**CITY OF DOVER PLANNING COMMISSION**
**QUARTERLY WORKSHOP**
**AGENDA**
**Wednesday, February 22, 2017 – 12:00 noon**
**City Hall Conference Room**
**15 Loockerman Plaza, Dover, Delaware**

QUARTERLY WORKSHOP
Items for Discussion:

1. Planning Commissioner Comments and Concerns
    a. Process for Ensuring Quorum at Meetings

2. Presentation on Division Street/Forest Street Design Charrette & Final Plan

3. 2018 Comprehensive Plan Update
    a. State Requirements
    b. Tentative Timeline

4. Department of Planning & Inspections Update
    a. Summary of 2016 Applications

    b. Research Activities
        i. Update on Research for Ordinance Amendments
            1. Residential Zones
            2. Supplementary Regulations

    c. Current Studies and Projects
        i. Transportation Improvement District
        ii. Regional Bicycle Plan

    d. Updates on Program and Plan Activities
        i. Downtown Development District Program/Restoring Central Dover Community Plan

    e. Planning Staff Priorities for 2017

5. Education and Training Opportunities
    a. IPA Planning Education Series 2017
        i. Planning 103: Land-Use and Development Administration to be held March 3, 2017, 9am to Noon at Paradee Center
        ii. Planning 203: Advanced Land-Use and Development Administration to be held March 24, 2017, 9am to Noon at Paradee Center

6. Open Discussion

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THE AGENDA ITEMS MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSION.
Agenda: Posted February 10, 2017

City of Dover, Delaware
Summary of Applications

| Application Type | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | | | | | 2016 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | Q1 | Q2 | Q3 | Q4 | Total | Q1 | Q2 | Q3 | Q4 | Total |
| Board of Adjustment | 13 | 9 | 17 | 18 | 25 | 38 | 20 | 15 | 15 | 13 | 15 | 17 | 14 | 6 | 3 | 2 | 4 | 15 | 2 | 4 | 6 | 4 | 16 |
| Annexations | 2 | 3 | 5 | 6 | 10 | 4 | 3 | 1 | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 2 | 0 | 0 | 3 |
| Conditional Use | 2 | 8 | 8 | 9 | 8 | 7 | 14 | 8 | 5 | 7 | 6 | 11 | 6 | 2 | 0 | 1 | 1 | 4 | 3 | 0 | 1 | 1 | 5 |
| Site Plans | 37 | 37 | 33 | 39 | 49 | 66 | 43 | 29 | 33 | 23 | 20 | 21 | 24 | 3 | 6 | 2 | 5 | 16 | 9 | 4 | 8 | 3 | 24 |
| Subdivisions | 2 | 10 | 10 | 8 | 7 | 7 | 2 | 7 | 5 | 2 | 2 | 6 | 5 | 0 | 2 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 |
| Rezoning | 5 | 8 | 9 | 7 | 13 | 10 | 11 | 5 | 8 | 6 | 2 | 3 | 4 | 1 | 1 | 1 | 1 | 4 | 3 | 1 | 0 | 3 | 7 |
| Miscellaneous | 14 | 11 | 25 | 17 | 17 | 23 | 20 | 15 | 20 | 17 | 24 | 22 | 14 | 6 | 4 | 2 | 2 | 14 | 3 | 7 | 4 | 4 | 18 |
| Unified Sign | 1 | 2 | 0 | 1 | 0 | 1 | 3 | 1 | 0 | 2 | 2 | 3 | 1 | 0 | 0 | 2 | 0 | 2 | 2 | 0 | 1 | 1 | 4 |
| Historic District Commission | 6 | 11 | 7 | 3 | 9 | 7 | 4 | 4 | 11 | 5 | 7 | 5 | 6 | 6 | 1 | 0 | 1 | 8 | 1 | 3 | 1 | 1 | 6 |
| TOTAL | **82** | **99** | **114** | **108** | **138** | **163** | **120** | **85** | **97** | **75** | **79** | **91** | **74** | **24** | **17** | **11** | **14** | **66** | **24** | **21** | **21** | **17** | **83** |

**Summary as of 12/31/2016 including all applications in Calendar Year 2016 for the Planning Commission, Board of Adjustment and Historic District Commission and including Administrative Plan Reviews.*

**Professional Development and Training Opportunities for Local Government**

offered through the

**Institute for Public Administration** at the University of Delaware

# PLANNING 103

## *Land-Use and Development Administration*

**March 3, 2017**

**9 a.m. to noon**

*Check-in begins at 8:30 a.m.*

**University of Delaware**
**Paradee Center**
**69 Transportation Circle**
**Dover, DE 19901**

**$50 Registration Fee**
**Includes refreshments**

**Registration Deadline**
**March 2, 2017**

Planning 103 focuses on the principal strategy for implementing comprehensive plans. Participants will be introduced to zoning, subdivision, and land-use codes and how they are linked to comprehensive plans. The course will identify typical contents of land-use, zoning, and subdivision codes. It will also cover the procedures and issues governing changes to the zoning map. Finally, the issues involved in the day-to-day administration of land-use codes will be discussed.

This session qualifies for certificate credit in the Academy for Excellence in Local Government Leadership, and the Delaware Planning Education Program.

**COURSE INSTRUCTORS**



**Ann Marie Townshend, AICP**
Director, Planning & Community Development
City of Dover



**Linda Raab, AICP**
Senior Land-Use Planner, IPA
University of Delaware

Dare to be first.

UNIVERSITY OF DELAWARE

Register for this and other training events online at

**www.ipa.udel.edu/events.html**

*Note: Registration for this event can only be done online.*

# Professional Development and Training Opportunities for Local Government

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# PLANNING 203

## *Advanced Land-Use and Development Administration*

**March 24, 2017**

9 a.m. to noon

*Check-in begins at 8:30 a.m.*

**University of Delaware**
**Paradee Center**

69 Transportation Circle
Dover, DE 19901

**$50 Registration Fee**
Includes refreshments

**Registration Deadline**
March 23, 2017

Planning 203 is a new hands-on course designed to apply skills discussed in Planning 103 for administering and interpreting land-use (zoning and subdivision) regulations. This course features in-class exercises that will provide an opportunity for participants to analyze and interpret a land-use and development code, to formulate answers to typical land-use administration questions, and to review development plans.

This session qualifies for certificate credit in the Academy for Excellence in Local Government Leadership, and the Delaware Planning Education Program.

**COURSE INSTRUCTORS**



**Ann Marie Townshend, AICP**
Director, Planning & Community Development
City of Dover



**Linda Raab, AICP**
Senior Land-Use Planner, IPA
University of Delaware

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