PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE
A G E N D A

MARCH 10, 2014 - 3:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

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. **Community Development Block Grant (CDBG) Allocation Recommendations for FY 2014**
   (Staff recommends approval of the allocation recommendations)

2. **Proposed Ordinances Amending Appendix B - Zoning, Article 3 - District Regulations**
   A. **#2014-05 Amending Section 2 - General Residence Zones (RG-1 and RG-2), Subsection 2.4 - Conditional Uses** (Sponsors: Bonar, Hutchison, and Lynn)
      (Staff recommends adoption of proposed ordinance #2014-05)
   B. **#2014-06 Amending Section 17 - Shopping Center Development (Permitted Uses)** (Sponsors: Bonar, Hare, and Lynn)
      (Staff recommends adoption of proposed ordinance #2014-06)

3. **Benchmarks Established for the Economic Development Office**
   (Committee action not required)

4. **Updates**
   A. **Recreation Needs Assessment**
      (Committee action not required)

5. **Adjournment by 4:25 p.m.**

/tm
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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.

COMMUNITY DEVELOPMENT DEPARTMENT

Department of Planning & Inspections
P.O. Box 475
Dover, DE 19903
Phone: (302) 736-7175 Fax (302) 736-4217

TO: Parks, Recreation, and Community Enhancement Committee

FROM: Tracey N. Harvey, Planner I

DATE: February 25, 2014

RE: CDBG Grant Recommendations for FY14

The Planning Staff has enclosed the proposed estimated Community Development Block Grant (CDBG) allocation recommendations for the FY14 fiscal year. Planning staff are proposing the recommendations for FY14 fiscal year at the request of Councilman David Bonar made at the March 18, 2013 Parks, Recreation and Community Enhancement Committee Meeting.

The City has not received its grant allocation from HUD for the FY14 fiscal year, and HUD has requested that grantees propose a contingency provision that will either increase or decrease the estimated funding levels to match the actual allocation amount once received from HUD. Milford Housing Development Corporation is not included in the funding request for the FY14 fiscal year for failure to draw down FY12 and FY13 funds awarded in a timely manner.

Homeownership Assistance Program - Recommended funding for this project is $108,409.00. Funding for this project will either increase or decrease based on the actual allocation from HUD.

Program Administration – Funding for program administration will either increase or decrease based on the actual allocation from HUD and will not exceed 20% of the total grant. Staff funded program administration at $48,711.00 based on the estimated allocation for the total grant.

Dover Interfaith Mission for Housing – The request and recommendation for this project is $27,500.00. The funding for this project will not increase because it is a public service activity and cannot exceed 15% of the total grant allocation and funding cannot exceed the original request by the sub-grantee. Funding for this project may be decreased if the grant allocation is substantially lower than the estimated grant allocation.

NCALL Research Inc. – Recommended funding for this project is $8,934.00. This project is a public service activity and subject to the 15% cap requirement. Funding for this project may also be decreased if the actual grant allocation is substantially lower that the estimated grant allocation. Funding cannot exceed the original grant request by the sub-grantee.

Elizabeth W. Murphey School – The request and recommendation for this project is $50,000.00. Staff request no changes in funding for this project since it is not subject to any HUD cap requirements.

/tnh

Enclosures

PROPOSED CDBG GRANT WITH RECOMMENDATIONS FOR FY14

The total estimated grant allotment for Fiscal Year 2014 is $243,554 including program income. Twenty Percent (20%) of the grant will be used for Program Administration to manage the Community Development Block Grant Program.

The following activities are projects that are proposed to be funded by the City of Dover's Community Development Office Community Development Block Grant with recommended funding allocations.

Project 14-1: Homeownership Assistance Program

The City will provide up to $20,000 in settlement assistance to assist low to moderate income persons that are first time homebuyers purchase homes in the City of Dover.

Recommended Funding …..…… $108,409.00

Project 14-2: CDBG Program Administration (20% cap)

CDBG Funds will be used to oversee management, monitoring and coordination of the CDBG program in the City of Dover.

Recommended Funding ……. $48,711.00

Project 14-3: Dover Interfaith Mission for Housing (Public Service 15% cap)

CDBG funds will be used for operations costs for the building that will include utility, maintenance, and lease cost.

Recommended Funding …….. $27,500.00

Project 14-4: NCALL Research Inc. (Public Service 15% (cap)

CDBG Funds will be used for pre-purchase homeownership counseling services relevant to Dover residents.

Recommended Funding ……. $8,934.00

Project 14-5: Elizabeth W. Murphey School

CDBG funds will be used for the roof replacements for the nine buildings on the campus that service children that are at risk for homelessness.

Recommended Funding $50,000.00

Total Funding …….....… $243,554.00

CDBG FEDERAL RESOURCES AVAILABLE FOR USE
7/01/14 – 6/30/15

CDBG Estimated Funds Allocation	$235,000
Anticipated Program Income	$ 8,554
Total Grant Allocation	$243,554
20% of the grant must be allocated for Program Administration	$243,554 x.20 $ 48,711
Public Service activities cannot exceed 15% of the grant.	$243,554 x.15 $ 36,534

CITY OF DOVER
FY 2012-2014 Multi-Year
FY 2014
CDBG GRANT APPLICATION FORM

1. General Applicant Information

A. Name, address and phone number of sub-recipient

Tracey Harvey
City of Dover
15 Loockerman Plaza
Dover, DE 19901
(302) 736-7175

B. Name, position and signature of person submitting application:

Tracey Harvey, Planner I

Name and position of authorizing official:

Same as above.

C. Name, address and phone number of Contact Person:
(If different from B above)

Same as above.

FY 2014 only

Activity:	Homeownership Assistance
Amount Requested:	$ 108,409.00
List Source of Cash Matching Funds	$ None

2. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

The amount of benefit to low- and moderate-income persons must be calculated for each activity, as described below:

1. In column 1, list the activity.
2. In column 2, show the total number of persons that the activity will serve.
3. In column 3, show the number of low- and moderate-income persons that the activity will serve.
4. In column 4, divide column 3 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
5. In column 5, show the amount of funds requested for the activity.
6. In column 6, multiply column 4 by column 5 to show the amount of those funds that will be used to benefit low- and moderate-income persons.
7. List the sources of data used to calculate benefit in the space provided at the bottom of this page.

LOW/MODERATE-INCOME BENEFIT TABLE

1. Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
Closing cost for 6 first time homebuyers	6 families	6	100%	$108,409.00	$108,409.00

Source of Data: The Homeownership Assistance Program is advertised on the city's website and listed in the Delaware Housing Services Directory. All potential applicants must meet the HUD income limits for low to moderate income persons.

3. Management Capacity

A. List the person(s) to be responsible for administering the CDBG Project:

Sub-Recipient Personnel	Title(s)
Tracey Harvey	Planner I

B. Attach resumes or other supporting documentation for the personnel of new applicants, which establishes the capacity of the personnel above to effectively manage a CDBG sub-recipient project. N/A

4. Application Work Plan

Each proposed program activity must address each of the following areas. Attach a mission statement and purpose of your organization.

A. Each program activity must be addressed separately. Program activities must be listed in order of priority with the program activity of highest priority first. This order of priority for program activities must be followed on all forms contained in this application.

- The highest priority for this project is to provide affordable housing to low to moderate income persons.

B. Each program activity must be fully described. For rehabilitation programs, this description must include the number of units to be rehabilitated, rental properties to be rehabilitated, any special population groups the rehabilitation program will address, the target area, and the need for the rehabilitation activity.

- Funding for this program will be available to 6 first time homebuyers who will be required to purchase property in the City of Dover who must complete a homeownership counseling

program with a certified HUD counselor before signing a sales contract. Assistance is provided up to $20,000 for properties purchased in the City. The City will place a second mortgage lien on the property and if within 10 years the home is sold, transferred, or the property ceases to be the borrower's principal residence, the loan becomes due and payable. The interest rate is 0% and is forgiven after 10 years.

C. Provide a timetable showing monthly milestones for completion of each activity.

- Funding for this program is available on a first come first serve basis and will be drawdown as the applicants purchase properties.

D. Attach drawings, plans or other documentation necessary to describe program activities.

N/A

E. Describe each activity's conformance with the goals and objectives of the City's Consolidated Plan.

- This project is consistent with Goal 3: Encourage owner occupied housing in low to moderate income areas by continuing to provide down payment assistance to qualified homebuyers.

F. Describe the extent to which the proposed project(s) will address one or more significant priorities identified by the City's Consolidated Plan.

- Housing needs was ranked number two in priorities in the 2010-2014 Consolidated Plan. By providing homeownership assistance to first time homebuyers, this will assist in eliminating barriers to affordable housing.

G. Describe the extent to which the project builds upon previous work or supplements other work that will be funded from other sources.

- Annually this project is funded and each year the City reaches its goal by assisting in providing affordable housing to low to moderate income persons. In addition, the City is working in conjunction with Dover Housing Authority by providing homeownership assistance to their clients who purchase properties that have been rehabilitated in the target area and sold to low to

moderate income persons.

H. Describe source and amount of any funds used to leverage the City's portion of the project. Indicate when these funds will be available. Attach documentation of any match.

None.

5. Each application should also describe the following:

   A. Describe any efforts to coordinate with businesses regarding the development of the community as it affects low/moderate-income residents of the area.

      - The city previously awarded small business loans to merchants in the downtown area to aid in expanding their businesses and to provide employment opportunities for low to moderate income persons.

6. Have you received a sub-recipient grant from the previous funding year?
   If yes give the total amount $ 40,000.00 in 2013 .

ADDENDUM
2014 CDBG SUB-RECIPIENT APPLICATION FORM

Please choose the best option that describes the purpose of your activity from the three objectives.

Suitable Living Environment _____
Decent Housing __X__
Economic Opportunity _____

Please choose the best option that will describe the outcome of your activity based on the categories listed below.

Availability/Accessibility _____
Affordability ___X__
Sustainability _____

Please provide a proposed outcome based on the information below that applies to your activity

Number of persons, households, units, or beds assisted as appropriate ___6___

Income level of persons or households by: Very Low _____ %
Low____100___ %
Moderate _____ %

If your activity benefits a target area, please show the number of persons served and the percentage of low/mod persons served.

Your close out report will require you to provide breakdowns of those served by race, ethnicity and disability.

CITY OF DOVER
FY 2012-2014 Multi-Year
CDBG GRANT APPLICATION FORM

1. General Applicant Information

A. Name, address and phone number of sub-recipient _____

Dover Interfaith Mission for Housing
684 Forest Street, Dover DE 19904

B. Name, position and signature of person submitting application:

Jeanine Kleimo, Chair

Name and position of authorizing official:

Jeanine Kleimo, Chair

C. Name, address and phone number of Contact Person:
(If different from B above)

FY 2014 only

Activity: operation of shelter for homeless men
Amount Requested: $ 27,500
Source of Cash Matching Funds $ DSHA, Grant In Aid

1. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

The amount of benefit to low-and moderate-income persons must be calculated for each activity as described below. Future program years may be estimated as long as 51% of the population being served is low to moderate income.

1. In column 1, list the activity and fiscal year through 2014.
2. In column 2, show the total number of persons that the activity will serve.
3. In column 3, show the number of low- and moderate-income persons that the activity will serve.

4. In column 4, divide column 3 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
5. In column 5, show the amount of funds requested for the activity for current fiscal year only.
6. In column 6, multiply column 4 by column 5 to show the amount of those funds that will be used to benefit low-and moderate-income persons.
7. List the sources of data used to calculate benefit in the space provided at the bottom of this page.

LOW/MODERATE-INCOME BENEFIT TABLE

1. Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
Shelter	140+	140	140	$27,500	$27,500

Source of Data: actual numbers from previous years of operation.

2. Management Capacity

A. List the person(s) to be responsible for administering the CDBG Project:

Sub-Recipient Personnel	Title(s)
Jeanine Kleimo	Chair
Herb Konowitz	Vice Chair

B. Attach resumes or other supporting documentation for the personnel of new applicants, which establishes the capacity of the personnel above to effectively manage a CDBG sub-recipient project.

4. Application Work Plan

Each proposed program activity must address each of the following areas through fiscal year 2014. Items C thru H will only need to be completed for the current fiscal year. Attach a mission statement and purpose of your organization.

A. Each program activity must be addressed separately. Program activities must be listed in order of priority with the program activity of highest priority first. This order of priority for program activities must be followed on all forms contained in this application.

B. Each program activity must be fully described. For rehabilitation programs, this description must include the number of units to be rehabilitated, rental properties to be rehabilitated, any special population groups the rehabilitation program will address, the target area, and the need for the rehabilitation activity.

C. Provide a timetable showing monthly milestones for completion of each activity.

D. Attach drawings, plans or other documentation necessary to describe program activities.

E. Describe each activity's conformance with the goals and objectives of the City's Consolidated Plan.

F. Describe the extent to which the proposed project(s) will address one or more significant priorities identified by the City's Consolidated Plan.

G. Describe the extent to which the project builds upon previous work or supplements other work that will be funded from other sources.

H. Describe source and amount of any funds used to leverage the City's portion of the project. Indicate when these funds will be available. Attach documentation of any match.

5. Each application should also describe the following:

   A. Describe any efforts to coordinate with businesses regarding the development of the community as it affects low/moderate-income residents of the area.

6. Have you received a sub-recipient grant from the previous funding year?
   If yes give the total amount $ 27,500 .

Workplan:

The Dover Interfaith Mission for Housing (DIMH) plans to continue its operation of a 36-bed shelter for homeless men. Approximately 140 to 150 men are served annually. The City of Dover permits five additional individuals to be housed during Code Blue/Purple conditions.

Shelter, meals, and assistance is provided to homeless men to enable them to obtain employment and to become self-reliant and productive members of the community. A Case Manager was added this past year. Additional housing is being developed to provide accessible and affordable residence to those who have obtained employment or steady income from disability payments but whose past records and credit make it difficult for them to obtain housing elsewhere. At least 60% of the men sheltered obtain full-time employment prior their departure from the shelter. The addition of affordable housing is expected to reduce the length of shelter stays, making it possible to increase the annual number served.

Each month, new guests come into the shelter and are provided with counseling and assistance towards formulating a plan for their future employment and independent living. Classes and training programs have been added at the shelter which ensure that each eligible resident obtain a resume, understanding of the internet and ability to access electronic mail and employment applications, and embark on an active plan to obtain employment.

DIMH is actively engaged with the City of Dover and many local organizations, faith communities, and businesses to address the needs of the community for shelter, employment, neighborhood revitalization, and the creation of business opportunities for those in poverty. DIMH has created businesses which employ homeless and formerly-homeless men who have come through the DIMH shelter. A day center for the homeless on the site of the DIMH shelter will extend the program's reach to other homeless persons in the community and will offer information and access to services they need.

These activities are in conformance with Dover's comprehensive plan, seeking improved and more affordable housing.

Matching funds come from the following sources:

Delaware State Housing Authority:	$8,000 for shelter operations
Grant In Aid:	$15,000 for shelter operations and staffing
Delaware Office of Community Services:	$27,200 for shelter staffing
First State Community Action Agency:	$42,500 for shelter Case Manager
Local donations:	$50,000+ obtained from churches, individuals, businesses, and local organizations annually
Total matching funds:	**$142,700**

ADDENDUM
2012 CDBG SUB-RECIPIENT APPLICATION FORM

Please choose the best option that describes the purpose of your activity from the three objectives.

Suitable Living Environment _____
Decent Housing __x__
Economic Opportunity _____

Please choose the best option that will describe the outcome of your activity based on the categories listed below.

Availability/Accessibility __x__
Affordability _____
Sustainability _____

Please provide a proposed outcome based on the information below that applies to your activity

Number of persons, households, units, or beds assisted as appropriate __36 beds/140 persons or more during the year to be served_____

Income level of persons or households by: Very Low _100_____ %
Low_____ %
Moderate _____ %

If your activity benefits a target area, please show the number of persons served and the percentage of low/mod persons served.

Your close out report will require you to provide breakdowns of those served by race, ethnicity and disability.

CITY OF DOVER
FY 2012-2014 Multi-Year
CDBG GRANT APPLICATION FORM

1. General Applicant Information

A. Name, address and phone number of sub-recipient **National Council on Agricultural Life and Labor Research Fund, Inc. (NCALL).**

363 Saulsbury Road, Dover, DE 19904

(302) 678-9400

B. Name, position and signature of person submitting application:

Joe Myer

Executive Director

Name and position of authorizing official:

Joe Myer

Executive Director

C. Name, address and phone number of Contact Person:
(If different from B above)

FY 2014 only

Activity: **Pre-purchase Homeownership Counseling**
Amount Requested: $ **$8,934**
Source of Cash Matching Funds $ **N/A**

1. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

The amount of benefit to low-and moderate-income persons must be calculated for each activity as described below. Future program years may be estimated as long as 51% of the population being served is low to moderate income.

1. In column 1, list the activity and fiscal year through 2014.
2. In column 2, show the total number of persons that the activity will serve.
3. In column 3, show the number of low- and moderate-income persons that the activity will serve.
4. In column 4, divide column 3 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
5. In column 5, show the amount of funds requested for the activity for current fiscal year only.
6. In column 6, multiply column 4 by column 5 to show the amount of those funds that will be used to benefit low-and moderate-income persons.
7. List the sources of data used to calculate benefit in the space provided at the bottom of this page.

LOW/MODERATE-INCOME BENEFIT TABLE

1. Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
2014	18 Closings	10	60% Low 40% Moderate	$8,000 (18 x $500)	$8,934

Source of Data: **NCALL's Counselor Max Data Management Tracking System – historical data from FY2013 and project for FY2014.**

2. Management Capacity

A. List the person(s) to be responsible for administering the CDBG Project:

Sub-Recipient Personnel	Title(s)
Karen Speakman	**Deputy Director**
Denise Freeman	**Housing Counseling Director**

B. Attach resumes or other supporting documentation for the personnel of new applicants, which establishes the capacity of the personnel above to effectively manage a CDBG sub-recipient project.

4. Application Work Plan

Each proposed program activity must address each of the following areas through fiscal year 2014. Items C thru H will only need to be completed for the current fiscal year. Attach a mission statement and purpose of your organization.

A. Each program activity must be addressed separately. Program activities must be listed in order of priority with the program activity of highest priority first. This order of priority for program activities must be followed on all forms contained in this application.

B. Each program activity must be fully described. For rehabilitation programs, this description must include the number of units to be rehabilitated, rental properties to be rehabilitated, any special population groups the rehabilitation program will address, the target area, and the need for the rehabilitation activity.

C. Provide a timetable showing monthly milestones for completion of each activity.

D. Attach drawings, plans or other documentation necessary to describe program activities.

E. Describe each activity's conformance with the goals and objectives of the City's Consolidated Plan.

F. Describe the extent to which the proposed project(s) will address one or more significant priorities identified by the City's Consolidated Plan.

G. Describe the extent to which the project builds upon previous work or supplements other work that will be funded from other sources.

H. Describe source and amount of any funds used to leverage the City's portion of the project. Indicate when these funds will be available. Attach documentation of any match.

5. Each application should also describe the following:

   A. Describe any efforts to coordinate with businesses regarding the development of the community as it affects low/moderate-income residents of the area.

6. Have you received a sub-recipient grant from the previous funding year? **YES**
   If yes give the total amount $ **8,934** .

ADDENDUM
2014 CDBG SUB-RECIPIENT APPLICATION FORM

Please choose the best option that describes the purpose of your activity from the three objectives.

Suitable Living Environment _____
Decent Housing __X__
Economic Opportunity _____

Please choose the best option that will describe the outcome of your activity based on the categories listed below.

Availability/Accessibility _____
Affordability _____
Sustainability __X__

Please provide a proposed outcome based on the information below that applies to your activity

Number of persons, households, units, or beds assisted as appropriate __15__

Income level of persons or households by: Very Low __0__ %
Low __60__ %
Moderate __40__ %

If your activity benefits a target area, please show the number of persons served and the percentage of low/mod persons served. **18 Dover residents served with goal of homeownership– minimum of 10 households at low/moderate income.**

Your close out report will require you to provide breakdowns of those served by race, ethnicity and disability.

CITY OF DOVER
FY 2012-2014 Multi-Year
CDBG GRANT APPLICATION FORM

1. General Applicant Information

A. Name, address and phone number of sub-recipient The Elizabeth W. Murphey School

42 Kings Highway, Dover DE 19901

B. Name, position and signature of person submitting application:

Michael J. Kopp, Executive Director

Name and position of authorizing official:

Joseph S. McDaniel, III – President of the Board of Directors at the Elizabeth W. Murphey School

C. Name, address and phone number of Contact Person:
(If different from B above)

FY 2014 only

Activity:	Housing Rehabilitation - $100,000
Amount Requested:	$50,000
Source of Cash Matching Funds	$30,000 – Chichester DuPont
	$10,000 – Crystal Trust
	$10,000 – Marmot Fund

1. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

The amount of benefit to low-and moderate-income persons must be calculated for each activity as described below. Future program years may be estimated as long as 51% of the population being served is low to moderate income.

1. In column 1, list the activity and fiscal year through 2014.
2. In column 2, show the total number of persons that the activity will serve.
3. In column 3, show the number of low- and moderate-income persons that the activity will serve.
4. In column 4, divide column 3 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
5. In column 5, show the amount of funds requested for the activity for current fiscal year only.
6. In column 6, multiply column 4 by column 5 to show the amount of those funds that will be used to benefit low-and moderate-income persons.
7. List the sources of data used to calculate benefit in the space provided at the bottom of this page.

LOW/MODERATE-INCOME BENEFIT TABLE

1. Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
Roof Replacement	24/daily	24	100%	$50,000	$50,000

Source of Data:

2. Management Capacity

A. List the person(s) to be responsible for administering the CDBG Project:

Sub-Recipient Personnel	Title(s)
Michael J. Kopp	Executive Director
Wesley Anderson	Maintenance Supervisor

B. Attach resumes or other supporting documentation for the personnel of new applicants, which establishes the capacity of the personnel above to effectively manage a CDBG sub-recipient project.

4. Application Work Plan

Each proposed program activity must address each of the following areas through fiscal year 2014. Items C thru H will only need to be completed for the current fiscal year. Attach a mission statement and purpose of your organization.

The Murphey School is requesting funding through this grant proposal to assist us in housing children in our 501(c)3 organization. Children living within our homes have no other home where they may live and are considered homeless under the protection of the McKinney-Vento Act. Each child dependent on our care is provided with a private bedroom. The rehabilitation is essential to the total operation and our ability to provide housing and long-term care for a 100% low-income population of abandoned, and therefore, homeless children. The following page will describe the project through the components of the work plan as described in our grant application details.

A. For the past ten years, the Murphey School has been involved in rehabilitating our nine buildings. In doing so, we have renovated the interiors of each building with new kitchens, plumbing, electrical, flooring, beds, and other furniture, as well as hard-wired smoke/fire detection systems. We have also replaced over 300 single-pane windows with state-of-the-art Anderson e-glass windows. Our campus-wide steam heating system has also been replaced with nine stand-alone geothermal HVAC systems. The windows and geothermal systems have saved us almost $50,000/year in energy costs.

The typical demographics allow us to serve 38 children in our care,

the population would include 100% very-low-income individuals, all of whom qualify for Medicaid and food stamp programs. On any given day, we serve a group of approximately 60% non-white and 40% Caucasian children in residential care. The population of these particular cottages consists of young women aged 14-18 and young men aged 13 to 18.

The plan, now, is to replace our 90-year-old brittle slate roofs. The buildings have no insulation above the second floor ceilings. While replacing the roofs, we will also add new plywood sheathing and insulation, adding even more energy efficiency. Doing the roofing will allow us to serve homeless youth well into the future.

B. This rehabilitation program will include roofing which will keep eighteen bedrooms open for homeless children. The project is necessary in order to replace 90-year-old slate roofing with synthetic slate that meets the expectations of the local historical society.

C. The work will begin as soon after the grant award as consistent weather allows. The project will include a complete tear-off so a short stretch of dry conditions (likely mid-May) will safely advance the work. All tear-off of existing materials and the replacement of wood sheathing, and ice and rain barrier, insulation and synthetic slate will take approximately five weeks. All of the permits and proof of insurances will be in-hand prior to the weather break and prior to the start of work.

D. No drawings or pictures have been included.

E. This portion of our requested project conforms to the City of Dover's Consolidated Plan in several areas:
1. Many foster youth requiring group care need significant structure. Housing is often difficult to locate for this homeless population.
2. It helps preserve existing housing within the city. Our buildings have been in place since circa 1923. The steel and red brick structure have a long, useful life.
3. The program services both low-income and racially non-white individuals.
4. It provides safe and affordable housing for a population in need.
5. It will provide economic opportunities for a sizeable roofing company with a sufficient number of laborers to quickly and effectively complete the project without interior building damage.

F. According to the City's Consolidated Plan, housing for low-income individuals and youth programs carry a level of medium priority.

G. This project is in direct line with a targeted plan to get our entire campus (nine buildings) energy efficient. As soon as is practical, we intend to have all our buildings re-roofed and insulated.

H. Use of CDBG funds will be leveraged with funds from Chichester DuPont, Crystal Trust, and the Marmot Foundation.

5. Each application should also describe the following:

   A. We work directly with the City of Dover Police Department Youth Officers through other grant funds we receive to provide programming for high risk youth. We also work with HUD and the Delaware Children's Department to help youth locating housing as they prepare to exit our care. Each year, we also work with 14 local businesses to place youth in employment training programs.

6. Have you received a sub-recipient grant from the previous funding year? Yes.
   If yes give the total amount $38,574

ADDENDUM
2012 CDBG SUB-RECIPIENT APPLICATION FORM

Please choose the best option that describes the purpose of your activity from the three objectives.

Suitable Living Environment __X__
Decent Housing _____
Economic Opportunity _____

Please choose the best option that will describe the outcome of your activity based on the categories listed below.

Availability/Accessibility __X__
Affordability _____
Sustainability _____

Please provide a proposed outcome based on the information below that applies to your activity

Number of persons, households, units, or beds assisted as appropriate 18 Bedrooms

Income level of persons or households by: Very Low __X__ %
Low_____ %
Moderate _____ %

If your activity benefits a target area, please show the number of persons served and the percentage of low/mod persons served.

Your close out report will require you to provide breakdowns of those served by race, ethnicity and disability.

The Elizabeth W. Murphey School
Current Board Members

Joseph S. McDaniel III, President
54 The Green
Dover, DE 19901

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gelephant@hotmail.com

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Michael J. Kopp, Secretary
48 Kings Highway East
Dover, DE 19901

Business: 734-7459
Home: 678-2127

mkopp@murpheyschool.org

Updated: 2/7/2014

Internal Revenue Service — Department of the Treasury

District Director — Delaware-Maryland District — 31 Hopkins Plaza, Baltimore, MD 21201

Elizabeth W. Murphey School Inc.
14 Kings Hwy.
Dover, DE. 19901-3817

P.O. Box 13163, Room 817
Baltimore, MD 21203

Employer Identification Number: 51-006432

Person to Contact:
EP/EO Tax Examiner

Telephone Number:
(410) 962-6058

Date: 11/07/96

Dear Sir/Madam:

This is in response to your inquiry dated October 28, 1996, requesting a copy of the letter which granted tax exempt status to the above named organization.

Our records show that the organization was granted exemption from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code effective June, 1935. We have also determined that the organization is not a private foundation because it is described in section(s) 509(a)(1) and 170(b)(1)(A)(ii).

Donors may deduct contributions to you under section 170 of the Code.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more you pay to each of your employees during the calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than $25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do nhot exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally $25,000 or less, and sign the return.

A copy of our letter certifying the status of the organization is not available however, this letter may be used to verify your tax-exempt status.

Because this letter could help resolve any questions about your exempt status, it should be kept in your permanent records.

Sincerely yours,

Paul M. Harrington
District Director

ELIZABETH W. MURPHEY SCHOOL, INC.

FINANCIAL STATEMENTS

DECEMBER 31, 2012 AND 2011

ELIZABETH W. MURPHEY SCHOOL, INC.
CONTENTS
DECEMBER 31, 2012 AND 2011

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Raymond F.
Book & Associates
Certified Public Accountants

Raymond F. Book, III, MS, CPA/PFS
Scott R. Brown, CPA/PFS
Ronald P. Vascik, Jr., CPA
Christine Lawrence, CPA
Emily McCauley, MS, CPA
D. LeVerne Beiler, CPA, CVA
Samuel C. Warrington, II, CPA

Raymond F. Book, Jr., CPA
1926-1996

Independent Auditor's Report

Elizabeth W. Murphey School, Inc.
Dover, Delaware 19901

We have audited the accompanying financial statements of Elizabeth W. Murphey School, Inc. (a not for profit organization), which comprise the statements of assets, liabilities, and net assets—cash basis as of December 31, 2012 and 2011, and the related statements of revenues, expenses and changes in net assets—cash basis for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in the first note of the financial statements; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, and net assets of Elizabeth W. Murphey School, Inc. as of December 31, 2012 and 2011, and its revenues and expenses and changes in net assets for the years then ended in accordance with the cash basis of accounting as described in the first note of the financial statements.

Basis of Accounting

We draw attention to the first note of the financial statements, which describes the basis of accounting. The financial statements are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

Raymond F. Book + Associates, P.A.

RAYMOND F. BOOK & ASSOCIATES, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

Dover, Delaware
August 27, 2013

ELIZABETH W. MURPHEY SCHOOL, INC.
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - CASH BASIS
DECEMBER 31, 2012 AND 2011

ASSETS	2012	2011
Current Assets		
Cash and Equivalents	$ 723,166	$ 117,972
Investments	95,672	655,166
Total Current Assets	818,838	773,138
Cash held for restricted purposes	62,941	33,697
Fixed Assets		
Land and Land Improvements	152,967	152,967
Buildings and Improvements	2,809,845	2,803,135
Equipment	1,543,262	1,495,616
Furniture and Fixtures	123,623	123,623
Less: Accumulated Depreciation	(1,929,257)	(1,733,233)
Total Fixed Assets	2,700,440	2,842,108
Total Assets	$ 3,582,219	$ 3,648,943
LIABILITIES AND NET ASSETS		
Liabilities	$ -	$ -
Net Assets		
Unrestricted	3,519,278	3,615,246
Temporarily Restricted	62,941	33,697
Permanently Restricted	-	-
Total Net Assets	3,582,219	3,648,943
Total Liabilities and Net Assets	$ 3,582,219	$ 3,648,943

The accompanying notes are an integral part of these financial statements.
SEE INDEPENDENT AUDITORS REPORT

ELIZABETH W. MURPHEY SCHOOL, INC.
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET ASSETS - CASH BASIS
FOR THE YEARS ENDED DECEMBER 31, 2012 AND 2011

	2012	2011
UNRESTRICTED NET ASSETS		
Revenue and Gains		
State of Delaware	$ 2,302,935	$ 2,178,382
U.S. Bank - Trust Fund	227,500	207,500
Rental Income	8,950	8,955
Federal Milk Reimbursements	39,518	38,490
Gifts, Grants & Trusts	51,960	377,908
Investment Return	71,193	38,170
Net Assets Released from Restrictions	1,421	15,470
Total Revenue and Gains	$ 2,703,477	$ 2,864,875
Expenses		
Salaries and Wages	$ 1,634,101	$ 1,729,965
Employer Taxes and Employee Benefits	353,923	247,670
Utilities and Telephone	98,016	103,584
Staff Training	11,564	10,208
Taxes and Licenses	1,577	966
Insurance	67,009	55,262
Professional Fees	24,547	20,338
Staff Expenses and Work Programs	50,923	34,592
Office and Miscellaneous	48,475	41,533
Depreciation	196,024	199,089
Buildings and Equipment Repair	70,421	100,403
Grounds Upkeep	23,974	13,895
Other Repair and Maintenance	21,520	12,902
Food, Clothing and Supplies	108,809	94,132
Recreation, Allowances and Other	50,465	40,526
Medical Expenses	7,862	6,126
Independent Living	10,960	15,772
CJC Expenses	19,275	19,494
Total Expenses	$ 2,799,445	$ 2,746,457

ELIZABETH W. MURPHEY SCHOOL, INC.
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET ASSETS - CASH BASIS
FOR THE YEARS ENDED DECEMBER 31, 2012 AND 2011

	2012	2011
CHANGES IN UNRESTRICTED NET ASSETS	$ (95,968)	$ 118,418
TEMPORARILY RESTRICTED NET ASSETS		
Restricted Income	30,665	33,697
Net Assets Released from Restrictions	(1,421)	(15,470)
CHANGES IN TEMPORARILY RESTRICTED NET ASSETS	29,244	18,227
CHANGES IN PERMANENTLY RESTRICTED NET ASSETS	-	-
Increase (Decrease) in Total Net Assets	(66,724)	136,645
NET ASSETS AT BEGINNING OF YEAR		
Unrestricted	3,615,246	3,496,828
Temporarily Restricted	33,697	15,470
Permanently Restricted	-	-
TOTAL NET ASSETS AT BEGINNING OF YEAR	3,648,943	3,512,298
NET ASSETS AT END OF YEAR		
Unrestricted	3,519,278	3,615,246
Temporarily Restricted	62,941	33,697
Permanently Restricted	-	-
TOTAL NET ASSETS AT END OF YEAR	$ 3,582,219	$ 3,648,943

The accompanying notes are an integral part of these financial statements.
SEE INDEPENDENT AUDITORS REPORT

ELIZABETH W. MURPHEY SCHOOL, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012 AND 2011

Significant Accounting Policies and Practices

Elizabeth W. Murphey School, Inc. is a not-for-profit organization incorporated under the laws of the State of Delaware on October 23, 1922. The Organization is classified as a "private foundation" by the Internal Revenue Service. Therefore, the Organization is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code.

The financial statements have been prepared on the cash basis of accounting; consequently, certain revenues are recognized when received rather than when earned and certain expenses are recognized when cash is disbursed rather than when the obligation is incurred.

The corporation's principle activity is the operation of a home for disadvantaged and troubled youth in Dover, Delaware.

The capitalized costs of the buildings and other assets having useful lives in excess of one year are being charged against operating revenue through allowances for depreciation calculated under the straight-line method.

Use of Estimates

The financial statements include estimates and assumptions made by management that affect the carrying amounts of assets and liabilities and the reported amounts of revenues and expenses. Actual results may differ from those estimates.

Cash Accounts

The cash balances as of December 31, 2012 and 2011 consist of the following:

	2012	2011
Petty Cash	$ 2,282	$ 867
Citizens General Checking Account	1,712	(742)
Citizens Operating Account	1,618	1,800
Citizens Business Money Market	102,194	36
TD Operating Checking	1,299	1,159
TD General Checking	164	13,028
TD Checking	5,097	725
TD Money Market	96,549	87,087
Merrill Lynch	575,192	47,709
Total Cash	$ 786,107	$ 151,669

Financial Statement Presentation

The organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Revenue received with temporary restrictions that are met in the same reporting period is reported as unrestricted support and increases unrestricted net assets.

Investments

The Organization accounts for investments at fair value (using quoted prices in active markets for identical assets - Level 1). Unrealized gains and losses are included in the change in net assets. The investment balances at December 31, 2012 and 2011 consist of the following at market value:

	2012	2011
Merrill Lynch – Fixed Income	$ 0	$ 0
Merrill Lynch – Equities	0	401,715
Merrill Lynch – Mutual Funds	95,672	253,451
Total Investments	$ 95,672	$ 655,166

The cost of these investments at December 31, 2012 and 2011 was $94,437 and $630,756, respectively.

Investment Return as reported in the Statement of Revenue, Expenses, and other Changes in Net Assets - Cash Basis consists of the following:

	2012	2011
Interest and Dividends	$ 19,122	$ 26,942
Realized/Unrealized Gains(Losses)	52,071	11,228
Total	$ 71,193	$ 38,170

Pension Plan

Elizabeth W. Murphey School, Inc. made contributions in the past to a pension trust for all full-time employees (1,000 hours per year) upon completion of one year of service. The plan has been frozen and current contributions made to the plan are for the purpose of fully funding it. The assets of the pension trust are held by Merrill Lynch. The pension contributions to the plan were $102,191 for 2012 and $0 for 2011. The market value of the plan assets was $1,857,262 and $1,628,364 at December 31, 2012 and 2011, respectively.

Trust Funds

The Elizabeth W. Murphey School, Inc. receives income from the Sanford S. Murphey Trust for which U.S. Bank is the trustee. U.S. Bank holds the principal funds and controls the assets. Accordingly, the assets of the trust, which has a market value at December 31, 2012 and 2011 of $8,200,410 and $7,736,994, respectively, are not included in the balance sheet of these financial statements. Disbursements from this trust are included in income.

There is also another trust for the benefit of the Organization which is controlled by the Delaware Community Foundation. The market value was $23,889 and $21,882 at December 31, 2012 and 2011. No disbursements have been made from this trust during 2012 or 2011.

State of Delaware Income

The Elizabeth W. Murphey School's income is concentrated within the State of Delaware. The breakdown of the income from the various agencies is as follows:

	2012	2011
Purchase of Care	$ 2,106,014	$ 1,949,205
Grant in Aid	17,912	12,980
Support Services	6,277	926
Independent Living	157,475	198,353
Stipend	5,610	7,648
Miscellaneous Special Contracts	9,647	9,270
Total	$ 2,302,935	$ 2,178,382

Depreciation

Elizabeth W. Murphey School, Inc. estimates that the assets below have the following useful lives:

Building	50 years
Building Improvements	10-20 years
Equipment	5-15 years
Furniture and Fixtures	7-10 years
Office & Computer Equipment	5 years

Many repairs that keep the buildings in working condition are expensed and not capitalized.

Concentration of Credit Risk

Elizabeth W. Murphey School, Inc. maintains cash balances in banks that are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000. At December 31, 2012 and 2011, the corporation's uninsured cash balances totaled $325,192 and $533.

Temporarily Restricted Net Assets

Beginning 2011 Temporarily Restricted Net Asset Balance	
Independent Living	$ 970
CJC Grant	14,500
Total	15,470
Increase in Restricted Assets during 2011	
Geo-Thermal Systems	24,795
Tutoring-Science/Math	3,902
Youth Philanthropy-Children's Psychiatric Care	5,000
Total	33,697
Restrictions released during 2011	
Expenses for Independent Living	(970)
CJC Grant	(14,500)
Total	(15,470)
Ending 2011 Temporarily Restricted Net Asset Balance	
Tutoring-Science/Math	3,902
Geo-Thermal Systems	24,795
Youth Philanthropy-Children's Psychiatric Care	5,000
Total	$ 33,697
Increase in Restricted Assets during 2012	
Geo-Thermal Systems	30,665
Total	30,665
Restrictions released during 2012	
Tutoring-Science/Math	(701)
Youth Philanthropy	(720)
Total	(1,421)
Ending 2012 Temporarily Restricted Net Asset Balance	
Tutoring-Science/Math	3,201
Geo-Thermal Systems	55,460
Youth Philanthropy-Children's Psychiatric Care	4,280
Total	$ 62,941

Income Taxes

Due to the Organization's classification as a private foundation under the Internal Revenue Code, the Internal Revenue Service imposes an excise tax in the amount of 1%-2% of the net investment income and rental income. Income tax expense for the years ending December 31, 2012 and 2011 was $1,470 and $435. With few exceptions, the Organization is no longer subject to Federal income tax examinations for fiscal years ending before December 31, 2009.

Rental Income

The Organization leases part of its land to the Office of the Governor for $8,000 a year. The lease is on a year to year basis.

Consideration of Subsequent Events

The Organization has evaluated all subsequent events through the date of the audit report, which is the date the financial statements were available to be issued.

ACTION FORM

PROCEEDING: Parks, Recreation & Community Enhancement Committee
DEPARTMENT OF ORIGIN: Planning Office **DATE SUBMITTED**: March 4, 2014
PREPARED BY: Ann Marie Townshend, AICP, Director of Planning & Community Development
SUBJECT: Ordinance #2014-05 - Zoning Text Amendment – Proposed Changes to the General Residence Zones
REFERENCE: N/A
RELATED PROJECT: N/A
APPROVALS: N/A
EXHIBITS: Draft Ordinance #2014-05
EXPENDITURE REQUIRED: $ N/A **AMOUNT BUDGETED**: $ N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIMETABLE: First Reading by City Council on March 24, 2014; Public Hearing before Planning Commission on April 21, 2014; Public Hearing and Final Action by City Council on May 12, 2014.
RECOMMENDED ACTION: Staff recommends that the Committee forward the proposed ordinance to City Council with a favorable recommendation.

BACKGROUND AND ANALYSIS

The proposed ordinance is being put forward with sponsorship from members of City Council and was drafted and requested by John Paradee on behalf of his client. The proposed ordinance would allow for professional offices as a conditional use within the General Residence Zone on State Street and Governors Avenue between Water Street and Mary Street, and on Route 8. The proposed ordinance includes provisions that would protect the character of the residential area. Additionally, as the ordinance would allow professional offices as a conditional use, subject to a public hearing and review by the Planning Commission. Ordinance sponsors are: Bonar, Lynn and Hutchison.

CITY OF DOVER PROPOSED ORDINANCE #2014-05

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Appendix B - Zoning, Article 3 - District Regulations, Section 2 - General residence zones (RG-1 and RG-2), Subsection 2.4 - Conditional Uses, of the Dover Code be amended by re-designating existing subsection (d) as subsection (e), and inserting a new subsection (d) to read as follows:

(d) Professional offices may be permitted on State Street and Governors Avenue between Water Street and Mary Street, and on Route 8 in its entirety, subject to the following restrictions:

i. The office operations shall be conducted in such a manner as to maintain the residential character of the surrounding neighborhood, and no changes or improvements shall be made to the premises which might preclude utilization of the premises for residential purposes in the future.
ii. There shall be no other professional office located in the same zoning district within 250 feet of the premises.
iii. No display of products or goods shall be visible from the street.
iv. There shall be no exterior effects such as noise, traffic, odor, dust, smoke, gas, fumes, radiation, or electromagnetic interference.
v. A minimum of two (2) off-street parking spaces shall be required.
vi. No more than four (4) off-street parking spaces shall be permitted. Furthermore, all off-street spaces shall be visually screened from adjacent residential uses, to the greatest extent possible, by employing a landscape screen no less than six and one half (6½) feet high, which landscape screen shall be properly maintained throughout the duration of the professional office use on the subject premises.
vii. Signage shall be limited to one (1) sign, not to exceed six (6) square feet in area. No sign may be illuminated.
viii. The hours of operation shall not commence prior to 6:00 a.m. and shall cease no later than 8:00 p.m., with no more than six (6) employees engaged in the operations upon the premises at any given time.
ix. The Planning Commission shall have the authority to impose such additional conditions and restrictions as may be necessary or appropriate to protect the general health, safety, and welfare of the residents of surrounding properties.

ADOPTED: *

S:\ORDINANCES\2014\DRAFT\Ordinance #2014-05 Amending Appendix B - Zoning, Article 3 - District Regulations, Section 2 - General Residence.wpd

SYNOPSIS

The proposed ordinance would allow professional offices as a conditional use within the General Residence Zone on State Street and Governors Avenue between Water Street and Mary Street, and on Route 8 in its entirety, subject to a series of restrictions. Under the proposed ordinance, the establishment of such an office would be subject to conditional use approval, which includes a public hearing before the Planning Commission.

(SPONSORS: BONAR, HUTCHISON, AND LYNN)

Actions History

03/10/2014 - Scheduled for Introduced at Parks, Recreation, and Community Enhancement Committee

Draft

ACTION FORM

PROCEEDING: Parks, Recreation & Community Enhancement Committee
DEPARTMENT OF ORIGIN: Planning Office **DATE SUBMITTED**: March 4, 2014
PREPARED BY: Ann Marie Townshend, AICP, Director of Planning & Community Development
SUBJECT: Ordinance #2014-06 - Zoning Text Amendment – Proposed Changes to the Shopping Center Zones
REFERENCE: N/A
RELATED PROJECT: N/A
APPROVALS: N/A
EXHIBITS: Draft Ordinance #2014-06
EXPENDITURE REQUIRED: $ N/A **AMOUNT BUDGETED**: $ N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIMETABLE: First Reading by City Council on March 24, 2014; Public Hearing before Planning Commission on April 21, 2014; Public Hearing and Final Action by City Council on May 12, 2014.
RECOMMENDED ACTION: Staff recommends that the Committee forward the proposed ordinance to City Council with a favorable recommendation.

BACKGROUND AND ANALYSIS

The proposed ordinance is being put forward with sponsorship from members of City Council and was drafted and requested by John Paradee on behalf of his client. The proposed ordinance would amend the permitted uses within the SC-3 (Regional Shopping Center) Zone by allowing apartments and multi-family residential uses within mixed use developments within the Zone. The proposed ordinance also includes an amendment to the SC-2 (Community Shopping Center) Zone to allow light automobile maintenance provided that vehicles not be stored on the site and that all work take place within an enclosed building. The ordinance sponsors are: Bonar, Lynn, and Hare.

CITY OF DOVER PROPOSED ORDINANCE #2014-06

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Appendix B - Zoning, Article 3 - District Regulations, Section 17 - Shopping Center Development [(SC-1, SC-2 and SC-3)], Subsection 17.32 be amended by adding a new paragraph 6 to read as follows:

6. Light motor vehicle service accessory to a permitted use, provided that all work is completed inside a building and that no automobiles are stored outside.

BE IT FURTHER ORDAINED:

That Appendix B - Zoning, Article 3 - District Regulations, Section 17 - Shopping Center Development [(SC-1, SC-2 and SC-3)], Subsection 17.33 be amended by striking the text indicated in red strikeout and inserting the bold, blue text, as follows:

17.33 In a regional shopping center (SC-3), [the following are permitted uses:]

1. All retail, office, personal service, recreational and institutional facilities which can be shown, by market analysis, to be needed, and which will have no adverse effect on adjacent land uses~~.~~**;**

2. Apartments and multi-family dwellings as part of a mixed-use development, subject to the following requirements:

(a) a maximum building height of six (6) stories or 75 feet, whichever is less; and

(b) a maximum floor area ratio of 3.0.

ADOPTED: *

S:\ORDINANCES\2014\DRAFT\Ordinance #2014-06 Amending Appendix B - Zoning, Article 3 - District Regulations, Section 17 - Shopping Center Development .wpd

SYNOPSIS

The proposed ordinance would permit apartments and multi-family dwellings as part of a mixed-use development in the regional shopping center (SC-3) zone.

(SPONSORS: BONAR, HARE, AND LYNN)

Actions History

03/10/2014 - Scheduled for Introduction at Parks, Recreation, and Community Enhancement Committee

Draft

ECONOMIC DEVELOPMENT

DIVISIONAL VISION

Within the Department of Public Services, the Economic Development division has been charged to improve the quality of life in Dover by attracting and retaining quality jobs, supporting a vibrant town center, and creating an atmosphere that encourages and fosters business growth.

MAJOR PROGRAMS

DOWNTOWN DOVER PARTNERSHIP (DDP)

Objective: Provide administrative and other staff support to the Downtown Dover Partnership so that the organization can foster grass roots driven downtown redevelopment.

Measures:

1. Number of events where DDP is either the lead organizer or partner in event.

	2011-2012 Actual	2012-2013 Actual	2013-2014 Projected
Results	≥Ten events held in Downtown where DDP is either the lead organizer or partner. **21 events**	≥Ten events held in Downtown where DDP is either the lead organizer or partner. **17 events YTD**	≥Fifteen events held in Downtown where DDP is either the lead organizer or partner. **12 events YTD**

2. Set and reach an annual fundraising goal for the DDP.

	2011-2012 Actual	2012-2013 Actual	2013-2014 Projected
Results	Raise ≥$25,000 for DDP activities	Raise ≥$25,000 for DDP activities **$7,100 YTD** **DDP has reactivated Main Street Dover and applied for reinstatement of its 501c3 status**	**DDP has reactivated Main Street Dover and applied for reinstatement of its 501c3 status and is awaiting IRS reinstatement**

3. Monitor downtown merchant and business owner satisfaction.

	2011-2012 Actual	2012-2013 Actual	2013-2014 Projected
Results	Increased survey response rate and maintained above average rating.	Increased survey response rate and maintained above average rating	Increase survey response rate and maintain above average rating

DOWNTOWN DOVER BUSINESS GROWTH

Objective: Promote Downtown Dover as a location for new businesses, and provide support to existing businesses to ensure they survive.

Measures:

1. Monitor number of businesses opened in the Downtown Target Area.

	2011-2012 Actual	2012-2013 Actual	2013-2014 Projected
Results	Five new businesses opened with a net of three new businesses open in Downtown Target Area	≥Six new businesses open in Downtown Target Area – **7** ≥Four net new businesses open in Downtown Target Area –5 **Net**	≥Six new businesses open in Downtown Target Area - ≥Four net new businesses open in Downtown Target Area –

2. Work with property owners and entrepreneurs to fill vacant commercial spaces on Loockerman Street with viable businesses.

	2011-2012 Actual	2012-2013 Actual	2013-2014 Projected
Results	Three vacant commercial spaces filled	≥Four vacant commercial tenant spaces filled - **Four**	≥Four vacant commercial tenant spaces filled

CITY-WIDE ECONOMIC DEVELOPMENT

Objective: Promote Dover as a location for business growth.

Measures:

1. Maintain an unemployment rate for the City of Dover that is lower than national and state averages.

	2011-2012 Actual	2012-2013 Actual	2013-2014 Projected
Results	8.9% unemployment rate in May 2011	7.9% unemployment rate in May 2012	7.1% unemployment rate in December 2013

2. Monitor number of contacts with small businesses and with out-of-town companies interested in locating in Dover.

	2011-2013 Actual	2012-2013 Actual	2013-2014 Projected
Results	10 contacts with potential small businesses; Ten contacts with out-of-town companies interested in locating in Dover	≥20 contacts with potential small businesses; **18 Actual** ≥Ten contacts with out-of-town companies interested in locating in Dover **7 Actual**	≥20 contacts with potential small businesses - **8 YTD** ≥Ten contacts with out-of-town companies interested in locating in Dover - **8 YTD**

STRATEGIC OBJECTIVES FOR FISCAL YEAR 2013-2014

1. 1. **Complete a site development master plan for the Garrison tract.** This objective is a part of the Citywide Economic Development program and advances the critical success factors of Economic Development and Job Growth. **Site development master plan has been completed**

Measures:

a. Secure DEDO's assistance in marketing the Garrison Tract to site selection companies that contact DEDO regarding locations in Delaware. **Met with Delaware Economic Development Secretary Alan Levin and secured a commitment to market the Garrison Tract.**

b. Continue to assist Calpine and Kvaerner during construction phase.
Ongoing.

c. Develop request for proposals for the infrastructure improvements at the Garrison Tract and complete the selection process for the contractors to start the infrastructure improvements. **Contracts awarded for infrastructure and Notice to Proceed. Selection process has been completed for the water tower. Negotiations completed with Chesapeake Utilities to provide gas service to the remaining thirteen (13) parcels.**

2. **Promote citywide economic development initiatives**. This objective is a part of the Citywide Economic Development program and advances the critical success factors of Economic Development and Job Growth.

Measures:

a. Attract two prospects to the Garrison Tract by June 30, 2014.
Commitment from Uzin Utz to purchase Lot 12 and we are providing information to three other prospects for parcels at the Garrison Tract.

b. Continue to improve working relationship with Kent Economic Partnership by providing quarterly updates to the Partnership and working with the Partnership's Economic Development Committee. This measure is ongoing with no set completion date.

c. Attract one serious prospect to the Aero Park by June 30, 2014.

d. Update the Job Growth Report of the City's twelve largest employers including Dover Air Force Base and State Government and provide to Council. **Report prepared for Council in January 2014.**

e. Meet semi-annually with plant managers/owners of the largest employers in the City of Dover to include the Base Commander of Dover Air Force Base. **Held Breakfast Meeting with top employers in February 2014. Attend Plant Managers Association Meetings.**

f. Partner with Kent Economic Partnership to develop a strategy for Food Innovation District in Dover.
First advisory committee meeting held in October 10, 2013 and this is an ongoing project.

3. **Advance initiatives of the Downtown Dover Partnership**. This objective is a part of the Downtown Dover Partnership program and advances the critical success factors of Economic Development and Job Growth.

Measures:

a. Develop a recruitment strategy to attract new business to downtown with the assistance of the Recruitment Subcommittee of the Economic Development Committee. This is an ongoing project.

b. Update the marketing brochure which includes a current vacant property list and a map of the downtown district as part of a business recruitment package. Brochure will be provided to commercial realtors and be accessible on the Downtown Dover Partnership website. This is an ongoing project.

c. Oversee the completion of the renovation process at 22-24 W Loockerman Street by February 2014.
E-ZPass Renovations completed, grand opening will be held on Monday, March 10, 2014. Eighty-five (85) employees will work at this location and retail visits estimated at 1000 per month.

d. Assist DDP and local realtors to attract a buyer for the Acme site.

ECONOMIC DEVELOPMENT
ORGANIZATION CHART
FISCAL YEAR 2014

