PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE AGENDA

JUNE 8, 2015 - 3:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

REVISED TO INCLUDE NEW ITEM NO. 2 - REVIEW OF PLANNING, INSPECTIONS, AND RECREATION 2014 ANNUAL REPORT

PUBLIC COMMENTS ARE WELCOMED ON ANY ITEM AND WILL BE PERMITTED AT APPROPRIATE TIMES. WHEN POSSIBLE, PLEASE NOTIFY THE CITY CLERK (736-7008 OR E-MAIL AT CITYCLERK@DOVER.DE.US) SHOULD YOU WISH TO BE RECOGNIZED.

AGENDA ADDITIONS/DELETIONS

1. **REVIEW OF YOUTH ADVISORY COMMITTEE MEMBERSHIP APPLICATIONS**

2. **REVIEW OF PLANNING, INSPECTIONS, AND RECREATION 2014 ANNUAL REPORT**

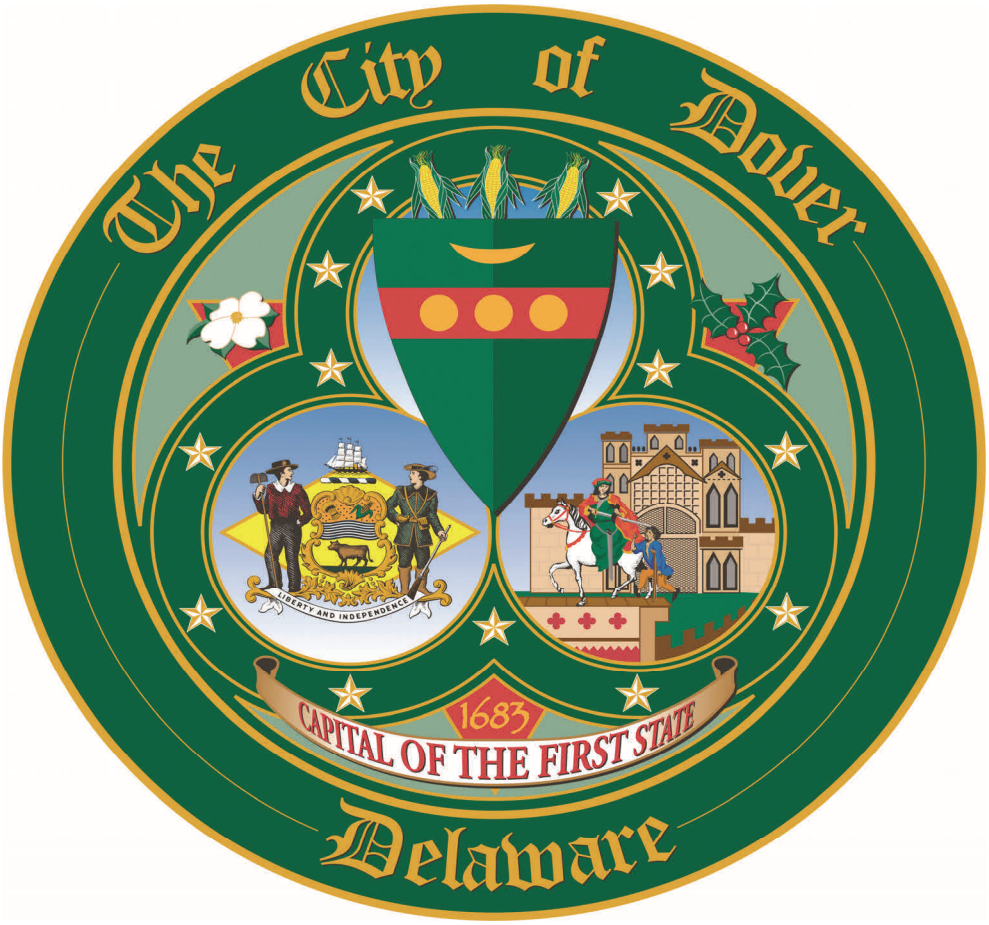
3. **ADJOURNMENT BY 4:50 P.M.**

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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

City of Dover, Delaware

Department of Planning and Inspections & Recreation



2014 Annual Report

Planning, Inspections & Recreation

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Planning, Inspections & Recreation

2014 Annual Report

Introduction

2014 was an exciting and productive year for the Planning & Inspections and Parks & Recreation departments, although signs of economic growth continued to be slow and inconsistent.

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

- Dover High School construction complete
- Continued expansion at Bayhealth
- Beginning construction of the Applied Optics Building at Delaware State University

Home2 Suites opened at the corner of East Loockerman Street and South DuPont Highway in September. Renovation work began on the former Uno's restaurant site and Dover Litho site to renovate these sites for new retail businesses. Progress continued on Uzin Utz Manufacturing and the Garrison Energy Center, as well as the infrastructure related to the Garrison Oak Technology Park. New apartment construction began on the Leander Lakes Apartments, just west of the Dover High School. So while growth was not as strong as it was during the robust economy, several major projects have provided indications that the economy is moving in the right direction.

In 2014, the Planning and Inspections Department spent a lot of time and effort preparing for the new Downtown Development District (DDD) Program. City staff worked closely with the Governor's Office and area legislators to provide feedback as the program was being developed. Once the General Assembly approved the legislation establishing the DDD program, staff worked hard to create a competitive application for Dover's DDD designation. The timing of this was perfect, as the *Restoring Central Dover* planning effort was completed in October, just in time for submission with the City's DDD application. With this plan and the DDD program, there is an increased energy surrounding Dover's downtown revitalization efforts.

The Parks and Recreation staff continued to work to develop programs to meet the diverse recreation needs of Dover's residents. The Department has continued to work to develop and build on partnerships with entities such as the Capital School District, Wesley College, Delaware State University, Dover YMCA, Delaware Senior Olympics, and Delaware Special Olympics. These partnerships have allowed for our Camp Small Wonder participants to take swimming lessons through the YMCA and have allowed us to grow our sports leagues in cooperation with the Capital School District.

The City has continued to aggressively address vacant and dangerous buildings. Six buildings and two pools were demolished by the City of Dover, and ten other buildings (including several pools) were either repaired or demolished by the owner due to dangerous building enforcement by the City. The Department's proactive approach to vacant building registrations has been effective in getting banks and management companies to

register vacant buildings and pay the associated fees in a timely manner. We continue to be hopeful that a turn-around in the economy and the energy created by the Downtown Development District will minimize the challenges that dangerous and vacant buildings present to our neighborhoods and that lots where buildings have been demolished will be sites for new construction.

Respectfully Submitted,

Ann Marie Townshend

Ann Marie Townshend, AICP
Director of Planning & Community Development

Building Inspections



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

***New Construction, Renovations, Additions and Tenant Fit Outs*:** Mr. Akers: supervises construction inspectors, reviews construction documents and permits, meets with design professionals regarding construction projects and Dover's permit process. Mr. McGregor: reviews plans and permits, performs inspections of commercial, residential and manufactured buildings. Mr. Scott's responsibilities include plans review and per-

Personnel Changes

The continued dedication and professionalism of the staff of the Department of Planning, Inspections and Recreation is a critical element in providing services to the community. These qualities allow staff to successfully interact with the residents of our City and support continued community improvement. There were a number of staffing changes within the Department during 2014. The change is as follows:

- William Cook was hired as a Planner I in the Planning Department effective February 10, 2014.
- Dave Truax retired from the City after 24 years of service on May 16, 2014.
- Sam Gonzalez retired from the City after 17 years of service on June 6, 2014.
- Tim Mullaney Jr. was appointed as Fire Marshal on August 11, 2014.
- Jason Osika was promoted from Inspector I/Deputy Fire Marshal to Inspector II/Deputy Fire Marshal effective October 27, 2014.
- Matthew Brown was transferred from Inspector I/Code Enforcement Officer to Inspector I/Deputy Fire Marshal effective October 27, 2014.
- Velvet Bowen was hired as an Inspector I in Code Enforcement effective October 27, 2014.
- Jared Boesenberg was hired as an Inspector I in Code Enforcement effective December 1, 2014.

formance of plumbing and HVAC inspections for commercial and residential buildings under construction. The combined efforts of all staff resulted in the performance of 3,242 building inspections, 3,052 plumbing/mechanical inspections and 128 C/O inspections this year. 1,704 permits were issued in 2014.

Additional Duties: The Building Inspections staff assists in revitalizing existing structures through the plans and permits process, respond 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."

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

Fire Marshal's Office

Staff: Pictured Left to Right;
Jason Osika , Deputy Fire Marshal / Inspector II
Timothy P. Mullaney Jr., Fire Marshal / Inspector III
Matthew Brown, Deputy Fire Marshal / Inspector I

The Fire Marshal's Office is responsible for conducting inspections annually in various occupancies such as Apartments, Assembly, Daycares, Health Care, Industrial, Mercantile, Schools, Hotels & Motels, and Businesses. 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. The sprinkler, fire alarm, hood suppression, and other forms of fire protection are reviewed and tested by the Fire Marshal's Office. In addition to the inspection related responsibilities the Fire Marshal's Office is responsible for the investigation into origin and cause of fires and explosions within the City of Dover. The Fire Marshal's Office consists of one sworn law enforcement officer who oversees the criminal aspects of the fire investigations.



For the year 2014, the following is a breakdown of inspections / complaints handled by the Fire Marshal's Office: 379 Fire Code Inspections / Complaints handled, 77 Certificate of Occupancy Inspections, and Acceptances Tests, 99 Administrative walkthrough inspections, and 180 Life Safety Inspections for a total of 635

inspections /complaints handled for the year with 551 deficiencies found and corrected. In addition, this office reviewed a total of 81 Fire Protection Permits for new or modifications to fire protection systems in the City of Dover.

Fire Investigations for 2014 were as follows:

Fire Type	Number	Value of Loss
Accidental	44	$1,206,000
Incendiary	21	$171,600
Undetermined	6	$70,500
TOTAL	71	$1,448,100



640 Nimitz Road

Code Enforcement & Property Maintenance

Staff: Tim Taraila, Inspector III/Code Enforcement Supervisor; Ron Coburn, Inspector II/Vacant Buildings; David McGinnis, Inspector I; Velvet Bowen, Inspector I & Jared Boesenberg, Inspector I.

The Code Enforcement Officers entered a total of 4,007 cases into the H.T.E. system with regard to violations of the *Dover Code of Ordinances* and *Zoning Ordinance*. Based on the data demonstrating the reason for the inspections, more than 71 percent of cases are initiated by staff within the Department of Planning and Inspections. This includes the Code Enforcement, Fire Marshal, Licensing and Planning staff. Within these cases, 8,184 inspections were performed for code compliance. All cases entered must have an origination code, such as a citizen complaint or an officer's observation. See chart for breakdown of the reasons for inspections, the number of inspections performed by the Code Enforcement Inspections staff, and a list of the different types of inspections conducted. After struggling with how to respond to complaints that involve violations inside owner-occupied dwelling, particularly those involving insanitary conditions that create problems for neighbors, the Code Enforcement Division was successful in obtaining search warrants through Court 7 to gain access to dwellings. While this is a tool that will be used only when all other routes of addressing these violations are unsuccessful, it will allow the Code En-



Kirby & Holloway Family Restaurant
656 N. DuPont Highway

Types of Inspections/Cases Entered	
Annual Rental Housing Inspections	398
Property Maintenance Exterior	560
Tall Grass and Weeds	924
No Valid Business License	108
No Valid Building Permit	79
Zoning	104
Dover City Ordinances	652
All Others	1182
Total	**4,007**

forcement Division to address complaints that previously would have had insufficient resolution.

In addition, the Property Maintenance and Code Enforcement Officers conducted another 361 inspections relating to Fence and Sign Permits. The Officers also assisted in the collection of Itinerant Merchant Licenses during the two Race Operations conducted at Dover International Speedway. These operations were conducted during the spring and fall NASCAR sporting events.



***Vacant Buildings*:**

As part of the Vacant Buildings program the Code Enforcement Officers registered in 2014 a total of 277 buildings within the City limits of Dover and collected $104,000.00 dollars in registration fees from these registrations. Since the program began in 2007, a total of 1,406 structures have been registered as vacant. Currently, staff estimates that there are approximately 300 of these structures still vacant. Numerous previous registered vacant buildings have come into code compliance by either being re-occupied or by being demolished.

Causes for Inspections	
Citizen/Tenant complaint	738
Electric Department Referral	241
Other Agency Referral	173
Staff Initiated	2,855
TOTAL	**4,007**

Dangerous Buildings and Demolitions:

41 buildings or structures were active on the Dangerous Building list during 2014. Of these, the 12 structures were demolished, 8 by the City and 4 by the owner, with 6 additional structures coming into code compliance by renovations or abatement.



Licensing and Permitting

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

Demolished by the City:	238 N New St	**Repaired by Owner**
101 S Queen St	640 Nimitz Rd	43 S Kirkwood St
27 N New St	**Demolished by Owner**	830 Maple Pkwy
814 Maple Pkwy (Pool)	1131 Bay Rd, Lot #147	383 N Dupont Hwy
123 Blue Beach Dr (Pool)	39 N New St	803 Westview Terrance (Pool)
12 N New St	627 Nimitz Rd	231 Mifflin Rd (Pool)
1210 White Oak Rd	44 Girl Scout Ln	409 S Dupont Hwy



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

This staff is responsible for the receipt and processing of all Permits, Business Licenses, Occupancy Permits, and Rental Dwelling Permits. In 2014, we can estimate that they completed more than 24,446 transactions involving applications, processing and issuing of permits and licenses. In addition to these transactions, they scheduled 7,406 building inspections, received property maintenance complaints and fielded and directed the telephone calls for all personnel in the Planning and Inspections Department. They responded directly to questions regarding all of the above and scheduled appointments and meetings as required. The charts included are examples of just some of the important work done by this staff. Their contributions to customer service are immeasurable. While much of their work cannot be directly quantified, without their efforts, the Department could not function. They present a high standard of prompt and courteous service.

Planning Office

Staff: Ann Marie Townshend, Director of Planning & Community Development; Tracey Harvey, Planner I; William Cook, Planner I; Maretta Savage-Purnell, Secretary II; Dawn Melson-Williams, Principal Planner.

Planning Applications/Boards and Commissions



The Planning Office coordinates the review and approval of all development applications within the City and provides support to the Planning Commission, Board of Adjustment, and Historic District Commission. During 2014, the Planning Office processed 74 new applications and continued review on applications that had been submitted in previous years.

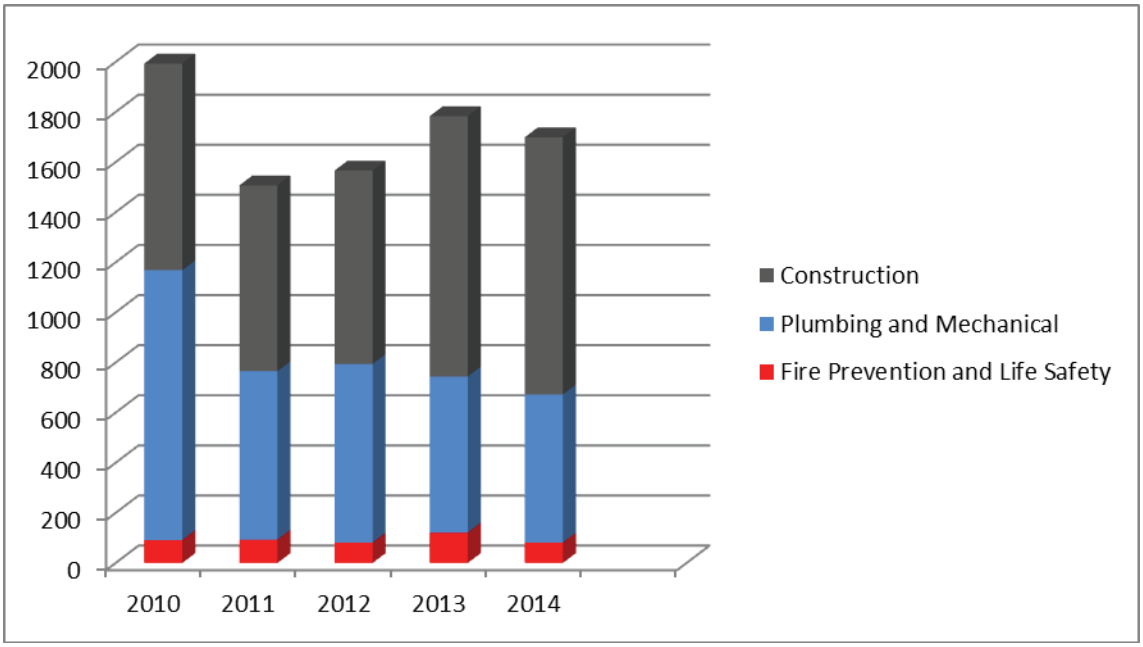
Community Development

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:

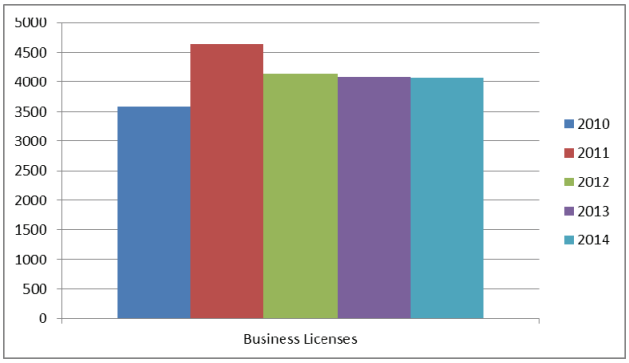
- Provide CDBG grants to sub-recipients that provide services to low/moderate income persons.

- Provides rehabilitation assistance to sub-recipients who service low/moderate income persons.
- Provides housing assistance to emergency shelters for the homeless.
- Provides sub-recipient grants to community non-profit organizations for projects in the City.

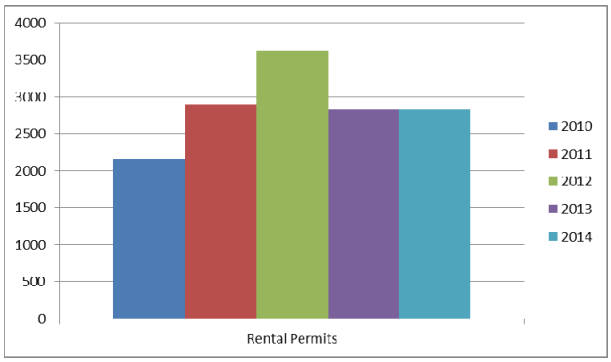
Permits Issued, 2010-2014



Business Licenses 2010-2014



Rental Dwelling Permits 2010-2014



2014: Welcome to Dover!
Progress in Pictures



7th Day Adventist School



Bayhealth at Blue Hen Corporate Center



CNB Bank



Redevelopment of Dover Litho Building



Early College High School

2014: Welcome to Dover!
Progress in Pictures



Family Dollar at 301 West Loockerman Street



Luther Village III on Babb Drive



Office Building by NBR Properties



Serenity Place on Martin Street

Inner City Cultural League Building



2014: Welcome to Dover!
Progress in Pictures



Uzin Utz Manufacturing facility
Lot 12 of Garrison Oak Technical Park



Noodles



Renovations at Winner Volkswagen Subaru



Garrison Energy
Center

The following projects were completed during the program year:

- **Milford Housing Development Corporation (MHDC) Emergency Home Repairs**—Emergency repairs have been completed on eleven (11) owner occupied homes eliminating severe housing conditions that constitute health and safety hazards year to date.
- **Milford Housing Development Corporation Homeowner Rehabilitation Program—**Repairs were completed on four (4) owner occupied homes bringing them in compliance with the City of Dover's Property Maintenance Code.
- **Homeownership Assistance Program**—Throughout the year, six (6) families closed on homes using the City of Dover's Homeownership Assistance Program and purchased affordable housing in the City.
- **Dover Interfaith Mission to the Homeless**—CDBG funds were utilized to cover the operations costs for the homeless shelter. Over 172 homeless men were serviced throughout the program year.
- **NCALL Research**— CDBG funds were provided for pre-purchase homeownership counseling to nine (9) Dover residents.
- **Elizabeth Murphey School**—CDBG funds were provided for renovations for one of the housing facilities located on the campus that services at risk youth.
- **Restoring Central Dover Initiative—**Restoring Central Dover is an initiative that was developed as a community wide effort to establish a revitalization plan for central Dover. The plan will focus on affordable housing, business development, strong community and infrastructure needs for central Dover to be developed as a vibrant business corridor. NCALL Research is the lead agency that will implement the plan and received a $90,000 grant from Wells Fargo in September 2013. The City was a stakeholder for this initiative and awarded NCALL $10,000 to support this initiative.

Comprehensive Plan Implementation Activities & Ordinance Development

The Planning Office is responsible for developing ordinances and other activities to implement the City's *2008 Comprehensive Plan*. In this regard, the following projects were priorities of the Planning Staff in 2014:

- **Bicycle & Pedestrian Sub-Committee –** The Planning Office participates in the monthly meetings of the Bicycle & Pedestrian Sub-Committee. In 2014, activities focused on the development of the Draft Bicycle Plan and Draft Pedestrian Plan in conjunction with the Dover/Kent County Metropolitan Planning Organization.

- **Capital City Trail –** Through the coordinated efforts of the City Planning Office, the Dover/Kent County MPO, and DelDOT construction of the Capital City Trail continued. The first section of the trail from Public Safety Boulevard to Martin Luther King Jr. Boulevard was completed. By the end of 2014 other phases of this multi-purpose trail system were under construction adjacent to the Delaware Public Archives parking area and along Park Drive. This completes the trail system from the St. Jones Greenway Isaacs Branch trail to Silver Lake Park.

- **Comprehensive Plan Amendments 2014** - A series of addendums to the text of the *Comprehensive Plan* were adopted by City Council on March 10, 2014. These Comprehensive Plan Amendments 2014 were related to a number of ongoing planning projects including the following items: A. Central Dover Community Plan with an addendum to Chapter 11 – Housing and Community Development Plan; B. Transportation Improvement District for the Route 13 and Bay Road Corridors with addendum to Chapter 9 - Transportation Plan; C. Citywide Parks and Recreation Needs Assessment; and D. Dover Transit Center Neighborhood Plan. One request was also received for an amendment to the Map 12-1: Land Development Plan; however, after the Planning Commission hearing this request was withdrawn. (Application MI-14-01).

In accordance with the approved procedure for annual amendments to the *Comprehensive Plan*, the Planning Office received in December 2014 a request to amend the Land Development Plan Map. That request along with a staff initiated text amendment to Chapter 13 – Annexation Plan, will be processed as Comprehensive Plan Amendments 2015 (MI-15-01).

- **Floodplain Regulations Ordinance Development -** A series of text amendments to the City's Floodplain Regulations to be in compliance with FEMA's regulations for the National Flood Insurance Program (NFIP) were developed by Planning staff with additional technical assistance provided by DNREC and their flood ordinance consultant. The Ordinance #2014-09 was adopted by City Council on June 9, 2014 to amend the *Dover Code of Ordinances*, Chapter 50 – Floods and other related chapters. These adopted text amendments were accepted by FEMA as being in compliance with the regulations of the National Flood Insurance Program (NFIP). This review and update of the City's Floodplain Regulations was required as new FIRM Maps (Flood Insurance Rate maps) that became effective in July 7, 2014.

- **New Community Flood Insurance Rate Maps** - As of July 7, 2014 a new series of Community Flood Insurance Rate Maps (FIRM Maps) became effective for the City of Dover. These official maps depict the location of Special Flood Hazard Areas and the risk premium zones for our community showing Special Flood Hazard Areas (100-year floodplain), flood hazard risk zones and other flood-related information. Several map panels for the City were updated as the result of recent flood studies completed for areas of Kent County. The FIRM Maps are available on the website http://msc.fema.gov

- **Application to Certified Local Government Program** - The Planning Office presented information on the Certified Local Government (CLG) program to the Planning Commission and Historic District Commission in August. Staff worked on gathering the information for the Certified Local Government application and the resume information from the Historic District Commission members. At the end of 2014, the DRAFT application for the Certified Local Government (CLG) application was complete and pending review for submission.

- **Delaware Population Consortium** - Planning Staff continued to attend the Delaware Population Consortium (DPC) meetings. The Consortium reviews population and demographic information in preparation to provide 30-year population and employment projections for the State, counties, and selected municipalities including the City of Dover. At the DPC Annual Meeting on October 30th, the Consortium adopted the yearly population projections and the Population Projection Series covering 2010-2040. The DPC estimates the population of Dover to be 37,540 people (as of July 1, 2014). It is expected that a cost sharing formula will be developed for all DPC member agencies to assist in funding the development of the yearly projections beginning in 2015.

- **Ordinance Amendments** – A number of text amendments to the *Zoning Ordinance* occurred in 2014. The process of text amendment and ordinance adoption involves research by the Planning Staff, consultation with stakeholders on specific topics, review by City Council Committees and then formal review and public hearings by the Planning Commission (for recommendation) and City Council (final action). See summary table as follows for 2014 activity.

Major Projects and Construction Activity

- **New Dover High School Project (C-10-05, S-11-18, MI-13-18)**

  Construction activities related to site improvements and the building construction activities continued in 2014 at the new Dover High School project site. The monthly coordination meetings (January –November) on the project were held by City Staff with project construction managers, the Capital School District, and the other involved City and State agencies.

The Planning Staff continued to work with the Capital School District and DelDOT regarding pedestrian safety concerns for the school project. The sidewalk improvement project for the north side of Route 8 was designed by DelDOT and bid in May. In June, the sidewalk improvement project for the north side of Route 8 began with the East Entrance construction with the installation of the HAWK signal following in the summer months. During early August Staff assisted in the educational outreach regarding the HAWK signal, ensuring the availability of accessible pedestrian pathways from Village of Westover and Village of Cannon Mill to the school property,

In Spring 2014, meetings discussed the requirements for the Temporary Certificate of Occupancy from all involved agencies. Specific inspections related to occupying the school building began in May 2014 and continued through the summer. The project faced significant compliance issues with DNREC regarding erosion and sediment control issues on the project site. Fire Marshal's Office worked with the District regarding outstanding fire protection items and how to authorize furniture move-in and building occupation. The Planning Office began Site inspections in June for compliance with the approved Site Development Plan. In July 2014, a Temporary Certificate of Occupancy was issued with conditions and limitations on the authorized use of the high school building and its immediate environs. This allowed for limited to move-in and unpacking activities, preparation for school activities and student registration only. With a Temporary Certificate Occupancy of

File Number & Ordinance	**Topic**	**Text Amendment**	**Action Date**
MI-14-02 Ordinance #2014-05	Professional Offices added as conditional uses in RG-1 and RG-2 for areas of Governors Avenue and Route 8 with restrictions	*Zoning Ordinance* Article 3 Section 2.4(d)	Adopted: May 27, 2014
MI-14-03 Ordinance #2014-06	Light motor vehicle service as accessory use in SC-2 zone	*Zoning Ordinance* Article 3 Section 17.32	Adopted after amendments: May 12, 2014
MI-14-08 Ordinance #2014-09	Updates to provisions for flood hazard areas (Coincides with new effective FIRM Maps)	*Dover Code of Ordinances* Chapter 50—Floods and Chapter 22—Buildings and building Regulations	Adopted: June 9, 2014 New FIRM Map Panels: Effective date July 7, 2014
MI-14-10 Ordinance #2014-08	Revisions to Commercial Zones: IO, C-1, C-1A, C-2, C-2A, C-3, C-4, CPO including uses and bulk standards Revisions to Site Development Plan process	*Zoning Ordinance* Article 3 Sections 10-16 and 26: Article 4 Sections 4.14 and 4.15; Article 10 Section 2; Article 12 Definitions	Adopted: July 14, 2014
MI-14-12 Ordinance #2014-18	Eliminates 40 ft. perimeter buffer requirement in PND Revisions to front and rear setbacks in PND (Retroactive to previously approved PND projects)	*Zoning Ordinance* Article 3 Section 24.62; Article 4 Sections 4.10 and 4.11	Adopted: October 27, 2014
MI-14-13 Ordinance #2014-19	Added provisions to make it unlawful to sweep, blow, or otherwise discharge grass clippings to street, sidewalk, storm drains & watercourses	*Dover Code of Ordiances* Chapter 98-(c)	Adopted: September 8, 2014
MI-14-14 Ordinance #2014-20	Revisions to requirements for Site Development Plan review by Planning Commission (related to impervious surface	*Zoning Ordinance* Article 10 Section 2.1	Adopted: October 13, 2014

August 21, 2014, the use and occupancy of the New Dover High School Building was allowed for the opening of the school to students.

The stadium and athletic field areas remained under construction during the summer months and Staff visited the site almost weekly to assess progress. In a Temporary Certificate of Occupancy was issued August 21, 2014 with conditions and limitations on the authorized use of the stadium and athletic field areas.

These Temporary Certificates of Occupancy (high school building and stadium/athletic field site areas) were extended multiple times through the end of 2014 and currently remain in place. In the fall and winter project site work remained to be completed for the baseball/softball field areas, eastern areas of the site, tree plantings, and other site stabilization work. In 2015 upon completion of the site work at the New Dover High School, City Staff will complete final inspections.

- **Garrison Oak Technical Park**
  The construction of the infrastructure for the Garrison Oak Technical Park began in 2014. The overall subdivision of the Technical Park into fifteen (15) lots occurred with Subdivision Plan SB-09-06F. The capital improvements to this City owned property include a new City street and utility infrastructure (water, sewer, and electric) to serve the Technical Park. The construction includes the loop road known as Garrison Oak Drive which interconnects to White Oak Road in two locations and stormwater management facilities. Also a sanitary sewer pump station and water tower are planned for the location. The Dover Sun Park exists already within the Technical Park and during 2014 construction continued on the development of Lot 7 for the Garrison Energy Center and Lot 12 for the Uzin Utz Manufacturing facility.

- **Garrison Energy Center (Master Plan S-12-03/ Phase 1 S-12-17)**
  The Planning Staff participated in weekly/bi-weekly coordination conference calls with Calpine regarding the Garrison Energy Center project at 450 Garrison Oak Drive (Lot 7 of the Garrison Oak Technical Park). The Final/Final Administrative Site Plan approval for the Garrison Energy Center Phase 1 was granted on September 6, 2013 subject to conditions of approval. As of January 2014 construction activities continue with many Foundation Building Permits for the project continuing to be received for review and inspection. In August 2014, the Planning Office received an Administrative Site Plan (S-14-20) for the addition of a Fuel Oil Tank as an alternate fuel source; the proposal remains under review with the technical review agencies for final permitting including receipt of State DNREC permits for the Above Ground Storage Tank. Associated with the project, the planting of 378 trees of the Tree Mitigation Park are being planted in off-site locations in Dover. The Garrison Energy Center anticipates commencement of operation in mid-2015.

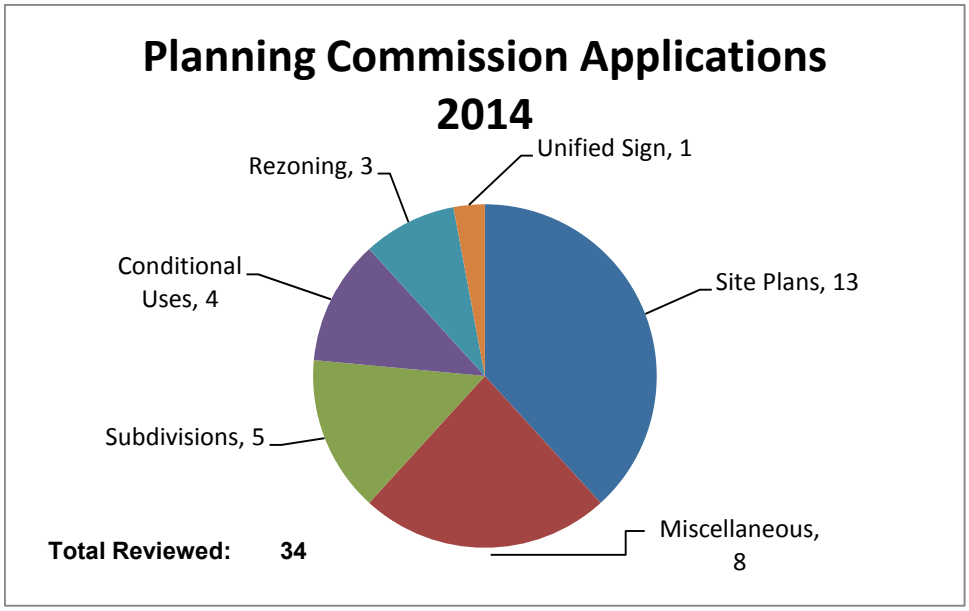
- **Uzin Utz (Site Plan S-13-20)**
  Planning Staff attended the groundbreaking ceremony in May for the Uzin Utz Manufacturing facility to be constructed at 200 Garrison Oak Drive (Lot 12 of the Garrison Oak Technical Park). The Final Site Plan approval was issued on June 23, 2014 and preparation for site construction activities began. Building Permit #14-477 was issued shortly thereafter and construction and the associated inspections are on-going. A variance regarding fence height for the project was approved by the Board of Adjustment in October (V-14-12).

- **Other Construction Activities**
  A significant number of large construction projects began and were progressing in 2014. To begin each project, the Planning Staff conducts a City of Dover Pre-Construction meeting to introduce project managers and contractors to the various City departments and construction permitting and inspection procedures. The following projects began in 2014:

- *Delaware State University Applied Optics Research Building* project: Phase 2 Building 1 (S-13-02). With its construction, the project will add a 27,660 SF research building to the campus.
- *Family Dollar* project at 300 West Loockerman Street: Project to demolish the existing building and construct a new retail commercial building. (HI-13-02, S-13-12)
- *Luther Village Planned Neighborhood Design – Senior Citizen Housing Option, Phase 3* project: Construction of the third apartment building with residential activity building on the site off Babb Drive. This building will add 48 apartment units to Luther Village. (C-13-03)
- *North Street Pocket Park* (S-13-10) located at 301 South Governors Avenue: A previous vacant lot was transformed with brick paving, tree planting, landscaping, and seating areas.
- *Leander Lakes Apartment complex* project: The 240 unit apartment complex will be located south of Forrest Avenue/Route 8 and west of Dover High Drive. The project includes the construction of the next segment of Dover High Drive to connect to Tribbitt Street. Site work on the stormwater management ponds and infrastructure began in late August 2014 with Building issued for two apartment buildings and the Community Center building. (S-12-18)
- *Office at 6 South State Street*: Permits were issued in early August for the site improvements to create a parking lot associated with the conversion of the building at 6 South State Street to office space. (HI-14-03 and S-14-11).
- *Nottingham Meadows Subdivision*: In September a series of Building Permits were issued for construction of single family detached houses within the Nottingham Meadows subdivision. Construction is resuming on the vacant lots in this subdivision under a new owner with K. Hovnanian Homes as the builder. (MI-13-10 and SB-04-01)
- *Solid Rock Baptist Church Community Center Building* at 109 N. West Street: Construction of a community center building as associated parking lot. (S-13-05)
- *New Showroom and Service Building for Winner Ford* at 591 South DuPont Highway: Project involves demolition of existing showroom building and construction of a new showroom and service building in its place. (S-14-02)
- *Office Building at 850 New Burton Road*: Construction of a new office building by NBR Properties. Including the demolition of the old Kirk Plumbing building on the property. (S-14-01)

Boards and Commissions

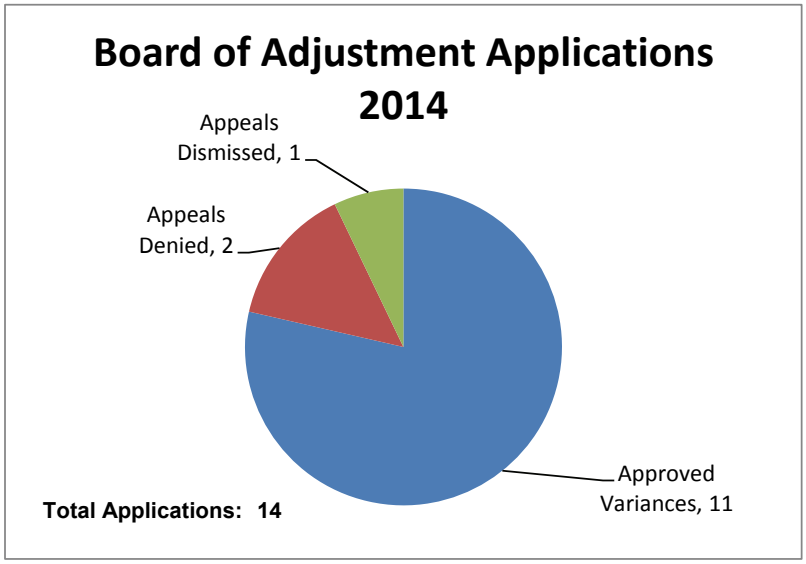
Planning Commission



The Planning Commission consists of nine members with Col. Robert Welsh as Chairman and Fred Tolbert as Vice-Chairman. The Planning Commission met monthly in 2014. The Planning Commission reviewed 34 applications for 2014. The Commission reviewed 13 Site Plans, 4 Conditional Use Plans, 4 Minor Subdivision Plans, 1 Major Subdivision Plan, 1 Comprehensive Unified Sign Plans, and 8 Miscellaneous applications. The Site Plans reviewed by the Planning Commission included the redevelopment of the Playtex property at Division Street and North DuPont Highway, site improvements related to the renovation of 6 South State Street, and new showrooms for Winner Ford and Winner Volkswagen. The Conditional Use applications personal services on Loockerman Street, a professional office on Kings Highway, and an pavilion at the YMCA's Kent Swim site (formerly Kent Swim Club). The Planning Commission made recommendation to City Council on 3 Rezonings. There were an additional eleven applications that were submitted to the Planning Office for administrative review. This included 11 Administrative Site Plan, two ordinance revisions not reviewed by the Planning Commission, one Miscellaneous application, one PND Conceptual Sketch Plan, and 3 information files.

Board of Adjustment

The Planning Office received 14 applications to the Board of Adjustment in 2014. Three of theses were appeals of the City Planner's decisions; and eleven were applications for variance. Of those, all eleven variances were approved; two appeals were resolved in favor of the City Planner's decision; and one appeal was dismissed by the Board. Of the variances heard by the Board, three were sign variances, one was a parking variance, and the remainder were standard area variances. The Board of Adjustment has a narrow focus in its role, as specified by the *Zoning Ordinance* and *Delaware Code*. The Board strictly applies the legal standard prescribed by code, which has helped to keep the volume of applications submitted to the Board relatively low.



Historic District Commission

The City of Dover, Delaware Historic District Commission consists of five members: Col. Dick Scrafford, Chazz Salkin, Ann Baker Horsey, Joe McDaniel, and Terry Jackson. George Fisher was a Commission member completing his term in June 2014; Ann Baker Horsey was appointed in his place. During 2014 Dick Scrafford served as Chairman and Chazz Salkin served as Vice-Chairman. At the Commission's Annual Meeting in November 2014, Chazz Salkin was elected as Chairman and Joe McDaniel as Vice-Chairman. Planning Staff with the Historic District Commission worked on preparation of the application for Certified Local Government (CLG) status. The application submission is expected to be complete in early 2015.

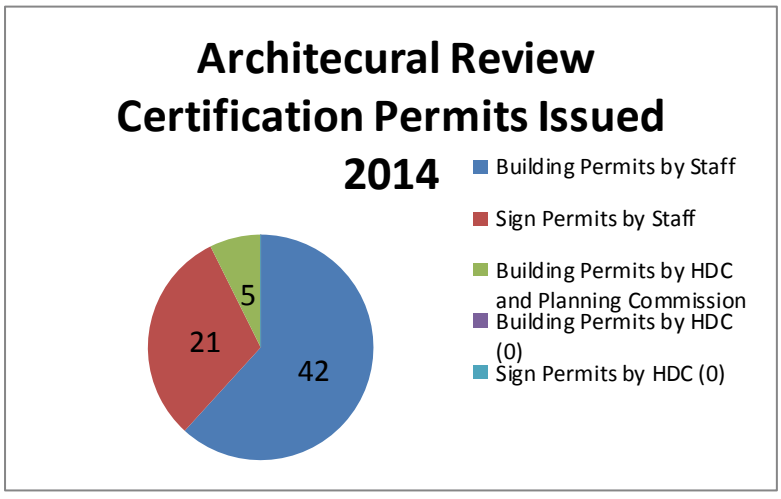


The Historic District Commission held seven meetings in 2014 reviewing five (5) applications for Architectural Review Certificates. This included the referral of two Sign Permits for review of sign proposals. However, in each case the matter was resolved without Commission consultation for the signage at 22-24 West Loockerman Street for EZ Pass (sign redesign resolved with Staff) and the signage at 300 West Loockerman Street for Family Dollar (permit withdrawn and sign revised to comply). One project was reviewed for Architectural Review Certification involving construction of a parking lot and landscaping improvements at 6 South State Street (HI-14-03/S-14-11). In March 2014, the Historic District Commission determined the Kirby & Holloway Sign at 656 North DuPont Highway to be a Historic & Significant sign under the provisions of the *Zoning Ordinance*, Article 5 Section 4.12 (HI-14-02) allowing the sign to maintain its legal non-conforming status indefinitely for its current form and location. One Historic Property Tax Credit application was approved for 54 The Green associated with a brickwork repair project (HI-14-05).

Of the sixty-eight (68) Building Permits issued in the Historic District in 2014, forty-nine (49) required Architectural Review Certification for such projects as signs, temporary signs, exterior finish/siding/trimwork renovation and façade renovations. A more detailed breakdown of permits handled administratively by Staff versus those reviewed by the Historic District Commission is included in the Appendix.

Activity in the Historic District

The construction of several major projects previously reviewed by the Historic District Commission continued to bring changes to Downtown Dover in 2014. The Family Dollar opened in a new commercial building constructed at 300 West Loockerman Street (HI-13-02) after demolition of the previous commercial building on the property and construction was completed of the North Street Pocket Park at the southeast corner of North Street and South Governors Avenue (HI-13-05). Other projects included brick repair and restoration of the South State Street façade of the Wesley United Methodist Church at 209 South State Street and the renovations and restoration to convert the existing building at 6 South State Street to office space (HI-14-03).



Parks & Recreation

The full-time Parks and Recreation staff includes Ann Marie Townshend, Carolyn Courtney, Sherwanda Rachal-Speaks, Wayne Voshell, Steve Pickering, and Peggy O'Brien. We also have four part-time staff and up to 20 seasonal/ temporary employees.

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

Check out our stats...

- ⇒ **48,065** patrons & visitors were recorded in the John W. Pitts Recreation Center
- ⇒ **3,000** (approx.) adults & youth participated in our basketball, field hockey, lacrosse, softball and volleyball leagues
- ⇒ Schutte Park hosted 6 schools with 9 teams, with 120 cadets participating.

Bicycle and Pedestrian Plans - Partnering with the Kent County MPO and DelDOT to promote safe & convenient transportation alternatives with public involvement, we have developed recommendations and implementation strategies within the Bicycle and Pedestrian Plans. We've identified gaps and important segments needed and potential funding sources to make it happen. Hosting a series of workshops the Bicycle Pedestrian Subcommittee has been working to prepare final documents for City Council to review in 2015.



Food Smart Families - Partnering with the University of Delaware and the Delaware 4-H Club, we hosted a Food Smart Families night at the JWP. Families were encouraged to sample healthy food options, learn how to make healthy snacks & shakes along with family meal preparations. Attendees received a free bag of healthy groceries and recipes.



Cross County Meets at Schutte Park - Schutte Park hosted two (2) High School Cross Country Tri Meets in October. The first of which hosted **78 runners** from Dover, Cape Henlopen and Smyrna High Schools. The second meet hosted **83 runners** for Dover, Caesar Rodney, and Lake Forest High Schools. Additionally, the Kent County High School Cross Country Championship was held at Schutte with **196 runners** representing Caesar Rodney, Dover, Lake Forest, Milford, Polytech, St. Thomas More, and Smyrna High Schools.



Challenger Football - In partnership with the Dover High School Football players, cheerleaders, and band members, we hosted 18 participants for the annual Challenger Football game. Participants were

from Kent County Community School and John S. Charlton School.

Spring & Summer Performing Arts Series - Ensuring the 2014 series continued its 38th year of providing family style entertainment to our constituents, yet, still affordable to the city, we solicited sponsors for the 2014 season and it paid off. Eden Hill Medical Center our Gold Level sponsor topped the chart with Calpine, PNC Bank and the YMCA of Dover as our Silver Level sponsors. We noted **2,800** spectators for the 15 week season!

Programming News….

New in 2014, we introduced Insanity Live® to our customers. It quickly became quite popular among our fitness patrons.

Offering a little something new for our seniors, we introduced Senior Softball Open Gym for the 55+ crowd. Tuesday & Thursday mornings, January through April, these co-eds shared in the fun & safety of indoor softball. As the season grew so did the number of participants. We're looking forward to bringing this back in 2015.

Our summer camp programs offered families a variety of day camp options for 2014. We are looking forward to expanding our participation in 2015 with the installation of air conditioning at the John W Pitts Center. Of course, our basketball, softball, field hockey (indoor & outdoor), lacrosse (indoor & outdoor), and indoor volleyball leagues continued to provide team enjoyment to more than 2900 people in 2014.

Our annual trip the Philadelphia Flower Show sold out quickly and the seasonal trips to New York City always seem to please.

Planning for Our Future….





Recreation Needs Assessment— Hosting workshops and an online survey to garner what our constituents felt we were doing right, where we needed do better and where they would like to see growth of amenities such as indoor restrooms, a skate park, a splash pad or additional indoor facilities. Our preliminary report noted that people seem generally supportive that programs should be supported by a mix of fees, grants, and taxes. Respondents also indicated that fundraising and seeking business sponsorships should be sought to support programs. There is also significant support for City residents paying a lower program fee than non-residents of Dover. Based on the responses, a skate park and splash pad seem best suited for Schutte Park and/or Dover Park. The comments also indicate a demand for a dog park. Comments provided also indicate that we could do a better job of informing the public about our programs. The assessment will be completed in 2015.

Mallard Pond— July 29th we hosted an open house in Mallard Pond Park. Looking for input on the a proposed connected trail system and the installation of playground equipment, we felt taking the meeting location to the neighborhood would be a great opportunity for neighbors to meet and discuss the needs of their neighborhood park. Children were invited to participate by picking out and drawing the playground equipment they would like to see installed. Approximately, 25 attended this open house and gave plenty of feedback and suggestions for the playground location and trail connections.

Mirror Lake— Dover's Mirror Lake had become polluted with mercury and other pollutants over the years. The Silver Lake Commission worked with Rick Greene of DRNEC to implement an innovative solution to remediate the toxins. In late 2013 working into 2014, shore line improvements and 79 tons of activated carbon granules were injected into the lake bed. This project being a first of its kind in Delaware has shown positive early results. Initial testing results indicate pollution levels have decreased about 60 percent. Keep watching to fascinating project as we embark on this venture to protect and clean our waterways.













Revenues

$75,600 Leagues

$26,240 General Recreation

$18,600 Field/Building Rentals

$ 6,560 Trips

$13,500 Sports

$16,889 Camps

$50,160 Youth Connections &
Camp Small Wonder

BOARD OF ADJUSTMENT 2014					
File #	**Applicant**	**Location**	**Type**	**Action**	**Date**
V-14-01	Lands of Joe Burden Sr.	128 S Queen St	Appeal	Postponed Denied	1/15/2014 3/19/2014
V-14-02	Lockerman East Sign Variance	554 E Loockerman St 222 S DuPont Hwy	Area Variance	Approved	1/15/2014
V-14-03	Lands of UAMEC/ Ruth C. Evans	222 W Reed St	Area Variance	Approved w/Conditions	2/19/2014
V-14-04	Winner VW/Subaru	1387 N DuPont Hwy	Area Variance	Approved	2/19/2014
V-14-05	Lands of Thomas Bugbee Sherril Brekk	74 Laurel Dr	Area Variance	Approved	3/19/2014
V-14-06	Super 8 Motel	348 N DuPont Hwy	Area Variance	Approved	5/21/2014
V-14-07	Lands of Nicholas Adams	547 Pennsylvania Ave	Area Variance	Tabled Approved	06/18/2014 7/23/2014
V-14-08	Fain Auto Sales LLC	1235 S Bay Rd	Appeal	Denied	7/16/2014
V-14-09	Ferguson Enterprises Inc	10 Maggies Way	Area Variance	Appoved	8/20/2014
V-14-10	Lands of Mathew E. Mitten	4.9 ac on S Lafferty Ln	Appeal	Deferred Dismissed	9/17/2014 11/19/2014
V-14-11	Dover Family Properties LLC	1084-1086 South State St	Area Variance	Approved	9/17/2014
V-14-12	Uzin Utz Mgfrg North America	200 Garrison Oak Dr	Area Variance	Approved	10/15/2014
V-14-13	Playtex Parking	185 Saulsbury Rd	Area Variance	Approved	12/17/2014
V-14-14	Compass Pointe	800 N State St	Area Variance	Approved	12/17/2014

HISTORIC DISTRICT COMMISSION 2014					
File #	**Plan Name**	**Location**	**Type**	**Historic District Commission Action**	**Date**
HI-14-01	Referral of Permit 14-148 EZ-Pass Signage	22-24 W Loockerman St	Signage	Consultation on ARC	2/20/2014
HI-14-02	Kirby and Holloway Sign	656 N DuPont Hwy	Signage	Determination of Historic or Cultural Significance	3/20/2014
HI-14-03	Dr. Henry Ridgely House	6 S State St	Parking	Recommend Approval of ARC	4/17/2014
HI-14-04	Referral of Permit 14-279 Family Dollar	300 W Loockerman St	Signage	Consultation on ARC	6/19/2014
HI-14-05	Tax Credit Application	54 The Green	Application	Historic District Review and Approval	11/20/2014
HI-14-06	Wayside Planning: The Green First State National Monument Park	The Green	Presentation	Presentation to HDC	11/20/2014

SITE PLANS 2014						
File #	**Plan Name**	**Location**	**Type**	**Bldg Sq Ft**	**Action**	**Date**
S-14-01	NBR Properties LLC	850 New Burton Rd	Medical Office Building	20,000 S.F.	PC Approved	2/18/2014
S-14-02	Winner Ford New Showroom	591 S DuPont Hwy	Automotive Showroom	31,000 S.F.	PC Approved	2/18/2014
S-14-03	Watertower Place formerly Tower Commons	50 N DuPont Hwy	New Construction	35,850 S.F.	Conditional Approval	4/21/2014
S-14-04	Kent County Community School Addition	901 Forrest Ave	Building Addition	18,280 S.F.	PC Approved	3/17/2014
S-14-05	Winner New Volkswagen Showroom	1387 N DuPont Hwy	New Construction	20,178 S.F.	PC Approved	3/17/2014
S-14-06	Redevelopment, Former Dover Litho	1211 N DuPont Hwy	Renovation	11,105 S.F.	Administrative Review	9/16/2014
S-14-07	DelDOT Central District New Garage	800 Bay Rd	Administrative Site Plan	2,920 S.F.	Administrative Review	5/28/2014
S-14-08	Woodland Tree Clearing Plan	560 Bay Rd	Tree Clearing Plan		PC Approved	4/21/2014
S-14-09	Grace Presbyterian Church Picnic Pavilion	350 McKee Rd	Administrative Site Plan		Administrative Review	Pending
S-14-10	Kent County Community School Addition- Main Building`	615-1 Carver Rd	Administrative Site Plan		Administrative Review	7/30/2014
S-14-11	Lands of 6 South State Street	6 S State St	Site Improvements		Conditional Approval	5/19/2014
S-14-12	Jolly Joe's Addition	1160 White Oak Rd	Building Addition	4,327 S.F.	Conditional Approval	6/16/2014
S-14-13	DAS Wireless Communication Facility	1131 N DuPont Hwy	Antenna		Administrative Review	7/21/2014
S-14-14	Kirby & Holloway	656 N DuPont Hwy	Administrative Site Plan		Administrative Review	12/2/2014
S-14-15	Sunshine Home Daycare	370 Mimosa Ave	Administrative Site Plan		Administrative Review	Pending
S-14-16	Dover Family Cosmetic Dental	1084 S State St	Medical Office Building		Conditional Approval	8/18/2014
S-14-17	Office at 970 North State Street	970 N State St	New Construction		Conditional Approval	8/18/2014
S-14-18	Tall Pines	1655-1665 Chestnut Grove Rd	Multi-Family	24 DU	Conditional Approval	9/15/2014
S-14-19	Playtex Products Expansion (Energizer Personal Care Division)	185 Saulsbury Rd	Administrative Site Plan	39,050 S.F.	Administrative Review	Pending
S-14-20	Garrison Energy Center Tank Location Update	450 Garrison Oak Dr Lot 7	Administrative Site Plan		Administrative Review	Pending
S-14-21	Weston Drive Mini Storage	200 Weston Dr	Self-Storage Facility	16,800 S.F.	Conditional Approval	11/14/2014
S-14-22	Seskinore Development	McKee Rd	Multi-Family	18 DU	Conditional Approval	11/17/2014
S-14-23	CNB Phase II	800 S Governors Ave	Administrative Site Plan		Administrative Review	2/24/2014
S-14-24	DSU Baker Annex Addition	1200 N DuPont Hwy	Administrative Site Plan	3,806 S.F.	Administrative Review	Pending

MISCELLANEOUS 2014					
File #	**Plan Name**	**Location**	**Type**	**Action**	**Date**
MI-14-01	Lands of College Road Offices LLC	1205 McKee Rd	Comprehensive Plan Amendement	PC Recommended Denial Withdrawn by Applicant	2/18/2014 2/10/2014
MI-14-02	Text Amendment: Conditional Uses in General Residence Zones Ordinance 2014-05		Zoning Text Amendment	PC Recommended Approval City Council Approval	4/21/2014 5/12/2014
MI-14-03	Text Amendment: Permitted Uses in Shopping Center Development Zones Ordinance 2014-06		Zoning Text Amendment	PC Recommended Approval City Council Approval	4/21/2014 5/12/2014
MI-14-04	Transportation Improvement District (TID)			PC Recommended Approval	4/21/2014
MI-14-05	Recreation Needs Assessment			PC Recommended Approval	4/21/2014
MI-14-06	The Grande PND-SCHO Sketch Plan	Doveview Dr	Apartments, Fourth Building	City Council Approval	4/14/2014
MI-14-07	Dover International Speedway, Lots 3 & 18	1131 N DuPont Hwy	Tree Clearing & Gravel Roads	Information Plan	3/28/2014
MI-14-08	Text Amendment: Chapter 50 - Floods Ordinance #2014-09		Dover Code of Ordinances Text Amendment, Chapter 50	Legislative & Finance Committee City Council Approval	5/12/2014 6/9/2014
MI-14-09	Demolition of Old Dover High School	1 Pat Lynn Dr	Demolition		4/4/2014
MI-14-10	Text Amendments: Commercial Zones Ordinance #2014-08		Zoning Text Amendment Article(s) 3, 4, 10	PRCE Committee PC Recommended Approval City Council Approval	4/14/2014 5/12/2014 6/16/2014 7/2014/2014
MI-14-11	Minor Lot Line Adjustment Plan Mitten & Thomas	Lafferty Ln	Minor Lot Line Adjustment	Administrative Review (Filed)	7/17/2014
MI-14-12	Text Amendments: PND Permiter Buffer and Setbacks Ordinance #2014-18		Zoning Text Amendment Article(s) 3, 4	PRCE Committee PC Recommended Approval City Council Approval	8/11/2014 9/15/2014 10/27/2014
MI-14-13	Text Amendments: Sidewalk Maintenance and Landscaping Ordinance #2014-19		Dover Code of Ordinances Text Amendment, Chapter 98	Legislative & Finance Committee City Council Approval	8/11/2014 9/8/2014
MI-14-14	Text Amendment: Site Plan Development Approval Ordinance #2014-20		Zoning Text Amendment Article 10 §2	Legislative & Finance Committee Planning Commission City Council Approval	8/11/2014 9/15/2014 10/13/2014
MI-14-15	Report to OSPC 2014		Municipal Development & Permit Activity	PC Information File	8/12/2014

CONDITIONAL USE 2014						
File #	**Plan Name**	**Location**	**Type**	**Bldg Sq Ft**	**Action**	**Date**
C-14-01	Personal Service Nail Salon	235 W Loockerman St	Nail Salon	1,400 S.F.	Approved w/Conditions	4/21/2014
C-14-02	YMCA of Delaware Kent Swim Club	825 Kenton Rd	Pool	4,500 S.F.	Approved w/Conditions	4/21/2014
C-14-03	Janaids Hair Salon	213 W Loockerman St	Hair Salon	2,235 S.F.	Approved w/Conditions	6/16/2014
C-14-04	Professional Offices at 109 E. Division St	109 E Division St	Professional Office Space	118,234 S.F.	Approved w/Conditions	6/16/2014
C-14-05	Faith House Outreach Center	15 S New St	Church	Existing Bldg	Withdrawn	8/18/2014
C-14-06	Redevelopment of Walmart	1574 N Dupont Hwy	Student Housing and Restaurants	Existing Bldg	Request to Hold by Applicant	11/26/2014

SUBDIVISIONS 2014						
File #	**Plan Name**	**Location**	**Type**	**# Lots/ Acreage**	**Action**	**Date**
SB-13-06	The Meadows	Jefferson Terrace	Major Preliminary Subdivision	5/4.23 ac	Withdrawn	2/18/2014
SB-14-01	Dover Mall Minor Subdivision	1365 N DuPont Hwy	Minor Subdivision	3/149 +/- ac	Postponed by Applicant PC Approval of 6 month extension	3/17/2014 11/17/2014
SB-14-02	Union A.M.E. Church of Delaware	101 S New St 222 Reed St	Minor Subdivision	2 lots	Conditional Approval	5/19/2014
SB-14-03	Lands of Robert and Kathleen Dunn	276 Troon Rd	Minor Subdivision	2/0.620 ac	Conditional Approval	6/16/2014
SB-14-04	Super 8 Motel	348 N DuPont Hwy	Minor Subdivision	2/3.35 +/- ac	Conditional Approval	7/21/2014

REZONINGS 2014						
File #	**Applicant**	**Location**	**From/To**	**Acres**	**Action**	**Date**
Z-14-01	Lands of College Road Office LLC	1205 McKee Rd	CPO to C2A	3.46	Withdrawn by Applicant	2/18/2014
Z-14-02	Lands of David & Susan Edgell	405 N State St	R-8 to RG-1	0.258	PC Recommended Approval CC	2/18/2014 3/10/2014
Z-14-03	West Division Holidngs LLC	603 W Division St	M to C-3	0.82	PC Recommended Approval CC	11/14/2014 12/18/2014
Z-14-04	Lands of Faithwork LLC	21/27 Saulsbury Rd 983 Forest St	CPO to IO	0.75	PC Recommended Approval CC	12/15/2014 02/09/2015

UNIFIED SIGNS 2014						
File #	**Applicant**	**Location**	**Type**		**Action**	**Date**
US-14-01	New Dover High School	1650 Forrest Ave	Wall, Monument, Direction Signs		PC Approved w/conditions	5/19/2014