisions between districts. Following Meeting of the Election Board in late September 2022, the City Council conducted public hearings in October and November. The reapportionment of Council Districts (Maps) was adopted on November 14, 2022. The City Solicitor continues to explore the next steps with the Consent Decree and a future petition to U.S. District Court.

Wireless Communications Facilities Ordinance Implementation

Planning Staff continues review of Wireless Communications Facilities (WCF) Building Permits for compliance with Zoning *Ordinance*, Article 5 Section 23 – Wireless Communications Facilities (Ordinance #2020-13 adopted November 2020). While 2022 activity included construction for placement of three (3) Small Wireless Communications Facilities (Small WCF) and proposals for three (3) additional Small WCFs, the majority of the WCF Permits received were Eligible Facilities projects for the replacement of equipment on existing Tower Based Facilities and Non-tower Based Facilities like buildings and water tanks.

Enterprise Resource Planning Project

The phased implementation of the Enterprise Resource Planning (ERP) system by Tyler Technologies continues citywide. Staff utilizes the Tyler MUNIS financial system (implemented in December 2018) for invoice & payment processing, grant project management, and Budget entry. Later ERP Project phases will include implementation of our application, permits, inspections, and case management processes to replace our current system (Naviline and HTE).

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

One text amendment to the *Zoning Ordinance* occurred in 2022. 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). The text amendment focused on revisions to the permitted uses and conditional uses in the IPM-2 zoning district. See Summary Table as follows for 2022 activity.

Ordinance Amendments 2022			
File Number & Ordinance	Topic	Text Amendment	Action Date
MI-22-05 Ordinance #2022-21	Text Amendment: IPM2 (Institutional Park Manufacturing Zone – Business and Technology Center) Added purpose statement; added additional permitted uses including printing, binding & packaging and certain accessory uses; added conditional uses for building contractor’s yard, vocational education facilities, associated retail, and craft distilleries and microbreweries	Zoning Ordinance, Article 3, Section 20A and Article 12	Recommendation by Planning Commission: December 19, 2022 Adopted: January 9, 2023

Boards and Commissions

Historic District Commission

The City of Dover, Delaware Historic District Commission currently consists of four members with one member not appointed. The members during 2022 include Eric Czerwinski, Ann Baker Horsey, Jonathan Street, and Mary Terry Mason. The Commission receives staff support from the Planning Office. During 2022 Eric Czerwinski served as Chairman and Ann Horsey served as Vice-Chairman. At the Commission's Annual Meeting in November 2022, Eric Czerwinski was reelected Chair and Ann Horsey was reelected Vice Chair. The fifth member of the Historic District Commission has yet to be appointed (to fill the seat vacated by Mr. McDaniel in 2020).



The Historic District Commission held seven meetings in 2022. The Historic District Commission reviewed a total of seven (7) applications and referral items for consultation on Architectural Review Certificates in the calendar year. The applications included the rezoning of the block of South Governors Avenue between Bank Lane and West Water Street into the H (Historic District Zone) (HI-22-02); and then the Architectural Review Certification/ Site Plan Review for the Kent County Family Courthouse & Parking Garage project (HI-22-03). Items referred to the Commission included permits/projects for fences, a parking lot, roof replacement, and an accessory structure (Restroom and Storage) for the John Bell House at 43 The Green. Reviews also included the referral of Demolition Activities for the demolition of a fire-damaged Commercial/Residential Building at 235-239 W. Loockerman Street. For this building, the Historic District Commission determined as “Demolition by Neglect” and sought review for a strategy to retain the building but was superseded by the City Council’s declaration of it as a “Dangerous Building” which led to the City’s bidding its demolition when the property owner took no action to remedy.

Of the thirty-nine (39) permits in the Historic District in 2022, a total of thirty-four (34) 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. For example, exterior renovations and restoration/repair of exterior finishes for a several buildings Downtown area were completed. Several other locations implemented fence projects or new signage. However, the most significant were Demolition Permits associated with a series of buildings in the 400 block of South Governors Avenue in preparation for the upcoming Kent County Family Courthouse construction. Also of note is the demolition of the three story brick commercial/apartment building at 235-239 West Loockerman Street following a fire and its declaration as a Dangerous Building by City Council.

Certified Local Government Program

The City of Dover was designated a Certified Local Government in 2015. As part of the Certified Local Government Program, grant funding was received in the FFY2019 CLG Grant Application (HI-19-02) to seek consultant assistance to develop an Addendum to the *Design Standards & Guidelines for the City of Dover Historic District Zone* document focusing on Modern Materials & Technologies. This grant project was delayed due to Planning Staff’s focus on other major projects and then further delayed due to implications of the State of Emergency for the COVID-19 Pandemic. The timeframe to utilize this FFY2019 CLG Grant has been extended into 2023.

Planning Commission

In 2022, The Planning Commission consisted of nine members with Ms. Andrea Maucher as Chair and Mr. Robert Harman as Vice Chair. At their Annual Meeting in August 2022, Ms. Andrea Maucher was re-elected Chair of the Planning Commission and Mr. Robert Hartman was re-elected Vice Chair. One new member was appointed to the Planning Commission to take the seat previously held by Kelli Lord (resigned in December 2021; Ms. Joan Denney was appointed to the Planning Commission in January 2022.

The Planning Commission met in ten months in 2022 and reviewed a total of 26 applications. The year started out with virtual meetings while COVID-19 continued to present issues. By March 202 the meetings transitioned into hybrid meetings where meetings were held in person in the Council Chambers and also virtually through the WebEx audio/video conferencing software. The Site Plans reviewed by the Planning Commission included a restaurant; a retail store; a Master Plan Revision for DuPont Plaza at N. DuPont Highway and Leipsic Road; multiple warehouse project ranging in size from 17,000 SF to 234,000 SF; another car wash near DuPont Highway; and a street improvements project. The most significant Site Development Plan was the Kent County Family Courthouse & Parking Garage along South Governors Avenue.

The Conditional Use approval was granted to a new Child Day Care Center on Walker Road. One Conditional Use application for conversion of an existing to offices with second floor apartments on College Park Drive was denied. The Planning Commission made recommendations to City Council on three rezoning applications. These applications involved expansion of the Historic District Zone along South Governors Avenue; rezoning of 25-acres to RM-2 for potential multi-family (apartment) project; and rezoning of a property on the edge of Downtown to C-2A (Limited Central Commercial Zone). There were five applications for Subdivision in 2022 with two involving commercial/industrial properties and the others creating or rebalancing residential lots. There were three applications for Annexation of property varying in scale including two single-family residences with one proposed for office redevelopment and three tracts of lands on West Denneys Road for a future residential development project. A total of seven applications were submitted to the Planning Office for Administrative Review including five Administrative Site Plans and two Minor Lot Line Adjustment Plans.



Board of Adjustment

The Planning Office received no applications for review by the Board of Adjustment in 2022. Therefore, no meetings of the Board were held. During 2022 long-term member Mr. William Hufnal did not seek reappointment. Ms. E. Jane Warren was appointed in October 2022 to become a member of the Board of Adjustment.

Building in Dover!



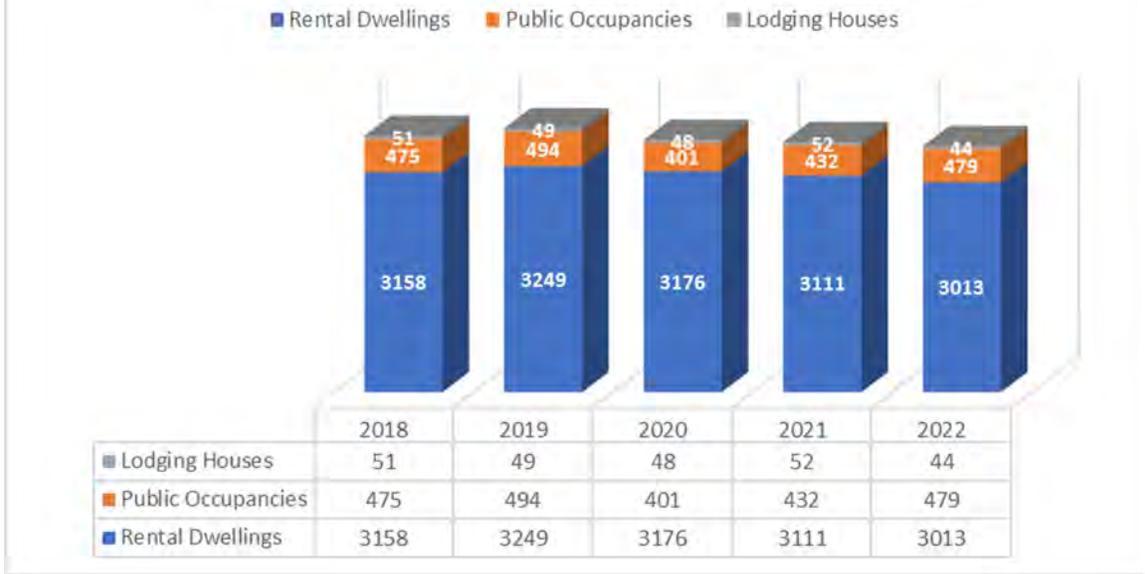
2022: Dover by the Numbers

Certificates of Occupancy, Building, Plumbing and HVAC Inspections

5 Years View 2018 thru 2022	2018	2019	2020	2021	2022
Certificates of Occupancy	203	329	73	64	141
Building Inspections + Preliminary Meetings	4,837	5,726	3,710	3,024	3,590
Plumbing and Me- chanical Inspec- tions	6,070	7,402	2,931	2,869	3,859
Total for that year column	10,907	13, 128	6,714	5,967	7,534

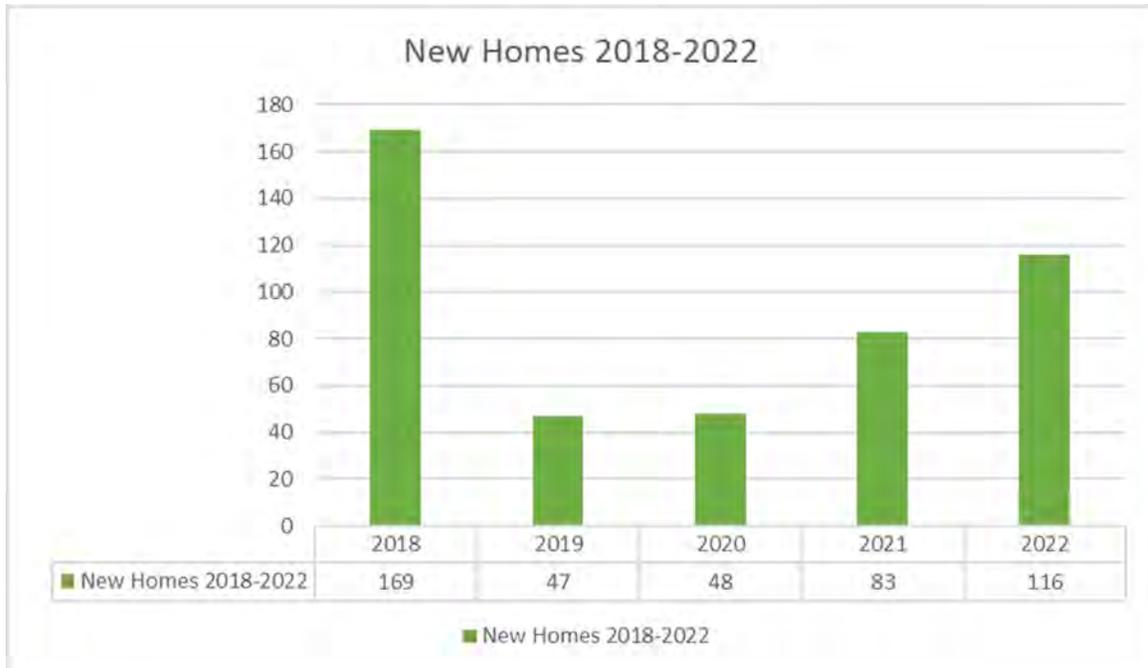


RENTAL PERMITS ISSUED 2018-2022



Rental Licenses	2018	2019	2020	2021	2022
Lodging Houses	51	49	48	52	44
Public Occupancies	475	494	401	432	479
Rental Dwellings	3,158	3,249	3,176	3,111	3,013
TOTALS	3,158	3,249	3,176	3,111	3,013

BUILDING PERMITS ISSUED FOR NEW HOMES 2018-2022



BUSINESS LICENSING



Business Licenses	2018	2019	2020	2021	2022
Manufactured Homes	355	335	317	299	290
Merchants	378	367	326	354	326
Contractors	1,276	1,273	1,213	1,270	1,274
Business Licenses	2,229	2,116	1,756	1,802	1,885
TOTALS	4,238	4,091	3,613	3,725	3,775

Major Projects and Construction Activity 2021

Residential Construction Activity

Construction activities continued at a higher pace in residential subdivisions in 2022 for the City with over 119 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, Oak Shadows, and Lexington Glen PND**. 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** and other scattered lots citywide. A number of manufactured home placements also occurred on existing lots in **Dover East Estates and Persimmon Park Place**. Approximately 94 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 and Patriot Village. 2022 also saw continued activity with Fence, Shed, and Deck Permits as people made improvements at their residences. Construction activity for multi-family units only included the completion of a **Multiplex Building (three units) on College Road**.

Non-Residential & Commercial Construction Activity

Commercial and other construction activity continued in 2022 with a variety of new projects starting, renovation activities establishing new tenants, and projects being completed.

New Permits Issued & Projects Underway in 2021

New Permits were issued in 2022 for a variety of renovation projects and new building construction projects. The following list consists of projects that were started in 2022 and may not be fully complete as of yet.

- Multiple office renovation projects including on **Silver Lake Boulevard** and at 500 W. Loockerman Street
- New Warehouse Building at **Union Whole Company** at 679 Horsepond Road (S-20-09)
- Tenant fit-out projects at 131 Rosemary Road
- Restaurant space at 201 W. Loockerman Street
- **Calvary Baptist Church** project at 2285 Forrest Avenue (pending resubmission) (C-19-06)
- Building expansion and renovations of the Winner Hyundai facility at 591 N. DuPont Highway (S-21-13)
- Renovations of the **Dunkin Donuts** at 470 S. DuPont Highway
- **Lion of Judah Ministry Church** (place of worship) at 951 White Oak Road (S-19-11)
- Renovations at **RaceTrack Car Wash**
- Improvements to the drive-through at the North Dover **McDonald's**
- Renovations to **Loockerman Hall on the Delaware State University Campus**
- Building renovations on the **DSU Downtown Campus**.
- Renovation to building façade at **304 S. State Street**
- Renovations at **Bayhealth Medical Center**
- Renovation of exterior stair project at **Legislative Hall**
- Roof replacement project at **Delaware Technical & Community College**
- Renovations for the expansion Dollar General store in the Dover Mart Shopping Center
- Three (3) Wireless Communications Facilities Permits for Small WCFs for AT&T

- Renovation projects including renovations in **Kohl's**
- Tenant space renovations at **506 Jefferic Boulevard**
- Interior renovation project at **Blue Hen Corporate Center for Bayhealth**
- Infiltration repair project for the **Kent County Courthouse** at 38 The Green
- Construction activities for the **Rail Haus** at 92 N West Street (S-21-12)
- Demolition Permit issued for **235-239 West Loockerman Street** (Dangerous Building Declaration)

Completed Projects for Renovation Activities

Building Permits were issued for building rehabilitation/renovation projects and tenant space fit-outs citywide in 2022. The following are a sample of the Renovations Activities completed from the year.

- Various Office renovations citywide including at 1106 College Road, 1012 College Road, 1202 College Park Drive, the Kent County Department of Elections Offices, offices for **Brandywine Counseling & Community Services**, offices at DelDOT, and office space in **Courtney Square**
- Renovations at **Bayhealth Medical Center**
- Office renovations at the **Eden Hill Medical Center Building**
- Restaurant renovations for **Royal Prime** (previously Michelle's) at Bally's Dover
- Tenant fit-outs for **Golden Poppy** and for **Veronica's Pizzeria**, and **Walgreens Pharmacy** in **Capital Station** (S-17-12)
- Renovations and Tenant fit-outs along the North DuPont Highway corridor including **Seasons Pizza** at 1211 N. DuPont Highway Suite D and retail at 516 Jefferic Boulevard Suite A
- **Restaurant** at 484 N. DuPont Highway (S-20-04)
- Tenant renovations for **Sally Beauty** (retail) and a service establishment in the **North Dover Shopping Center**
- Tenant fit-out for **Boot Barn in Dover Commons**
- Renovations at the Macy's facility at the **Dover Mall**
- Multiple renovation projects at **Delaware State University** main campus including a Chick-Fil-A location, renovations in Price Hall, and for renovations to the Village Café
- Classroom renovations at the **Campus Community School**
- Interior renovation project on the **Del Tech Campus**
- Interior renovations for a Café at 25 W. Loockerman Street
- Establishment of **Kind Kids Day Care** at 725 Walker Road (C-22-01)
- Office renovations at 34 Starlifter Avenue for a warehouse tenant
- **Bell Well Massage & Skin Care** on Garton Road
- Tenant fit-out for **Nutrition Shake Bar** in Greentree Shopping Center
- Tenant Fit-out for a **Plasma Center** at 277 DuPont Highway in the **Centre at Dover**
- Tenant space renovations in the **Shoppes of the Hamlet**
- Tenant fit-out for **Citizens Bank** at 779 N. DuPont Highway (Old Pizza Hut location)

Completed Projects for New Building Construction

The following projects involved the development of properties resulting in construction of New Buildings. They were completed in 2022 and note the associated Site Plan Applications.

- Renovations and Building Addition Project at **Dover Fire Station #2** (S-20-15)
- New Office Building at 600 Bay Road as part of **Landing Square** (C-20-02)
- **Tommy Express Car Wash** at 656 N. DuPont Highway (previous Kirby & Holloway Restaurant location) (S-19-01)
- New **School Building** at **Academy of Dover** on Saulsbury Road (S-21-02)

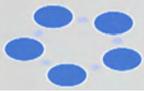


2022: Welcome to Dover! Progress in Pictures

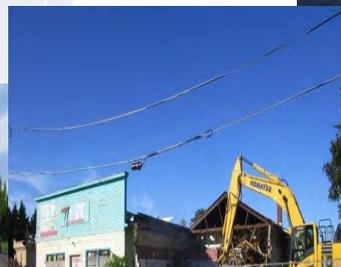
The Capital City – Growing and in motion, every day

NEW CONSTRUCTION AND RENOVATIONS PERMITS KEEP US MOVING FORWARD

WHILE SETTING THE STANDARD ALONG THE WAY



D	O	V	E	R
B	U	I	L	T



2022: Welcome to Dover! Progress in Pictures



2022: Welcome to Dover! Progress in Pictures



2022: Welcome to Dover! Progress in Pictures



2022: Welcome to Dover! Progress in Pictures



2022: Welcome to Dover! Progress in Pictures



2022 Subdivision

File #	Plan Name	Location	Type	Lots	Acreage	Action1
SB-22-01	Lands of Four M Investments LLC	1601 POW/MIA Parkway	Minor Subdivision Plan	2	37.447	PC Conditional Approval 01/18/22
SB-22-02	Lands of Raul M Juarez	508 Acorn Lane	Minor Subdivision Plan	3	2.455	PC Conditional Approval 02/23/22
SB-22-03	Lands of Bayroadcap LLC for Landing Square	600 Bay Road	Minor Subdivision Plan	2	12.9366	PC Conditional Approval 04/18/22
SB-22-04	Lands of Iris and William Wilson	838 Forest Street	Minor Subdivision Plan	2	0.5429	PC Conditional Approval 09/19/22
SB-22-05	Lands of NCALL	217, 225, and 235 N Kirkwood St	Minor Subdivision Plan	5	1.0176	PC Conditional Approval 10/17/22

2022 Site Plan

File #	Plan Name	Location	Zoning	Description	Review Type	Bldg Sq Ft (new)	DU	Acres	Parcels	Action1	Action2
S-22-01	Caliber Car Wash	280 Cowgill St	C-4	New Car Wash	Site Plan	3,500		1	ED-05-077.10-01-17.00-000,	Tabled 02/22/22	PC Conditional Approval 04/18/22
S-22-02	Frito Lay Exchange Center	300 Lafferty Lane	M, AEOZ	Warehouse and Distribution Facility	Site Development Plan, Subdivision Plan	7,884		23	ED-05-077.16-02-05.00-000,	PC Conditional Approval 03/21/22	Final Approval 03/21/22
S-22-03	El Azteca	801 N State Street	C-2A	Restaurant	PC Review - Site Plan	7,681		2	ED-05-068.09-01-13.00-000,	PC Conditional Approval 03/21/22	Final Approval 03/21/22
S-22-04	Street Improvements Plan: Raymond Street & Railroad Avenue	Raymond Street/Railroad Avenue	NA	Street Improvements	PC Review - Site Plan			2	ED-05-067.00-02-53.00-000, ED-05-067.00-02-56.00-000	PC Approval 03/21/22	
S-22-05	Capital Baptist Church - Accessory Structure	401 Kesselring Avenue	R-10	Accessory Structure (Storage)	Administrative Review	1,800		8	ED-05-085.08-02-02.01-000,	Administrative Review (Filed) 03/03/22	
S-22-06	Kent County Family Courthouse and Parking Garage	415 and 445 S Governors Avenue	IO, H	Courthouse and Parking garage	PC Review - Site Plan and Architectural Review Certification	105,259		4	ED-05-077.09-03-33.00-000, ED-05-077.09-03-35.00-000, ED-05-077.09-03-32.00-000, ED-05-077.09-03-36.00-000, ED-05-077.09-03-37.00-000, ED-05-077.09-03-48.00-000, ED-05-077.09-03-50.00-000, ED-05-077.09-03-51.00-000, ED-05-077.09-03-52.00-000, ED-05-077.09-03-61.00-000,	PC Conditional Approval 06/21/22	
S-22-07	Parking Lot at 446 S. Governors Avenue	446 S Governors Avenue	C-2A	Parking Lot	PC Review - Site Plan			0	ED-05-077.09-03-21.00-000,	PC Conditional Approval 06/21/22	
S-22-08	Delaware Brain and Spine Center: Parking Lot Expansion	487 S Queen Street	C-1A	Parking Lot	Administrative Site Review			0	ED-05-077.09-03-03.00-000,	Administrative Review Filed 04/26/22	Final Approval 06/01/22
S-22-09	Dover Apartments	South side of Leipsic Road	SC-2, SWPOZ	Apartment Complex	PC Review - Site Plan	46,800	216	15	ED-05-068.05-01-15.01-000,	PC Conditional Approval 06/21/22	
S-22-10	Lands of Mamie Futrell: Parking Lot for Office	955 Forest St	CPO	Parking Lot	Administrative Site Review			0	ED-05-076.07-01-63.00-000,	Administrative Review Filed 06/02/22	
S-22-11	Bank at 837 N DuPont Highway	837 North DuPont Highway	C-4, SWPOZ	Administrative Site Plan	Administrative Site Review	3,467		12	ED-05-057.00-01-43.00-000,	Administrative Review Filed 08/09/22	Final Approval 11/14/22
S-22-12	DuPont Plaza at 747 N DuPont Hwy Revised Master Plan	747 N DuPont Hwy	SC2	Revised Site Development Master Plan	PC Review - Master Plan	52,190		10	ED-05-068.05-01-15.00-000,	PC Conditional Approval 10/17/22	
S-22-13	Garrison Homes LLC - Warehouse at 119 Rosemary Rd	119 Rosemary Road and 110 Lafferty Lane	M, AEOZ	Site Development Plan	PC Review - Site Plan	17,485		2	ED-05-077.16-02-12.02-000, ED-05-077.16-02-12.01-000	PC Conditional Approval 11/21/22	
S-22-14	Commerce Way Dover DE LLC: Warehouse at 165 Commerce Way	165 Commerce Way	IPM	Site Development Plan	PC Review - Site Plan	234,000		23	ED-05-076.10-02-07.03-000,	PC Conditional Approval 12/19/22	
S-22-15	Lafferty Lane Secure Storage	on Lafferty Lane: Lots 2, 3, and 4	IPM	Site Development Plan	Administrative Site Review	68,600			ED-05-077.00-01-25.01-000, ED-05-077.00-01-25.02-000, ED-05-077.00-01-25.03-000	Admin Review Filed 11/09/22	
S-22-16	Retail Store Dollar General at 293 South Saulsbury Road (with Royal Farms)	293 South Saulsbury Rd	C-2A, COZ-1	Site Development Plan	PC Review - Site Plan	14,886		4	ED-05-076.11-01-43.00-000,	PC Conditional Approval 12/19/22	

2022 Rezoning

File #	Applicant	Location	Zfrom	Zto	Acres	Parcels	Ordinance	Action1	Action2	Action3
Z-22-01	Lands of State of Delaware at S Governors Avenue and W Water St: Rezoning to H	411/429/435/441/447 S Governors Avenue & 117 W Water Street	IO	IO/H	1.74	ED-05-077.09-03-37.00-000, ED-05-077.09-03-48.00-000, ED-05-077.09-03-49.00-000	2022-02	CC First Reading 2/28/2022	PC Approval 3/21/2022	CC Approval 3/14/2022
Z-22-02	Part of Lands of Calvary Baptist Church at 2285 Forrest Ave: Rezoning of 25 acres	Part of 2285 Forrest Avenue	R-10/COZ-1	RM-2/COZ-1	25	ED-05-075.00-01-06.00-000	2022-11	CC First Reading 9/12/2022	PC Approval 9/19/2022	CC Approval 10/10/2022
Z-22-03	Lands of Silver Linings Holding Corp	630 W Divisions Street	C-3/COZ-1	C-2A/COZ-1	1.0853	ED-05-076.08-01-40.01-000, ED-00-	2022-12	CC First Reading 9/26/2022	PC Approval 10/17/2022	CC Approval 11/14/2022

2022 Misc

File #	Plan Name	Location/Topic	Type	Ordinance	Action1	Action2
MI-22-01	Intergovernmental Coordination with Town of Wyoming on Comprehensive Plan	Consultation with Adjacent Town on their Comprehensive Plan	Staff Review and Consultation Letter		Letter of No Objection to Comprehensive Plan 03/01/22	
MI-22-02	Redistricting of City Council Districts	City of Dover	Reapportionment of Council Districts following 2020 Census		Staff Analysis and Preparation of Draft Map of Council Districts Spring 2022	CC Adopted Ordinance 11/14/22
MI-22-03	Lands of Barbara M. Cummings	311 and 319 Wyoming Avenue	Minor Lot Line Adjustment		Staff Approval of Record Plan 09/01/22	
MI-22-04	Lands of Blue Hen Mall LLC & Bayhealth Properties LLC	655 Bay Road	Minor Lot Line Adjustment		Staff Approval of Record Plan 07/06/22	
MI-22-05	Text Amendment: IPM2 Zone	Zoning Ordinance	Amendment to Zoning Ordinance, Article 3 Section 20A. IPM2 to revisions to permitted and conditional uses, purpose statement	2022-21	PC Recommended Approval 11/28/22	CC Approved 12/19/22

2022 Historic

File #	Plan Name	Location	Type	Parcels	Action1	Action2
HI-22-01	Referral of Fence Permit #21-1556 at 506 S. State St	502-506 S. State Street & 100 W. Water Street	Fence Permit	ED05-077.09-03-70.00-000	HDC Recommended Approval of Architectural Review Certification for 6 ft. black aluminum picket style fence 01/20/22	HDC Recommended Approval of Architectural Review Certification for 6 ft. black aluminum picket style fence 01/20/22
HI-22-02	Lands of State of Delaware at S Governors Avenue and W Water St: Rezoning to H	411/429/435/441/447 S Governors Ave & 117 W Water Street	Rezoning properties to the H (Historic District Zone)	ED05-077.09-03-37.00-000, ED-05-077.09-03-48.00-000, ED-05-077.09-03-50.00-000, ED-05-077.09-03-51.00-000, ED-05-077.09-03-52.00-000, ED-05-077.09-03-61.00-000	HDC Recommended Approval to include 6 properties in the H zone, the base Zone IO not to change. 03/17/22	HDC Recommended Approval to include 6 properties in the H zone, the base Zone IO not to change. 03/17/22
HI-22-03	Kent County Family Courthouse & Parking Garage	East side of S Governors Ave between Bank Lane and W Water St: 415 and 445 S Governors Avenue	Site Plan Review for Architectural Review Certification	ED05-077.09-03-33.00-000, ED-05-077.09-03-35.00-000, ED-05-077.09-03-32.00-000, ED-05-077.09-03-36.00-000, ED-05-077.09-03-37.00-000, ED-05-077.09-03-48.00-000, ED-05-077.09-03-50.00-000, ED-05-077.09-03-51.00-000, ED-05-077.09-03-52.00-000, ED-05-077.09-03-61.00-000, ED-05-077.09-03-53.00-000	HDC Recommendation of Approval for Architectural Review Certification with Conditions 04/21/22	HDC Recommendation of Approval for Architectural Review Certification with Conditions 04/21/22
HI-22-04	Referral of Permit #22-661 at 527-529 S. State Street	527-529 S State Street	Permit for Parking Improvements	ED05-077.09-05-47.00-000	HDC Recommended Approval of Architectural Review Certification subject to conditions on screening 05/19/22	HDC Recommended Approval of Architectural Review Certification subject to conditions on screening 05/19/22
HI-22-05	Delaware Public Archives: Consultation on Roof Project	121 Martin Luther King Jr Blvd N	Roof Project Consultation	ED05-077.09-05-13.00-000	HDC made recommendation on roof material options 05/19/22	HDC made recommendation on roof material options 05/19/22
HI-22-06	Referral of Permit #22-1298 at 43 The Green	43 The Green, John Bell House	Accessory Structure (Restroom & Storage Space)	ED05-077.09-05-28.00-000	HDC Recommended Approval of Architectural Review Certification with reduction of rear setback 08/18/22	HDC Recommended Approval of Architectural Review Certification with reduction of rear setback 08/18/22
HI-22-07	Referral of Demolition Activities at 235-239 W. Lookerman St	235-239 West Lookerman St	Update on Dangerous Building Designations and Demolition Activities	ED05-077.09-03-35.00-000	HDC made Determination of Demolition by Neglect and Recommendations for continued evaluation of building; Superseded by City Council declaration as Dangerous Building 10/20/22	HDC made Determination of Demolition by Neglect and Recommendations for continued evaluation of building; Superseded by City Council declaration as Dangerous Building 10/20/22

2022 Conditional Use

File #	Plan Name	Location	Zoning	Type	Bldg Sq Ft (new)	DU	Primary Tax Parcel	Action1
C-22-01	Kind Kids Early Learning Center	725 Walker Road	C-1A	Child Daycare Center	4,729		ED-05-067.15-05-34.00-000	PC Conditional Approval 01/24/22
C-22-02	Apartment	773 S. Queen Street	CPO	Apartment	3,864	1	ED-05-077.13-01-30.04-000	Withdrawn at Request of Applicant 02/15/22
C-22-03	Lands of Chiang & Sons Properties LLC Office/Retail and Apartments	1241 College Park Dr	CPO	Office with Apartments on 2nd floor	11,700	9	ED-05-067.00-02-12.08-000	Denied by PC 08/19/22

2022 Annexations

File #	OrdNo	Plan Name	Location	County Zoning	City Zoning	Lots	Acreage	Parcel	Action1	Action2
AX-22-01	2022-01	Lands of Ernestine F Huff	166 Mifflin Road	RS-1	R-8	1	0.574	ED-00-076.14-01-02.00-000	PC Recommended Approval 02/09/22	PC Approval 02/22/22
AX-22-02	2022-19	Lands of Ditko Properties LLC	1107 S Bradford St	RM	C-2A	1	0.2582	ED-00-076.14-01-02.00-000	PC Recommended Approval 11/09/22	PC Approval 11/21/22
AX-22-03	2022-25	Lands of Craig, Keller, & Burkett	57 Rocky Road, 4085 W Denneys Rd, 1.9662 Acres W Denneys Road	AR, RM	RM-2 SWPOZ	3	40.1157	ED-00-056.00-01-40.00-000, ED-00-056.00-01-41.00-000, ED-00-056.00-01-42.00-000	First Reading before City Council 11/14/22	PC Approval 12/19/22