# REGULAR COUNCIL MEETING
# AGENDA

**MARCH 27, 2017 - 7:30 P.M.**

**CITY HALL COUNCIL CHAMBERS**
**15 LOOCKERMAN PLAZA**
**DOVER, DELAWARE**

**REVISED BY REMOVING THE PRESENTATION OF AWARDS BY DOWNTOWN DOVER PARTNERSHIP FOR THE ST. PATRICK'S DAY PARADE**

**OPEN FORUM - 30 MINUTES PRIOR TO OFFICIAL MEETING (7:00 P.M.)**

THE "OPEN FORUM" SEGMENT IS PROVIDED TO EXTEND THE OPPORTUNITY TO THE GENERAL PUBLIC TO SHARE THEIR QUESTIONS, THOUGHTS, COMMENTS, CONCERNS, AND COMPLAINTS. DISCUSSION OF ANY ITEM APPEARING ON THE AGENDA AS A PUBLIC HEARING IS PROHIBITED DURING THE OPEN FORUM AS AN OPPORTUNITY WILL BE PROVIDED DURING CONSIDERATION OF THAT ITEM. CITIZEN COMMENTS ARE LIMITED TO THREE (3) MINUTES. COUNCIL IS PROHIBITED FROM TAKING ACTION SINCE THEY ARE NOT IN OFFICIAL SESSION; HOWEVER, THEY MAY SCHEDULE SUCH ITEMS AS REGULAR AGENDA ITEMS AND ACT UPON THEM IN THE FUTURE.

**INVOCATION BY CHAPLAIN WALLACE DIXON**

**PLEDGE OF ALLEGIANCE LED BY COUNCILMAN HUTCHISON**

**AGENDA ADDITIONS/DELETIONS**

* **CONSENT AGENDA**

THOSE ITEMS ON THE COUNCIL AGENDA WHICH ARE CONSIDERED ROUTINE AND NON-CONTROVERSIAL SHALL BE MARKED WITH AN ASTERISK (*) AND WILL BE ACTED UPON BY A SINGLE ROLL CALL VOTE OF THE COUNCIL. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A MEMBER OF COUNCIL SO REQUESTS, IN WHICH EVENT THE MATTER SHALL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED A SEPARATE ITEM.

* 1. **ADOPTION OF MINUTES**
   - A. **SPECIAL COUNCIL MEETING OF MARCH 6, 2017 - VIOLATIONS OF THE DANGEROUS BUILDING ORDINANCE**
   - B. **SPECIAL COUNCIL MEETING OF MARCH 13, 2017**
   - C. **REGULAR COUNCIL MEETING OF MARCH 13, 2017**

2. **RESOLUTION NO. 2017-03 - JAMES E. HOSFELT, JR.**

3. **PRESENTATIONS**
   - A. **YOUTH FOCUS GROUP INITIATIVE**
   - B. **RESTORING CENTRAL DOVER (NCALL)**
   - C. **2016 ANNUAL REPORTS**
     - (1) **DOVER POLICE DEPARTMENT**
     - (2) **PLANNING AND COMMUNITY DEVELOPMENT**

4. **COUNCIL COMMITTEE OF THE WHOLE REPORT - FEBRUARY 28, 2017**
   A. **SAFETY ADVISORY AND TRANSPORTATION COMMITTEE**
      (1) **PRESENTATION BY C. DAVID JAMISON - SPEED CONTROL MEASURES - INDEPENDENCE BOULEVARD**
      (THIS ITEM WAS DEFERRED DURING THE REGULAR COUNCIL MEETING OF MARCH 13, 2017)

5. **PASSPORT SERVICES UPDATE**

* 6. **CONFIRMATION OF SPECIAL POLICE PENSION ELECTION - RETIRED SERGEANT STEVE ROGERS** (TO FILL THE UNEXPIRED TERM OF RETIRED CAPTAIN JOHN SIGLER - TERM TO EXPIRE JANUARY 31, 2019)

7. **SETTING OF DATES FOR SPECIAL ELECTION**

* 8. **APPOINTMENT OF JUDGES - SPECIAL ROBBINS HOSE COMPANY ELECTION - APRIL 17, 2017**
   A. **JAMES HURLEY** C. **BRIAN WASKO**
   B. **WILLIAM RHODES**

* 9. **APPOINTMENT OF DELAWARE MUNICIPAL ELECTRIC CORPORATION (DEMEC) DIRECTOR** (DONNA S. MITCHELL)

10. **APPOINTMENT RECOMMENDED BY COUNCIL PRESIDENT SLAVIN - CHAIR OF SAFETY ADVISORY AND TRANSPORTATION COMMITTEE** (TO FILL THE UNEXPIRED TERM OF JAMES E. HOSFELT, JR. - TERM TO EXPIRE MAY 2017)

11. **ACTING CITY MANAGER'S ANNOUNCEMENTS**

12. **COUNCIL MEMBERS' ANNOUNCEMENTS**

13. **ADJOURNMENT**

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**EXECUTIVE SESSION PURSUANT TO:**

**29 DEL. C. §10004(B)(2) - PRELIMINARY DISCUSSIONS ON SITE ACQUISITIONS FOR ANY PUBLICLY FUNDED CAPITAL IMPROVEMENTS, OR SALES OR LEASES OF REAL PROPERTY;**

**29 DEL. C. §10004(B)(4) - STRATEGY SESSIONS, INCLUDING THOSE INVOLVING LEGAL ADVICE OR OPINION FROM AN ATTORNEY-AT-LAW, WITH RESPECT TO COLLECTIVE BARGAINING OR PENDING OR POTENTIAL LITIGATION, BUT ONLY WHEN AN OPEN MEETING WOULD HAVE AN ADVERSE EFFECT ON THE BARGAINING OR LITIGATION POSITION OF THE PUBLIC BODY;**

**29 DEL. C. §10004(B)(6) - DISCUSSION OF THE CONTENT OF DOCUMENTS, EXCLUDED FROM THE DEFINITION OF "PUBLIC RECORD" IN §10002 OF THIS TITLE WHERE SUCH DISCUSSION MAY DISCLOSE THE CONTENTS OF SUCH DOCUMENTS;**

**29 DEL. C. §10004(B)(9) - PERSONNEL MATTERS IN WHICH THE NAMES, COMPETENCY AND ABILITIES OF INDIVIDUAL EMPLOYEES ARE DISCUSSED, UNLESS THE EMPLOYEE REQUESTS THAT SUCH A MEETING BE OPEN**

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(E)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING.

# SPECIAL COUNCIL MEETING

The Special Council Meeting was held on March 6, 2017 at 6:00 p.m. with Council President Slavin presiding. Council members present were Mr. Sudler, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison (departed at 6:40 p.m. and returned at 6:46 p.m.). Mr. Anderson, Mr. Neil, and Mr. Lewis were absent. Mayor Christiansen was also absent.

Council staff members present were Mrs. Townshend and Mrs. McDowell.

## ADOPTION OF AGENDA

**Mr. Hutchison moved for approval of the agenda, seconded by Mr. Hosfelt and unanimously carried.**

## PUBLIC HEARING - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - PROPERTY LOCATED AT 236 EISENHOWER DRIVE, OWNED BY ANGELA WESTER AND MARTHA GARRATT

A public hearing was duly advertised for this time and place to consider a violation of the Dangerous Building Ordinance at 236 Eisenhower Drive, owned by Angela Wester and Martha Garratt.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised that the property is a single story ranch wood framed dwelling. On March 11, 2016, City Staff conducted an exterior inspection of the home and observed several Code violations, including damage to the roof and a dilapidated fence. Several notices were sent to the homeowner over the course of the summer with no response. On August 29, 2016, City Staff condemned the dwelling and posted it as unsafe for human occupancy due to the amount of damage to the structure and the lack of work being done to repair it. To date, the owner has made no contact with the City regarding the Code violations or registering the dwelling as vacant. Currently the structure is vacant, with no active utilities and in a serious state of disrepair. Mrs. Townshend reviewed a presentation depicting the condition of the property **(Exhibit #1)**.

Staff recommended: 1) declaring this building and all accessory structures on this property dangerous; 2) ordering the property demolished by April 6, 2017 by the owner or equity owner at their own risk; 3) ordering the Building Inspector to cause the demolition of the structures if not completed by the owner within 10 days of the date established by City Council; and 4) ordering the City Manager with the assistance of the City Solicitor to cause the cost of demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

Mr. Sudler asked if Staff saw any cracks in the foundation of the dwelling. Responding, Mrs. Townshend explained that staff had not done a structural inspection. She noted that typically if there is a lot of damage, a structural inspection would be required before the City would allow permits for major renovation; however, the only permits that staff had reviewed or received applications for were for the roof and ramp.

Mr. Sudler questioned if the main concern was the roof and if this was the most dangerous item on the list. In response, Mrs. Townshend stated that the roof was an issue and, stemming from that, the

interior damage from water getting into the building. She noted that there was rot and decay to the interior of the building, as well as mold, and these issues were problematic in terms of occupying the building.

Council President Slavin declared the public hearing open.

Mr. Michael Catrino, First Place Services, Selbyville, Delaware, stated that Caliber Home Loans, Inc. was the equity owner of this property. He stated that the owner of record retains ownership; however, in every mortgage or mortgage bought out, Caliber Home Loans has equity in the property. Mr. Catrino explained that once the mortgager starts defaulting on payments, Caliber Home Loans then has the right and authority to go in and change one lock, which they had recently done; however, they had not been awarded total ownership of this property. Mr. Catrino indicated that Caliber Home Loans had been notified of the violations through the City of Dover and hired him to come in, change the locks, and allow an inspector to come in on a monthly basis, and they approved certain items that were in violation. Mr. Catrino stated that improvements would include the parging of the front cement steps, noting that there was no structural damage in the front ramp and there was only facing and parging to be done. He indicated that they had checked under all the eight-inch block used for support, which was still there and in good condition. Mr. Catrino advised that the pouring and forming of a three-inch thick topcoat over the driveway was also approved. He noted that they had previously been talking about first spraying weedkiller on it, allowing that to set for 24 hours, forming the concrete at the existing boundaries of the current driveway, and then pouring a three-inch-thick topcoat and coming in 48 hours afterward and removing it. Mr. Catrino indicated that current bids had been approved for siding, stating his belief that there was 60 square feet on the rear of the house and six (6) linear feet of soffit and fascia at the rear of the house. He advised that repair of the gutters had been approved, as well as removal of approximately 4,000 square feet of drywall from the interior.

Ms. Heidi Catrino, owner, First Place Services, stated that they had been approved to remove all of the moldy drywall in each room that was mentioned and then to treat with 50/50 bleach all remaining studs and anything inside the walls. She stated that if there was moldy insulation, she would have to report it, so that could be approved as well. Ms. Catrino indicated that the use of Kilz paint on the remaining studs had also been approved to prevent future mold growth in those areas.

Mr. Catrino advised that they had the second permit that Mrs. Townshend had referred to. He stated that he had been told there would be a licensed roofer and they were waiting on bids, but this was separate from First Place Services. Mr. Catrino expressed his belief that Caliber Home Loans was trying to make repairs, noting that First Place Services was basically the eyes and ears of Caliber Home Loans, along with inspectors, to report any damages.

Ms. Catrino explained that Caliber Home Loans had emailed and asked them to attend the meeting to let members know that they had approved the issues that Staff had given citations for and allow them 30 days in order to get it done. She noted that she had been told to get approval for a permit and that time would be needed to do the work.

Mr. Hosfelt asked how long Caliber Homes had been part owner of this property. Responding, Mr. Catrino stated that, due to privacy laws, Caliber Homes does not tell them anything, noting that he had just found out the owner's name during the meeting. Mr. Hosfelt questioned when First Place

Services was given permission to do the work. Responding, Ms. Catrino advised that they were given permission to come to the meeting on February 28, 2017 and permission to do the work for the siding and gutters on February 24, 2017. She noted that on February 27, 2017, the steps, driveway, and removal of all the moldy drywall was approved.

Mr. Hutchison asked if there was an estimate of the cost to repair the house and put it into livable condition. Responding, Mr. Catrino stated that livable means different things to different people and estimated that it would cost approximately $40,000. Mr. Hutchison questioned when the original roof was put on. In response, Mr. Catrino stated that he did not know and could only give an estimate. In regard to whether the entire roof would need replacing, Mr. Catrino advised that the damage extended only to the rear portion of the building. He noted that he had not been to the property regarding the roof and did not really look at it or take pictures. Mr. Catrino stated his belief that the complete roof needed to be repaired.

Mr. Hutchison advised that he had been to the house that day, looked at the outside of it, and found it in extremely poor condition. He expressed the desire for the house to be in a condition that would be fitting to the neighborhood. Mr. Catrino reiterated his estimate that a total of $40,000 would bring it up to the standard of the neighborhood. Mr. Hutchison asked how long it would take the Catrinos to get the job done from the time they receive approval. In response, Mr. Catrino estimated that it would take approximately seven (7) days, noting that they were waiting on permits and planned to repair the siding, soffit, fascia, and driveway; parge the ramp; remove the drywall; and spray the studs and scrub them with bleach. Ms. Catrino indicated that they had already removed the debris from the back yard, put locks on, and winterized.

Mrs. Townshend stated her understanding that the scope of the Catrinos' services included removal of drywall but not bringing the house up to minimum Code standards, or putting in drywall or ceilings. Ms. Catrino indicated that they could, but everything must be approved. She noted that the carpet is stained and needs to be removed and replaced and they may be told to remove the carpet and bid to replace it or, in two (2) days or six (6) months, to put more carpet in. Ms. Catrino indicated that if she reported to M & M Mortgage that the City would give 30 days, the City would have to tell her exactly and completely what is expected so that she could let them know; otherwise, it was not going to happen. Ms. Catrino stated the need to be very clear with them.

Mr. Sudler stated his understanding that they were currently ready to be active with being in compliance and that part of their first phase was to remove the mold, which was a top priority. He asked if the roof was also part of active compliance. Responding, Ms. Catrino indicated that it was part of active compliance; however, this would be through M & M Mortgage but not through First Place Services. She noted that they would have to hire a licensed roofer.

Mr. Sudler questioned if some type of correspondence could be expected stating that the roof would be in compliance within the next 15 to 20 days if Council approved 30 or 60 days. In response, Mr. Catrino stated that he could not speak for the roofer.

Mr. Sudler asked if the company was willing to act and fix the roof upon approval. Mr. Catrino estimated that roof repair could occur within 30 days. Ms. Catrino explained that the email she received stated that 30 days was needed.

Mr. Sudler questioned if there was a need to know that the structure would not be torn down in order to move forward, and Mr. Catrino stated that there was. Mr. Catrino advised that there was a slippery slope because there had been different court opinions as to ownership, and the bank had to be careful not to overstep their bounds. He indicated that it looked like some of the work had been done before Caliber Home Loans' involvement, noting that drywall had been removed and piled up in the back room. He expressed his belief that, now that they were aware and working on trying to move forward, Caliber Home Loans and M & M Mortgage were trying to move forward and improve the property.

Mr. Sudler asked when the Catrinos were last in the unit. Responding, Ms. Catrino indicated that she was last there on the 23rd and saw the pile of drywall there on that date.

Mr. Slavin indicated that his comments were not directed at the Catrinos or their business; however, if a property owner waits until this moment to come forward, the matter is done, and the time when they should have come forward is far in the past. Responding, Mr. Catrino noted that they are not the property owners. Ms. Catrino explained that she had no idea who had the mortgage, how long they had it, or if they knew the situation.

Mr. Slavin advised that there had previously been people who came in and pled for 30 more days because they were doing the work themselves or had a contractor. He stated his understanding that the Catrinos had a contract for some of the work but could not speak for the roofer. Mr. Slavin indicated that he did not understand why interior work would be authorized without doing the roof, because this was probably a source of water penetration into the building. Mr. Catrino indicated that they had notified the bank, noting that they had to touch first base before they could touch second. Mr. Slavin expressed his belief that this matter was too mixed up.

There being no one else present wishing to speak, Council President Slavin declared the public hearing closed.

Mr. Hosfelt moved to accept staff's recommendation to: 1) declare this building and all accessory structures on this property dangerous; 2) order the property demolished by April 6, 2017 by the owner or equity owner at their own risk; 3) order the Building Inspector to cause the demolition of the structures if not completed by the owner within 10 days of the date established by City Council; and 4) order the City Manager with the assistance of the City Solicitor to cause the cost of demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner. The motion was seconded by Mr. Hutchison.

Mr. Hare asked if Staff's recommendation was to bring the house up to Code or to demolish it. Responding, Mrs. Townshend clarified that Staff's recommendation was that either the owner would demolish it within 30 days or the City would come in 10 days after that and begin the demolition process. Mr. Hare questioned whether the house would be torn down if the whole house was totally up to Code and in perfect condition. Responding, Mrs. Townshend stated that it would be demolished and reiterated that Staff's recommendation was demolition, not repair.

Mr. Sudler stated that the purpose of demolishing units was because an individual is not willing to be in compliance and bring it up to code. He indicated that, with the demand for housing these days,

if there was a source that was willing to bring it up to code, the City should not demolish it. Mr. Sudler stated that he thought they should be given the opportunity to bring it up to code, stating that they were willing to be active and in compliance the first two (2) main concerns. He indicated that he would vote against Staff's recommendation because he believed this was mostly cosmetic and he did not think it should be torn down if there was someone willing to bring cosmetics up to Code.

Mr. Slavin stated that this would put Council in an awkward position once again and asked how long the City had been requesting that the property be brought up to Code. Responding, Mrs. Townshend advised that it was condemned in August 2016. Mr. Slavin expressed his opinion that sometimes members think that this is the first time that such properties have interaction with the City; however, it is the last time they interact with the City. He noted that Staff works on these properties, brings them forward and, at the last minute, Council undoes all the months of work that have been done.

Mr. Sudler stated that sometimes there are more than one owners involved, and there is a need to wait to get their approval. He indicated that if they are willing to bring the property up to code, the City should allow them to do so. Mr. Sudler understood and respected Staff's time, but also respected the fact that they were willing to bring it up to code. He noted the need for housing, stating that he thought members should go against Staff's recommendation and allow them to move forward with bringing it up to code.

Mr. Hare stated that he agreed with Mr. Sudler; however, he noted that the City used to have a statement that said that a property would be brought up to code within 30 days or demolished, and that had been changed. Mrs. Townshend advised that the City kept finding itself in a position where properties reached 40 days and were approximately 60% complete, and then in the position of deciding to demolish them after money had been put into them and after significant progress. She cited the example of another property that came before members approximately a year-and-a-half ago that had just finished repairs. Mrs. Townshend explained that the way that Staff makes recommendations was changed because Staff was being put in the constant position of either letting things go well beyond the 30 days or demolishing properties that people had invested a lot of resources into getting halfway complete.

Mr. Hare asked whether notices for this property were sent to the owner or the bank. Responding, Mrs. Townshend advised that they were sent to the owner of record, an attorney in Georgetown, Texas Commerce Bank, and Caliber Home Loans, Inc., and the most recent letters were sent on February 9, 2017. Mr. Hare questioned when previous notices were sent. Responding, Mrs. Townshend indicated that the owners had been getting regular Code violation notices.

Mr. Hare stated that it looked like the owners could not care less, noting that they were nowhere to be found. He asked when the banks became involved. Responding, Mrs. Townshend advised that they were notified by the letter dated February 9, 2017, noting that all lien holders are notified once Staff starts the dangerous building notification.

Mr. Hare advised that the banks were notified on February 9, 2016, had not yet been involved for 30 days, were not notified when the owners were and had been taking steps to get this taken care of. He indicated that the owners did not care and were gone. Mr. Hare stated that he could understand proceeding if the bank had been notified back in August or September and nothing had happened.

Mr. Hosfelt expressed the need to remember the neighbors who have to live beside this property.

Mr. Hutchison stated that his biggest concern with this issue was dealing with banks. He noted that there are a lot of homes that have notices put on them that list the names of banks; however, when someone reaches out to try to call someone, the call is not returned. Mr. Hutchison advised that if the Catrinos had been involved from the beginning, the problem could have been solved. He indicated that properties cannot be allowed to sit for a year or two (2) and continue to decline. Mr. Hutchison stated that he would not want to live next to this house, noting that he prefers to save houses if possible. He reiterated that his biggest concern was the banks that do not care about reaching out to the City or to people like the Catrinos, noting that if this had been done, the work would have been done two (2) years ago and people could have been living there.

Mr. Slavin stated that members were not asked to worry about banks but about citizens, noting that the neighbors were under a lot of pressure for different reasons. He advised that Eisenhower Drive is a transitional neighborhood where homes had traditionally been owner occupied. Mr. Slavin indicated that a lot of turnover and rental properties were being seen in that area right now, and homeowners were struggling with the overall quality of life. He stated that one of the biggest complaints at the neighborhood's homeowners association meetings was what would be done about vacant properties. Mr. Slavin advised that he felt it hypocritical to say that it is a quality of life issue that the City is addressing and that Staff will be sent out and then to worry about a bank not being notified at the very last second, after Staff has dedicated time to it. He stated that, if the bank owned the property, they had responsibilities, too.

Mr. Hare asked whether the house would be torn down if it was completely up to code on April 6th. Responding, Mr. Slavin stated his belief that members would hear from the City Planner long before that occurred.

Mr. Hare stated that he would not have a problem if the house was 50% up to Code on April 6th even if $50,000 had been put into it, stating it could then be torn down. He advised, however, that if it was 100% up to code and ready to move into, the City should save its money and not tear it down.

Mr. Sudler concurred with Mr. Hare, stating that in the past there had often been an argument that individuals did not care enough about the property to show up to state their disapproval. He concurred with the comments regarding Staff's time; however, he thought every situation was unique and this was one of those unique situations where Council could be a little lenient and allow them to bring it up to Code. Mr. Sudler indicated that it would cost taxpayer dollars to demolish the unit and there would be nothing wrong with saving some money and getting a guarantee that it would be brought up to Code. He stated that this would be fair since they were being proactive to bring it up to Code. Mr. Sudler noted that they had been notified on February 9, 2017; had approved siding on February 24, 2017; and were looking toward the steps and driveway on February 27, 2017.

The motion to accept staff's recommendation failed by a roll call vote of four (4) yes (Mr. Cole, Mr. Hosfelt, Mr. Hutchison, and Mr. Slavin), two (2) no (Mr. Sudler and Mr. Hare), and three (3) absent (Mr. Anderson, Mr. Neil, and Mr. Lewis). Council President Slavin advised that, in accordance with Article II, Section 10 of the Charter, no ordinance, resolution, motion or order shall be valid unless it shall have (1) the affirmative vote of a majority of the members elected to the council.

Mr. Hare moved that the property must be brought up to all Codes by April 6, 2017 or Staff's recommendation would be enacted. The motion was seconded by Mr. Sudler.

Mr. Cole stated his understanding that there would be no exception, and Mr. Hare and Mr. Sudler concurred. Mr. Slavin stated that the matter would not come back to Council but be left as a Staff decision, and Mr. Hare and Mr. Sudler concurred.

Mrs. Townshend clarified, specifically for the representative of the mortgage company, that bringing the property up to code would be beyond the scope of what had been approved by the bank at this point. She noted that a Certificate of Occupancy would be needed, and this would include making sure that the electrical is up to code and everything is put back so that the dwelling could be moved into.

Mr. Sudler asked what the maximum length of time would be to receive a Certificate of Occupancy. Responding, Mrs. Townshend advised that a Certificate of Occupancy could not be applied for until the work is completed. Mr. Sudler questioned how long it would take if the work was completed tomorrow. In response, Mrs. Townshend indicated that a Certificate of Occupancy inspection is typically scheduled within three (3) to four (4) days, or a week at the most.

Ms. Catrino stated her understanding that the electric and water would have to work. Mr. Hare stated that the walls must be up. Mr. Slavin cautioned that a Certificate of Occupancy is a legal threshold and not one that can be explained on the fly.

**Mr. Sudler moved to suspend the rules to allow the Catrinos to speak, seconded by Mr. Hare and unanimously carried.**

Mr. Catrino explained that they had just been notified of violations that had to be cured; however, it sounded like the home would have to be 100% prepared for occupancy and Certificate of Occupancy obtained by April 6, 2017. He indicated that they were trying; however, it was asking way too much to obtain an occupancy permit in less than 60 days. Responding, Mr. Slavin noted that the time period was 30 days.

Mr. Slavin noted that the scope of what would be fixed at this house by First Place Services was very limited and when they complete their work, the house would be only marginally further along the way toward being fixed. He stated that Staff's recommendation was that it should have been fixed already and he expressed his frustration. Mr. Catrino stated his understanding; however, he indicated that they were trying to take care of the violations that they were cited for. Mr. Slavin stated that there would probably have to be two or three other people such as the Catrinos to get all the work done. Mr. Catrino indicated it was unfortunate that they had not just given the work to him and it was spread through different vendors and contractors.

Mr. Sudler indicated that the Catrinos would have to let the bank know that, if they want the property to be saved, they would have to move forward and get the ball rolling because it could be condemned and they would not have the opportunity to get it released. In response, Mr. Catrino advised that they were working with different departments and government agencies and there was crossover. Mr. Sudler noted that, as a contractor himself, he understood the situation.

Mr. Slavin advised that the motion before members was to bring the property up to all Codes by April 6, 2017 with a Certificate of Occupancy and, absent that, to execute Staff's recommendation.

**The motion that the property be brought up to all Codes with a Certificate of Occupancy by April 6, 2017 and, absent that, to execute Staff's recommendation to: 1) declare this building and all accessory structures on this property dangerous; 2) order the property demolished by April 6, 2017 by the owner or equity owner at their own risk; 3) order the Building Inspector to cause the demolition of the structures if not completed by the owner within 10 days of the date established by City Council; and 4) order the City Manager with the assistance of the City Solicitor to cause the cost of demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner was carried by a unanimous roll call vote (Mr. Anderson, Mr. Neil, and Mr. Lewis absent).**

**PUBLIC HEARING - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - PROPERTY LOCATED AT 1175 HORSEPOND ROAD, OWNED BY MICHAEL S. GOODHAND**

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised that the property is a single wide mobile home with a one room addition added. The dwelling was condemned as unfit for human habitation on February 8, 2017 due to the condition of the property and the lack of responsiveness on the part of the owner to correct violations. The dwelling is in a dilapidated condition, with two windows boarded, deteriorated skirting, damaged siding and a rear wooding deck that is rotted and a danger to walk on. Additionally, there are two wooding sheds that are also in a dilapidated condition. On March 7, 2013, the dwelling was registered as a vacant building. Since that time, the City has had to have the grass and overgrowth cut by a City Contractor on nine separate occasions. To date, the owner has made no contact with the City regarding the code violations or registering the dwelling as vacant. Currently the structure is vacant, with no active utilities and in a serious state of disrepair. Mrs. Townshend reviewed a presentation depicting the condition of the property **(Exhibit #2)**.

Mr. Hare stated that did not have a problem with Staff's recommendation; however, he questioned why it had taken so long to address the property, noting that problems began in 2001. Responding, Mrs. Townshend stated that in 2012 the City began having an Inspector focus full time on vacant buildings. In 2012 - 2013, when this was made a priority, more buildings were identified as vacant and registered. Mrs. Townshend indicated that the property is not located in a neighborhood and noted that there are fewer complaints in areas like this. She advised that it was, nonetheless, in very poor condition and needed to be addressed as it is dangerous.

Mr. Sudler stated his understanding that the first recommendation for the unit to be demolished was in 2001. Responding, Mrs. Townshend advised that utilities were terminated in 2001; therefore, to Staff's knowledge, it had been vacant since then. Mr. Sudler questioned when the owner registered the dwelling as abandoned. Mrs. Townshend explained that they had not registered it; however, the City registered it in 2013. Responding to Mr. Sudler, Mrs. Townshend stated that there was a registration fee.

Mr. Sudler asked why it took four (4) years from 2013 to bring the property to Council for demolition. In response, Mrs. Townshend explained that there are a lot of vacant buildings in the

City; however, not all of them come forward as dangerous. She noted that Staff works to prioritize them based on the degree of the deterioration of the building. Mrs. Townshend stated that many of the buildings that had been brought forward for demolition recently were those in neighborhoods that had received a lot of neighbor complaints.

Mr. Sudler asked if the dwelling was in the same or better condition in 2001. Responding, Mrs. Townshend advised that she did not know. He questioned if pictures had been taken in 2001 and if it was in the same or better condition in 2013. In response, Mrs. Townshend advised that she had not seen any pictures from 2013; however, a building that is vacant, abandoned, and not being tended to continues to deteriorate.

Mr. Sudler expressed his concern that the building at 236 Eisenhower Drive that was discussed earlier in the evening was being demolished within two (2) or three (3) years but was not as deteriorated and dilapidated as the property on Horsepond Road that had a 15- or 16-year history. In response, Mrs. Townshend advised that the property on Eisenhower Drive comes up regularly at Towne Point/White Oak Civic Association meetings. She stated that she did not think it was in better condition because its roof was practically missing. Mr. Sudler noted that the property on Horsepond Road had multiple dilapidated units. Mrs. Townshend reiterated that the property on Horsepond Road does not have a lot of neighbors and had not had an issue with people getting in. She concurred that it was in very poor condition but reiterated the need to prioritize because staff cannot bring everything forward. Mrs. Townshend advised that the Eisenhower Drive property is in the middle of a neighborhood. Mr. Sudler stated his belief that this was picking and choosing. Responding, Mrs. Townshend stated that prioritization means picking and choosing those properties which are more of a hazard. Mr. Sudler stated that the property on Horsepond Road should have been a top priority because it was way more dilapidated, in his opinion and in his professional opinion as a contractor.

Mr. Slavin asked if the owner of record was current on taxes. Responding, Mrs. Townshend advised that they were not.

Mr. Slavin questioned how big the plot of land was, indicating that he was curious why someone would walk away from a structure. In response, Mrs. Townshend stated that she did not have that information; however, she stated that it was a larger piece of land. Mr. Slavin indicated that the owner probably had more value in the land than the building, and Mrs. Townshend concurred. He expressed his belief that the owner was willing to take a lien against the land. Mrs. Townshend noted that the property may be on the Sheriff's sale list, stating her belief that it was two (2) years delinquent. Responding to Mrs. Townshend, Mr. Slavin indicated that it was not necessary to verify the information with the Tax Assessor.

Council President Slavin declared the public hearing open. There being no one present wishing to speak, Mr. Slavin declared the public hearing closed.

**Mr. Sudler moved for approval of Staff's recommendation to: 1) declare this building and all accessory structures on this property dangerous; 2) order the property demolished by April 6, 2017 by the owner or equity owner at their own risk; 3) order the Building Inspector to cause the demolition of the structures if not completed by the owner within 10 days of the date established by City Council; 4) order the City Manager with the assistance of the City**

**Solicitor to cause the cost of demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner. The motion was seconded by Mr. Hare and carried by a unanimous roll call vote (Mr. Anderson, Mr. Neil, and Mr. Lewis absent).**

**CITY MANAGER'S ANNOUNCEMENTS**

The City Manager was not in attendance.

**COUNCIL MEMBERS' ANNOUNCEMENTS**

There were no members of Council wishing to make announcements.

**Mr. Sudler moved for adjournment, seconded by Mr. Hosfelt and unanimously carried.**

Meeting adjourned at 6:52 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Special Meeting of March 6, 2017, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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Exhibits
Exhibit #1 - Presentation - Violation of Dangerous Building Ordinance - 236 Eisenhower Drive
Exhibit #2 - Presentation - Violation of Dangerous Building Ordinance - 1175 Horsepond Road

# Violation of Dangerous Building Ordinance 236 Eisenhower Drive

Planning & Inspections Department

Dover, Delaware

March 6, 2017

# 236 Eisenhower Drive
# Case History

- 11 code enforcement cases since 2007
  - Exterior code violations – Grass violations
  - Vehicles parked in the yard – Junk and Debris
- The utilities were terminated on October 3, 2016
- Registered as vacant by the city on February 14, 2017
- Condemned as unfit for human occupancy on August 29, 2016
- Outstanding Charges
  - $125.00  vacant building fee
  - $514.31  utilities

# 236 Eisenhower Drive
# Current Condition

- *Deterioration of the roof*
- *Mold and deterioration of interior due to water intrusion*
- *Deterioration of siding*
- *Overall deterioration and lack of maintenance*

# Dangerous Building Code – Chapter 22 Article XI, Sec. 22-381

(5) *Unfit for habitation.*

(9) *General welfare.*

(10) *Code violations.*

(12) *Unoccupied buildings.*


236
08/25/2016 10:00


08/25/2016 09:59


08/25/2016 09:59






















09/29/2016 08:42




09/29/2016 08:42





# Recommended Council Action

- Declare this building and all accessory structures on this property dangerous.
- Order the property demolished by **April 6, 2017** by the owner or equity owner at their own risk.
- Order the Building Inspector to cause demolition of the structures if not completed by the owner **within 10 days of the date established by City Council**.
- Order the City Manager with the assistance of the City Solicitor to cause the cost of demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

# Violation of Dangerous Building Ordinance 1175 Horsepond Road

Planning & Inspections Department

Dover, Delaware

March 6, 2017

# 1175 Horsepond Road
# Case History

- 13 code enforcement cases since 2013
  - 11 cases were for tall grass and weeds.  On 9 separate occasions City Staff had to have the grass cut by city contractors.
- The utilities were terminated on September 24, 2001.
- Registered as vacant by the city on September 11, 2013
- Condemned as unfit for human occupancy on February 8, 2017.
- Outstanding Charges
  - $5,422.02 in unpaid taxes, fees, grass cutting charges and code citations

# 1175 Horsepond Road
# Current Condition

- Damaged and missing skirting
- Rotted deck
- Vegetation growing into the structure

# Dangerous Building Code – Chapter 22 Article XI, Sec. 22-381

(5) *Unfit for habitation.*

(9) *General welfare.*

(10) *Code violations.*

(12) *Unoccupied buildings.*




DANGER


DANGER
This Structure is Declared Unsafe For
Human Occupancy or Use.
It is Unlawful For Any Person to Use or
Occupy This Building After
WILL BE PROSECUTED





























# Recommended Council Action

- Declare this building and all accessory structures on this property dangerous.
- Order the property demolished by **April 6, 2017** by the owner or equity owner at their own risk.
- Order the Building Inspector to cause demolition of the structures if not completed by the owner **within 10 days of the date established by City Council**.
- Order the City Manager with the assistance of the City Solicitor to cause the cost of demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

# SPECIAL COUNCIL MEETING

A Special Council Meeting was held on March 13, 2017 at 5:36 p.m. with Council President Slavin presiding. Members present were Mr. Anderson (arrived at 5:39 p.m.), Mr. Cole (arrived at 5:59 p.m.), Mr. Hare, Mr. Hosfelt, Mr. Hutchison, Mr. Neil, and Mr. Sudler. Mr. Lewis was absent. Mayor Christiansen was also absent.

Council staff members present were Mr. Pepper, Mr. Koenig (departed at 6:13 p.m. and returned at 6:22 p.m.), Mrs. Mitchell (departed at 5:58 p.m.) and Mrs. McDowell. Mr. Hudson was also present (departed at 5:58 p.m.).

**ADOPTION OF AGENDA**

**Mr. Hutchison moved for approval of the agenda, seconded by Mr. Neil and unanimously carried.**

**Mr. Neil moved to recess into Executive Session pursuant to 29 Del. C. §10004 (b)(6) - Discussion of the content of documents excluded from the definition of "public record" in §10002 of this title where such discussion may disclose the contents of such documents (§10002 (l)(2) Trade secrets and commercial or financial information obtained from a person which is of a privileged or confidential nature) and 29 Del. C. §10004(b)(9) - Personnel matters in which the names, competency and abilities of individual employees are discussed, unless the employee requests that such a meeting be open. The motion was seconded by Mr. Hare and unanimously carried.**

The Special Council Meeting recessed into Executive Session at 5:37 p.m.

The Executive Session recessed into the Special Council Meeting at 6:23 p.m.

**ACTION RESULTING FROM THE EXECUTIVE SESSION**

**Follow-Up to Council Appointed Employee Performance Evaluation of February 27, 2017 - City Manager, Scott Koenig**

During the Executive Session, members of Council considered the potential retirement of Mr. Scott D. Koenig, City Manager.

**Mr. Anderson moved to accept the retirement and severance agreement of Mr. Koenig (as on file in the City Clerk's Office). The motion was seconded by Mr. Hosfelt and unanimously carried.**

**Mr. Sudler moved that Council would not hire a replacement City Manager until such time as all the costs associated with the severance have been completed. The motion was seconded by Mr. Neil and unanimously carried.**

**Mr. Sudler moved to recess the Special Council Meeting, seconded by Mr. Hutchison and unanimously carried.**

The Special Council Meeting recessed at 6:25 p.m.

**Mr. Neil moved to reconvene the Special Council Meeting, seconded by Mr. Sudler and unanimously carried.**

The Special Council Meeting reconvened at 8:06 p.m. with Council President Slavin presiding. Members present were Mr. Anderson, Mr. Cole, Mr. Hare, Mr. Hosfelt, Mr. Hutchison, Mr. Lewis, Mr. Neil, and Mr. Sudler. Mayor Christiansen was absent.

Council staff members present were Mr. Pepper, Mrs. Mitchell, and Mrs. McDowell.

**Mr. Sudler moved to recess into Executive Session pursuant to 29 Del. C. §10004(b)(9) - Personnel matters in which the names, competency and abilities of individual employees are discussed, unless the employee requests that such a meeting be open. The motion was seconded by Mr. Anderson and unanimously carried.**

The Special Council Meeting recessed into Executive Session at 8:07 p.m.

The Executive Session adjourned at 8:14 p.m.

## ACTION RESULTING FROM THE EXECUTIVE SESSION

**Follow-Up to Council Appointed Employee Performance Evaluation of February 27, 2017 - City Manager, Scott Koenig (Continued)**

During the Executive Session, as a result of Mr. Koenig's announced retirement, members considered the appointment of an interim or acting City Manager.

**Mr. Sudler moved to appoint Mrs. Donna S. Mitchell as the Acting City Manager, seconded by Mr. Hosfelt and unanimously carried.**

**Mr. Neil moved to adjourn the Special Council Meeting, seconded by Mr. Sudler and unanimously carried.**

The Special Council Meeting adjourned at 8:15 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Special Meeting of March 13, 2017 are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM

# REGULAR COUNCIL MEETING

The Regular Council Meeting was held on March 13, 2017 at 7:30 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison.

Council staff members present were Deputy Police Chief Mailey, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend, Fire Chief Carey, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Christiansen was absent.

## OPEN FORUM

The Open Forum was held at 7:00 p.m., prior to commencement of the Official Council Meeting. Council President Slavin declared the Open Forum in session and reminded those present that Council was not in official session and could not take formal action.

Ms. Katrina Stubbs, speaking about the homeless situation, advised that the process to get into a shelter or low income housing is very long, and she did not know what could be done to speed up the process. She stated that she works two part-time jobs, and she is still homeless. Ms. Stubbs advised that, because she is not recovering from drugs or alcohol and does not have children, she does not qualify because she is considered able-bodied. She stated that she has been interviewing and looking for full-time employment but she is still homeless and without full-time employment. Council President Slavin advised that the Blue Ribbon Commission on Homelessness was looking at these situations and he requested Councilman Lewis to speak with Ms. Stubbs.

Reverend Robert D. Appling advised that his son, Pastor Aaron Appling, was doing missionary work in the Philippines, feeding 300 children a day. He advised that, during the previous meeting, a homeless veteran was sitting in front of him and, when his name was called, he was too traumatized to speak. Reverend Appling noted that people like that really need help.

Reverend Appling stated that his wife works about 40 or 50 hours a week transporting homeless people to various places and noted that many of these people are falling between the cracks because they cannot follow through with getting assistance. He advised that they have no transportation, and some are mentally incapable of keeping appointments at a scheduled time at a certain place. Reverend Appling suggested that homeless people need help getting to the help that they need. He also noted that his wife assisted a veteran that was going to be put in jail because he was back on his child support, and she was successful in keeping him out of jail temporarily

Mr. Steven Hall stated that he was honored and grateful for the committee that the Mayor put together. He advised that he had a good job, a nice home, two (2) cars, and was a tax-paying citizen and somewhat of a pillar of the community. Mr. Hall stated that it was very frustrating to see people that are in addictions of various kinds who are getting housing, and that if you are not an addict of any kind, you have nothing. He advised that he had received a letter denying his disability, so he still had no income and was still waiting for people to call him for a job and asked for prayers.

Mr. Eric Abernathy stated that he was there as an advocate for the homeless and they were asking for some help. He advised that he was a veteran and was formerly homeless but now stays with

family. Mr. Abernathy noted that there are many people out there in very worse condition than he is and they need help.

Mr. Steven French stated that the homeless need a home and they need it now because it is getting way too cold.

Mr. David Wilkins stated that he grew up in a Christian home, was married twice, divorced twice, lost his driving license, and ended up becoming homeless. He advised that he lived in a building owned by Reverend Appling, and he and Aaron Appling offered him work; however, he was having trouble getting work because everyone knew he was homeless. Mr. Wilkins stated that he is back into productive society and has lived clean for five (5) years. He thanked Victory Church and the patrons of Victory Church for helping those in need.

The invocation was given by Bishop Thomas L. Holsey, followed by the Pledge of Allegiance.

**AGENDA ADDITIONS/DELETIONS**

Mr. Anderson requested the addition of a new item #6 - Cancellation of March 14, 2017 Council Committee of the Whole Meeting.

**Mr. Anderson moved for approval of the agenda, as amended, seconded by Mr. Hosfelt and unanimously carried.**

Mr. Lewis requested that item #4A(1) - Council Committee of the Whole Report - February 28, 2017, Safety Advisory and Transportation Committee, Presentation by C. David Jamison - Speed Control Measures - Independence Boulevard, be removed from the Consent Agenda.

**Mr. Neil moved for approval of the Consent Agenda, as amended, seconded by Mr. Lewis and carried by a unanimous roll call vote.**

**ADOPTION OF MINUTES - COUNCIL RETREAT OF JANUARY 6, 2017**

**The Minutes of the Council Retreat of January 6, 2017 were unanimously approved by motion of Mr. Neil, seconded by Mr. Lewis and bore the written approval of Mayor Christiansen.**

**ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF FEBRUARY 27, 2017**

**The Minutes of the Special Council Meeting of February 27, 2017 were unanimously approved by motion of Mr. Neil, seconded by Mr. Lewis and bore the written approval of Mayor Christiansen.**

**ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF FEBRUARY 27, 2017**

**The Minutes of the Regular Council Meeting of February 27, 2017 were unanimously approved by motion of Mr. Neil, seconded by Mr. Lewis and bore the written approval of Mayor Christiansen.**

**ECONOMIC DEVELOPMENT COMMITTEE REPORT - FEBRUARY 8, 2017**

The Economic Development Committee met on February 8, 2017 at 2:01 p.m. with Mayor Christiansen presiding. Members present were Councilman Cole; Mr. Koenig, City Manager; Mrs. Ann Marie Townshend, Director of Planning and Community Development; Mr. Gregory Moore, President, Downtown Dover Partnership (DDP) Board of Directors; and Mr. K.C. Sheth. Councilman Hare and Mr. Hammond were absent.

Mayor Christiansen welcomed Mr. Sheth as a new member of the Committee.

**Economic Development Committee Transition Discussion**

During their meeting of September 13, 2016, the Committee considered the Economic Development Committee Transition Discussion and deferred this matter due to time constraints.

Review Purpose of Committee and Adopt a Goal/Vision

Mayor Christiansen stated that the purpose of the Committee reflected the need, as a body politic, to address the economic development needs of the City, provide for that economic development, and create meaningful, well-paying jobs for citizens, as well as to look into workforce development and incubation of small and large businesses alike. He stated that one (1) of the main focuses of the organization should be marketing the Downtown Development District (DDD), the Bay Road area, and the Garrison Oak Technology Park.

Mrs. Townshend informed members that staff would begin updating the City's Comprehensive Plan later this year and noted that a chapter of this plan deals with, and lays out strategies for economic development. She stated that she would look to have this Committee involved in updating this chapter of the plan and the outreach related to the development of that chapter, not in the immediate future, but when staff gets to this point. Mayor Christiansen indicated that he thought that would be appropriate.

Mr. Koenig stated that economic development relates to new business and new facilities, but also to getting rid of vacancies and existing buildings if possible, and he noted the benefit of fostering redevelopment of existing parcels. He also mentioned temporary or permanent incentives to development, as well as trying to identify particular industries that the City would like to see added to its business mix that might be a benefit, not just to Dover but also to Kent County.

Mayor Christiansen stated that the goal and vision of the Committee should be to continue to be a driver for new business. He noted that retention of current business sometimes gets lost in the mix and stated that he would like to add this to the goal, vision, and purpose of the Committee.

Mrs. Townshend indicated that it should be made clear that retention of business extends beyond just business and noted that there are a number of public and non-profit sector employers that are significant to the City. She stated that the City would not want to lose entities such as the State of Delaware offices and any of the large employers. Mayor Christiansen suggested using the term "employers" rather than "businesses," noting that this would include major, minor, future, and existing employers and would be a good generic term.

Identify Challenges to the Goal/Vision and Develop Strategies

Mrs. Townshend advised that one (1) of the challenges to the vision would be communication. She indicated that when she attends Restoring Central Dover meetings, she is regularly asked about the City's new economic development structure. Mrs. Townshend stated that the business community also probably wants to have a sense of where to go since there is no longer a City Economic Development Office.

Mayor Christiansen stated that the Chamber of Commerce had called and asked to attend Economic Development Committee meetings so that there is not duplication of efforts.

Mrs. Townshend informed members that the economic development page on the City's website goes back to the time when the City had staffing for economic development. She suggested looking at what members wanted under economic development for the website, so that someone who knows nothing about Dover and clicks on economic development would get information regarding where to start, rather than calling an office that is no longer there.

Mayor Christiansen asked Mr. Koenig if anybody on staff could feed current information into that portion of the City's website. Responding, Mr. Koenig stated that Mr. Kirby Hudson, Assistant City Manager, would be working on this.

Mr. Cole noted that one (1) of the challenges would be existing building vacancies.

Mayor Christiansen asked if there was a current inventory of vacant buildings downtown and throughout the City. In response, Mrs. Townshend indicated that there is a vacant building registration that monitors the fact that buildings are vacant but does not give details on condition. She noted that staff inspects buildings to make sure they are secure and that most of the vacant buildings at this point would probably need an architect in order to be re-occupied. Mrs. Townshend advised that a building that has been vacant for five (5) years or a decade typically has some deterioration, and there is a challenge because a lot of these buildings are not turnkey space.

Mr. Koenig noted that the vacant building registry would not be a full inventory, because there may be vacant commercial properties that are listed with a commercial

realtor. Mrs. Townshend stated that these properties would still be on the list. Mr. Koenig commented that the realtors' inventory changes quickly.

Mrs. Townshend advised that if part of a building is vacant, it would not be registered. She explained, for instance, that a lot of commercial vacancies downtown had occupied apartments above them; however, they are not part of the vacant building registration, which only includes buildings that are fully vacant. Responding to Mayor Christiansen regarding whether there was a way to remedy this, Mr. Koenig advised that there was no easy way to do so. Mrs. Townshend commented that this could only be remedied through the code; however, the code had been changed to create this exception. She explained that staff had received a lot of negative feedback from the real estate community because realtors did not believe it was necessary to register properties that had vacant commercial space but also people living in them. Mrs. Townshend indicated that the code had been changed to accommodate this; however, it could be changed back through the action of Council.

Mr. Donald Rowe stated that he is one-half of the team that owns TR Nail Spa at 1188 Forrest Avenue. He asked if the properties on the vacant building list were split between office spaces and warehouses and if warehouses were also available on the list to be reviewed. Responding, Mr. Koenig advised that it is difficult for the City to manage the information on the list, noting that there is a requirement to register vacant buildings, but this is not a register that someone would consult to find space. He suggested contacting a commercial realtor who could take someone through spaces, show the pros and cons of each space, and be able to talk about cost. Mr. Koenig explained that the City may know when a space was vacated but not the history of the space, its quality from a rental standpoint, and if this is a space where someone would like their business to go. Mr. Koenig indicated that commercial realtors can be depended on for lists of available spaces and to know what the market is doing. He informed members that the City has a very generic registry that is not a depository of the best information to help someone to make a decision whether a space suits them.

Ms. TR Rowe, TR Nail Spa, asked if the City could go to the Multiple Listing Service (MLS) and ask for this information. Responding, Mr. Koenig explained that an individual could do this. He noted that if the City did this, the City would have to be in the process of updating this information all the time, which is not a business line that the City had been in.

Mrs. Townshend explained that the vacant building ordinance was created as part of the City's code enforcement program and is managed under this program. She noted that genesis of the ordinance was in monitoring the buildings, keeping an inventory, and collecting fees to try to discourage people from keeping buildings needlessly vacant. Mrs. Townshend advised that the registry is just a list of addresses and does not distinguish between a house, a commercial building, or a warehouse. She stated that there are registered vacant buildings of all of those varieties, but this cannot be determined by looking at the list. She indicated that she was unsure if the City's

Naviline system could be set up to do this if this was something that Council desired, noting that this would be a very large task.

Ms. Rowe asked if a building could be listed on two (2) different registries and if buildings downtown that have a vacant business and also apartments are listed as business or residential. In response, Mrs. Townshend indicated that vacant buildings are listed only as vacant and the City's level of inventory does not include information regarding whether the property is business or residential.

Mr. Rowe asked if realtors who own properties are required to register properties through the City. He questioned if someone driving who saw a sign posted could have come to the City as a starting point to find information about a building, not necessarily its condition or what was needed to bring it up to code. Responding, Mrs. Townshend advised that most of the vacant buildings are not owned by realtors but by individuals, LLCs, or banks. She indicated that the City has information about who the responsible party is that owns the property and may or may not have information regarding who has listed it.

Ms. Rowe stated her understanding that someone coming to the City who was looking for buildings would have to go to a realtor who would hopefully know all the vacant buildings or businesses, and this person could not click on a City page that would show the locations of vacant businesses. In response, Mr. Koenig stated that he, personally, would suggest that they go to a realtor, because they would then be connected with a broker or agent who would work tirelessly to put them in a space. He explained that realtors would work 24/7 and call their contacts and everybody who could put them in a space. Mr. Koenig advised that the City only knows what is registered as vacant. He advised that if something came up the day before, it may not be required to be on the City's vacant building registry yet. He pointed out that calling the City versus a realtor could cause someone to miss an opportunity because the City would not know about this vacancy yet.

Ms. Rowe asked what City areas are eligible for incentives. She noted that Route 8 was a country area with cornfields when she was growing up, but now it is considered the City of Dover. She advised that she had not received incentives and asked where the incentive area starts and ends. In response, Mrs. Townshend explained that there are a number of sets of incentives, including some that apply in the downtown area. Ms. Rowe was provided a brochure regarding the Downtown Development District (DDD) Program that included a map of the downtown area. Mrs. Townshend stated that there is a set of incentives for vacant commercial and industrial buildings that provide some relief of the building permit fee, tax relief on the value of improvements, and a discount for applicable impact fees for commercial and industrial buildings that are over 5,000 square feet.

In response to Ms. Rowe, Mrs. Townshend explained that DDD incentives are separate from the incentives for vacant commercial and industrial buildings. She

stated that any building in the DDD district can qualify for incentives; however, the incentive with the 5,000 square foot limitation could apply outside of the DDD.

Mr. Koenig advised that it is best to set up a meeting with staff to go over all the incentives, because they vary depending on location within in the City. He stated that information regarding incentives is on the City's website and staff had reviewed incentive information with realtors, although realtors change and they may not always have current information. Mr. Koenig suggested setting up an appointment to go over the individual incentive packages, especially if there is an idea of an actual property where there is interest, noting that this is very much a one-on-one conversation.

Mr. Koenig stated that, during the Council Retreat held on January 6, 2017, members discussed a business ombudsman position, which would potentially be a new position created in a future budget. He explained that people could make an appointment to see the ombudsman, explain what they want to do, and find out what incentives the City has to offer. Mr. Koenig advised that a businessperson could bring in their representatives, such as a real estate agent, engineer, or others representing their interests, and meet with a number of different staff people. He advised that the City does not have an ombudsman right now; however, there were many members of staff who could at least get Mr. and Ms. Rowe through the first couple of steps. Mr. Koenig indicated that one (1) of the current problems at the staff level was that people come in with an idea but do not bring in all the information, which in many cases they do not have. He stated that they may not have their agent or engineer with them, and everyone tries to make notes that may not make sense when they go back to review them. Mr. Koenig explained that the City was in a transition, reiterating that there had been discussion at the Council retreat about potentially having a person who could help people navigate some of the regulatory hurdles of opening a business, reach out to more people, and get more small businesses interested in the City of Dover.

Ms. Rowe indicated that approximately five (5) staff members had come to her business. She stated that they did not have complete information, noting that some of them thought that she was eligible for the incentives. Ms. Rowe advised that she had a representative from every facet that she would need to make her business come to fruition. Mrs. Townshend stated that there had been staff there from the regulatory end but not the incentive end. She noted that the business was just outside the DDD.

Mayor Christiansen suggested considering the expansion of the incentive district in the future. Responding, Mrs. Townshend advised that, under the State program, the City was limited to 225 acres for the DDD program and was maxed out.

In response to Mayor Christiansen regarding other City incentives, Mr. Koenig advised that these incentives were at the pleasure of Council. Mayor Christiansen stated that Mr. and Ms. Rowe could appeal to Council through the Economic Development Committee, and Ms. Rowe asked for the process for this.

Mrs. Townshend advised that this would require a legislative change and that this was something that could come out of the Committee.

Mayor Christiansen asked Ms. Rowe to write a letter to the Economic Development Committee making her request.

Mrs. Townshend stated that TR Rowe Nail Spa was under 5,000 square feet, and Ms. Rowe confirmed this. Mrs. Townshend advised that if the business was larger than 5,000 square feet, it would have been eligible for one (1) set of incentives, so it may be a matter of reviewing the current 5,000 square foot threshold.

**Organizational Items**

During their meeting of September 13, 2016, the Committee considered the Economic Development Committee Transition Discussion and deferred this matter, due to time constraints.

Identify Meeting Roles

Mayor Christiansen advised that he would be a non-voting, ex officio member of the Committee, as specified by Council. He noted that Councilman Hare would represent the Legislative, Finance, and Administration Committee, Councilman Cole would represent the Utility Committee, Mr. Koenig would serve on the Committee as City Manager, Mrs. Townshend would represent the Planning Office, and Mr. Hammond and Mr. Sheth were citizen members. He explained that the Committee was established by Council's action in 2016 and the structure was amended by adding additional members. Mayor Christiansen stated that the Economic Development Committee is a Council committee, and appointments are made by the Council President and approved by Council. He stated that the membership of the Committee had been established by the members of Council.

Mr. Bobby Wilson asked if another African American would be appointed to the Committee. In response, Mayor Christiansen explained that he could not answer this and suggested that Mr. Wilson ask the Council President, because he made the appointments to the Committee.

Discuss and Adopt Ground Rules for Future Meetings

Mr. Koenig questioned how the agenda would be set for future meetings and noted that all the other agendas for Council committees are set at the Council President Agenda meeting. Responding, Mayor Christiansen stated, since he was charged with the responsibility of chairing the Committee, that members should present agenda items to him, and the agenda would be established through him. Mayor Christiansen advised that the public should contact Committee members or the Mayor if they would like to bring items forward for the agenda.

Mayor Christiansen stated the desire to meet every two (2) weeks and noted that there were requirements under the State of Delaware Freedom of Information Act (FOIA) to post meeting agendas seven (7) days prior to each meeting. Mrs. Jody Stein, City

Clerk, noted that the agenda title deadline is typically approximately 12 days before each meeting.

Mr. Christiansen suggested having information to the Mayor's Office on days of the Council President's agenda meeting.

Mayor Christiansen stated the desire to hold meetings every two (2) weeks and suggested 2:00 p.m. on Wednesdays.

Mr. Koenig moved to meet at 2:00 p.m. on the Wednesdays that the Council President's agenda meeting are held, seconded by Mr. Cole and unanimously carried.

Mayor Christiansen stated that Dr. Michael Casson, Delaware State University Center for Economic Development and Trade (UCEDIT) Program, would like to make a presentation on behalf of Delaware State University at the Committee's second meeting in March. In addition, he noted that he had invited Mayor Mike Purzycki from Wilmington to speak to members and this would be added to the agenda as soon as Mayor Purzycki provided a firm date.

Mr. Frederick Tolbert asked if meeting minutes would be made available. Responding, Mrs. Townshend explained that minutes would be posted to the City's website.

Mrs. Townshend noted that the Committee would have meetings on March 1, 2017; March 15, 2017; and March 29, 2017.

**By consent agenda, Mr. Neil moved for acceptance of the Economic Development Committee Report, seconded by Mr. Lewis and carried by a unanimous roll call vote.**

**ECONOMIC DEVELOPMENT COMMITTEE REPORT - MARCH 1, 2017**

The Economic Development Committee met on March 1, 2017 at 2:03 p.m. with Mayor Christiansen presiding. Members present were Mr. Hudson, Assistant City Manager; Mrs. Ann Marie Townshend, Director of Planning and Community Development; Mr. Hammond; Mr. Gregory Moore, President, Downtown Dover Partnership (DDP) Board of Directors; and Mr. Sheth. Mr. Cole, Mr. Hare, and Mr. Koenig were absent.

Mrs. Townshend moved to defer Item #1A - Adoption of Mission Statement until the next meeting and to approve the agenda as amended. The motion was seconded by Mr. Hudson and unanimously carried.

**NEW BUSINESS**

**Request for Incentives - Nail Spa by TR**

Mrs. Ann Marie Townshend, Director of Planning and Community Development, referred to the letter dated February 17, 2017 received from Ms. TR Rowe, Nail Spa

by TR, requesting incentives. She explained that the letter requested that a variety of incentives that are available within the Downtown Development District (DDD) be applied to Nail Spa by TR, and Mrs. Townshend noted that this would mean applying the incentives to an area larger than the DDD.

Referring to the list of incentives requested in the letter, Mrs. Townshend explained that incentives #1 - Architectural Support and #2 - Facade Improvement Grants were Downtown Dover Partnership (DDP) incentives that the City of Dover does not have authority over and could not act on. She advised that incentive #3 - Sustainable Energy Utility and #7- Kent County Incentives were administered by Kent County, noting that #7 applied only to projects in the State's designated DDD.

Mrs. Townshend advised that the remaining incentives, which were in the City's purview to consider, included #4 - Business License Fee Waiver, #5 - Permit Fee Waiver, #6 - Property Tax Abatement, and #8 - Square Footage. Members were provided Appendix E - Commercial and Industrial Building Redevelopment Incentives of the Dover Code. Mrs. Townshend explained that it is this section of the code, rather than the DDD incentives, that requires a 5,000 square foot minimum.

Mrs. Townshend stated that the business license fee waiver incentive was created when the City submitted its DDD application. She noted that the application requested that the City develop incentives that would be specific to the district and would not be Citywide; therefore, she stated that she did not believe the City was in a position to alter this incentive.

Mrs. Townshend stated that she thought an option that might be available to Council, if they wanted to move forward, would be to consider the commercial and industrial building redevelopment incentives in Appendix E. She noted that these incentives are slightly different and not quite as generous as the DDD incentives, nonetheless they have some cash value. Mrs. Townshend explained that Appendix E addresses vacant commercial and industrial buildings or tenant spaces and tries to encourage their utilization. She noted that a minimum 5,000 square foot floor area had been set for projects to qualify for these specific incentives, and if this requirement was eliminated, a project such as the Nail Spa by TR would be eligible for the incentives under that program. Referring to Appendix E, Article III - Incentives, she pointed out that the program allows for a partial waiver of permit fees, and that 50% of the fees for building, plumbing, mechanical, and fire protection permits would be waived, as well as 50% of the City impact fees. Mrs. Townshend advised that there would be a property tax waiver not to exceed 10 years on the value of the improvements.

Mrs. Townshend stated that if members wanted to entertain projects such as this in the future, simply striking the 5,000 square foot minimum would work. She noted that if they wanted the change to apply retroactively to the requested project, an ordinance amendment would be needed to strike the 5,000 square foot minimum and include a retroactive date so that the amendment could be applied to any other property that would qualify. Mrs. Townshend cautioned members that if the

amendment is retroactive, the City would be refunding money that it has already collected due to the need to be fair. She stated that the 5,000 square foot minimum could not be stricken for just one (1) business and not for others.

Mr. Moore asked if the response to the request for incentives #1 and #2 would be that applications for these incentives must be filed separately to the DDP. Responding, Mrs. Townshend explained that Nail Spa by TR was outside the downtown area; therefore it would not qualify.

She advised that the answer from the City would be that incentives #1, #2, #3, and #7 are not within the City's purview to do anything about, but the City could specifically look at Appendix E of the code to address the fee waiver request.

Ms. TR Rowe, TR Rowe Nail Spa, 1188 Forrest Avenue, explained that her business is located in an area on Forrest Avenue that was expanding, noting that Autozone, Starbucks, a bank, and some more facilities will be coming out that way. She stated that, although this was not a historic district like the downtown area, people would be employed, which would help the City of Dover, and this was why she was asking for these considerations.

Mayor Christiansen suggested forwarding this matter to Council for assignment to the Legislative, Finance, and Administration Committee for review of Mrs. Townshend's recommendations and the recommendations of the Committee, and perhaps consider the request for reciprocity on the current project to hopefully encourage expansion once everything else out there starts to expand.

The Committee recommended forwarding this matter to Council and to present a proposed amendment to the ordinance to the Legislative, Finance, and Administration Committee, along with a retroactive date and the number of other permits and properties the amendment would apply to, so that there would be a sense of what the amendment would do to the revenue that had already been collected.

**By consent agenda, Mr. Neil moved for approval of the Committee's recommendation, seconded by Mr. Lewis and carried by a unanimous roll call vote.**

**Presentation - Icehouse Entrepreneur Development Program (Clayton Hammond)**

Mr. Clayton Hammond, President, Delmarva Black Chamber of Commerce, advised that minority entrepreneur businesses are growing three (3) times faster than general businesses and that the Delmarva Black Chamber of Commerce felt a need to begin to accelerate or replicate that growth in Dover. He noted that a significant number of the businesses making investments in downtown Dover are African American businesses. Mr. Hammond explained that small businesses are important to the economy of Dover because of the desire not to have the economy specifically linked to large corporations such as Kraft-Heinz, whose decisions are not made locally but outside of Dover.

Mr. Hammond indicated that the Delmarva Black Chamber Icehouse Program is unique in that it is not a traditional entrepreneur development program, most of which focus on developing business plans. He stated that the Icehouse program helps to provide an understanding of how to adopt the entrepreneurial mindset to low-income people, the youth, people who are engaged in activities that are not positive, and people involved in workforce development. Mr. Hammond stated that there are certain qualities and characteristics that denote successful entrepreneurs and, while a lot of programs help develop business plans, they do not necessarily relate to what it takes to have the mindset of being an entrepreneur. He advised that the Icehouse program was developed by the Ewing Marion Kauffman Foundation, in Kansas City, which is the premiere entrepreneurial foundation in the country. Mr. Hammond stated that the program immerses individuals in the real world of entrepreneurship with various projects that relate to their development skills. He noted that participants are partnered with successful entrepreneurs in their field, because there is nothing better than learning how to be successful from successful people.

Mr. Hammond advised that everybody may not be an entrepreneur and the timing of being an entrepreneur is critical; however, everyone can benefit from an entrepreneurial mindset, whether they are a business owner or an employee. He indicated that this program offers a framework for participants to lift themselves up out of poverty and have an empowered mindset, apart from an employer controlling their destiny. Mr. Hammond stated that the initial concept was to have 10-12 participants; however, there had been challenges in coming up with that number, noting that they had four (4) confirmed participants. He advised that participants are required to attend for seven (7) weeks, and those who cannot attend may not participate. Mr. Hammond indicated that many people had said that the $200 cost was too much for them, even though it was broken down into weekly payments.

Mr. Hammond explained that there were several issues they hoped to address over the next few weeks, including coming up with a pool of applicants. He expressed their commitment to a target date of April to start the program. Mr. Hammond advised that they wanted to enlist more churches and organizations in the City to be trusted messengers in getting the word out and utilize print and broadcast media more to enlighten readers and viewers about the program. He noted that they had received feedback that many people thought the program was only for black people because the Delmarva Black Chamber of Commerce's name was put on the flyer, even though it was clearly stated that it was for everyone in the City. Mr. Hammond stated that, in the future, their name would take taken off when marketing.

Mayor Christiansen asked if the Delmarva Black Chamber of Commerce would be interested in co-joiners to the program. Responding, Mr. Hammond stated that they would be happy to add the Downtown Dover Partnership (DDP) and Restoring Central Dover logos to make this broad based. Mr. Hammond advised that they would also partner with the Dover Housing Authority and the Delaware State Housing Authority to reach their population, which is a target population that includes people on assistance and those who are trying to lift themselves up. He

advised that they would provide scholarships for select low income people in the target area and throughout Dover. Mr. Hammond stated they hoped that these plans would help them reach their target goal of 10 participants, noting that it did not make sense to invest time and money for only four (4) participants. He explained that they were committed to the program and thought it would be helpful in creating home-based businesses, internet businesses, and micro-enterprise in the City that would produce jobs, revenue, personal income, and licensing fees.

Mayor Christiansen noted that Dr. Michael Casson, from the Delaware State University Center for Economic Development and Trade (UCEDIT ) Program, would be making a presentation on business incubation to the Committee, and asked if the Icehouse project could dovetail with Dr. Casson's efforts. In response, Mr. Hammond that it could, noting that workforce development people were part of their target market. He noted that for many years the State had said that unemployment money could be used for entrepreneur training, and this was a target market that was needed. Mr. Hammond indicated that he had already spoken to Dr. Casson about this.

Mayor Christiansen questioned if Mr. Hammond was working with any other partners in the community. Responding, Mr. Hammond stated that they were reaching out to the Cen-Del Foundation and were trying to move past the view that this program was just for black people. Mr. Hammond asked for additional suggestions, noting that they would be happy to partner with anyone because they feel this is a great program that had met with a lot of success in other cities and that they just had to get the word out.

Responding to Mayor Christiansen regarding the program's funding, Mr. Hammond stated that funding was through the DDP and Restoring Central Dover.

Mr. David Hugg, 125 West South Street, Smyrna, Delaware, asked if Mr. Hammond was touching base with the Kauffman-funded One Million Cups program at Delaware Technical and Community College. He noted that this program has a similar focus, meets every Wednesday morning, and is for predominantly new entrepreneurs. Mr. Hugg explained that a group from across the business and government spectrum talks with program participants about their businesses or business plans and noted that this is a very good program. In response, Mr. Hammond stated that he had held conversations with people about this program, noting that the One Million Cups is for existing businesses, which would be next in the process and part of the evolution. He indicated the need for Icehouse to partner with One Million Cups since people need to develop a business plan. Mr. Hammond stated that their target market would be to help people understand the concept of being an entrepreneur, noting that not everyone is or should be an entrepreneur.

In response to Ms. TR Rowe regarding when the program would be held, Mr. Hammond explained that Saturday seemed to be the only day that people could participate, and it was found that evenings did not work. Mr. Hammond indicated

that the program would be held on seven (7) consecutive Saturdays at Whatcoat Church from 10:00 a.m. to 2:00 p.m. and lunch would be provided.

Mayor Christiansen asked if the program would also be beneficial to established businesses, noting that some businesses could use assistance. Responding, Mr. Hammond advised that it would be useful for some entrepreneurs who do not understand the nuances of business. However, he suggested that those who have businesses that are up and running would benefit more from going to the Small Business Development Center or One Million Cups. Mr. Hammond explained that Icehouse was geared toward those who are interested in pursuing entrepreneurship but do not know how to do it.

Mrs. Kim Hawkins, Human Resources Director, asked who the instructors are. Responding, Mr. Hammond advised that the instructors are local experts in the field and that the program's core themes are opportunity, resources, wealth creation, and choice. He stated that Mr. Mike Cassidy from the Delaware Economic Development Office had been invited to discuss opportunities. Mr. Hammond indicated that the program's facilitators had gone through the Icehouse training program, noting that he and someone else in his division were the only people certified in the State of Delaware.

Mrs. Townshend indicated that flyers for the program were available in the lobby of City Hall.

In response to Ms. Rowe regarding posting information on Facebook, Mr. Hammond indicated that several people had put information on Facebook and Linked In; however, there was a need to connect with people to help them understand the program and how it would benefit them. He noted that they had met with people who did not want to participate to find out the disconnect and how to advance. Mr. Hammond stated that the program had been posted to the Facebook page for the Delmarva Black Chamber of Commerce and, and the Resident Empowerment Director for the Dover Housing Authority had also posted it on her Facebook page. Mayor Christiansen suggested approaching the Central Delaware Chamber of Commerce about putting it on their website, and Mr. Hammond stated that he would be speaking to them about this.

Mayor Christiansen noted that Dr. Casson would be making a presentation to the Committee during the meeting in March and Mayor Mike Purzycki from the City of Wilmington would be presenting an overview of Wilmington's economic development success in April. Mr. Hammond asked if Mayor Purzycki would be discussing what he had done for the riverfront or his vision for the City as whole. In response, Mayor Christiansen stated that Mayor Purzycki's crowning glory was the riverfront; however, it was his understanding that Mayor Purzycki had a vision for continued economic development beyond the river involving Southbridge and other neighborhoods in of Wilmington.

Mr. Kirby Hudson, Assistant City Manager, advised that Market Street in Wilmington was starting to take flight. He noted that Wilmington had received money through a program that the City of Dover did not get and business owners were recipients of those dollars. Mr. Hudson indicated that he lives in Wilmington and, when traveling through the area on a Friday night, parking cannot be found. Mr. Hudson explained that a couple of years ago this area had been a ghost town, and they were doing a good job in this area.

Mayor Christiansen indicated that he and Mr. Hammond would be visiting businesses in the downtown area and throughout the City to check on their health.

**By consent agenda, Mr. Neil moved for acceptance of the Economic Development Committee Report, seconded by Mr. Lewis and carried by a unanimous roll call vote.**

**COUNCIL COMMITTEE OF THE WHOLE REPORT - FEBRUARY 28, 2017**

The Council Committee of the Whole Meeting was held on February 28, 2017 at 6:00 p.m., with Mr. Hare presiding in the absence of Council President Slavin. Members of Council present were Mr. Anderson (arrived at 6:13 p.m.), Mr. Neil, Mr. Lewis (departed at 7:31 p.m. and returned at 7:48 p.m.), Mr. Cole (arrived at 6:04 p.m.), Mr. Hosfelt, and Mr. Hutchison. Mr. Sudler was absent. Mayor Christiansen (arrived at 6:18 p.m.) was also present. Civilian members present for their Committee meetings were Mr. Keller and Mr. Shelton (*Safety Advisory and Transportation*). Ms. Arndt and Mr. Blakeman (*Utility*) were absent.

**SAFETY ADVISORY AND TRANSPORTATION COMMITTEE**

The Safety Advisory and Transportation Committee met with Councilman Hosfelt presiding.

**Presentation by C. David Jamison - Speed Control Measures - Independence Boulevard**

During the Regular City Council Meeting of May 9, 2016, Council considered Speed Control Measures - Independence Boulevard and approved the recommendation of the Delaware Department of Transportation (DelDOT) and the working group for the roundabout, as recommended by the Safety Advisory and Transportation Committee.

Mr. Hosfelt reminded members that discussions regarding traffic control measures for Independence Boulevard had begun during the Safety Advisory and Transportation Committee meeting of July 27, 2015. He noted that, over the course of time, there had been several meetings regarding this matter, and State Representative Sean Lynn and the Mayor's Office had been involved in trying to help the people in this neighborhood and along the streets due to safety, speeding, and other concerns. He noted that, after speaking with residents, it was felt strongly that Mr. C. David Jamison and Retired Colonel Tom Dix, who lives on Independence Boulevard, should be heard from to get their opinions. Mr. Hosfelt explained that because action on this project was previously approved by Council, no action could

be taken during this meeting and the matter would have to go back to Council. Mr. Hosfelt advised that Mr. Jamison and Colonel Dix would each be given 15 minutes to speak, and then members would hear from any residents who wished to speak regarding this matter.

Mr. C. David Jamison, 423 Columbia Avenue, advised members that his son Kirk lives on Lamplighter Lane, and Mr. Jamison often visits him and goes to Capriotti's, Ace Hardware, etc. He stated that when he found out a year ago that traffic calming measures were proposed, he communicated and met with Mr. Mike Somers, City Transportation Planner and Traffic Calming Project Manager, DelDOT; however, they agreed to disagree on this issue. Mr. Jamison explained that he had seen Representative Sean Lynn's campaign flyers in September that promised proposed traffic calming measures. He advised that on three (3) separate occasions he had asked Mr. Lynn to meet to talk about the project; however, Mr. Lynn was committed to the working group's plan, so there was no need to meet, and they agreed to disagree. Mr. Jamison explained that he then researched the minutes of the City Council meeting of May 9, 2016 and decided that he would have to prepare a report evaluating the proposed traffic calming measures. He stated his belief that members had received a final copy of his report on January 27, 2017. *(City Clerk's Office Note: A report entitled "Independence Boulevard Traffic Calming Measures Report" was received via email from Mr. Jamison on January 23, 2017; the Mayor and members of City Council were copied on his email, and it was forwarded to the civilian members of the Safety Advisory and Transportation Committee on January 24, 2017.)*

Mr. Jamison reviewed a presentation entitled "Independence Boulevard Traffic Calming Measures Report." Following his presentation, he noted that he had presented his message using common sense and hoped that members heard it using common sense. Mr. Jamison expressed his hope that, at the end of the day, he could say that everyone agreed to agree.

Mr. Anderson asked if any money had already been spent on the project and, if so, how much. He also noted that upon reviewing the petitions of those opposed, none of those who signed were on Independence Boulevard. Mr. Anderson stated that he had noticed signatures from Green Blade Drive and other areas, but none were in the impact area. He indicated that an impact area survey is the responsibility of DelDOT, not the City, and asked if DelDOT had done the survey. Responding, Mr. Jamison stated that the survey was the result of flyers by people who were opposed to the project and was not an official survey; however, he would more than welcome an official one.

Mr. Anderson stated that the official survey was supposed to have been mailed out by DelDOT and asked if Mr. Jamison knew the results from it. In response, Mr. Jamison stated that he was surprised that no one had brought this up at the meeting last May and questioned why the project was approved without the votes. He expressed his belief that Colonel Dix would verify that flyers were given out on

Independence Boulevard, and explained that he did not know why they did not respond to it, but he assured members that they were delivered there. Mr. Jamison reiterated that this was not an official survey, which he would more than welcome, and was sure that anyone against the project would also welcome it. He stated that he was sure that the result would be the same.

Mr. Hosfelt indicated that DelDOT had recently offered to do an official survey and there had been some conversation between himself and Mr. Lynn to get on the same page to make that happen.

Mr. Anderson stated that there had been a Bicentennial Civic Association meeting where this was a hot topic, even though that area was broader than the probable impact area. He asked what the result of that meeting was. Responding, Mr. Jamison indicated that he was not there. Mr. Hosfelt informed members that, at the latest meeting, residents had basically four (4) different opinions, as follows: 1) leave it as is, with the traffic roundabout at Independence Boulevard and Colony Drive, which was the only thing that had been approved at this point in time; 2) do a traffic realignment, which was originally thought to be part of the motion but was not included the way the motion was worded; 3) do nothing at all; or 4) go with a digital speed sign. He indicated that the meeting was well attended and the majority wanted to disregard the traffic roundabout at Colony Drive and instead go with the traffic realignment along Independence Boulevard in the area of the park. He noted that this was the opinion of the majority of the residents, but it had been close.

Mr. Hare noted that there had been some speeding issues on Wyoming Avenue, which has approximately 30 residents, and is approximately the same length as Independence Boulevard, which has approximately 13 residents. He stated that those in the Woodbrook area had been looking at stop signs but proposed a roundabout for that area in lieu of stop signs, which Mr. Hare indicated was not a bad idea. Mr. Hare asked, if the roundabout does not go forward on Independence Boulevard, that the money not be given to street repairs since it might be used to put a roundabout on Wyoming Avenue. Responding, Mr. Jamison stated that he was unsure what State representative district the Wyoming Avenue area would fall under. Mr. Hare noted that Senator Brian Bushweller and Representative Sean Lynn both represent this area.

Mr. Hutchison commented that a radar speed sign had been placed on North State Street between Walker Road and Division Street. He stated that he traveled that road every day during the early morning, day, and evening and noted the behavior of people driving there had changed. Mr. Jamison noted that people do react to these signs.

Mr. Keller stated that he agreed with Mr. Hutchison's remarks, noting that the radar speed sign would be an excellent compromise.

Mr. Lewis asked how much work DelDOT had already started or how much had been spent on this project. Responding, Mr. Jamison stated that he had been trying to get

a set of plans. He indicated that he did not know if the project was on hold and to date he had only received conceptual plans.

Mr. Lewis expressed his understanding that work had started on the project since it had been approved. Mr. Hosfelt explained that a representative from DelDOT would be speaking later in the meeting.

Mr. Jamison commended Mr. Will Garfinkel, noting that Mr. Garfinkel was running as a candidate for City Council in the First District and gave time and effort to this project. He also stated his desire to salute all of the members of Council, explaining that it was not a high-paying job but members were giving their time and efforts to the City of Dover, and he appreciated and respected them.

Mr. Jamison commented that Mr. Hutchison had decided not to run for re-election in the First District and noted that he had attended Dover High School with Mr. Hutchison. He stated that Mr. Hutchison was a man who stood up for what he believed in and would not back down. Mr. Jamison informed members that he, himself, had gotten an engineering degree and went to work for DelDOT as a highway engineer and then into private practice, noting that his focus had always been the safety and welfare of the traveling public. He advised that Mr. Hutchison became Chief of Police, Mayor, and Councilman, and his whole life had been dedicated to the safety and welfare of the citizens of Dover. Mr. Jamison asked that those present join him in showing appreciation to Mr. Hutchison and acknowledging all that he had done. Mr. Anderson noted that Mr. Hutchison had also served in the Delaware Army National Guard.

Retired Colonel Thomas Dix, 664 Independence Boulevard, reviewed correspondence and attachments dated February 27, 2017, addressed to the Office of the Mayor and Council. He referred to the comment in his letter that the DelDOT Traffic Calming Design Manual indicates that radar speed signs "Can cause speeds to be reduced within a community," and explained that "can" is a funny word that means able or possible; however, a radar speed sign had been on Bicentennial Boulevard since June and did not work. Colonel Dix stated that Mr. Doug Stamm, who lives right by the sign, had stated that it was ineffective.

Colonel Dix expressed skepticism that substituting two (2) yellow lines and one (1) blinking radar light for proven traffic calming measures would solve all of the problems, stating that he felt that he had been trampled. He pointed out that there are 13 people who have an Independence Boulevard address, and over 250 people in Bicentennial Village. Colonel Dix advised that people who live on the end of a cul-de-sac and are coming off of a dead-end street were telling him what 5,000 cars are like going in front of his house. He indicated that when he moved there in 1999, he did not have 5,000 cars in front of his house, but he has them now. Colonel Dix questioned if this is how people should be treated, stating that it is not right to punish a minority group. Colonel Dix added that a single radar speed sign only works in one

(1) direction and asked if there would be another one (1) for traffic going the other way.

Colonel Dix noted that Mr. Jamison had mentioned that yellow center line stripes can reduce speeds by between two (2) mph and seven (7) mph, and emphasized that "can" indicates that this is possible but not highly probable. He noted that this had been proven since lines were painted and he expected speeds to reduce; however, they increased from 29.1 mph to 29.4 mph. Colonel Dix indicated that, in talking about the number of accidents on Independence Boulevard, Mr. Jamison had shown a site and mentioned an accident in 2013 when a driver hit the entrance sign. Colonel Dix advised that he knew that someone hit the marquee in 2014 and it was finally fixed in 2015, and he did not know where Mr. Jamison got his data from. Colonel Dix indicated that Captain David Spicer, Dover Police Department, had previously stated that there were 10 accidents in 2015 and that the year before there were only three (3). Colonel Dix expressed his opinion that this street was going to hell in a hand basket, and he thanked Captain Spicer for bringing this to everyone's attention.

Colonel Dix stated that Mr. Jamison had commented about a speed problem and referenced an average speed of 29 mph, as if this was okay. Colonel Dix indicated that this was not okay when the recent study showed that 9.2% were above the ticketing speed of 35 mph. He advised that averages do not tell anything and noted that, by simple math, an average speed of 29.1 mph can be the average between 34.1 and 21.1 mph. Colonel Dix advised that those who are traveling 25.1 mph are the ones who want to obey the speed limit, and those who are traveling just below 35 mph do not want a ticket. He estimated that 2% - 3% of the drivers go as fast as they can, noting that in the latest survey in February, three (3) cars were clocked at over 70 mph. Colonel Dix asked if he was living on a raceway and was supposed to put up with this. He stated that 250 people were telling 13 people that they do not have a problem and they begged to differ. Colonel Dix reiterated that he was a minority and did not want to be treated as a minority.

Colonel Dix informed members that he had given over two (2) years of his life working on this project. He stated that when he started working on this project he recommended speed cushions and blocking the road at Redner's. He indicated that he had listened to the best that Delaware could give as far as traffic calming. Colonel Dix noted that DelDOT has a whole section that does traffic calming that indicated that a roundabout and realigned intersection were needed. He stated that he was not pumping anything and had just gone along with the people who were supposed to know what they are talking about, and noted that Mr. Garfinkel and Mr. Stamm had gone along with them too. Colonel Dix indicated that he was now being tortured by 250 people who do not live on Independence Boulevard.

Mr. Neil commented that in theater the two (2) protagonists are the most important people and stated his belief that what Mr. Jamison and Colonel Dix had done was brilliant and the type of thing that members need to hear from citizens. He indicated

that he would award them a tie; however, that would be the easy way out, and a decision would have to be made. Mr. Neil thanked them for their enlightening presentations and the time and effort they put into this matter, noting that they would make members' job tougher rather than easier.

Mr. Anderson, noting that Colonel Dix had stated that almost 10% of the traffic was above 35 mph, asked if the median speed was known. In response, Colonel Dix provided a report for Mr. Anderson to review.

Mr. Lewis asked why the people who were now opposed to the project were not present to voice their opposition when it was approved by Council. Responding, Mr. Hosfelt explained that, from what he had heard, there was some confusion about whether or not those people were invited to meetings or they had not felt that they were notified properly. Mr. Lewis indicated that the meetings are publicized.

Mr. Hutchison thanked Colonel Dix for the work he had done, noting that at the end of the day everyone was here for one (1) reason, public safety. He stated that he had 25 years in law enforcement, knows about public safety, rides up and down State Street every day, and radar systems and speed signs work. Mr. Hutchison advised that putting radar systems on either side and monitoring and reviewing this area would cost approximately $5,000, which would be a lot cheaper. He advised that if the radar systems did not work, there is a traffic study that says that the roundabout would be another alternative, and noted that the big project should not be done first. Mr. Hutchison informed members that he could not guarantee that the radar speed signs would work; however, he guaranteed that the traffic on State Street changed because of those signs. He stated that he was asking Colonel Dix and everyone else in the community to consider that if the radar signs are put up and they work, everyone would win. Mr. Hutchison explained that he was not saying anything against the study and roundabout because this could be plan B if the signs do not work.

Colonel Dix commented that a study had been done, noting that a flashing radar light was put up on June 2nd on Bicentennial Boulevard. He reviewed an email regarding the flashing radar sign from Mr. Stamm.

Mr. Hutchison asked if signs were put both ways on Bicentennial Boulevard, and Colonel Dix advised that they were not. Mr. Hutchison noted that North State Street had signs in both directions.

Mr. Lewis advised that he was not an expert on radar signs but had seen people speed right by them and not be a deterred at all. He indicated that they are not 100% effective.

Mr. Keller explained that he had also been up and down State Street daily and had seen a definite decrease, noting that there would always be scofflaws no matter what the street or traffic control measures are. He questioned what the City had to lose

with the $5,000 outlay described by Mr. Hutchison and noted that if it did not work, plan B could be used. Mr. Keller advised that he agreed 100% with this approach.

Mr. Mike Somers, City Transportation Planner and Traffic Calming Project Manager, DelDOT, referred to Mr. Anderson's questions regarding why a DelDOT survey was not done for the entire community. He explained that this was not a DelDOT project but a City of Dover project, and DelDOT was a support arm. Mr. Somers advised that DelDOT will give the City what is needed, do what the City asks them to do, and do the design work; however, in a municipality, the municipality governs the process. He explained that the option in Dover was whether the group wanted DelDOT to ballot the community or whether they wanted to go through Council and the group decided to take it to Council. Mr. Somers pointed out that DelDOT had not forgotten to do a survey, this was the way it was chosen to be done in this case. Noting that it was mentioned that DelDOT had offered to do a survey now, he explained that this was because of his concern that there was a disconnect. Mr. Somers indicated that there was confusion, one (1) group was saying that they wanted it, another group saying that they did not, and the votes were not all that far apart, so he made the offer to do a survey.

In regard to the cost of the project, Mr. Somers advised that additional costs beyond what had been mentioned were not anticipated. In terms of the status, he indicated that everything was mostly done and the project was in the process of being passed around the department for review. Mr. Somers advised that, even though there was no impact outside of the right-of-way and there should not be any impact off the asphalt, the project must still be passed by the environmental group, etc., according to the rules. He noted that if it comes back stating that Americans with Disabilities Act (ADA) or other adjustments are needed, this will have to be done, but the plans were finished for the most part. Mr. Somers explained that the plans were not being handed out because they were not finished, and they do not hand out working draft plans. He stated that once plans are complete, they will be public record, and anybody who wants to see them would be more than welcome to do so.

Mr. Anderson questioned how much had been invested in the project so far. In response, Mr. Somers stated that he had not brought those numbers with him but estimated a range of $25,000 to $30,000, noting that it was mostly consultant money.

Mr. Anderson indicated that he had looked at the report that Colonel Dix provided to him for review, and noted that approximately 85% of the traffic was above the posted speed limit and approximately 45% was above 30 mph. He asked if this was within normal parameters. Responding, Mr. Somers indicated that this was getting into speculation; however, it was not uncommon to see those kinds of numbers on a fairly straight road like this. He noted that, other than the one (1) end where all of the houses were directly on the road, most of rest of the road was pretty open and there was nobody living on it directly. Mr. Somers advised that speed limits are set for a reason, they are not supposed to be suggestions, and police try to enforce a

specific speed because those speeds have been designated as safe speeds for a particular route.

For clarification, Mr. Lewis asked what stage DelDOT was at as far as work being done on the project, and if it was in the early stages of drafting, diagrams, and blueprints. In response, Mr. Somers stated that for the most part the plans were finished but were being passed around for in-house review. He explained that a contract had been lined up with a commitment to include this project on it, and the money had been allocated and approved, so DelDOT was ready to move.

Mr. Lewis asked if the money had been disseminated. Responding, Mr. Somers stated that the money had been contributed by the legislators, transferred to the programs, and was ready to go. He pointed out that it is Community Transportation Funding (CTF), which is an allocation of funds that each legislator receives annually for projects in their district. Mr. Somers noted that the City also receives money directly without the legislators' involvement, and Mr. Anderson advised that it was Municipal Street Aid. Mr. Somers stated that these funds are supposed to be used within the City. Referring to Mr. Hare's comments about using the money somewhere else, Mr. Somers indicated that this was not necessarily the case, noting that he would not get into the legislators' business about this.

In response to Mr. Lewis about whether the funds could be used elsewhere, Mr. Somers indicated that the legislators could put it somewhere else, but it would have to be a similar project. He noted that the funding was there and if it is not grabbed when it is available, it may or may not be available next time. Mr. Somers reiterated that he would not presume to get involved in the legislators' business about this.

Mr. Neil asked, if this matter was put on hold for now and had to be brought back at a later time, whether the City would lose any of the plans or if anything would change regarding what had already been done. In response, Mr. Somers stated that a month-and-a-half ago, when he was told that there were questions, he discussed this in-house with his supervisor. He stated that, regardless of what comes out of the process, DelDOT will finish the plans, and if the City decides not to move forward, DelDOT will still have the plans. He cautioned that the plans would have to be reviewed to make sure that nothing has changed with the laws and regulations if this moves forward in two (2) to five (5) years; however, they probably would not have to be changed much. Mr. Somers noted that the money was another issue, and it may or may not be there. He indicated that the plans would be recorded, archived, and set aside until they are called upon.

Mr. Shelton asked how long the money would be allocated for. Responding, Mr. Somers estimated that funds would be in place for this project for a maximum of four (4) years; however, he explained that he did not know what that would mean if the funds were moved out of this project into something else. He indicated that he

thought that the legislators have to use their money annually within at least a four-year period, after which it would no longer be available.

Mr. Shelton asked if enough money had been allocated for a roundabout if they chose, or for the radar speed sign. Responding, Mr. Hosfelt stated that money was allocated for both. *(City Clerk's Office Note: Subsequent to the meeting, Mr. Hosfelt advised the City Clerk's Office that funds had been allocated for both the roundabout and the traffic realignment; however, there was no mention of an allocation for radar speed signs.)*

Mr. Shelton stated that he agreed with the plan to stay with the radar speed sign; however, he noted that he drives on Mifflin Road every day, which has a roundabout, and had seen how it stops the flow of traffic, which he stated was not a bad idea. He indicated that he liked Mr. Hutchison's comments about looking at the radar speed sign initially and moving on to the next thing if that does not work.

Mr. Keller asked how much of the $77,000 outlay the $25,000 would entail. Responding, Mr. Somers explained that the design money is part of DelDOT's in-house budget.

Mr. Hosfelt explained that this project would not cost the City. Mr. Somers reiterated that the funds would not come out of the City's budget but would be CTF money. He indicated that the City would have nothing to lose financially by doing the project, it was a matter of whether the City has an interest in doing it.

Mr. Lewis stated that he was baffled because testimony had been heard by Colonel Dix that they had already put up a radar sign in the community and it was ineffective, so he did not understand why they would want to spend money to do the same thing again. Responding, Mr. Hare stated that the sign had been put up on Bicentennial Boulevard, rather than Independence Boulevard.

Mr. Hosfelt asked Mr. Somers if, in his opinion, traffic calming was needed on Independence Boulevard. In response, Mr. Somers expressed his belief that there was a concern and that the community certainly believed it. He noted that, at a community meeting held a few days prior, even the people who did not necessarily love the notion of a roundabout were collectively not opposed to doing something. Mr. Somers stated that this had been just a straw vote at an individual meeting; however, even the people who did not want to do anything felt there was a concern.

Mr. Hosfelt asked if Mr. Somers thought that it was a matter of both things working together or if one (1) approach or the other should be tried. In response, Mr. Somers advised that each measure, whether a stop sign, roundabout, or realigned intersection, would have an area of influence that is generally 250 to 300 feet, depending on the measure, noting that this area is not always the same everywhere. He explained that a combination of measures breaks speeding more effectively than having one (1) or two (2). Mr. Somers indicated that when most rational people are coming out of a

roundabout, and know there is a stop sign 300 or 400 feet down the road, they will not greatly increase their speed; however, he noted that people are not always rational. He advised that if people know there is something else coming they will stop trying to make up time, because they know they will not be able to do so.

Mr. Hosfelt thanked Mr. Somers, noting that he had been available anytime he was asked to come out in the evenings or to attend different community meetings and had answered questions. He expressed appreciation for Mr. Somers' help with this project. Mr. Somers invited those who needed more information to contact him directly.

Dr. Dina Vendetti, Principal, St. John's Lutheran School, 1156 Walker Road, stated that she was representing the parents of students at Saint John's and noted that the school uses Continental Park for several activities. She explained that their property does not have any playing fields on it, so this is the closest field they can use. Dr. Vendetti advised that they sometimes use the park for physical education classes, but their biggest use of the park is a two-day field day event where several parents participate. She informed members that she put this matter out to parents and was unsure how concerned they would be, and the result was three (3) pages of a petition. Dr. Vendetti explained that their concern was about parking, noting that she had heard two (2) reports of what the area would look like after the project was complete. She stated that if parking was eliminated on the Continental Park side of the street, this would be a problem for them in using the park and for their parents to be able to participate in the activities of their kids. Dr. Vendetti stated that she understood that there was parking on the other side of the street; however, little kids were being discussed. She indicated that parents were not thrilled about the idea of walking the children across the street, and it was much more convenient and much easier for them to pull up alongside the park and be part of the activity. Dr. Vendetti advised that most of them do not live in that neighborhood so it is not really their fight, but their concern was the use of the park and the availability of parking near the park. She asked, whichever route the group decided to go, that members be aware of this and save as many parking places as possible.

Ms. Carolyn Courtney, 24 Lamplighter Lane informed members that she was native to Dover and chose and bought her house in May 1996 because it was in the center of Dover. She indicated that she had two (2) children at the time and it was close to commerce, her parents, and her family. Ms. Courtney stated that at night she has to listen to cars racing up and down the roads, and that she can hear the cars on Walker Road, and the train from her house. She advised that when you live in the City, these are some of the things you deal with; however, it had been a blessing to have a nice, wide street in the neighborhood that had been a place for her and her children to walk, ride bicycles, or rollerblade. Ms. Courtney stated that the occasional yahoo who drives down Independence Boulevard at full speed and runs stop signs would do this on any street, and it was not up to the City to fix this with a traffic circle by taking parking away from a park.

Ms. Courtney noted that Dr. Vendetti had stated that her school uses the park during the day. Ms. Courtney indicated that she had been there at night and seen teens use it for practice and pick-up games for those who show up and play football. She advised that taking the parking and narrowing that section of Independence Boulevard in front of Continental Drive would be an injustice to everyone who uses and appreciates it. Ms. Courtney stated that jumping to traffic circles would be way too fast, noting that there is not that big of a problem on her road. She suggested trying other calming measures and noted that when she sees the blinking signs on Wyoming Avenue and State Street, she looks down, checks herself, and slows down. Ms. Courtney explained that the striping on Independence Boulevard had happened while she was on vacation and at first she thought it was a ridiculous waste of money; however, in the month since, she thought that the striping had helped tremendously. She expressed her belief that the speed limit signs would help on Independence Boulevard, rather than jumping to the measures proposed by Colonel Dix and the committee of three (3) or four (4) people supposedly representing the entire neighborhood. Ms. Courtney advised that, in addition to Bicentennial, the neighborhood included the Greens Association. She explained that these were the townhouses on the west side of Independence Boulevard who were never included in any of this, and she stated that it was an injustice to let four (4) or five (5) people speak for everyone.

Noting that Ms. Courtney had stated that there were only three (3) or four (4) people on this committee, Mr. Lewis asked if there was public notice put out that the committee was being formed and if Ms. Courtney had been aware that this was going on. Responding, Ms. Courtney stated that she knew nothing about it in the beginning, had seen it one (1) time on the Council agenda, and it was then gone and she heard it was a done deal. She indicated that she had received no mailing, flyer, or notice.

Mr. Lewis stated his understanding that the homeowners' association has a Facebook page and asked if Ms. Courtney was privy to this or had been on this site. In response, Ms. Courtney advised that, since attending one (1) of the meetings, she had joined the Bicentennial Association; however, she noted that she is on the west side of Independence Boulevard and belongs to the Greens Association. She stated that these members were not included and did not know anything about it.

Mr. Jim Stewart, 742 Bicentennial Boulevard, stated that he lives at the corner of Colony Drive and Bicentennial Boulevard, which is about the equivalent of being at the corner of Dover Downs at the racetrack as they are whipping around and can hear them at night. He advised that there are 327 households in the neighborhood, including Green Blade Drive and Lamplighter Lane, and they had yet to have 10% of the households represented at any of the meetings. Mr. Stewart stated that there were 897,934 residents in the State of Delaware on the 2010 census, the estimate as of July 1, 2016 was 952,065, and he projected that the State would probably be at 1,000,000 in 2020. Mr. Stewart indicated that the cost of just the traffic circle would be $0.14 per resident, and just doing the narrowing would be $0.06 per resident.

When going to the larger population, he indicated that the cost of the traffic circle would drop down to $0.13, and the narrowing drops down to such an infinitesimal percent of a penny that he could probably pay for everybody in the room and still have change left over from the one (1) penny.

Mr. Stewart indicated that he was in the middle when he attended the meetings and compared this to living between the Hatfields and the McCoys, with bricks flying in both directions. He advised that there was a big group of those who were curious about what was going on and why, and there had obviously been some miscommunication. Mr. Stewart noted that some personalities had gotten involved, and there had been a lot of confusion. He advised that he had raised a concern at the last meeting about the fact that kids have to cross Independence Boulevard to get to the school bus stop there and this had not been mentioned. Mr. Stewart commented that one of his neighbors, in irate frustration, had questioned why anything would be done since no one had been hit yet. He stated that the lady who lives on that corner and has kids at her bus stop or in her yard will have to deal with anybody being injured there, and she had commented that she was a retired public health nurse and believed in preventative measures. Mr. Stewart expressed the need to pay attention to the school kids.

Mr. Stewart advised that many options had been taken away, stating that a four-way stop cannot be used because it does not meet DelDOT standards at Independence Boulevard and Colony Drive, speed bumps or cushions cannot be used due to the Fire Department and other groups, and there were a couple of other items he could not remember. He indicated that he had to call an ambulance to his house once and did not want speed bumps to slow down those coming to him when they are really needed. He stated that it would cost $10,000, not $5,000, for a radar sign, and every time that money is chipped away at, there would be less money and a need to hunt for it somewhere else.

Mr. Stewart stated that members have a good share of responsibility for the City and City taxpayers and if something happened to somebody on that street, particularly a school kid, their parents would hire an attorney who would go hunting for deep pockets. He noted that there was a thorough and deep public record that the City was looking at this issue. Mr. Stewart questioned what the liability would become if the City did not try to do something, stating that it would be far higher than anything that had been talked about this evening.

Mr. Stewart indicated that the group met last on Monday, it was a vibrant meeting, and each time they voted, the votes were roughly one-third, one-third, and one-third. He advised that when they started raising the issue of the school kids, which was the prime issue, only two (2) voted against it, one (1) person that he did not know and another lady who lives well insulated from Independence Boulevard and does not see the problem every day. Mr. Stewart explained that they came to a reasonable consensus, which was a compromise, and there was some fussing and grumbling, but he thought the group seemed to be coming to a conclusion that they would be willing

to try the traffic narrowing. He stated that some of those in the middle were afraid of what they had to lose, and he explained that school kids were what there was to lose if members were not careful. Mr. Stewart advised that they could bring pictures in of these kids to show to members and questioned, if it was too dangerous for little kids to cross the street for a couple of festival events, then what was it for the kids who have to do that every day during the school year. He indicated that they were just as much at risk and just as valuable, and $0.14 or $0.13 was being discussed. Mr. Stewart estimated that basically $0.20 of the first tax dollar spent on the day that this money was allocated would go to this project. He commented that, with all respect to Mr. Hare, the budget vultures were out there and had other projects, and Mr. Stewart did not blame them. Mr. Stewart stated that he had spent 26 years in State government and members could not assume that this money would be there a year or two (2) from now because loose money lying around is low-hanging fruit in State government and they come after it first.

Mr. Eric Frankl, 44 Freedom Drive, asked if there was a device that would not just flash the driver's speed but also take a picture of a license plate and the speed, so that the City could get money from them. Responding, Mr. Hosfelt explained that, several years ago when he was serving as Chief of Police, the City had tried to work with the legislators for Dover to become a test for a program similar to red light or speed cameras. He stated that it never gained any traction at that point from any of the legislators, and that is why the City did not have this program.

Mrs. Rhonda Lewis, 27 Liberty Drive, advised that there had been different proposals, including a circle coming from Route 8 going toward Walker Road, a three-way stop at Continental Boulevard, narrowing, and another three-way stop at Liberty Drive. She asked what would happen when people are ticked off when they go through this long course, reach the block of houses where people are noticing the speed problem, and speed toward Walker Road. Noting that Mr. Somers had advised that these measures reduce speeds within a radius, Mrs. Lewis asked what the point would be and what more there would be to do when drivers get through all of this, are aggravated, and speed to Walker Road in front of the houses of Colonel Dix and others. She noted that she sees people slowly running through the stop signs all the time, stating that she did not know what more there was to do except for law enforcement.

Representative Sean Lynn, 224 Columbia Avenue, stated that he was present to speak in favor of the project which was brought to him by the City. He explained that the City asked him to facilitate public meetings to investigate this issue and they spent about a year investigating the issue. Mr. Lynn advised that they had the finest experts at DelDOT in traffic calming review this project with a private engineer for more than one (1) year and then brought that project to this Committee, who voted on it. He explained that notice was properly given to residents of Bicentennial Village and the other associated neighborhoods vis-a-vis the publication of Council agendas. Mr. Lynn indicated that when this issue was brought before the Committee, everyone

in the City of Dover had access to the agendas and, regardless of what people's positions were, Council and this Committee voted on it.

Mr. Lynn stated that if you go to the doctor and the doctor tells you that you need your appendix removed, you don't say to the doctor that you would rather have your gall bladder removed. He indicated that it is not a buffet, and the experts had opined and rendered an opinion that two (2) things were necessary, a realigned intersection and a roundabout. Mr. Lynn advised that the experts at DelDOT had examined the issue and told members what the solution was and that this was what they needed to listen to. He informed members that he would not fund any alternative other than what the DelDOT engineers had proposed and, unless Council funds what the engineers had proposed, he would not give the CTF dollars to do it. Mr. Lynn stated that if something else was wanted, the City would have to pay for it because the engineers had spoken. He advised that if you return to the doctor and say that you want your gall bladder out and they reiterate that you have appendicitis, you do not get to choose. Mr. Lynn explained that they had asked the finest minds in the State to examine this and they had rendered their opinions. He indicated that this issue would only get worse as time progresses, noting that cost of the project would only increase and, once the bypass is completed, there would be more traffic on this road. Mr. Lynn stated that Captain David Spicer had stated what the traffic patterns were on this road, and people who are against the project had asserted that the Dover Police Department was lying about what the traffic patterns were. He indicated that this was unconscionable. Mr. Lynn stated that, as the City grows, the situation will become worse. For these reasons, he advised that Council needed to stick with its original position and allow the project to go through unabated.

Mr. Hosfelt advised that when the original motion was made, through no one's fault and due to a wording issue, the roundabout was the only traffic calming measure that was approved. He asked, if this issue goes back to Council and the other part of the project is not approved, whether Mr. Lynn was saying the money would not be there and if he wanted it all or nothing. In response, Mr. Lynn stated that the money had already been expended since it was not clear to DelDOT that Council made an error and only approved one (1) of the two (2) traffic calming measures. He advised that the dollars had already been allocated, they had already funded the project, and work was already underway. Mr. Lynn stated that he did not think it reasonable to only fund half of the solution, so they were not going to pay for half of an appendectomy but would pay for the entire appendectomy. Mr. Lynn indicated that if the experts say that both are needed, they would fund both, but would not allow funding only half through political expediency. He stated that the experts had all found that a realigned intersection and a roundabout were needed to address the issue, and they would fund both or nothing.

Mr. Lewis stated his understanding that the other part of the project would be the realignment, and this was confirmed by Mr. Hosfelt.

Mr. Anderson asked if anyone could answer the question about parking for Continental Park. Responding, Mr. Hosfelt indicated that, at this time, the only information available were the opinions of Mr. Jamison and Colonel Dix. Mr. Anderson advised that a plan was being looked at for that park and that it would be appreciated if they tried to maximize parking in that area. Otherwise, he stated that he thought the choice was pretty clear and that the City needed to accept the money and address the issue.

Mr. Hosfelt stated that there was no action to be taken by the Committee at this point.

**Mr. Lewis moved to defer this matter until the next Council meeting, seconded by Anderson and unanimously carried.**

## UTILITY COMMITTEE

The Utility Committee meeting was held with Chairman Cole presiding.

**Street and Alley Survey Update**

Mrs. Sharon Duca, Director of Public Works, reviewed a presentation entitled "Street & Alley Survey," dated February 13, 2017.

Referring to page 4, Pavement Distresses, Mr. Anderson questioned the meaning of alligator cracking. Responding, Mrs. Duca explained that alligator cracking is distressed pavement that looks like an alligator or crocodile's skin.

In reference to page 15, Capital Funding Sources, Mayor Christiansen asked if Community Transportation Fund (CTF) referred to designated municipal street aid monies. Responding, Mrs. Duca explained that Municipal Street Aid actually goes into the General Fund, and Public Works pays for projects through the General Fund.

Mr. Neil asked how long it would be before a roadway has problems and needs to be repaired again after it has been brought down to the bottom, and recreated. Responding, Mrs. Duca explained that usually there is not a need to go down to the base for an entire road section, and base repairs are typically needed only for sporadic sections. She compared this to a roof replacement, where there may be a couple of pieces of plywood that need replacing, rather than an entire roof. Mrs. Duca expressed the overall goal that the roads would remain in decent condition for at least 20 years, if the City was on schedule. She noted that the City has a storm sewer system, a sanitary sewer system, and a water system that are all within the roadway as well. Mrs. Duca advised that, in planning projects, staff tries to assess the water system and video the storm and sanitary sewer system when they identify the roads that need to be addressed. She explained that this is done to try to make sure that they are working on a total project, so that there are not scenarios of failure with the utilities that destroy the investment in the road.

Mr. Anderson advised that he noticed in the report that several streets in the Fourth District needed repair and that Bicentennial Boulevard had a lot of issues as well. He asked what percentage of the City's streets have had repaving or rehabilitation within the last 20 years. Mr. Anderson noted that he was curious what percentage of streets have had the 20-year cycle applied to them because there were streets that had grass growing in them, pieces of the street falling apart, and some that had not been touched in so long that staff was unable to find records. He stated that he did not expect that information right now but in the near future, perhaps through an email later in the week.

Responding to Mr. Anderson, Mrs. Duca stated that staff could work on providing the percentage of the overall street system that actually gets addressed each year. She stated that she was unsure that she could obtain decent data in terms of going back 20 years; however, she agreed that roads were not being addressed at this frequency. Mrs. Duca advised that staff was addressing roads that do not have base to them in certain areas, and the City had to do some of the re-laying. She explained that in some cases it is found that there are two (2) inches of asphalt on top of dirt, so these streets had obviously not been addressed since they were built.

Mr. Hutchison asked how much was spent on routine maintenance per year on average over the last five (5) years. Responding, Mrs. Duca stated that there was approximately $10,000 for paving and $10,000 for concrete work in the Streets Division budget. Mr. Hutchison asked if this was the average amount that was spent on improvements and maintenance in the City over the last five (5) years and Mrs. Duca confirmed that it was. She indicated that she had made certain requests to the City Manager for improvements in that area and there were certain expenses that the City was not properly addressing. Mrs. Duca explained that there were a lot of issues with the concrete system. For example, she stated that the City had started to implement painting work on roadways to improve marking to control speeding, which involved an epoxy that staff was not able to do in-house. She noted that this work had not been budgeted in the past and would amount to an extra $5,000 per year, for a program that had been budgeted for years at only around the $15,000 mark.

Mr. Hutchison asked if there was a master plan for the future. He stated that, when looking at the numbers discussed, the amount of money that the City needed to apply to address maintenance issues and the total number of miles in the City, a clear amount of money must be set aside every year so that the staff and workforce can address the issues. Mr. Hutchison stated that he thought it was obvious that the City was running behind and needed a plan to catch up.

In response to Mr. Hutchison, Mrs. Duca indicated that the master plan for the future was tied in with another project that Mr. Bob LaFountain, Civil Engineer I, was working on. She noted that, in order for staff to make a proper recommendation to Council as to what infrastructure investments are needed, there was a need to have a firm handle on what the City's assets and infrastructure are. Mrs. Duca advised that

line painting is part of the same line item as signs, which all relate to the safety factor of the roadway system. She indicated that, in conjunction with road rating, Mr. LaFountain was working on an inventory of signs, including how many and what kind of signs the City has and what the replacement issues are, so that more sound budget requests could be made based on these components, just as much as they are on pavement and other infrastructure components.

Mr. Hutchison asked, if Mrs. Duca could wave a magic wand, how much was needed per year in order for the City to be caught up. Responding, Mrs. Duca indicated that, based on her current knowledge, she could easily see the City increasing just the concrete budget from $10,000 to $50,000 and still not have all the issues resolved.

Mr. Neil asked if it was planned to include updated street signs in the forthcoming budget. For clarification, Mrs. Duca asked if Mr. Neil was referring to replacing faded streets signs. Mr. Neil indicated that he was referring to faded signs, as well as periodically replacing street signs with the modern street signs that had been adopted. Responding, Mrs. Duca stated that there is a line item for street signs and painting, which is done at a certain percentage when things are very poor. She noted that when staff completes the actual inventory she could give a more definitive number. Mrs. Duca explained that it would then be known, for example, that there are 10,000 signs that should be replaced at 10% per year.

Mr. Hosfelt asked if striping is automatically included in the price when a paving or resurfacing job is done. He noted, for example, that Independence Boulevard was not re-striped when it was repaved initially, and this was brought up by residents. He stated that when the stripes were put down, this had an impact for a while on speeds. In response, Mrs. Duca stated that striping is extra and most City streets do not have stripes on them. She indicated that much of the roads with striping are Delaware Department of Transportation (DelDOT) roads.

Mr. Hosfelt recalled that the City Manager had indicated that Wyoming Avenue was scheduled for repaving in the spring of 2017. He stated that when this is redone, striping, including possibly a double yellow line down the center and shoulder striping, would definitely help with the speed issues on the road. Mr. Hosfelt noted that, looking at this in terms of what needs to be done to these streets in the future would help the City in the long run from a safety point of view. In response, Mrs. Duca stated that she agreed, and that when items are put out to bid, looking at roadway classifications, such as whether roads are collectors or purely residential, would help and would create a difference in what is needed.

Mr. Cole asked how long the line items Mrs. Duca mentioned had been set at $10,000. Responding, Mrs. Duca advised that they had been at their current levels for as long as she had been Director of Public Works, which was over five (5) years.

Mrs. Donna Mitchell, Controller/Treasurer, stated that one (1) of the difficulties with trying to get through a street program is that there are other projects in the works that

have change orders. She explained that whenever there is a need for a change order, the money historically comes out of the Street Program, noting that this seems to happen every year.

Mayor Christiansen asked if monies allocated for individual line items throughout the entire budget are put in a lockbox specifically for the projects for which they are designated. Responding, Mrs. Mitchell explained that departmental operating expenses all have line items that the department budgets for, and they mostly manage to that. She noted that departments have discretion to move money around in their budget to where it is needed. Mayor Christiansen asked to what percentage staff has discretion to move money. In response, Mrs. Mitchell indicated that there is not really a percentage and it just depends where they need the money, noting that they are not usually big line items. She explained that projects over a certain percentage have to come before Council for approval, such as the $60,000 Salt Barn project. Mrs. Mitchell advised that just about every year money is reduced from the original budgeted amount for some of the blanket projects, such as the Street Program. Mayor Christiansen asked if, in Mrs. Mitchell's opinion, this was a best practice or if it should be changed. Responding, Mrs. Mitchell stated that the way the budgets are done could be looked at a little closer; however, without getting into the details that she had not been into in the past, she could not answer that question. Mayor Christiansen asked if this would be a recommendation, if it was feasible and Mrs. Mitchell answered yes.

Mr. Anderson recalled that street money had been about one-half the current amount at one (1) point in the last five (5) years and then had increased. He asked if Mrs. Mitchell had any idea about the changes in the General Fund budget for street money over the last five (5) years. In response, Mrs. Mitchell expressed her belief that the City Manager was trying to keep the amount at approximately $1M per year; however, when the budget cannot be balanced, this is one (1) of the first places that is usually reduced. She indicated that it had been close to $1M for the past two (2) years, stating her belief that it was approximately $1M last year and approximately $800,000 the year before. Mr. Anderson recalled that it had been much lower five (5) years ago and had been slowly edging up. Mrs. Mitchell stated that she had looked at the Street Program for the last two (2) years and it had been reduced by approximately $220,000 for other projects.

Mrs. Duca informed members that it had been a challenge for everyone involved to deal with unknown environmental issues and other factors that had come into projects on the capital side. On the operating side, she noted that it had also been a challenge for Council, the Controller/Treasurer, and the City Manager to deal with some of the environmental requirements that the City had to pay for. Mrs. Duca advised that the Municipal Separate Storm Sewer System (MS4) Program had prevented the City from being able to do preventative maintenance that was desired. For example, she noted that the MS4 Program increased by over $100,000 and was in the Streets Division budget, which is the same budget that pays for some of the concrete work, and the environmental requirements had limited growth in other areas.

Mayor Christiansen asked if Mrs. Duca was saying that too many governmental regulations were getting in the way. Responding, Mrs. Duca stated that it is a challenge to determine how to get the money to do these projects.

**Mr. Lewis moved for acceptance of the Council Committee of the Whole Report, seconded by Mr. Hosfelt and unanimously carried.**

**MONTHLY REPORTS - JANUARY 2017**

**By motion of Mr. Neil, seconded by Mr. Lewis, the following monthly reports were accepted by consent agenda**:

City Assessor's Report
City Manager's Report
City Planner's Report
Controller/Treasurer's Budget Report
Fire Chief's Report
Police Chief's Report

**CANCELATION OF MARCH 14, 2017 COUNCIL COMMITTEE OF THE WHOLE MEETING**

Council President Slavin reminded members that Councilman Anderson, due to the forecast of inclement weather, had proposed canceling the Council Committee of the Whole meeting scheduled for March 14, 2017 and moving all of those agenda items to the March 28, 2017 Committee meeting, along with scheduling a Special Parks, Recreation, and Community Enhancement Committee meeting on March 28, 2017, to consider those items that would be postponed.

**Mr. Anderson moved to cancel the March 14, 2017 Council Committee of the Whole meeting and defer all agenda items to the March 28, 2017 Council Committee of the Whole meeting. The motion was seconded by Mr. Sudler and unanimously carried.**

**SETTING OF PROPERTY ASSESSMENT APPEALS**

Staff recommended that the 2017 Property Assessment Appeals be scheduled for May 30, 2017 through June 2, 2017 from 9:00 a.m. until 4:00 p.m.; June 5, 2017 through June 9, 2017 from 9:00 a.m. until 4:00 p.m. (if needed); and one (1) evening (if needed). Members were advised that the hearing times are subject to change.

Mr. Anderson asked if these hearings were for anyone who had a dispute or just for people who had received a recent notice. Responding, Mrs. Cheryl Bundek, Tax Assessor, explained that these are the annual appeals and anybody is allowed to appeal their properties between April 1st and April 30th of this year.

**Mr. Hare moved for approval of the dates and times recommended by staff for the 2017 Property Assessment Appeals, seconded by Mr. Anderson and unanimously carried.**

**REVIEW OF REQUESTS FOR INFORMATION - COMMERCIAL REAL ESTATE SERVICES**

Mr. Kirby Hudson, Assistant City Manager, advised members that the City of Dover requested Letters of Interest from qualified commercial real estate professionals who are willing and able to provide commercial real estate services on an "as needed" basis for the City of Dover. He indicated that it was anticipated this venture should involve more than one (multiple) commercial real estate professionals, since conflicts of interest could be a future concern; therefore, two (2) selected commercial real estate companies would be placed on an approved list under their firm's name. Mr. Hudson stated that the professionals placed on the "Commercial Real Estate Consultants List" would be contacted at various times to provide services on a project-by-project basis for a period of up to three (3) years. He noted that, as such, work assignments would be issued to specific consultants based upon the City's needs, the actual qualifications of the commercial real estate company, and the project price being proposed. Mr. Hudson stated that qualified consultants must have experience with commercial marketing of real property, specifically improved land as well as unimproved vacant land. He noted that the primary focus of these services will be the Old Dover Public Library, Garrison Oak Technical Park, and other City properties as requested.

Mr. Hudson stated that it was the intent of the Commercial Real Estate Services solicitation to identify and contract with two (2) professional companies to provide a wide spectrum of real estate services for the City of Dover to facilitate potential City-wide land transactions or land sales services. He indicated that the Commercial Real Estate Consultant(s) would be required to provide professional marketing services and have the ability to determine the market value of improved land, unimproved land, and vacant lots.

Mr. Hudson reviewed the background of two (2) commercial real estate firms, as follows:

1) Cushman & Wakefield of Delaware is a full service global commercial real estate firm that can offer the City of Dover a full menu of services on an as needed basis ranging from brokerage to appraisal. Cushman & Wakefield have become experts in the field of commercial real estate by designing for their clients, a custom marketing campaign tailored to the specific attributes of the property. They will provide senior level commitment with No-Conflicts of interest in ownership, and will leverage our resources for the properties maximum exposure to local, regional and global developers and users. Cushman & Wakefield, has been in operations for 100 years both nationally & international, having more than 300 locations and 43,000 employees in more than 60 countries. Locally, Cushman & Wakefield of Delaware have been a major player serving this region's real estate market for over 40 years.

2) R & R Commercial Realty offers over 79 years of commercial real estate experience in the Delaware market place and are located in Kent and Sussex County. With a focus on commercial real estate services, R & R is one of the most visible and respected commercial real estate companies within the City of Dover's service area. R & R Commercial Realty services include Retail, Office, Industrial, Property Management, Land Sales, Development, and

> Self-Storage Facilities. The combination of R & R's in depth knowledge of the local Delaware market, combined with their national and regional contacts will provide an optimal combination to better serve the City of Dover. R & R Commercial Realty has worked extensively with the State of Delaware over the past several years including, but not limited to selling of excess land.

Staff recommended authorizing the City Manager's Office to select Cushman & Wakefield of Delaware and R & R Commercial Realty to be placed on an approved list for Commercial Real Estate Services for the City of Dover.

Responding to Mr. Lewis, Mr. Hudson advised that the current commission for both commercial and residential property sales is six percent (6%). He noted that in a lot of instances the commission could be negotiated.

Mr. Anderson asked if the City would receive preferential rates from this group of firms and if there was any particular reason that the two (2) were chosen and not a third on the list, such as Harrington Realty, which has a lot of experience in the commercial market in the area. Responding, Mr. Hudson stated that there was a total of eight (8) companies, with Cushman & Wakefield being the largest by far out of the entire group, and he could have picked a number of other second firms. He advised that it seemed to be important to keep a local company and R & R is strong in both retail and commercial real estate and they were the strongest of the local companies.

Mr. Sudler expressed concern that 6% seemed quite high, especially for a residential percentage, which he stated he was under the impression was approximately 3% to 4%. He asked if Mr. Hudson would be willing to see if they could come down from 6%, feeling that this might be a good commercial rate but was extremely high for residential. Mr. Slavin advised that the City would not be using the realtors for any residential properties. Mr. Hudson stated that he had considered negotiating the 6%; however, he could not move forward until City Council voted on the matter.

Responding to Mr. Sudler, Mr. Hudson stated that he determined the "going rate" by making phone calls to realtors that were not on the list, and three (3) separate companies quoted 6% as their commission. He also noted that he used to have his real estate license and the rate of commission had been 6% for a very long time.

Responding to Mr. Lewis, Mr. Scott Koenig, City Manager, stated that the City had not previously used Cushman & Wakefield. He noted that R & R was part of the representative group that initiated a potential sale of one of the lots at Garrison Oak Technical Park the previous year. Mr. Koenig advised that the City had not sold commercial property of this nature, and the request for information on services was really related to the Garrison Oak Technical Park and potentially the old public library site. He stated that property sales in the past had been residential property that was listed on the City's website. Mr. Sudler asked what the lowest negotiated percentage was for the sale of the residential property. Responding, Mr. Koenig stated that they were not represented by a firm on those sales.

Mr. Hudson stated that the three-year arrangement with only two (2) firms may be incentive for them to reduce the rate.

Mr. Sudler asked how many properties the City planned to sell within the next three (3) years. Mr. Hudson advised that the remaining lots at the Garrison Oak Technical Park and the former Dover Public Library were envisioned for sale. Mr. Koenig advised that he thought there were 11 remaining lots at Garrison.

Responding to Mr. Anderson, Mr. Hudson advised that his next choice would have been Newmark Grubb Knight Frank.

Responding to Mr. Lewis, Mr. Hudson advised that selecting two (2) real estate firms would not preclude the possibility of adding other firms.

**Mr. Anderson moved for approval of staff's recommendation to authorize the City Manager's Office to select Cushman & Wakefield of Delaware and R & R Commercial Realty to be placed on an approved list for Commercial Real Estate Services for the City of Dover, with the understanding that additional firms may be added at a later date if so warranted. The motion was seconded by Mr. Neil and unanimously carried.**

**APPOINTMENT RECOMMENDED BY COUNCIL PRESIDENT SLAVIN - HUMAN RELATIONS COMMISSION - SARA HERBERT - AT-LARGE REPRESENTATIVE (TO FILL THE EXPIRED TERM OF LYNNE SADUSKY) - THREE-YEAR TERM TO EXPIRE FEBRUARY 2020**

Council President Slavin recommended the appointment of Sara Herbert to serve on the Human Relations Commission, as the At-Large representative (to fill the expired term of Lynne Sadusky) for a three-year term to expire February 2020.

**By consent agenda, Mr. Neil moved for approval of the appointment of Sara Herbert, as recommended by Council President Slavin. The motion was seconded by Mr. Lewis and carried by a unanimous roll call vote.**

**CITY MANAGER'S ANNOUNCEMENTS**

Mr. Scott Koenig, City Manager, officially announced his retirement from City government. He advised that, earlier in the evening, he provided written notice to the Council and his last day in the office would be Friday, March 17, 2017, at which time he would relinquish his appointment as City Manager.

Mr. Koenig stated that he has thoroughly enjoyed serving the City of Dover in various capacities since June 18, 1990 and that he will cherish the friendships and experience developed over these years for the rest of his life. He stated that he appreciates the hard work and dedication displayed by the City's workforce, and he will continue to have high expectations of their future accomplishments. Mr. Koenig thanked the Mayor, members of Council, and members of former Councils for the opportunity to be part of the community and to serve at the pleasure of the Mayor and Council.

**COUNCIL MEMBERS' ANNOUNCEMENTS**

Mr. Slavin thanked Mr. Koenig for his words, sincerity, and his service to the City.

Mr. Hutchison stated that he had the opportunity to work with Mr. Koenig for the total amount of years that Mr. Koenig had been with the City. He stated that he watched Mr. Koenig grow from Director of the Public Utility to City Manager and was always impressed with his knowledge of the City and the infrastructure. Mr. Hutchison noted that he had never seen anyone that was better prepared in answering questions off the cuff than Mr. Koenig, and he thanked him for his service, dedication, commitment, and focus to the City. Mr. Hutchison stated that the City was a better place today because of the years of service Mr. Koenig had given and he wished he and his family the very, very, best.

Mr. Anderson thanked Mr. Koenig for his years of service in the community, noting that 27 years is a great commitment, and stated that he believed the City was better off with Mr. Koenig's leadership than without it. He noted that there had been a number of successes that Mr. Koenig should definitely be proud of, including some restructuring which had saved the taxpayers money, and healthcare cost sharing, which helped make it sustainable so that employee benefits could be protected. Mr. Anderson stated that Mr. Koenig could definitely look back at those accomplishments and say he had done a great job for the taxpayers and for the employees in the city of Dover. He wished Mr. Koenig the best in his next season and future endeavors.

Mr. Slavin stated that he hoped that Mr. Koenig would accept their invitation to receive formal recognition at a Council meeting in the very near future.

Mr. Lewis thanked Mr. Koenig for his service and stated that it had been an honor and pleasure to work with him. He noted that he echoed Councilmen Hutchison's and Anderson's eloquent words and wished Mr. Koenig and his family an abundance of blessings.

Mr. Neil stated that he had known Mr. Koenig as a Councilman only for a very short period of time; however, he had known him for a much longer time as a citizen of the City. Mr. Neil advised that the times that they had needed Mr. Koenig, as a citizen, he had come through like a champ. Mr. Neil stated that Mr. Koenig leaves as a class act, and he applauded him for it over and over again.

Mr. Cole wished Mr. Koenig and his family well in whatever he chooses to do.

Mr. Hare echoed what had been said before.

Mr. Hosfelt thanked Mr. Koenig and stated that they appreciated everything he had done for the City. He noted that, when Mr. Hosfelt served as Chief of Police, he had the chance to work with Mr. Koenig as the City Manager, and he had enjoyed those times at Council.

Mr. Sudler expressed his thanks to Mr. Koenig.

**Mr. Sudler moved for adjournment, seconded by Mr. Hare and unanimously carried.**

Meeting adjourned at 8:00 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of March 13, 2017, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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# YOUTH FOCUS GROUPS

LIBRARY, PARKS & RECREATION, DOVER POLICE DEPARTMENT

FEBRUARY 2017

# PURPOSE

***SOLICIT INPUT ON IDEAS, SOLUTIONS, AND ISSUES FROM THE YOUTH OF THE CITY:***

***DOVER PUBLIC LIBRARY***

**PARKS & RECREATION DEPARTMENT**

**DOVER POLICE DEPARTMENT**

~

**TARGET AGE GROUP: 13-16**

~

**RESIDENTS OF THE CITY OF DOVER**

- CRUCIAL THAT INPUT IS RECEIVED FROM YOUTH CITY-WIDE
- AND THAT ALL SECTIONS OF THE COMMUNITY ARE REPRESENTED
- ENTITIES SELECTED FOR PARTICIPATION TO ENSURE BALANCED COMMUNITY REPRESENTATION
- ENTITIES REQUESTED TO SEND TWO PARTICIPANTS:
  - 1 BOY & 1 GIRL FOR BALANCED GENDER REPRESENTATION

# CITY STAFF TEAM

## DOVER PUBLIC LIBRARY

CATHERINE WIMBERLEY, HEAD OF YOUTH SERVICES

KATY GOFF, TEEN LIBRARIAN

MARGIE CYR, LIBRARY DIRECTOR

## PARKS & RECREATION

WAYNE VOSHELL, RECREATION COORDINATOR, CPSI

SHERWANDA RACHAL-SPEAKS, RECREATION SPECIALIST

ANN MARIE TOWNSHEND, PLANNING, PARKS & RECREATION, DIRECTOR

## DOVER POLICE DEPARTMENT

MAJOR MARVIN MAILEY, DEPUTY CHIEF OF POLICE

LT. CHRISTOPHER HERMANCE, SPECIAL ENFORCEMENT UNIT COMMANDER

MCPL. KEITH HESTER, DOVER POLICE DEPT., PAL

MCPL JENNIFER LYNCH, COMMUNITY POLICING UNIT

# INVITED ENTITIES

## CHURCHES

CALVARY BAPTIST CHURCH

CHRIST CHURCH

CHURCH OF THE HOLY CROSS

GRACE PRESBYTERIAN CHURCH

HOLY TRINITY UAME CHURCH

MT. ZION AME CHURCH

PEOPLES' CHURCH OF DOVER

ST. ANDREW'S LUTHERAN CHURCH

ST. JOHN'S LUTHERAN CHURCH

SOLID ROCK BAPTIST CHURCH

THE PRESBYTERIAN CHURCH OF DOVER

WESLEY UNITED METHODIST CHURCH

WHATCOAT UME CHURCH

## OTHER

DELAWARE HOUSING AUTHORITY

DOVER HOUSING AUTHORITY

## SCHOOLS

CAMPUS COMMUNITY SCHOOL

CENTRAL MIDDLE SCHOOL

DOVER HIGH SCHOOL

HOLY CROSS SCHOOL

POSITIVE OUTCOMES CHARTER SCHOOL

ST. JOHN'S LUTHERAN SCHOOL

# PARTICIPATION

## CHURCHES

- CALVARY BAPTIST CHURCH (1 BOY, 1 GIRL)
- CHURCH OF THE HOLY CROSS (1 BOY, 1 GIRL)
- MT. ZION AME (1 GIRL)
- PEOPLES' CHURCH OF DOVER (1 GIRL)
- THE PRESBYTERIAN CHURCH OF DOVER (1 BOY)

## OTHER

- VALUE IN YOUTH VOICES [VIYV] (1 BOY, 6 GIRLS)
- EMBODI (1 BOY)

15 PARTICIPANTS

## REVIEW OF MISSIONS

DOVER PUBLIC LIBRARY

DOVER, DELAWARE POLICE

The City of Dover Delaware

City of Dover Parks & Recreation

## GROUND RULES

- *LISTEN*
- *TALK HONESTLY*
- *KEEP AN OPEN MIND*
- *NO SIDEBAR CONVERSATIONS*
- *BE MINDFUL OF DIFFERENT MISSIONS*
- *THERE ARE NO DUMB IDEAS!*

# RESULTS: LIBRARY

DO YOU COME TO THE LIBRARY?

73% YES

27% NO

53% GIRLS COME

20% BOYS COME

WHY DO YOU COME?

| | |
|---|---|
| BOOKS | EVENTS |
| RESEARCH | SCHOOL WORK |
| MEET FRIENDS | PRINT |



# IF YOU DON'T COME…

## WHAT PREVENTS YOU?

- STAFF TELLS HER TO BE QUIET
- DON'T LIVE CLOSE ENOUGH
- OTHER ACTIVITIES
- NO REASON TO COME

## WHAT COULD THE LIBRARY DO?

- ROOMS WHERE YOU CAN TALK
- TRANSPORTATION
- BOOK MAILING SYSTEM

# WHAT SHOULD LIBRARY HAVE FOR YOU?

## RESOURCES?

- SAT PREP**
- EXPANDED NONFICTION COLLECTION
- RESOURCES, ASSISTANCE FOR JOBS & COLLEGE **
- TUTORING

## PROGRAMS…

- MUSIC ROOM **
- DRAWING SECTION **
- ART ROOM **
- SAT PREP **
- SPORTS ROOM **

# WHAT ELSE SHOULD LIBRARY HAVE FOR THE COMMUNITY?

- FEED HOMELESS **
- READING PROGRAMS TO TEACH KIDS HOW TO READ **
- WORK TO PAY OFF FINES **
- USE EMPTY ROOMS FOR COMMUNITY PROGRAMS **
- RENT TEXT BOOKS
- HELP FIND JOBS **
- GIVE AWAYS **

# STAFF THOUGHTS:

- MOST OF THE SUGGESTIONS FOR RESOURCES & PROGRAMS WE ALREADY HAVE OR OFFER. CLEARLY WE NEED TO IMPROVE GETTING THE WORD OUT TO THE KIDS & THE COMMUNITY SO THEY ARE AWARE.
- SOME OF THE RESOURCES & PROGRAMS SUGGESTED WE CURRENTLY OFFER FOR ADULTS. IT IS VERY DOABLE TO TWEAK THESE & OFFER THEM FOR THE TEENS.
- THE "READING PROGRAMS TO TEACH CHILDREN HOW TO READ" IS INTERESTING. WE OFFER STORYTIMES FOR PRESCHOOL CHILDREN WHICH ARE AN INTRODUCTION TO LITERACY AND SOCIAL SKILLS & WE OFFER PAWS FOR PEOPLE WHICH ASSISTS CHILDREN STRUGGLING TO LEARN TO READ. WE WILL NEED TO RESEARCH THIS!
- WE HAVE BEEN PLANNING FOR A WHILE TO INCREASE OUR EFFORTS ON EMPLOYMENT SERVICES FOR THE YOUTH. THERE IS CURRENTLY A JOB FAIR FOR TEENS SCHEDULED & WORKSHOPS ON SCHOLARSHIPS & GRANTS ON THE CALENDAR.
- WHILE WE LIKE THE IDEA, RENTING TEXTBOOKS IS NOT PRACTICAL. THE COST TO PURCHASE THEM & THE FREQUENCY OF THE NEED TO MODIFY BASED ON CURRICULUM IS NOT SOMETHING WE CAN AFFORD.
- FEEDING THE HOMELESS IS NOT IN OUR MISSION & WE HAVE LEARNED THAT FOOD IN OUR LIBRARY CAUSES SERIOUS PROBLEMS FOR CUSTODIAN & MAINTENANCE.
- THERE ARE GREAT OPPORTUNITIES FOR COOPERATION HERE WITH THE OTHER DEPARTMENTS SO WE ARE NOT OFFERING REDUNDANCY FOR PROGRAMMING. HOW FUN!

# RESULTS: DOVER POLICE DEPARTMENT

DO YOU FEEL SAFE IN YOUR NEIGHBORHOOD?

53% YES

33% NO

DO YOU FEEL SAFE IN THE CITY?

47% YES

33% NO

DO YOU FEEL SAFE IN YOUR HOME?

53% YES

67% SOMETIMES



# WHAT CAN THE DOVER PD DO TO HELP YOU FEEL SAFER?

- SELF-DEFENSE: "WHY AM  I IN TROUBLE IF I HIT SOMEONE BACK AFTER THEY HIT ME?"
- BE MORE VISIBLE & MORE ENGAGED WITH COMMUNITY
- DON'T SHOOT RANDOM PEOPLE
- COME FASTER: NOT WHEN THE PROBLEM IS OVER
- INTERACT MORE WITH KIDS IN SCHOOL & ON THE STREET
- SMILE MORE



# WHAT KIND OF PROGRAMS SHOULD THE DOVER PD PROVIDE FOR YOU?

- SELF-DEFENSE CLASSES
- BEYOND SCARED STRAIGHT
- FIRE ARMS SAFETY
- RIDE-ALONGS (12+ YEARS OLD)
- INFORMING MINORS ABOUT LAWS & RIGHTS
- COURSES FOR PERSONAL SAFETY & HOW TO DEAL WITH UNCOMFORTABLE MOMENTS/ISSUES
- GUN EXCHANGES
- DANCE IN POLICE STATION
- BE LIKE OFFICERS KEITH, LENNY, PIAZZIA

# IS THERE SOMETHING ELSE THE DOVER PD PROVIDE SHOULD DO FOR THE COMMUNITY?

- NO TICKETS FOR DUMB STUFF
  - SPEEDING (5 MPH OVER)
  - GIVE A PASS FOR EMERGENCIES
  - TICKETS FOR BEING A MINUTE LATE @ THE PARKING METER
- BE LESS THREATENING & INTIMIDATING ON PATROL
- BUILD BETTER RELATIONSHIPS WITH FAMILIES
- BE CALM
- DON'T BE SO JUDGMENTAL
- BUILD SHELTERS FOR THE HOMELESS
- DON'T ALWAYS BRING THE DOGS - SCARY
- PARTNER WITH THE FIRE DEPT FOR THE DAY & DO FIELD TRIPS

# STAFF THOUGHTS:

- IT WAS SCARY TO HEAR THAT OVERALL THE GROUP DID NOT FEEL SAFE AT SCHOOL (5 TO 9).
- WHAT CAN THE DOVER PD DO TO HELP YOU FEEL SAFER?
    - THE ANSWERS VARIED FROM "SELF-DEFENSE", "SMILE MORE" AND "DON'T SHOOT RANDOM PEOPLE." IT IS CLEAR THAT MANY PEOPLE (ADULTS & YOUTH) HAVE A FEAR OF BEING SHOT RANDOMLY BY POLICE OR SIMILAR THOUGHT PROCESS. THIS SIMPLY ISN'T TRUE BUT IS PERPETUATED BY SOCIAL MEDIA & OTHER NEWS OUTLETS. THAT BEING SAID....IT IS STILL A FEAR THAT MANY PEOPLE APPARENTLY HAVE. TO ADDRESS THIS PARTICULAR ISSUE SCHOOL RESOURCE OFFICERS OR COMMUNITY POLICING OFFICERS CAN TALK TO KIDS IN SCHOOLS ABOUT THIS ISSUE OR PERCEIVED ISSUE...MAYBE THROUGH SCHOOL ASSEMBLIES OR SCHOOL FAIRS. THE OTHER ANSWERS IN THIS CATEGORY WERE ON POINT & CAN EASILY BE IMPLEMENTED. OFFICERS CAN ALSO TALK ABOUT WHAT CAN BE DONE WHEN YOU ARE INVOLVED IN A FIGHT ("WHY AM I IN TROUBLE IF I HIT BACK AFTER SOMEONE HITS ME?").
- SELF DEFENSE WAS BROUGHT UP A COUPLE OF TIMES. WHERE IT ISN'T FEASIBLE FOR OFFICERS TO TEACH SELF DEFENSE....MAYBE THE SCHOOLS COULD INVITE DIFFERENT 'SELF DEFENSE DISCIPLINES' INTO THE SCHOOL TO DO A BASIC CLASS & THEN PROVIDE PARENTS WITH INFO ON HOW TO FURTHER THEIR CHILD'S INTEREST.
- FIREARMS SAFETY IS DOABLE AS WELL.
- THE DANCE IN THE POLICE STATION SOUNDS LIKE A GREAT IDEA!!!!!!! WE WOULDN'T HAVE THE ROOM AT THE POLICE DEPT BUT MAYBE WE COULD HOLD THE DANCE AT DOVER HIGH AND HAVE OFFICERS AT THE DANCE TO DANCE & MINGLE WITH THE KIDS. FOOD & MUSIC & DANCING ARE ALL GREAT WAYS TO CONNECT PEOPLE REGARDLESS ANYTHING ELSE. I AM TOTALLY ON BOARD WITH THIS SUGGESTION!!!!
- EXPLAINING TO THE YOUTH THE REASON BEHIND WRITING TICKETS, THE USE OF OFFICER DISCRETION, CUTTING VIOLATORS 'BREAKS,' & CITIZENS COMPLAINTS ABOUT SPEEDING IN THEIR NEIGHBORHOODS & AREAS (WHY POLICE TARGET CERTAIN AREAS & HAVE ZERO TOLERANCE) MIGHT HELP SHED SOME LIGHT FOR THEM.

# RESULTS: PARKS & RECREATION

DO YOU COME TO THE PITT CENTER?

33% YES

63% NO

WHAT DO YOU COME FOR?

BIRTHDAY PARTY  OPEN GYM

HOCKEY GAMES  PLAYING SOCCER

DO YOU COME TO SCHUTTE PARK?

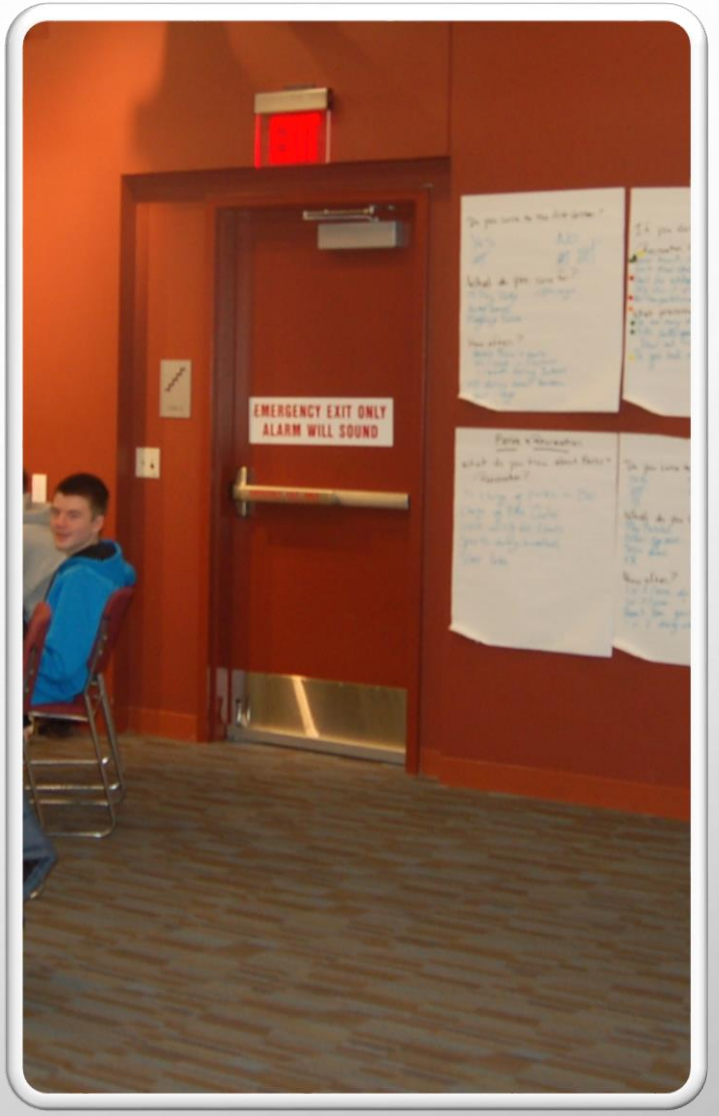
53% YES

47% NO

WHAT DO YOU COME FOR?

PLAY BASEBALL  EASTER EGG HUNTS

SOCCER GAMES  WATCH SOFTBALL



# IF YOU DON'T COME , WHY NOT?

- NEVER HEARD OF IT & DON'T KNOW WHERE IT IS
- NO TRANSPORTATION
- FAMILY GOES TO LARGER (STATE) PARKS
- DON'T DO OUTSIDE SPORTS
- ONLY USE THEM IF I'M BORED
- CAN'T BRING BROTHER: GRAFFITI

# WHAT COULD PARKS & REC DO TO GET YOU THERE?

- ADVERTISE LOCATIONS, HOURS, FLIERS
- WHERE ARE YOU ADVERTISING?
- TRANSPORTATION: BUS
- OFFER OPPORTUNITIES FOR COMPETITIVE SPORTS FOR OLDER KIDS
- HAVE PITT CENTER OPEN 6:30-7:00 PM
- GAME NIGHT (X-BOX, BOARD GAMES) **
- SUMMER CAMP
- NO WAY TO GET THERE
- DO YOU NEED REGISTRATION & MEMBERSHIP?
- DO TOO MANY OTHER THINGS
- CLEANER ENVIRONMENT

# WHAT RESOURCES DO YOU WISH PARKS & REC HAD?

- FOOD
- ZIP LINING
- ROCK WALL
- TRAMPOLINE PARK
- INDOOR TRACK
- WEIGHT ROOM
- ESCAPE ROOM
- CAMPING
- BETTER WATER FOUNTAINS
- SHOWERS/LOCKERS FOR GYM
- RESTROOM FACILITIES
- CLEANER ENVIRONMENT
- SMALLER PARKS NEED TO BE UPGRADED: FIX COURTS, FIELDS, SKATE PARKS
- SECURITY

# WHAT PROGRAMS DO YOU WISH PARKS & REC HAD?

- COOKING/BAKING CLASSES
- DANCE CLASS
- GAME NIGHTS: TOURNAMENTS FOR SPORTS, XBOX
- DRILL TEAM
- SELF DEFENSE **
- DRAWING CLASSES **
- BABY CARE CLASSES
- CPR CLASSES
- FIRST AID/NURSING CLASSES
- BOXING
- RESTROOM FACILITIES
- SEWING
- YOGA
- CRAFT PROGRAMS **
- BODY & WELLNESS CLASSES

# IS THERE SOMETHING ELSE PARKS & REC COULD DO FOR THE COMMUNITY?

- FUNDRAISER
- FEED THE HOMELESS
- PROVIDE FREE PROGRAM
- PITT CENTER: CHANGE FOOT PATTERN TO GET INTO GYM



# STAFF THOUGHTS:

- **CAN BE CONSIDERED**
  - OFFER OPPORTUNITIES FOR COMPETITIVE SPORTS FOR OLDER KIDS: WE ARE CURRENTLY MAKING AN ATTEMPT TO ADD OLDER AGE GROUPS IN OUR SPRING & FALL SOCCER LEAGUE PROGRAMS. IN PAST YEARS WE HAVE HAD TO CANCEL THE OLDER GROUPS IN BOTH BASKETBALL & SOCCER DUE TO THE LACK OF REGISTRATIONS. BECAUSE OF THIS WE ARE GOING WITH A SMALL SIDED TEAM APPROACH (3 VS 3 INSTEAD OF THE 10 VS 10) TO SEE IF WE CAN GET ENOUGH PARTICIPANTS TO FILL TEAM SLOTS. THIS IS ALSO A DIFFICULT AGE GROUP TO FIND VOLUNTEER COACHES.
  - OTHER PROGRAMS: STAFF WILL BE LOOKING INTO ADDING ADDITIONAL ENRICHMENT CLASSES THAT WERE SUGGESTED SUCH AS DRAWING CLASSES, SEWING CLASSES, CRAFT PROGRAMS, AND BABY CARE CLASSES. COOKING/BAKING CLASSES WOULD BE DIFFICULT AS WE DON'T HAVE THE NEEDED FACILITIES.
  - ADVERTISING: AS A DEPARTMENT WE NEED TO FIGURE OUT HOW TO DO A BETTER JOB OF GETTING PROGRAM INFORMATION OUT TO THE TEENS. IT SEEMS WE NEED TO GO BEYOND OUR SCHOOL FLYERS, MAILINGS, EMAILS, FACEBOOK PAGE & WEBSITE TO ATTRACT AND NOTIFY THEM OF OUR OFFERINGS.
- **ALREADY BEING DONE**
  - MORE OPEN GYM HOURS: OPEN GYM HOURS ARE REDUCED TO 2:30-4:30PM DURING THE WINTER DUE TO THE HEAVY PROGRAM LOAD OF CLASSES AND LEAGUES. DURING THE REMAINDER OF THE YEAR, THOSE HOURS ARE INCREASED AND INCLUDE EVENING TIME SLOTS.
  - PROVIDE FREE PROGRAMS: WHILE WE CAN'T OFFER ALL PROGRAMS FOR FREE, WE DO OFFER THE FOLLOWING PROGRAMS AT NO CHARGE:
  - OPEN GYM ~ EGG HUNTS ~ PITCH, HI & RUN ~ PUNT, PASS & KICK ~ CONCERTS ON THE GREEN ~ FESTIVAL OF LIGHTS
- **NOT POSSIBLE:** FEED THE HOMELESS
  - WHILE THIS IS NOT INCLUDED IN OUR MISSION STATEMENT, IN THE PAST WE HAVE PARTNERED WITH CODE PURPLE AS A HOST FOR A FOOD & CLOTHING GIVE AWAY. THIS FALL WE ARE PARTNERING WITH THE DELAWARE VETERANS AFFAIRS & WILL HOST THE 2017 DELAWARE VETERAN'S STAND DOWN. THIS EVENT WILL OFFER HOUSING ASSISTANCE, MEDICAL CARE, FOOD, CLOTHING & MORE FOR DELAWARE VETERANS AROUND THE STATE.

# CLOSING THOUGHTS

## ARE THERE OTHER CITY ISSUES YOU WOULD LIKE TO SPEAK ABOUT?

- THERE ARE LOTS OF THINGS TO DO IN THE CITY FOR KIDS & ADULTS, BUT NOT SO MUCH FOR TEENS
- THE TRASH INSIDE SILVER LAKE (LAKE ITSELF)
- THERE IS TRASH EVERYWHERE IN THE CITY



# STAFFS' CLOSING THOUGHTS

- GOOD FEEDBACK WITH THE YOUTH. IT IS A GREAT WAY TO THINK OUTSIDE THE BOX AND GET THE THOUGHTS, VIEWS AND FEELING OF THE YOUTH IN OUR COMMUNITY. OFTEN TIMES WE HAVE A HARD TIME SEEING THINGS FROM OTHERS POINT OF VIEWS AND THIS WAS A GOOD WAY TO GET IN TOUCH WITH THE YOUTH AND TRY TO WALK IN THE SHOES OF OTHERS.
- I THOUGHT WE RECEIVED GOOD FEEDBACK FROM THE YOUTH. IT WAS GREAT TO HEAR THEIR IDEAS AND MOST IMPORTANTLY THEIR VIEWS OF THE CITY AND OUR PROGRAMS. THIS HAS ALWAYS BEEN A DIFFICULT AGE GROUP FOR US TO PROGRAM BECAUSE OF THEIR PARTICIPATION IN SCHOOL PROGRAMS AND CLUBS AND THEIR VARIED INTERESTS. PERSONALLY I'D LIKE TO SEE THIS REPEATED EVERY 2-3 YEARS.
- WORKING WITH THE KIDS AND EACH OTHER ON THIS PROJECT WAS REALLY GREAT. THE KIDS WERE ENGAGED AND INTERESTED. WE NEED TO DO THIS AGAIN AND WORK WITH A DIFFERENT AGE GROUP NEXT TIME. SOME OF THE SUGGESTIONS OFFER OPPORTUNITIES FOR THE DEPARTMENTS TO PLAN AND WORK TOGETHER ON PROJECTS AND SERVICES.



# CONSISTENT POINTS OF CONCERN & NEED FOR CITY TO ADDRESS

- TRANSPORTATION
- BETTER CITY-WIDE COMMUNICATION & PR
- CARE & FEEDING OF THE HOMELESS



# Restoring Central Dover
# March 27, 2017

RESTORING CENTRAL DOVER

OUR VISION FOR VITALITY

# Who is NCALL?

Services Offered:

- Pre-purchase Counseling
- Foreclosure Prevention
- Financial Coaching
- Affordable Housing Development
- Loan Fund
- Neighborhood Revitalization

2597 families assisted in 2016!

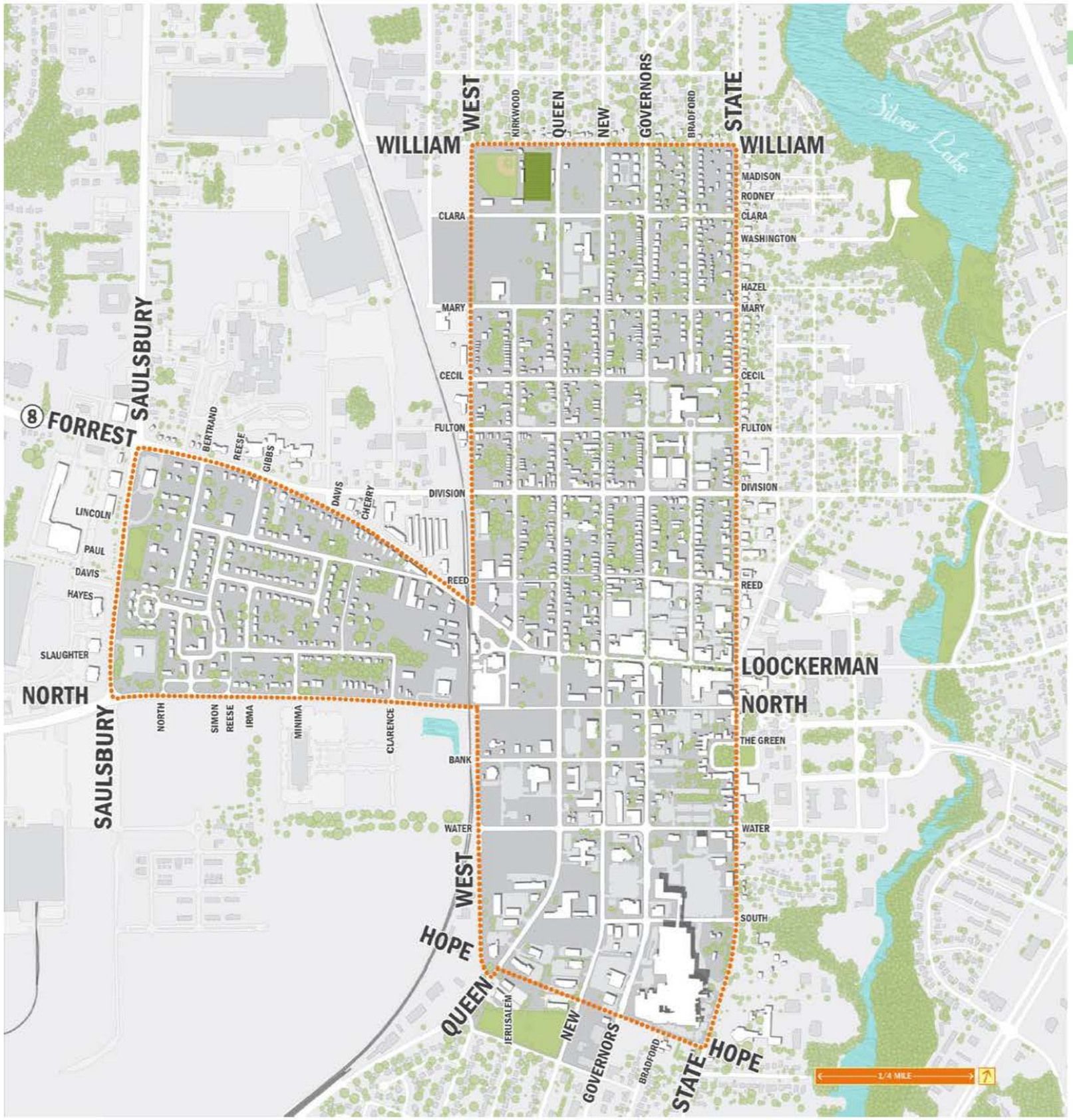
# How did we get here?

- Wells Fargo Regional Foundation Planning Grant
- Data Collection & Resident Survey
- Focus Groups
- Open House Public Workshops
- Refined Vision and Strategies



# Restoring Central Dover Steering Committee

- Capital School District
- CenDel
- Central Baptist Church
- Central Delaware Habitat for Humanity
- City of Dover - Council
- City of Dover - Planning
- City of Dover – Police
- Delaware Community Action Forum
- Delmarva Black Chamber of Commerce
- Dover Federal Credit Union
- Dover Housing Authority
- Dover Interfaith Mission for Housing
- Dover Presbyterian Church
- Dover/ Kent Co. MPO
- Downtown Dover Partnership
- HUD
- Inter-denominational Ministerial Alliance
- Milford Housing
- Mt. Zion AME
- NCALL
- Neighborhood Representatives
- Nemours
- Polytech
- Sankofa Cultural Arts Center
- SCORE
- Solid Rock Baptist Church
- United Way of DE
- Wesley College
- Wesley Methodist Church




CENTRAL DOVER

# PLAN AREA

THE PLAN AREA IS MADE UP OF **75 BLOCKS** WHICH IS APPROXIMATELY **393 ACRES** IN SIZE

# Restoring Central Dover Plan




- Multi-year, Multi-faceted, Holistic, Resident-led
- Represents our community's vision for restoring the vitality of Central Dover.
- Offers a range of achievable strategies to fully realize Central Dover's potential as a place to live, work, and play.

# GOALS / FOCUS AREAS

> A STRONG COMMUNITY

> POSITIVE DEVELOPMENT

> AN INTEGRATED PUBLIC REALM AND INFRASTRUCTURE

CENTRAL DOVER

# A STRONG COMMUNITY

## PREVENT CRIME & IMPROVE PUBLIC SAFETY

# ESTABLISH COLLABORATIVE/COMMUNITY POLICING

### FORM A CITIZEN OVERSIGHT COMMITTEE



### CREATE NEIGHBORHOOD WATCH NETWORK FOCUSING ALONG THE EDGES OF DOWNTOWN DOVER AND IN RESIDENTIAL AREAS



# POSITIVE DEVELOPMENT

## ENCOURAGE REINVESTMENT IN COMMERCIAL CORRIDORS

## ACTIVATE VACANT STOREFRONTS




ENGAGE YOUTH IN DESIGNING AND INSTALLING PUBLIC ART DISPLAYS IN VACANT STORE FRONT WINDOWS

CENTRAL DOVER

# AN INTEGRATED PUBLIC REALM AND INFRASTRUCTURE

## IMPROVE TRANSPORTATION INFRASTRUCTURE

# IMPROVE SIDEWALKS AND PEDESTRIAN CONNECTIVITY



# PLAN IMPLEMENTATION

# Work Groups

Community Partners Working on Strategies

Housing

Transportation, Green Space, Infrastructure

Community Engagement

Safety

Economic Development

***Partner-driven Action***

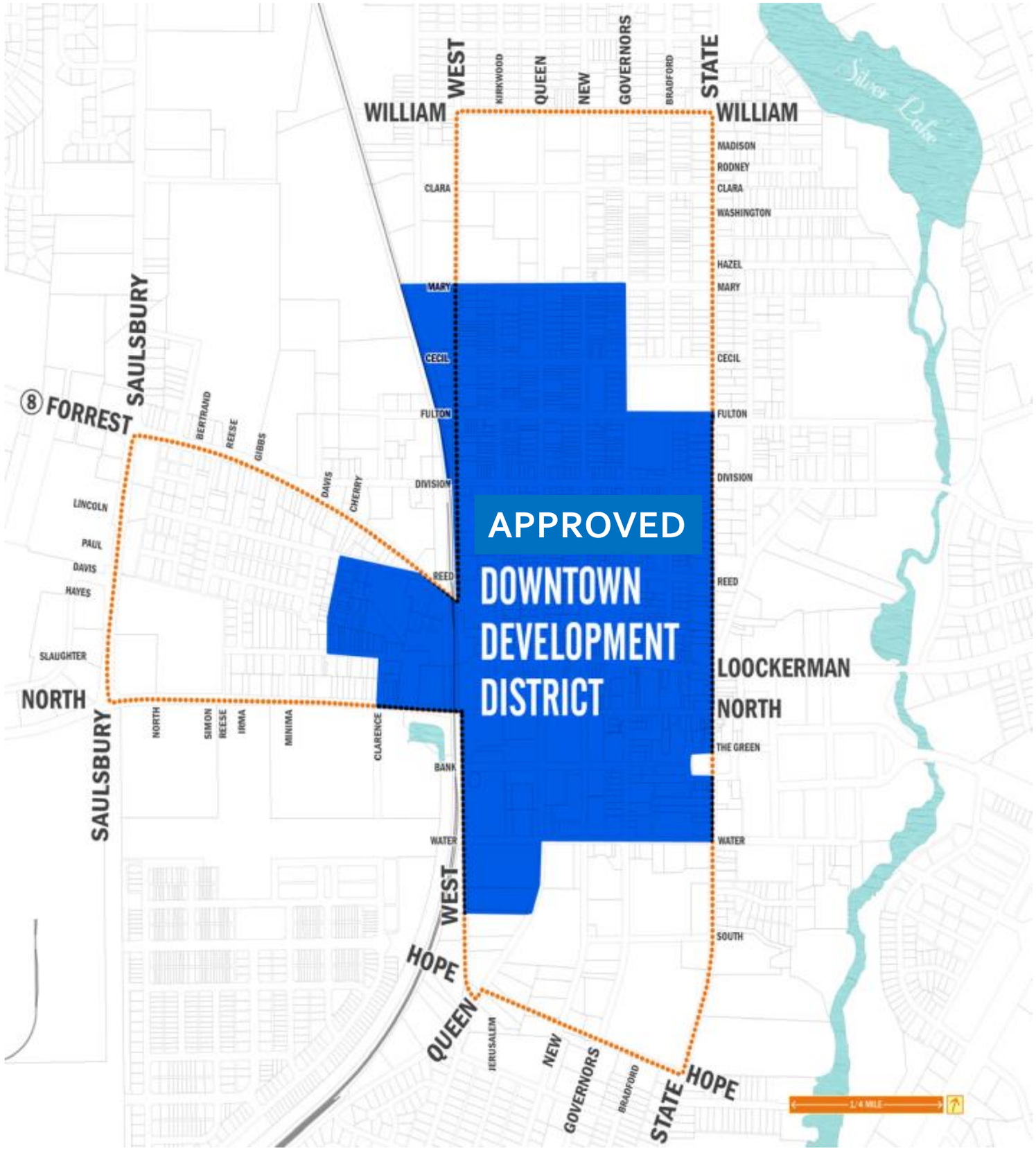
**Steering Committee**

NCALL RESEARCH, INC.

*Backbone Support*

***Strategic Guidance & Support***

# Progress Since Plan Adoption




Downtown Development District (DDD) Designation

# NCALL RCD Staff

- William Grimes, Neighborhood Revitalization Coordinator
- Chanda Jackson, Community Engagement Specialist

# Community Engagement Work Group




- Annual Community Fairs
- Spring and Fall Clean-ups
- Neighborhood Watch Groups
- Outreach to New Residents
- Community Engagement Forums– Racial Inequity Workshop

# Community Building Activities

- Community Workshops
- Community Garden
- Community Mural
- Community Dinners
- Play Streets
- Movie Night





# Community Building Activities

ENGAGE YOUTH IN COMMUNITY

## SUPPORT EFFORTS TO EXPAND YOUTH ACTIVITY PROGRAMMING

### RE-ESTABLISH POLICE ATHLETIC LEAGUE



### CREATE YOUTH OUTREACH AND EDUCATIONAL SUPPORT CENTER




- 2 New Community Centers
- Police Athletic League (PAL) re-established
- Youth programming at Centers
- Financial and Housing Counseling

# Offer Resident Leadership Training



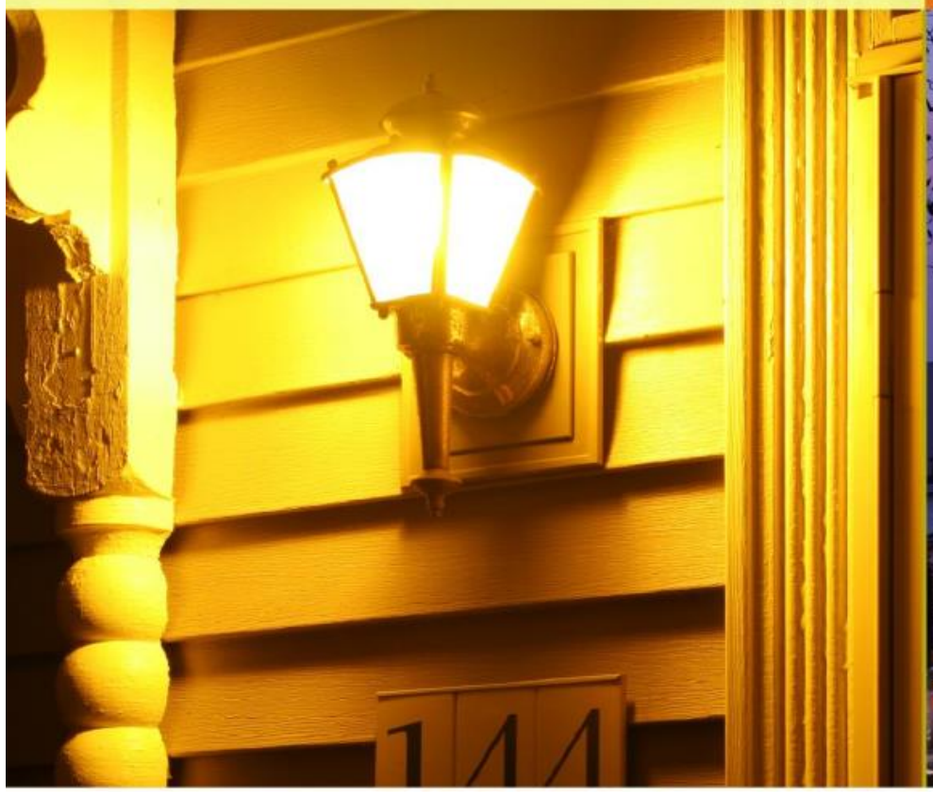

Community Leadership Institutes

# Safety Work Group

PREVENT CRIME & IMPROVE PUBLIC SAFETY

# IMPROVE LIGHTING IN TARGETED AREAS

CREATE RESIDENT-ASSISTED PORCH/FAÇADE LIGHTING PROGRAM THROUGHOUT AT-RISK BLOCKS



INSTALL STREET LIGHTING IN POORLY-LIT AREAS



- Over $600,000 allocated to Dover from Neighborhood Building Blocks Fund (NBBF) and the DE General Assembly for lighting and policing
- Grants pursued for Porch Lighting and "Lights-on; Crime-off" Initiative

# Expand & Strengthen Neighborhood Watch Groups



Downtown Neighborhood Watch- N. Kirkwood, N. Queen, and N. New Streets

Lincoln Park Neighborhood Watch- Lincoln Park and Simon Circle

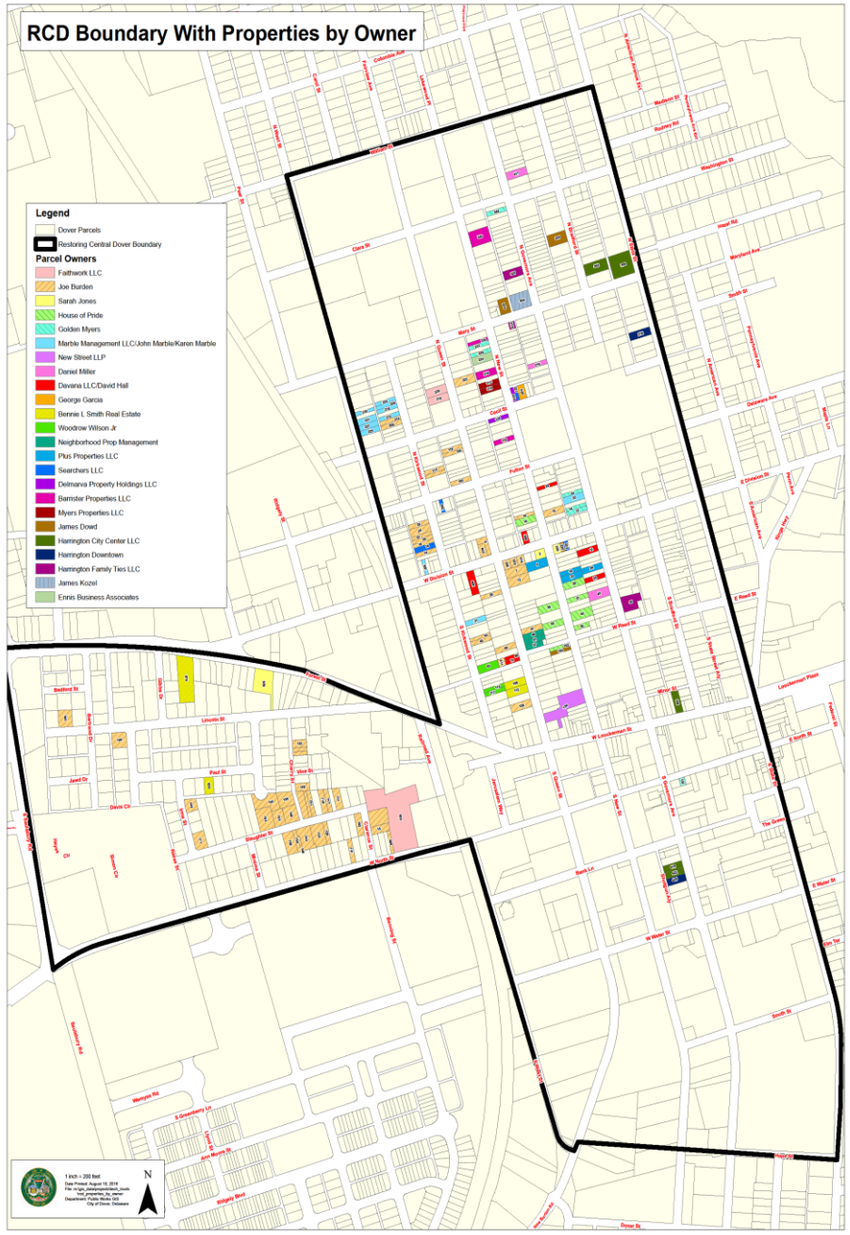
# Housing Work Group




- Ordinance amended to allow for townhouses as conditional use
- New home construction underway
- Coordination of home repair programs
- Landlord Workshop

# Housing Efforts:

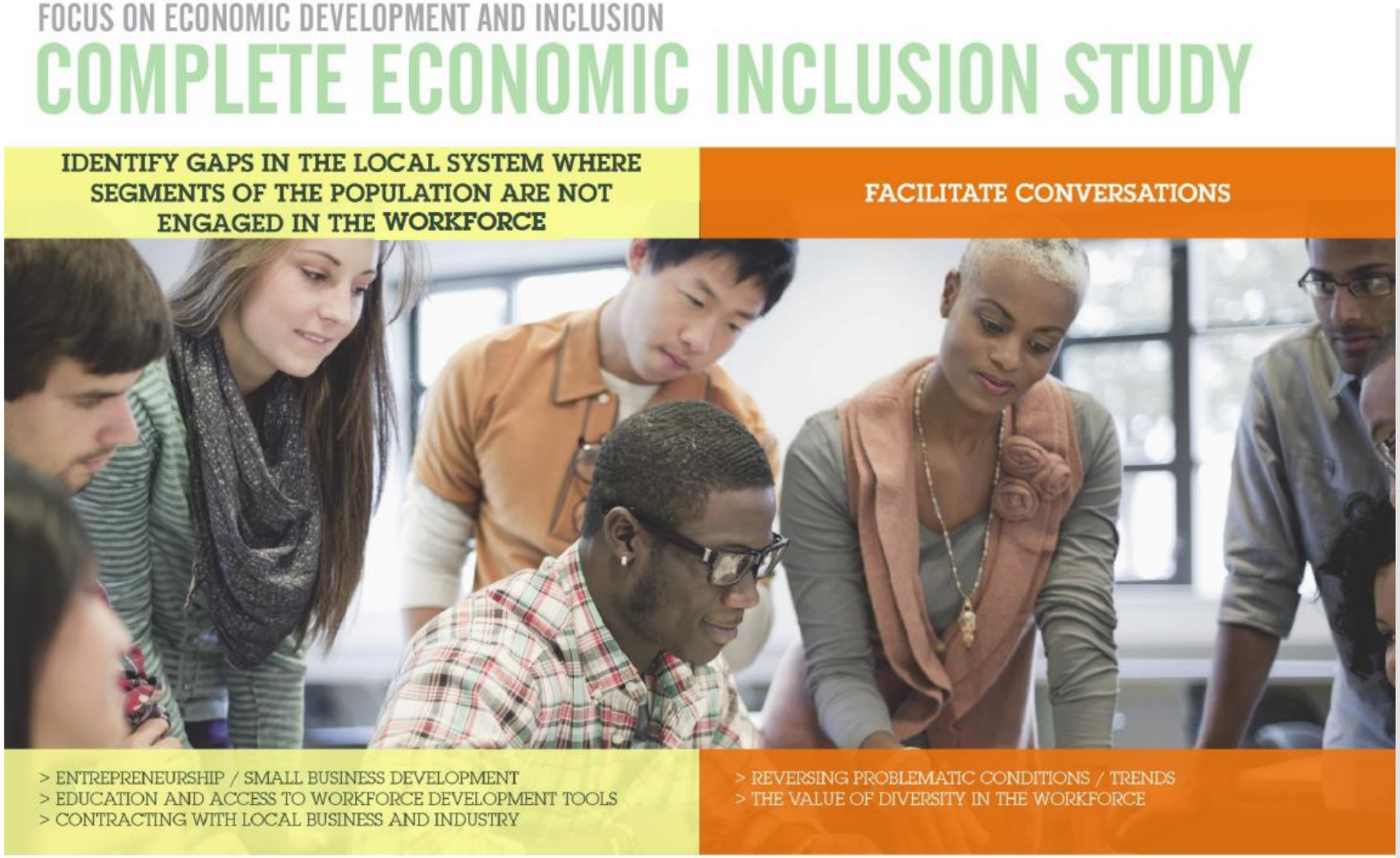
# Mapping, New Houses, & Home Repairs








# Economic Development Work Group




- Economic Inclusion Report Completed
- Evaluating Vacant Property Ordinance
- Working with DDP and D3

# Transportation, Open Space, & Infrastructure Work Group




- Inquiry to DART to add Central Dover to downtown bus route
- Installation of new bike rack at Dover Library
- Capital Gateway Plan underway
- Bradford Street Transportation Enhancements

# Additional Progress Since Plan Adoption

RCD Mini-Grants:

- Community Dinners
- Icehouse Entrepreneur Program
- Promotional videos
- Funded 1st Fridays (July – Sept)
- S. New Street Lighting Replacement

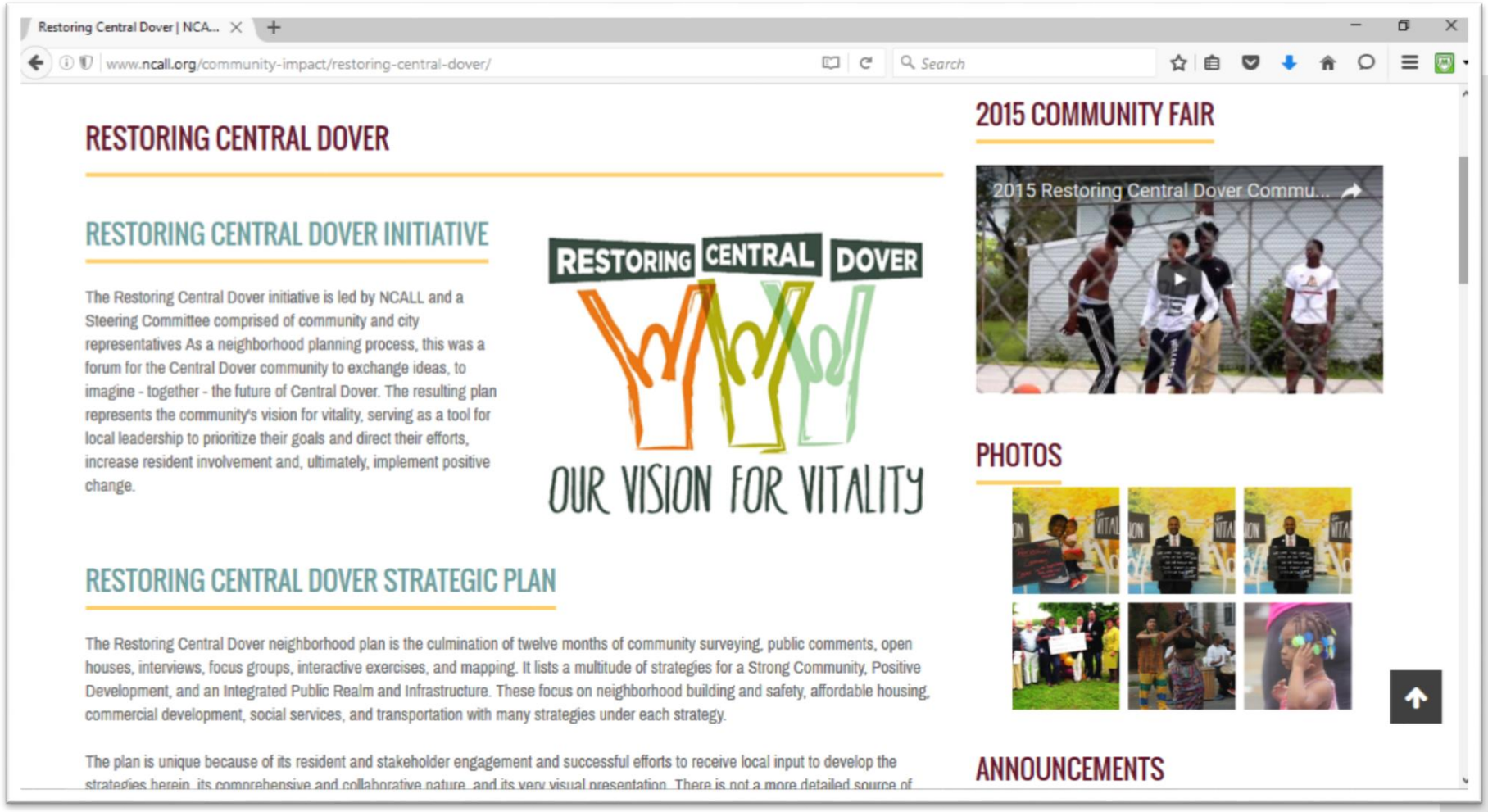
$1 million Strong Neighborhood Housing Fund to build 20 houses in collaboration with Habitat for Humanity

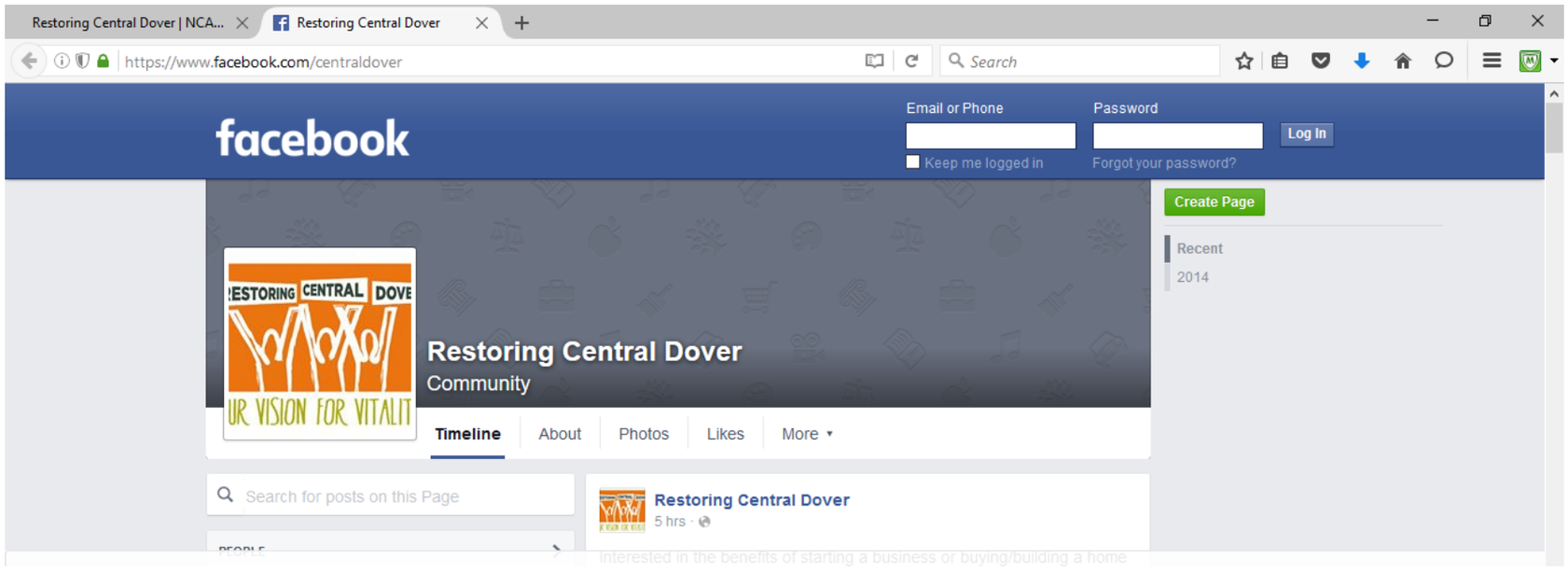
40K Potter's Trust Grant – Collaborative effort with IMA to provide mortgage, rent, and utility assistance

NBBF Grant submitted in collaboration with City of Dover and Dover PD

Seeking ways to incorporate the Arts in our implementations plan

# Website, E-News, & Social Media



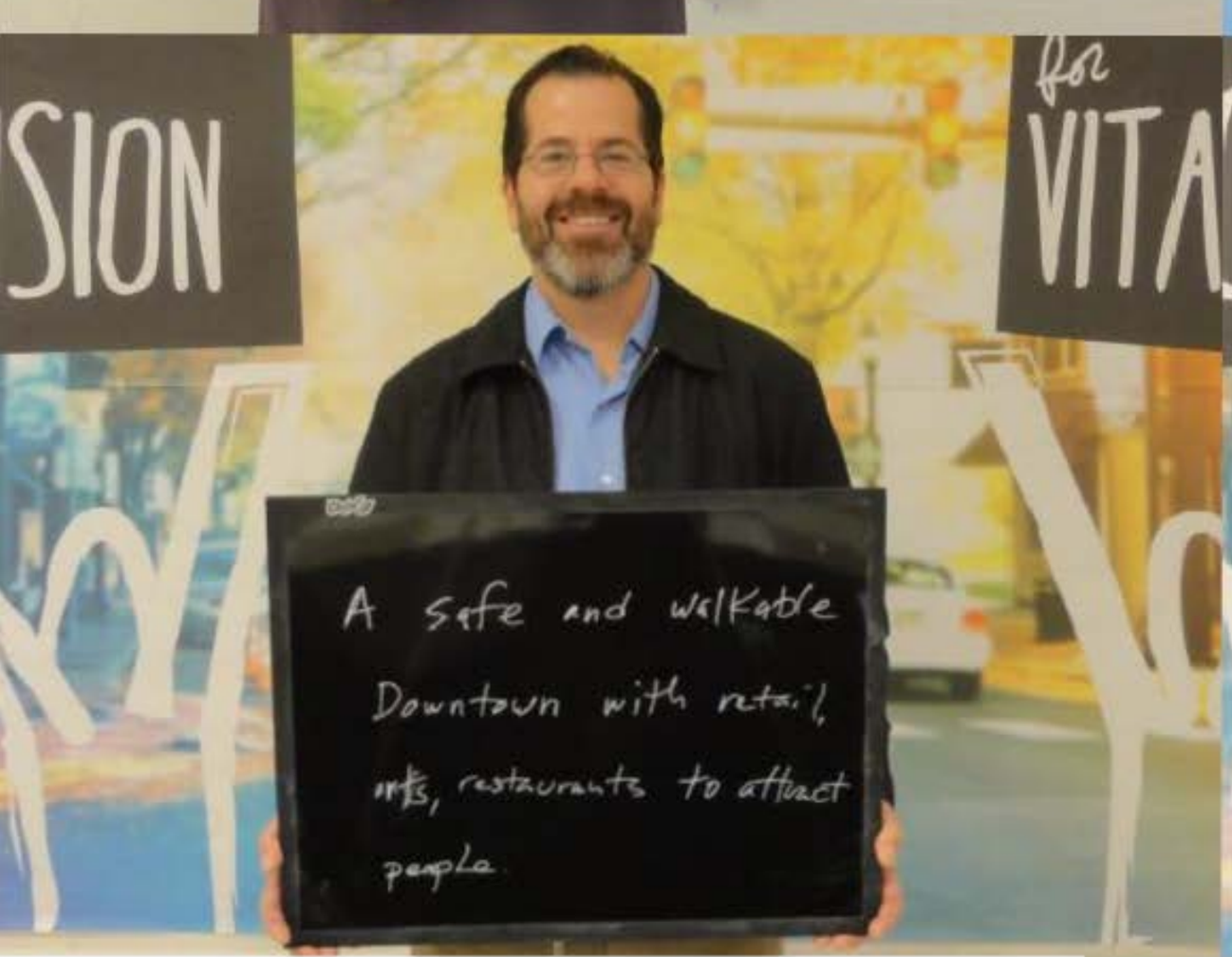



# DOVER RESIDENTS ARE KEY TO MOVING FORWARD












RESTORING CENTRAL DOVER

OUR VISION FOR VITALITY

# CONTACT US

363 SAULSBURY ROAD, DOVER, DE 19904

302-678-9400

WWW.NCALL.ORG

WGRIMES@ NCALL.ORG; CJACKSON@NCALL.ORG

FACEBOOK.COM/CENTRALDOVER



RESTORING CENTRAL DOVER

# OUR VISION FOR VITALITY

## EXECUTIVE SUMMARY

## RESTORING CENTRAL DOVER LEADERSHIP

The Restoring Central Dover Plan was made possible by generous funding from the Wells Fargo Regional Foundation, SPEER Trust, the City of Dover, NeighborWorks America, Federal Home Loan Bank of Pittsburgh, and NCALL Research, Inc. The plan process was led by NCALL Research, Inc. and a commited Steering Committee comprised of local stakeholders, elected officials, residents, and service providers.

## PLANNING TEAM

**INTERFACE STUDIO LLC**
Scott Page, Principal
Leah Murphy, Principal
Rapheal Randall, Urban Designer

**V LAMAR WILSON ASSOCIATES**
Lamar Wilson, Principal

## ABOUT NCALL

The National Council on Agricultural Life and Labor Research Fund, Inc. (NCALL), based in Dover, Delaware, was incorporated in 1955 and began providing housing development services in 1976; added homeownership education and counseling in 1989; became a U.S. Treasury-certified Community Development Financial Institution (CDFI) in 2004 in order to provide housing and community facility lending; launched financial literacy training in 2005; added default & foreclosure prevention counseling at the end of 2007; and was selected as the Kent County partner for the $tand by ME® financial coaching initiative in 2012 and became lead organization for the Restoring Central Dover planning initiative in 2013. NCALL has become a leader in affordable housing development and services in Delaware, creating affordable housing alternatives and helping families statewide to access and maintain homeownership.

NCALL RESEARCH, INC.

**www.ncall.org**
(302) 678-9400
363 Saulsbury Road
Dover, DE 19904

## STEERING COMMITTEE MEMBERS

Debbie Armstrong, United Way
Paul Bernat, Dover Police Chief
Dianne Bogle, Capital School District
Justina Brewington, Dover Housing Authority
Shelly Cecchett, Greater Kent Committee
David Clendaniel, Dover Federal Credit Union
Susan Cooper, Dover Presbyterian Church
Elizabeth Daniels, Neighborhood Representative
Wallace Dixon, Dover City Council
Tenish Gregory, CenDel Foundation
Pastor Will Grimes, Solid Rock Baptist Church
Tracey Harvey, City of Dover, Planning and CDBG
Clay Hammond, Delmarva Black Chamber of Commerce
Kent Hurst, Wesley College
Chanda Jackson, Neighborhood Representative
Jeanine Kleimo, Dover Interfaith Mission for Housing
Herb Konowitz, Dover Interfaith Mission for Housing
Bishop Marion Lott, House of Pride
Mike Metzing, Bayhealth
Joe Myer, NCALL
Bill Neaton, City of Dover, Economic Development
Ed Perez, Downtown Dover Partnership
Maggie Pleasant, NCALL
Delcina Ramsey, Public Ally
Mary Reed, Dover Presbyterian Church
Ida Rios, Neighborhood Representative
Michael Rogers, Interdenominational Ministerial Association
Reuben Salters, Inner City Cultural League
Ami Sebastian-Hauer, Dover Housing Authority
Pauline Smith, Neighborhood Representative
Karen Speakman, NCALL
Roy Sudler, Neighborhood Representative
Jocelyn Tice, Central Delaware Habitat for Humanity
Ann Marie Townshend, City of Dover, Planning and CDBG
Amy Yarnell, Wesley United Methodist Church

**Restoring Central Dover, "Our Vision for Vitality,"** is an initiative that grew out of the CenDel Foundation's Safety Task Force and broadened into a community wide effort to work at revitalization planning for central Dover. The planning process has been amazing and very engaging. Thank you to Steering Committee members who invested so much time, energy, and enthusiasm throughout the past year and worked through the thoughtful and exciting recommendations herein. Thank you to Interface Studio for your expertise and guidance in crafting this creative blueprint. Thank you to residents who assisted with the community survey, attended the Community Leadership Institute, helped organize block parties, and put their heart into this effort.

This plan looks at affordable housing, business development, strong community, and infrastructure needs for central Dover to become a vibrant business corridor and community as our State Capital.

The plan is meant to be a living document that guides our implementation steps both now and years to come. No doubt there will be changes and modifications as efforts evolve, as new partnerships and collaboration takes place, and as new funding becomes available. The recommendations within this plan will be evaluated regularly with the goal of making them even more applicable and achievable.

With the completion of this plan, Restoring Central Dover will transition into the implementation phase. Central Dover has a wealth of assets and some very real needs. We believe this plan will enable central Dover to become even a more wonderful place to live, work and play.

As you view this plan and its vision, please think about what role you might play to make it a reality, whether it be your leadership, support, or funding.

Sincerely,

Joe L. Myer, Chair
Restoring Central Dover

RESTORING CENTRAL DOVER

OUR VISION FOR VITALITY

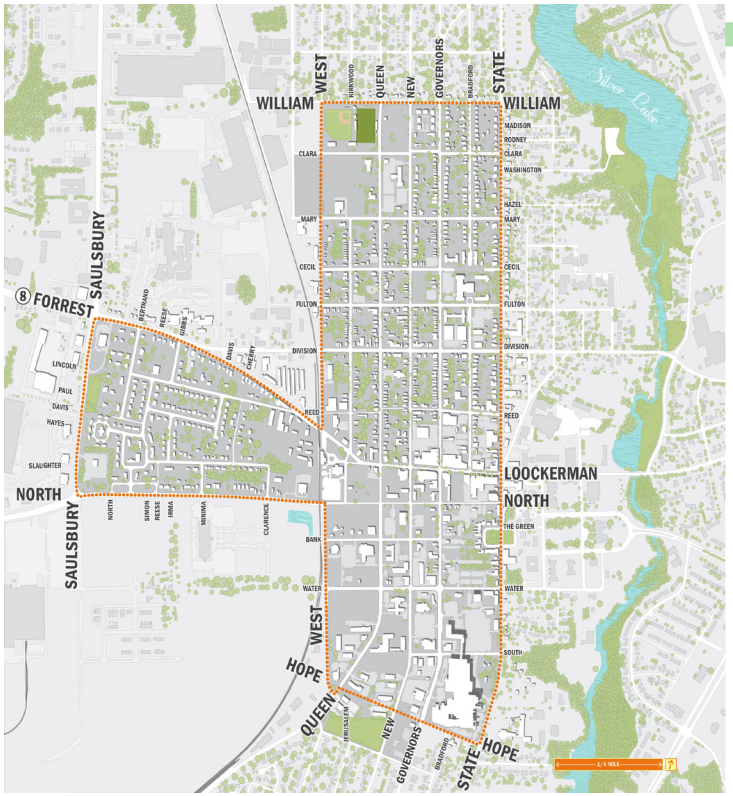
# INTRODUCTION

## PURPOSE OF THE PLAN

In 2013, a "Central Dover Neighborhood Planning" collaboration was convened between NCALL, the CenDel Foundation/Greater Kent Committee, Dover Interfaith Mission for Housing, and the City of Dover (including the Downtown Dover Partnership and Dover Police Department) to address the high-priority needs of low-income Central Dover residents with the goal of achieving long-term benefits by way of affordable housing, neighborhood safety and desirability, opportunities for economic growth, and essential services for children and families. With generous support from the Wells Fargo Regional Foundation and other sources, NCALL and its partners initiated the Restoring Central Dover planning process and recruited a steering committee comprised of local stakeholders, elected officials, residents, and service providers to lead a community-driven vision with the goal of ultimately establishing a solid community infrastructure that will result in long-term and successful revitalization and meaningful opportunities for residents.

Over the course of the year-long process, concerned residents, community groups, neighborhood-based institutions, city representatives, and local businesses were engaged in generating ideas for a better community and the ways in which we can all help to achieve that vision together. As this vision began to take shape, plan leadership recognized the need for this initiative to focus on where efforts should be placed within the next five years to establish a foundation for longer-term positive change. With an eye towards truly Restoring Central Dover, this plan is centered on short-term incremental strategies founded on the idea that revitalization is about reinvesting in both people and in place. This plan is intended to:

- Empower community members as agents of change in Central Dover
- Strengthen neighborhood streets and expand affordable housing options
- Raise the profile of Central Dover to attract new residents, businesses, and investment
- Expand economic opportunity and ensure that the revitalization of Central Dover benefits all residents




CENTRAL DOVER
**PLAN AREA**

THE PLAN AREA IS MADE UP OF **75 BLOCKS** WHICH IS APPROXIMATELY **393 ACRES** IN SIZE

**01** Restoring Central Dover planning area

- Bring resources to support the needs of disadvantaged residents and families
- Revitalize Loockerman Street as a vibrant commercial corridor and asset to adjacent neighborhoods
- Coordinate the efforts of the city, nonprofit organizations, churches and residents to make the most of resources
- Assure informed funding decisions and secure resources for neighborhood investments

This document represents extensive hours of work volunteered by the many residents, stakeholders, and local leaders dedicated to envisioning a path towards Restoring Central Dover. The planning process itself was a critical step towards plan implementation, as the members of the plan's leadership recognize that they will be agents of change in Central Dover and will continue to collaborate in realizing the goals and objectives outlined in this plan.

## PLANNING CONTEXT

A number of planning initiatives have been completed or are currently underway in and around Central Dover that have helped and will continue to help guide the City and local partners in bringing about positive change. This plan seeks to reinforce and incorporate the results of these prior planning efforts while providing an overarching vision for Central Dover coordinated with ongoing planning processes. Each of the following plans provided valuable insight and direction to the development of these recommendations.

### COORDINATION WITH ONGOING INITIATIVES:

It is important to realize that Restoring Central Dover is one among multiple initiatives currently underway that will bear great relevance to implementation efforts emerging from this process. Part of the mandate for this plan is to ensure active coordination with these other activities:

#### > CITY OF DOVER BICYCLE AND PEDESTRIAN PLANS

During the Restoring Central Dover planning process, the City of Dover, the Dover/Kent County Metropolitan Planning Organization, and the Delaware Department of Transportation released drafts of updates to the City's bicycle and pedestrian plans. The community expressed great interest in addressing a range of mobility issues as a part of Restoring Central Dover, and the feedback and recommendations put forth in this document are intended to serve to further inform the City's efforts to plan for improving alternative transportation in Central Dover.

#### > CITY OF DOVER CDBG ACTION PLAN

Since the City of Dover became an entitlement community to receive CDBG funding in 1995 to present, there has always been an emphasis in the city's annual plan to address the needs in the Downtown Target Area. The top priorities that were determined by the stakeholders in the community were: housing needs, infrastructure needs, public service needs, homeless needs and public facility needs. As a result of the needs determined in the city by the stakeholders, several homes in the target area have been brought up to housing code through the homeowner rehabilitation program.

The City of Dover's Comprehensive Plan and annual CDBG Action Plan have led to an increased emphasis on building codes and their enforcement, resulting in the demolition of several dilapidated properties, the construction of some new buildings (including affordable apartments) in the business district, and the upgrading or renovation of other properties. To a great extent, the success of Restoring Central Dover will rely upon close coordination with the City's own ongoing planning initiatives and allocation of resources.

#### > ECONOMIC INCLUSION STUDY OF DOVER

Commissioned by the DelMarVa Black Chamber of Commerce (DBCC), the City-funded Economic Inclusion Study of Dover is currently underway and is is modeled off of a similar analysis of Pittsburgh, PA concluding that, among other contributing factors, racial equity and inclusion are cornerstones of sustained development and successful, healthy economies for that particular region. The Restoring Central Dover plan and the prospects of it leveraging public and private resources present a unique opportunity to advance both agendas by linking economic inclusion as a policy and practice with community revitalization as a goal.

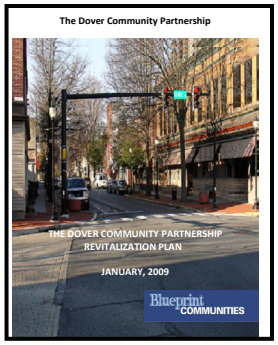
### FOUNDATIONAL DOCUMENTS

As demonstrated above, there is a lot of ongoing planning work intended to bring local partners together and improve Central Dover. To be truly effective, this work must also build upon the foundation set by the plans and strategies that have come before. These include:

#### > DOVER TRANSIT CENTER NEIGHBORHOOD PLAN AND DESIGN BOOK (JAN 2011)

The Dover Transit Center Neighborhood Plan and Design Book provided the City of Dover with a design and planning strategy to guide development around the new Dover Transit Center and to improve transportation infrastructure in Central Dover. The planning area included a portion of the Restoring Central Dover boundary south of Loockerman to South Street. The plan was focused primarily on long-term physical development scenarios and is considered an important companion piece to Restoring Central Dover, which is centered on what needs to happen in the short term in order to position Central Dover for longer-term investment and positive change.




### > DOVER COMMUNITY PARTNERSHIP REVITALIZATION PLAN (JAN 2009)

The Dover Housing Authority formed the Dover Community Partnership in 2003 to address concentrated poverty and housing issues. The general consensus was that the homeownership rate and economic opportunities in the area were poor and an initiative was needed to address the issues. The resulting Dover Community Partnership Revitalization Plan [covering a 20-block area now within the Restoring Central Dover boundary and comprising about 12% of this effort's planning area] set forth a set of strategies geared toward:

- Creating a safe environment for current and future residents to live, work, and play.
- Providing a range of housing opportunities that address the needs of the homeless to homeowners. Special care will be taken to ensure that housing initiatives do not displace current residents but instead enhance their living conditions.
- Supporting the efforts of the Downtown Dover Partnership to promote the public welfare of the residents of the City of Dover via the development of the economic, cultural and historic resources of the downtown area.

These objectives were considered a jumping off point for Restoring Central Dover, the outcomes of which harmonize well with this previous effort. The overlap in leadership between the Dover Community Partnership and the Restoring Central Dover steering committee, as well as the synergies between the two efforts, should capitalize on opportunities to collaborate in bringing needed resources to the Central Dover community.

## PLANNING PROCESS

The planning process was designed to be both data-driven and people-driven. This required us to:

**LISTEN** through a variety of Community Outreach & Engagement activities—a key component of the plan and the basis for the recommendations.

**COLLECT & ANALYZE DATA** to provide a comprehensive picture of the challenges Central Dover faces today.

## COMMUNITY OUTREACH AND ENGAGEMENT

Restoring Central Dover: Our Vision for Vitality was conceived as a true, community-driven plan that will serve as a unified voice for local residents, business owners, institutions, youth, community leaders, and political representatives, among others. As such, the planning process was designed to not only engage the public, but also help to build a sense of community among the area's diverse constituency.

To create a plan grounded in the realities of Central Dover requires an open and ongoing public dialog. The process informed and brainstormed with residents and stakeholders using a range of outreach tools including:

***Monthly Steering Committee meetings*** conducted throughout the process brought together stakeholders to guide all aspects of the project. The Steering Committee is comprised of local residents, community leaders, elected officials, and representatives from local institutions.

Ten confidential ***one-on-one interviews*** with a sample of residents, community leaders, business owners, service providers, and City officials.

Three ***focus groups*** to discuss unique concerns and perspectives regarding the future of Central Dover. The focus groups brought together leaders of the faith-based community, social service providers, and representatives of the business community to discuss their perspectives and ideas for Central Dover.

An ***interactive open house*** to publicly launch the plan and invite community members in to provide their opinions on the community. At the beginning of May 2014, the open house utilized the 1st floor community room of Bayard Plaza on Loockerman Street and was open seven times

over the course of nine days. The planning team created temporary window installations on both sides of Loockerman to draw attention to the open house and filled the interior with information, a photo suggestion booth and other exercises designed to get residents thinking creatively. At least 177 residents participated in this event. The input provided by residents at the open house led to many of the strategies in this plan.

A number of ***collaborative maps*** were used to help residents pinpoint specifically where they had concerns about their community. A large-scale collaborative map was used in the open house that asked residents to identify mode-specific transportation issues. Residents were also engaged in public realm mapping to identify hotspots for crime, illegal dumping, poor lighting and flooding.

A ***"do-it-yourself" budget*** exercise at the open house allowed participants to allocate play money in multiple denominations to piggy banks representing general budget categories, such as "transportation networks" and "housing and neighborhoods."

Community members wrote their big ideas for Central Dover on a dry erase board, which they posed next to for a snapshot in the ***"photo suggestion booth"*** at the open house.

A ***resident perception survey*** to collect the perceptions and concerns of residents across all of the Central Dover neighborhoods. Community volunteers that administered the survey received 224 completed surveys representing 18% of households in Central Dover.

Following the open house, a final ***public meeting*** was held in July 2014 to allow the community to review preliminary recommendations and participate in an exercise designed to set priorities among the range of ideas presented to determine where limited funds and resources should be directed.

















## PUTTING THE PLAN TOGETHER

To understand the underlying trends and socio-economic characteristics of Central Dover, the planning team utilized The Reinvestment Fund's [TRF] Policy Map data sets. This data on population, race, income, housing and other aspects of the community was augmented where necessary with other US Census information, parcel data provided by the City of Dover, Dover Police Department crime data, and other datasets.

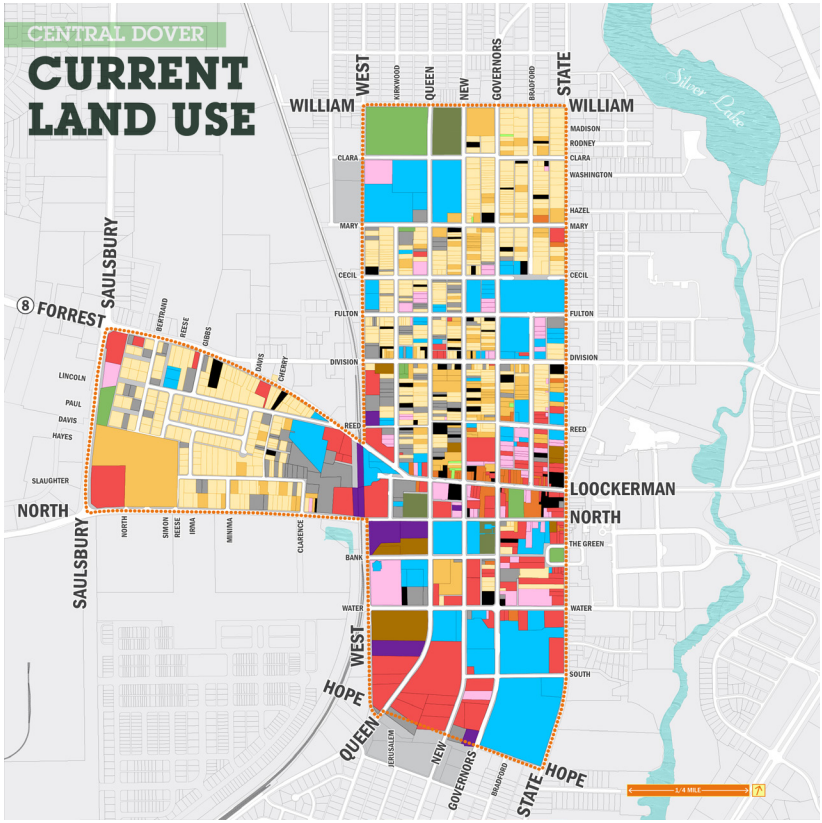
In addition to the base data described above, the planning team conducted a parcel by parcel survey of every property in the Central Dover study area. The survey collected detailed information on each property, including land use and condition but also recorded physical observations regarding housing, businesses, parks, roads, maintenance, safety , and so on.

The planning process consisted of three phases:

### 1. RESEARCH & EXISTING CONDITIONS

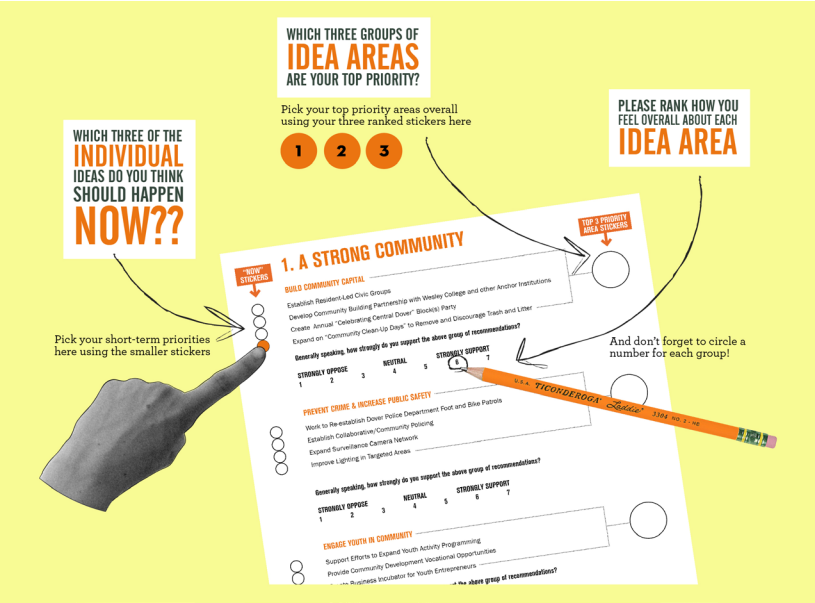
During the first phase of work, which was defined by research and data collection, the planning team explored and documented the physical and economic conditions in Central Dover through:

- A GIS parcel by parcel mapping of land use, building condition and vacancy data to create an up-to-date land use map
- An in-depth examination of the physical environment to assess the existing commercial and retail mix, the quality of the natural environment, local traffic and circulation patterns, the transit system, and pedestrian / bicycling amenities
- Research using Policy Map and the Census to evaluate demographic and socioeconomic changes within the community over time
- A review of existing planning documents whose boundaries overlap with those of the study area
- The launch of a public outreach initiative beginning with the door-to-door resident survey and followed by the public open house designed to get a handle on the qualitative aspects of the neighborhood
- The facilitated discussion of specific concerns raised during the process to date over a series of three focus groups
- A series of one-on-one interviews to review our work and discuss possible solutions with key stakeholders and funders
- Processing the information collected during the analysis to identify opportunities and challenges for the future of Central Dover
- Review of this information by the Steering Committee




**02 Land use survey map and breakdown**

*Existing land use was one of the data points collected during the parcel-by-parcel physical survey conducted during Phase I of Restoring Central Dover.*
*SOURCE: Field survey, Nov 2013 - Jan 2014*







## 2. PRELIMINARY RECOMMENDATIONS

During the second phase of the process, the planning team worked closely with community partners to develop well-tailored recommendations in response to the research findings and community input collected in Phase I. Phase II resulted in:

- A list of goals and objectives based upon public input
- A series of preliminary recommendations for achieving such goals and balancing observed trends and projections with desired outcomes
- Presenting the preliminary recommendations to the community for feedback and critique at a public meeting, along with a prioritizing exercise

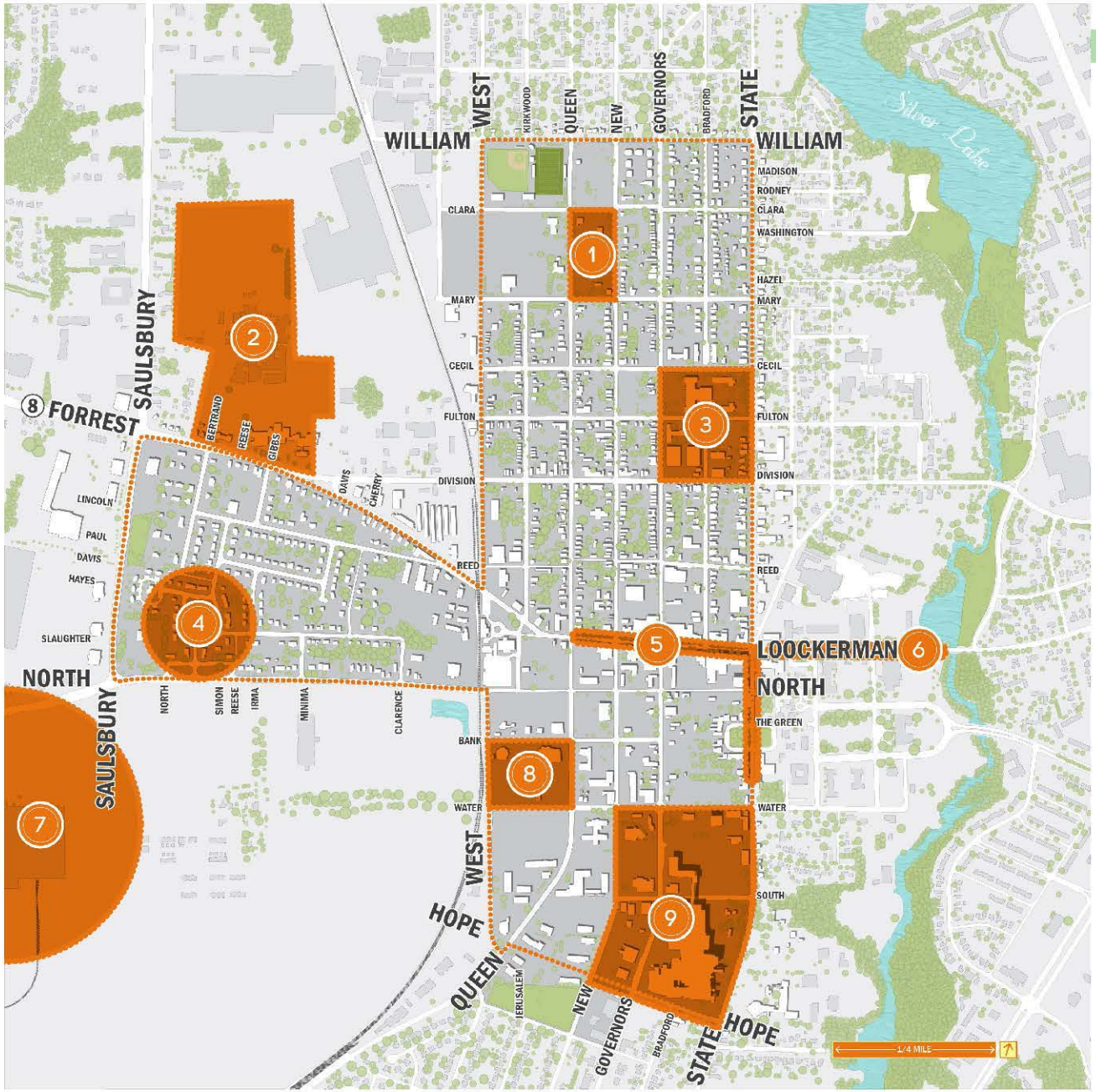
## 3. FINAL MASTER PLAN

During the third phase of work, the planning team refined the recommendations, incorporating the input collected from members of the Steering Committee and the general public at the end of Phase II. The analysis and revised implementation recommendations are packaged together in this report to guide the next steps in coming weeks, months, and years.

The Central Dover area, its network of involved neighborhood institutions and leaders, and all interested community members will assume responsibility for the revitalization plan, its acceptance by the City of Dover, and its implementation.

CENTRAL DOVER

# AREAS OF INTEREST




1. FLEMING GOODWIN UNITED STATES RESERVES CENTER
2. BOOKER T WASHINGTON ELEMENTARY AND WILLIAM HENRY MIDDLE SCHOOL
3. WESLEY COLLEGE
4. SIMON CIRCLE PUBLIC HOUSING
5. LOOCKERMAN CORRIDOR & THE GREEN
6. GOVERNMENTAL CORRIDOR
7. KRAFT FOODS
8. DOVER POLICE DEPARTMENT & JUSTICE OF THE PEACE
9. BAYHEALTH MEDICAL CENTER & MEDICAL OFFICES

SOURCE: FIELD SURVEY (NOVEMBER 2013 - JANUARY 2014)

**03** Central Dover Landmarks

*SOURCE: Field survey, Nov 2013 - Jan 2014*

# A SNAPSHOT OF CENTRAL DOVER

## WELCOME TO CENTRAL DOVER

Dover, the capital city of the first state, is centered on the area referred to as Central Dover, comprised of a number of distinct areas clustered around the historic Loockerman Street commercial corridor. Let's start off by getting our bearings in Central Dover:

Loockerman, once a thriving traditional main street [A], is anchored by Dover City Hall and the Dover Library on the east end and a recent commercial development at the west end, where Loockerman connects to Route 8 (an important gateway to Central Dover) via Forrest Street. The corridor features primarily two and three-story historic buildings [B], some with active ground floor commercial uses, but some with vacant storefronts.

The Wesley College campus [C], which serves about 2,500 students, is located just north of the Loockerman corridor. The campus is surrounded by residential blocks featuring larger houses (some which have been converted to office uses) with predominantly well maintained historic architecture [D].

Just north of Loockerman between Governors Avenue and West Street lay a few blocks of distressed residential streets with concentrated vacancy and below average building conditions [E]. This area has been targeted by the city in recent years to bring housing up to code and demolish hazardous structures.

The Norfolk Southern rail line divides the Dover Housing Authority's Simon Circle and Lincoln Park neighborhoods and surrounding primarily residential streets to the west.

The Green, a historic park located in the old downtown Dover area, was during colonial times a center of civic life and activity, and is now used for large scale events. 79 historic buildings contribute to the Dover Green Historic District—many of these buildings are now being used for law, finance, and other professional offices [F].

The Southern portion of the study area is defined by a number of large footprint public, government and medical uses such as Bayhealth [G], as well as senior housing and commercial offices. The block structure results in a much looser urban fabric, in contrast to the more pedestrian-friendly scale found north of Loockerman. This area is a significant center of employment in Dover, but feels physically disconnected from Loockerman and adjacent neighborhoods.

[A]




[B]



[C]



[D]



[E]



[F]



[G]



## EXISTING CONDITIONS TAKE-AWAYS

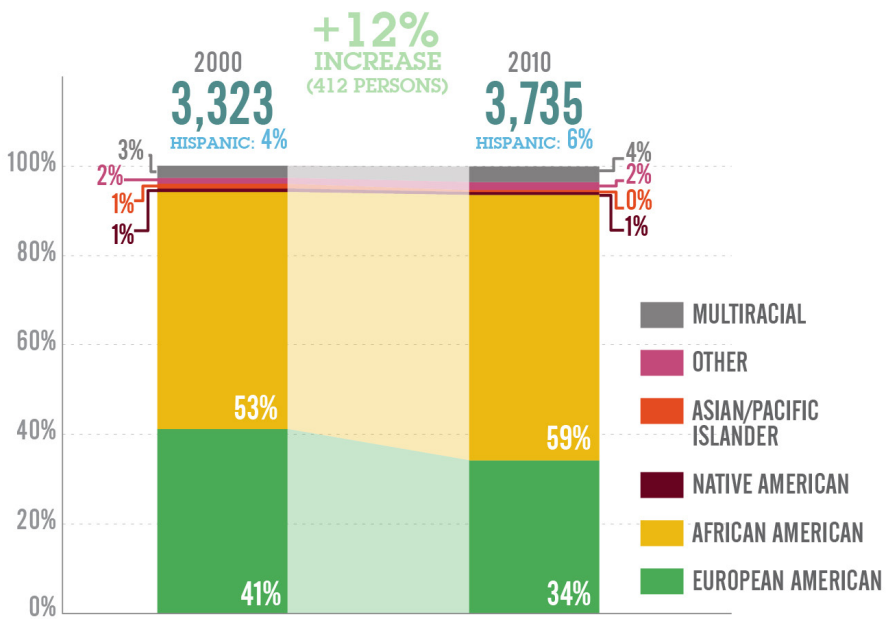
The analysis of existing conditions conducted in Phase I of Restoring Central Dover led to some important conclusions that formed the basis, along with community input, for the drafting of recommendations. The broad stroke highlights of the opportunities and challenges among these follow. More detail can be found in the full plan.

### POPULATION DYNAMICS IN CONTEXT

Central Dover is predominantly African American (59%), with the number of African American residents increasing by 6% between 2000 and 2010. The 12% increase in population overall in Central Dover [Fig 04] is on par with the City of Dover's 14% increase; but the population of Kent County increased 28% over the same period, far outpacing local growth. The rate of population growth in the Central Dover area continues to decline relative to the rates in other areas in the City and County. As long-term vitality relies on short-term stabilization of deteriorated blocks, strategies to ***retain existing residents as well as attract new neighbors*** should be a priority of Restoring Central Dover.

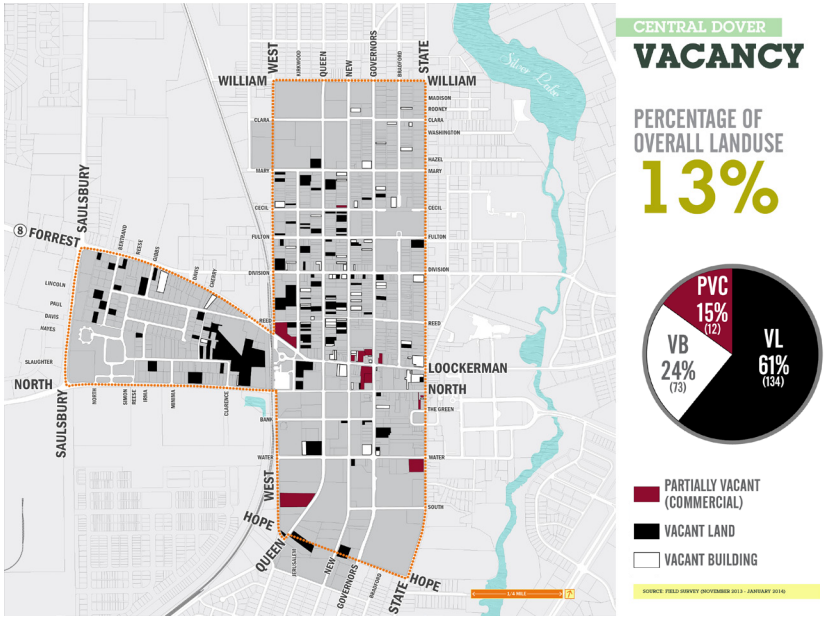
### VACANCY

There has been comparatively modest population growth and vacancy remains a challenge in Central Dover. As an overall percentage of parcel area, vacant land and buildings comprise 13% of Central Dover. The aggregated area of vacant land in Central Dover is equal to 25 football fields. The effects of vacancy impact perception and can hinder reinvestment, especially when concentrated on individual blocks [Fig 05]. At the same time, these clusters of vacancy are also ***opportunities for infill development***.




**04** Change in population and racial breakdown, 2000-2010

*SOURCE: 2000 & 2010 US Census*




**05** Map of vacant land and buildings

*SOURCE: Field survey, Nov 2013 - Jan 2014*

## BUILDING CONDITIONS

The parcel survey included rating buildings on a scale according to their apparent condition as observed from the street, with an "A" rating given to buildings in "Excellent" condition, through an "F" rating given to buildings in "Very Poor" condition [Fig 07]. Some patterns emerge in concentrations of buildings in below average condition relative to the study area overall [Fig 06], which coincide with concentrations of vacant buildings and land. These distressed residential streets speak to the need not only for infill development, but ***targeted home repair assistance to preserve existing housing stock*** where possible.

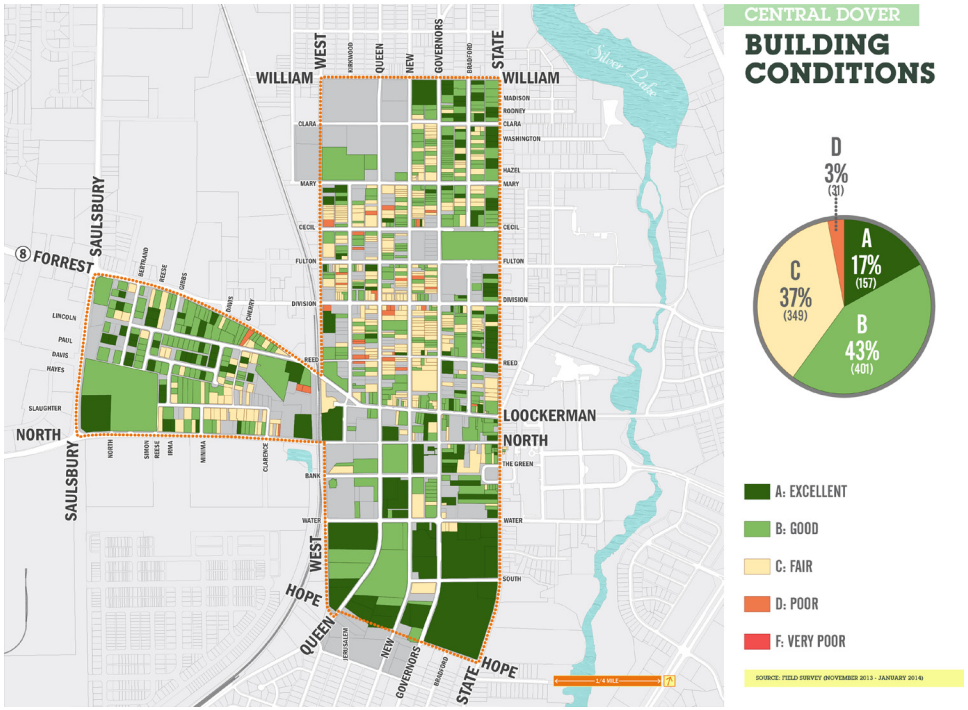
## COMMERCIAL SERVICES

Though the land use survey counted a number of commerical uses in the study area, most of them are concentrated in the southern end and are offices and other commercial typologies that don't serve the daily needs of Central Dover's residents. Local residents typically travel outside of Central Dover to more suburban/auto-oriented commercial developments situated along Route 13 or Route 8. For existing residents without a car, this is a significant distance to travel to access services and goods or retail jobs.

The Loockerman commercial corridor is an opportunity to ***bring commercial services within walking distance*** of Central Dover residential neighborhoods. However, the challenges to overcome in revitalizing the corridor include perception of safety, high vacancy and tenant turnover rates, and a lack of readily leasable spaces due to deferred maintenance and lack of property owner resources to rehabilitate properties.



*Bayard Plaza, a recent mixed use development on Loockerman Street*




**06 Surveyed building conditions**

*It should be noted that because the building condition survey typically relies on judgments based only on what is visible from the street, it is fair to say that the survey results overestimate the condition of buildings, as defects on the sides and rears of buildings are often not visible.*
*SOURCE: Field survey, Nov 2013 - Jan 2014*




**07 Building condition ratings criteria**

*SOURCE: Field survey, Nov 2013 - Jan 2014*

Capitalizing on housing development opportunities on or within walking distance of Loockerman would help change perception of this struggling commercial corridor, as well as bring a denser customer base to support commercial revitalization. Recent developments along Loockerman, such as the large new office building at the west Loockerman gateway, the mixed use development at Bayard Plaza, and the recruitment of The Delaware EZ-Pass Customer Service Center and Division of Motor Vehicles Call Center, can be leveraged to continue to ***build momentum and critical mass along Loockerman***.

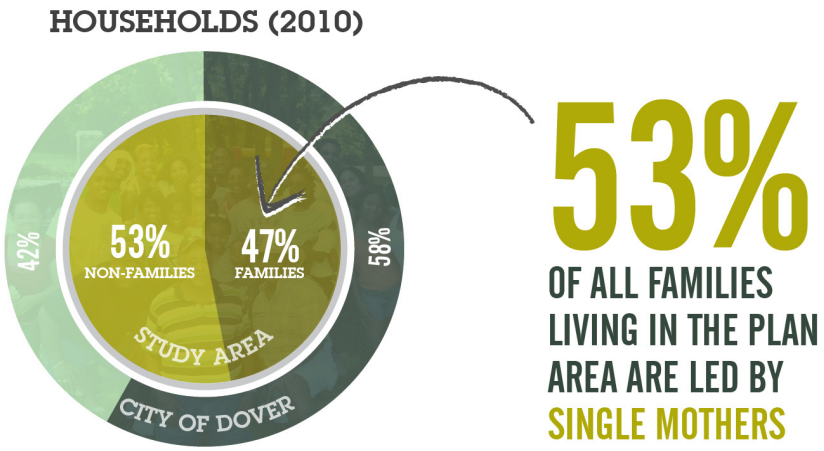
## SOCIOECONOMIC CHALLENGES

Some Central Dover residents have faced disadvantages in life that have placed them at the margins. The area's weighted average median income, $34,730 is 27% lower than the City of Dover's $47,754. More than half of families in Central Dover are headed by a single female householder [Fig 08], compared to one in three families with single female householders city-wide. Many Central Dover residents face considerable housing cost burdens, with a significant portion of the study area showing 81% or more of renters paying more than 30% of their income towards gross rent [Fig 09]. The ***preservation of and increased access to affordable housing*** will be key to providing housing opportunities to Central Dover residents.

Add to those factors a high unemployment rate [10% in 2010] and lower educational attainment levels, and it becomes clear that many members of the Central Dover community face a number of challenges that will require the ***continued expansion of local services to meet the needs of of residents***.

## CRIME AND PERCEPTION OF SAFETY

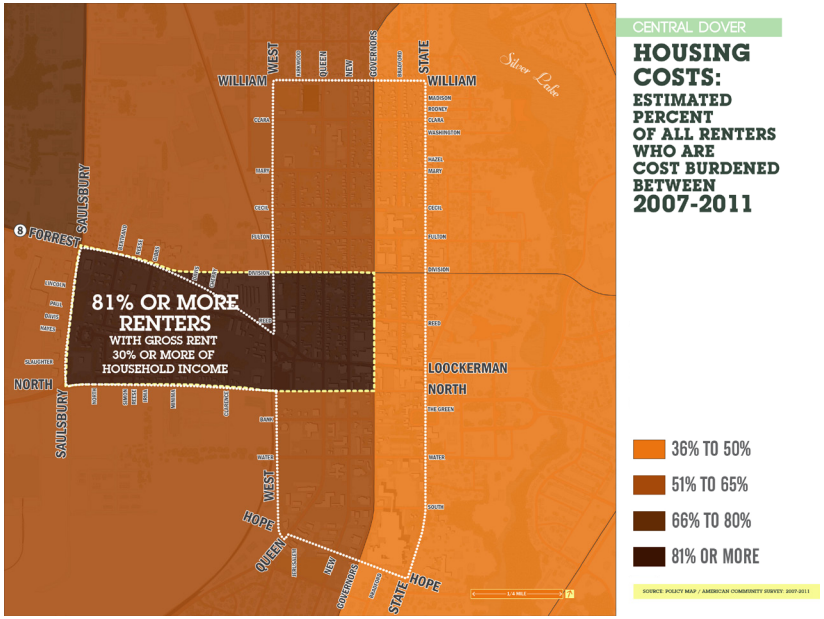
One of the most prominent major quality of life issues that arose in community discussions during the Restoring Central Dover process—and one that impacts efforts to retain residents and businesses as well as




**08** Household characteristics

*The concentrated college student population is classified in the "non-family" group by the Census, which likely explains why the non-family share in Central Dover is 11% higher than that of the City of Dover. The rate of 53% of families being headed by single female householders refers only to the 47% of households that are considered a "family" and does not include students.*

*SOURCE: 2010 US Census*



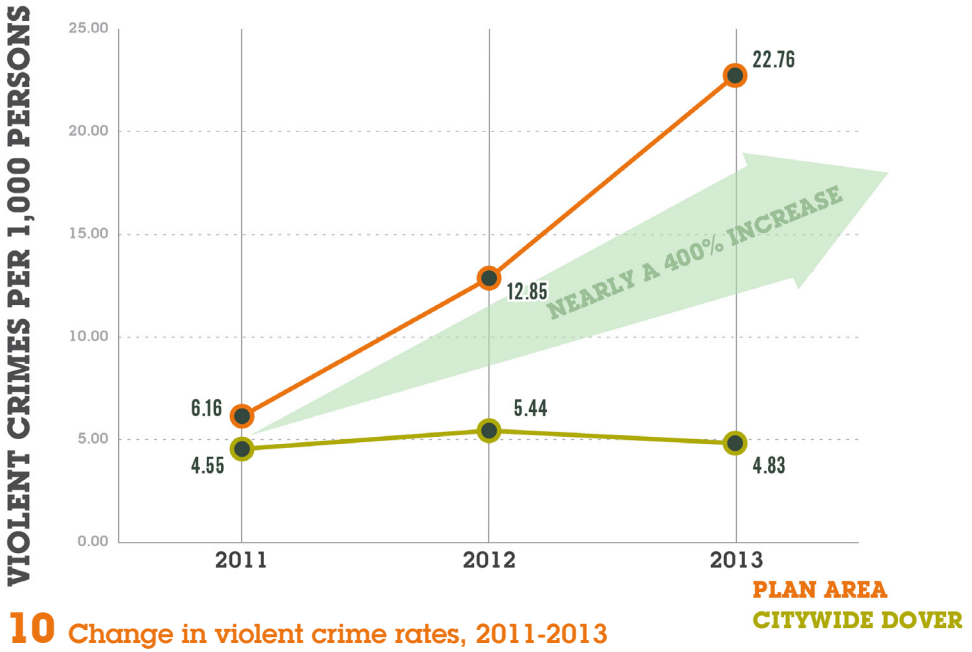

**09** Percent cost-burdened renters

*Percent of renter households for whom gross rent is 30% or more of household income. Gross rent is the contract rent plus the estimated average monthly cost of utilities.*

*SOURCE: American Community Survey, 2007-2011*

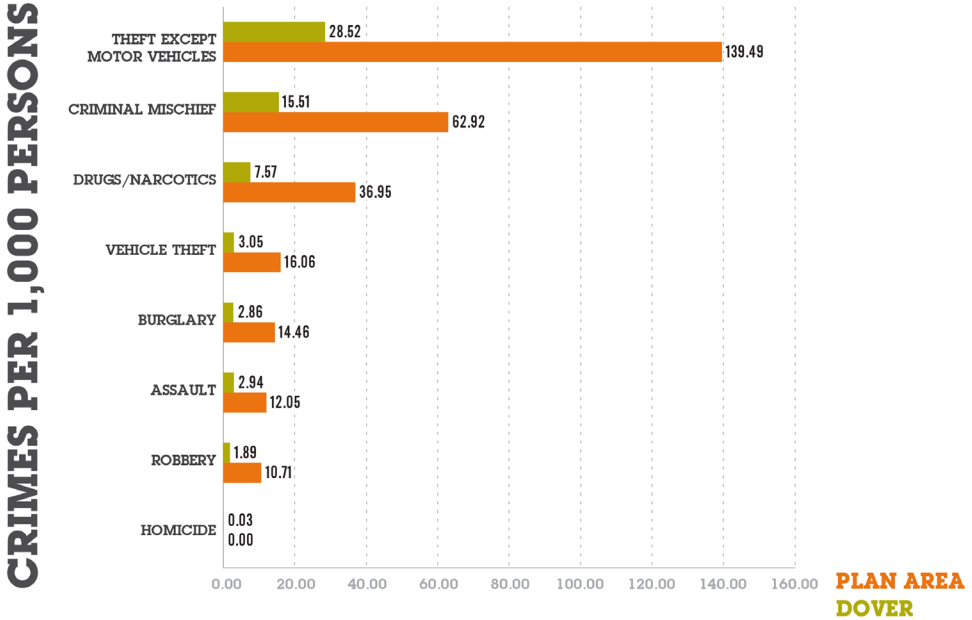
attract new ones—was crime and perception of safety. When asked what they liked least about Central Dover, 42% of resident survey participants identified "Safety in the community," which received the greatest number of "least liked" responses by a margin of 12%.

Crime data from the Dover Police Department shows that the number of violent crimes per 1,000 persons in the Central Dover area rose from 6.16 per person in 2011, to 22.76 per person in 2013, a nearly 400% increase over a three year period [Fig 10]. In 2013 alone, nearly all forms of reported crimes in the plan were 3- to 5-times that of Dover overall [Fig 11]. These figures were alarming to the Central Dover community and plan leadership, and indicates a clear need to bring more resources to ***ensure the safety of the Central Dover community***.




**10** Change in violent crime rates, 2011-2013

*SOURCE: Field survey, Nov 2013 - Jan 2014*




**11** 2013 Crime rate breakdown: Central Dover and City-wide

*SOURCE: Field survey, Nov 2013 - Jan 2014*

# OUR VISION FOR VITALITY

**This plan represents our community's vision for restoring the vitality of Central Dover. It offers a range of achievable strategies, implemented over a five year period, designed to lay the foundation for future opportunities to fully realize Central Dover's potential as a place to live, work, and play.**

## GOAL AREAS

A range of strategies towards achieving our vision for vitality are organized in three goal areas designed to achieve:

1. **A STRONG COMMUNITY**
2. **POSITIVE DEVELOPMENT**
3. **AN INTEGRATED PUBLIC REALM AND INFRASTRUCTURE**




# 1 A STRONG COMMUNITY

# 01 BUILD COMMUNITY CAPITAL

Community support is critical to implementing the goals of this plan. Working to strengthen community cohesion through the cultivation of neighborhood groups will not only provide spaces for residents to enjoy each other's company as well as address issues collectively. It will also encourage them to root themselves in Central Dover, as well as attract new residents looking for a deeper sense of community.

## ESTABLISH RESIDENT-LED CIVIC GROUPS

### SHORT TERM

***Initial Action Steps:*** Determine existing groups, organize leadership, hold meetings, and develop leadership.

## DEVELOP COMMUNITY BUILDING PARTNERSHIP WITH ANCHOR INSTITUTIONS

### SHORT TERM

***Initial Action Steps:*** Overtures to Wesley and Bayhealth; Discussions with Wesley about their Strategic Plan and BayHealth on their Community Impact Plan; Implement community building partnership.

## CREATE ANNUAL "CELEBRATING CENTRAL DOVER" BLOCK PARTY

### SHORT TERM/ANNUALLY

***Initial Action Steps:*** Develop timeframe fall or spring; Assemble partners and sponsors; Plan and hold event.

## EXPAND ON "COMMUNITY CLEAN-UP DAYS"

### SHORT TERM

***Initial Action Steps:*** Convene prior partners; Envision new plan going forward and hold events.

## DEVELOP AND DISTRIBUTE COMMUNITY CALENDAR OF ACTIVITIES AND EVENTS

### SHORT TERM

***Initial Action Steps:*** Assemble dates, publish and distribute.

## EVALUATE LEVEL OF ACCESS TO COMMUNITY FACILITIES FOR SERVICES

### INTERMEDIATE TERM

***Initial Action Steps:*** Create inventory of existing facilities; Evaluate current usage and determine areas where needs are not being met by existing facilities.

## DEVELOP COMMUNITY FACILITIES FOR SERVICES

### LONG TERM

***Initial Action Steps:*** Explore the development of community facilities as community social service needs are identified; Predevelopment and feasibility work leading to development phase; Construction of Community Facilities.

# 02 INCREASE PUBLIC SAFETY

Expanding efforts to make an at-risk community safe is imperative for any neighborhood revitalization initiative. Without a viable plan for reducing crime, attempts to attract investment, businesses, and new residents can be inhibited or even rendered impossible. Reducing illicit activities in Central Dover will greatly benefit current residents and improve efforts to attract investment, businesses, and new residents.

## ESTABLISH COLLABORATIVE/COMMUNITY POLICING

### SHORT TERM

***Initial Action Steps:*** Form citizen oversight committee on community policing; Create neighborhood watch network.

## DEPLOY POLICE FOOT AND BIKE PATROLS

### SHORT TERM/ON-GOING

***Initial Action Steps:*** Convene meeting to discuss options with partners; Develop action plan and seek funding and deploy.

## EXPAND SURVEILLANCE CAMERA NETWORK

### INTERMEDIATE TERM

***Initial Action Steps:*** Cost estimate for expanded system; Seek community buy-in; Seek funding for expanded surveillance cameras.

## IMPROVE LIGHTING IN TARGETED AREAS

### INTERMEDIATE TERM

***Initial Action Steps:*** Research and develop scenarios for resident assisted porch lighting program; Work with Sustainable Energy Utilities and install street lighting in poorly lit areas.



# 03 ENGAGE YOUTH IN COMMUNITY

Finding ways to involve youth in the revitalization and stewardship of Central Dover will not only provide activities for young people to take part in or simply provide employment opportunities. This will help reinforce the need for their active participation in shaping their community and keep them accountable to sustaining it and protecting Central Dover's vitality.

## SUSTAIN AND EXPAND YOUTH PROGRAMMING

### SHORT TERM

***Initial Action Steps:*** Evaluate existing youth programming level of service; Seek resources to expand programming where needed.

## ESTABLISH POLICE ATHLETIC LEAGUE

### SHORT TERM

***Initial Action Steps:*** Dover Police Department is planning to establish PAL; Market PAL to community; Implement the program.

## CREATE YOUTH OUTREACH AND EDUCATIONAL SUPPORT CENTER

### SHORT TERM/INTERMEDIATE TERM

***Initial Action Steps:*** Complete construction of facilities; Develop programming and curriculum; Examine access to broader community recreational assets and improve transportation to these assets for youth in Central Dover.

## PROVIDE COMMUNITY DEVELOPMENT VOCATIONAL OPPORTUNITIES FOR YOUTH

### INTERMEDIATE TERM

***Initial Action Steps:*** Examine Youth Build or similar programs for feasibility; Develop intern and mentoring opportunities in year 3, 4 and 5.



# 04 EXPAND ADULT AND FAMILY SERVICES

Restoring Central Dover must include strengthening support for residents who live on the margins by providing opportunities for them to actively pursue improving their employment situations. According to the American Community Survey, approximately 46% of Central Dover households earn less than $30,000 annually.

## STRENGTHEN AND EXPAND TRANSITIONAL HOUSING AND RELATED SERVICES

### INTERMEDIATE TERM

***Initial Action Steps:*** Target housing towards families with children; Convene partners and develop plan; Develop housing.

## ESTABLISH A FAMILY SERVICES COLLABORATIVE

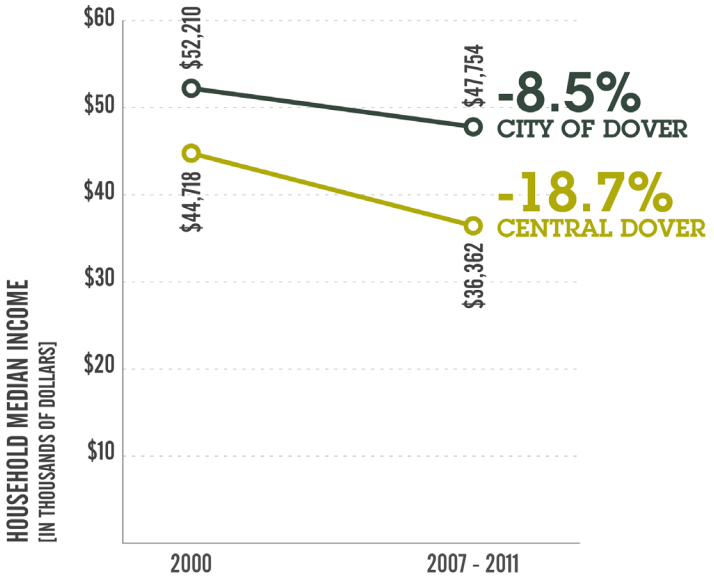
### SHORT TERM

***Initial Action Steps:*** Steering Committee facilitate initial meetings; Collaborative then establishes its ongoing agenda.

## EXPAND FINANCIAL EDUCATION AND HOUSING COUNSELING SERVICES

### SHORT TERM/ON-GOING

***Initial Action Steps:*** Strategize ways to enagage the community residents; Identify site for workshops in the plan area; Refer to NCALL's on-going programs.




**CHANGE IN MEDIAN HOUSEHOLD INCOME**

**Change in median household income**

*SOURCE: 2000 U.S. Census, American Community Survey, 2007 - 2011*


EXIT
WILLIAM
STATE
WEST
RESTORING CENTRAL DOVER
OUR VISION FOR



# POSITIVE DEVELOPMENT

# 05 STRENGTHEN EXISTING HOUSING

Neighborhood building conditions shape perception of neighborhood character and potential. Distressed buildings falling into disrepair, especially when concentrated, can make streets appear unsafe, deterring new residents and investors. Developing strategies to help maintain and improve housing stock is essential to ensuring long-term neighborhood vitality and encouraging reinvestment in Central Dover.

## EXPAND ACCESS TO HOUSING REPAIR PROGRAMS

### SHORT TERM/INTERMEDIATE TERM

***Initial Action Steps:*** Examine recent repair program statistics to assess impact program is making in Central Dover and expand outreach to homeowners; Meet with partners to determine plan to serve Central Dover and implement; Provide educational resources and training for homeowners in rehabilitation techniques, homeownership responsibliites, and financial management; Consider allowing first time buyers to utilize repair funds when purchasing in Central Dover.

## INITIATE VOLUNTEER-BASED NEIGHBORHOOD HOUSING REPAIR ORGANIZATION

### INTERMEDIATE TERM

***Initial Action Steps:*** Meet with potential partners to determine plan for going forward and implement.

## STRENGTHEN CODE ENFORCEMENT

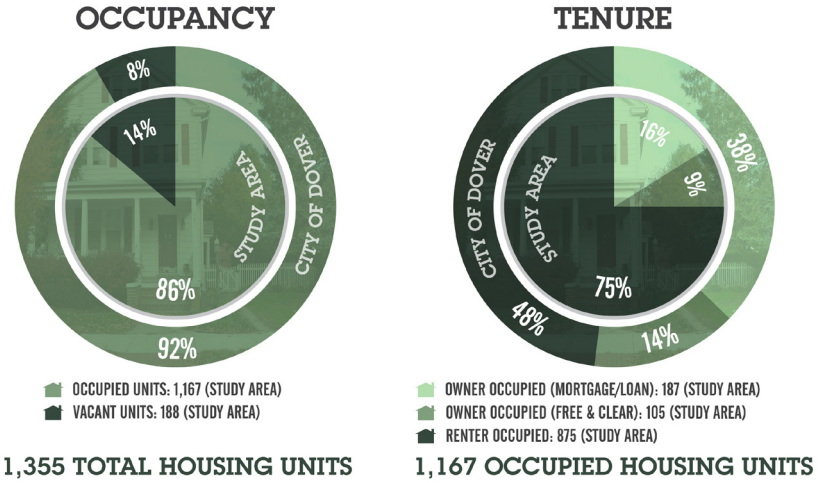
### SHORT TERM

***Initial Action Steps:*** Work with city to engage an independent consulting firm to assess department efficiency and identify areas for improvement; Work with homeowners and landlords to provide education and financial incentives to maintain housing units; City will be notified by DHA and DSHA when a housing unit or property fails a Section 8/Voucher housing inspection.

## EXPLORE WAYS TO BOOST HOMEOWNERSHIP

### SHORT TERM/INTERMEDIATE TERM

***Initial Action Steps:*** Bringing together all parties to brainstorm on methods of boosting homeowneship such as employer assisted housing, incentives, and education and come up with an implementation plan; Recruit from existing renters and workers commuting to Central Dover and provide homebuying education and financial incentives.




**Housing occupancy and tenure**

*SOURCE: 2010 U.S. Census, 2007-2011 American Community Survey*

# 06 SUPPORT NEW DEVELOPMENT

The Central Dover area has enough vacant land to comprise 25 football fields. Opportunities for residential and commercial development in the plan area are considerable. Removing certain regulatory and property acquisition barriers to development may encourage infill construction.

## ENCOURAGE GREATER ZONING FLEXIBILITY TO ENABLE INFILL HOUSING DEVELOPMENT

### SHORT TERM

***Initial Action Steps:*** Develop zoning overlay for Downtown Redevelopment District to allow condominiums and townhouse styles; Allow some flexibility in setbacks and block standards for architectural and design elements that complement area; Engage neighborhood residents to share ideas for design and neighborhood standards in Central Dover.

## FACILITATE PARCEL ASSEMBLY AND REDEVELOPMENT

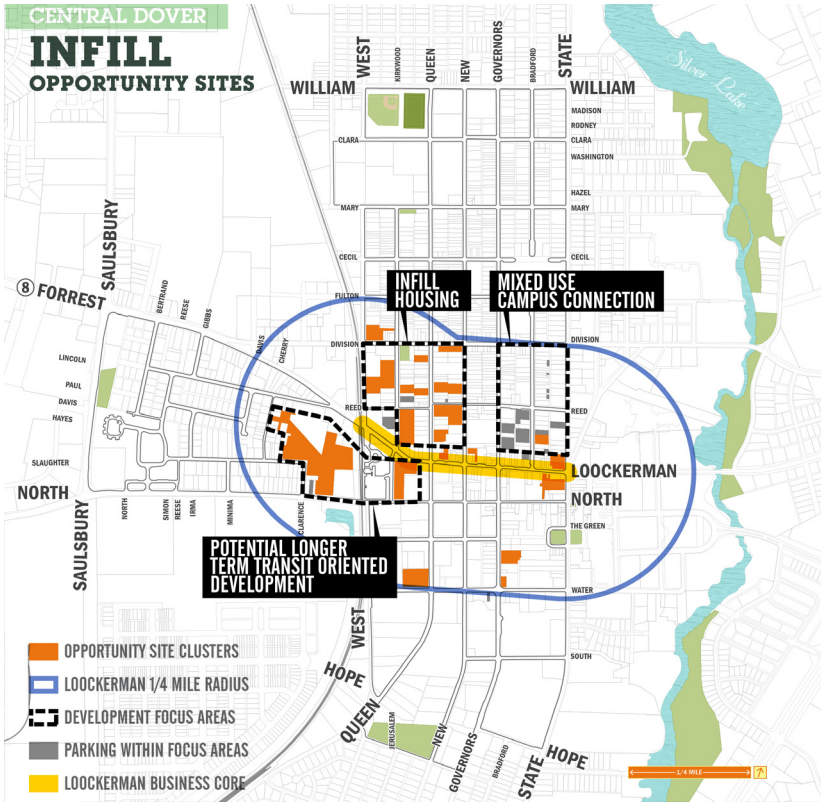
### INTERMEDIATE TERM

***Initial Action Steps:*** Explore land banking and land trust options for assembling parcels and redevelopment efforts; Meet with Diamond State Community Land Trust to explore what is possible; Establish a parcel assembly process and make lots available for development.

## EVALUATE WAYS OF PROVIDING FINANCIAL INCENTIVES FOR DEVELOPMENT

### SHORT TERM

***Initial Action Steps:*** City consider waiving impact fees, lowering permitting fees, and real estate taxes (PILOT) for developers of new housing and especially affordable housing.




**Infill development opportunity sites**

*From a the full inventory of vacant buildings, vacant land, and parking lots in the Central Dover study area clusters of development opportunity sites within walking distance of Loockerman are identified in orange. Prioritizing development close to Loockerman will reinforce commercial corridor revitalization efforts.*
*SOURCE: Field survey, Nov 2013 - Jan 2014*

## DEVELOP AFFORDABLE HOUSING OPTIONS

### INTERMEDIATE TERM

***Initial Action Steps:*** Recuit and select housing developers to repair and to build new affordable and market-rate housing for homeownership and rental housing; Secure capital for projects; Undertake predevelopment activities and start the development process.

## PROVIDE ASSISTANCE IN ACTIVATING UPPER STORIES ALONG LOOCKERMAN STREET

### LONG TERM

***Initial Action Steps:*** Research existing, successful programs; Pilot financial assistance programs to assist businesses and building owners to enact façade improvements and repairs to help attract residential tenants; Improvements will provide incentives for upper floor renters such as lower utility costs, increased security and other amenities.

## EXPLORE OPPORTUNITIES TO CREATE CENTRALIZED STUDENT HOUSING OPTIONS OFF CAMPUS

### INTERMEDIATE TERM

***Initial Action Steps:*** Engage Wesley, City, and DDP to develop list of housing options for students and faculty within Central Dover; Explore off-campus mixed use student housing options linking the campus to Loockerman Street; Develop a plan.






# 07 REINVEST IN COMMERCIAL CORRIDORS

Loockerman Street, Central Dover's main commercial corridor of Central Dover, has a unique character and great potential, but currently struggles with high vacancy and turnover rates. Developing a strategy to fill vacancies along Loockerman and recast the corridor as a vibrant and bustling destination will improve the revenue streams and draw visitors from all over Delaware and the tri-state area.

## BUILD AND EXPAND ON MARKETING/ BRANDING EFFORTS FOR THE LOOCKERMAN STREET CORRIDOR AND CENTRAL DOVER

### SHORT TERM/INTERMEDIATE TERM

***Initial Action Steps:*** Review, revise and implement current Downtown Marketing Plan with updated marketing information/materials tailored to potential investors and small business inquiries; Recruit new retail and businesses to locate in Downtown Dover.

## ACTIVATE VACANT STOREFRONTS

### SHORT TERM

***Initial Action Steps:*** Coordinate the implementation of creative work by area youth and displays by nonprofit organizations in the vacant store fronts; Encourage pop-up stores and incubator businesses by providing free rent incentives.

## ADDRESS CONCENTRATED LOITERING

### SHORT TERM

***Initial Action Steps:*** Revisit licensing requirements and zoning restrictions as well as a direct approach to nuisance business owners about ways to change their business' image.




**Conceptual visualization of temporary vacant storefront installation**

## EXPAND SMALL BUSINESS DEVELOPMENT PROGRAMS FOR NEW AND EXISTING BUSINESS OWNERS

### INTERMEDIATE TERM

***Initial Action Steps:*** Continue the implementation of Downtown Dover Partnership Technical Assistance Program (Small Business Development Workshops, Intake Assessment, Loan Programs, incentives, and space referrals); Examine and pilot other possible programs that could be implemented.

## RECRUIT MAJOR LOCAL EMPLOYERS TO ESTABLISH SATELLITE OFFICES ON COMMERCIAL CORRIDORS

### INTERMEDIATE TERM

***Initial Action Steps:*** Implement a recruitment initiative focusing on relocating smaller operations and targeting specific, mid-size available and/or vacant office spaces within the downtown corridor.



# 08 ENSURE EQUITABLE ECONOMIC DEVELOPMENT

The racial and ethnic composition of Central Dover has grown more diverse over the past decade. From 2000 to 2010, the plan area saw a 12% increase in total population, from 3,323 to 3,735 residents. During that period, the percentage of those identifying as persons of color increased by 6%, with the European American cohort dropping from 41% to 34%.

## DEVELOP A COMPREHENSIVE WORKFORCE DEVELOPMENT STRATEGY

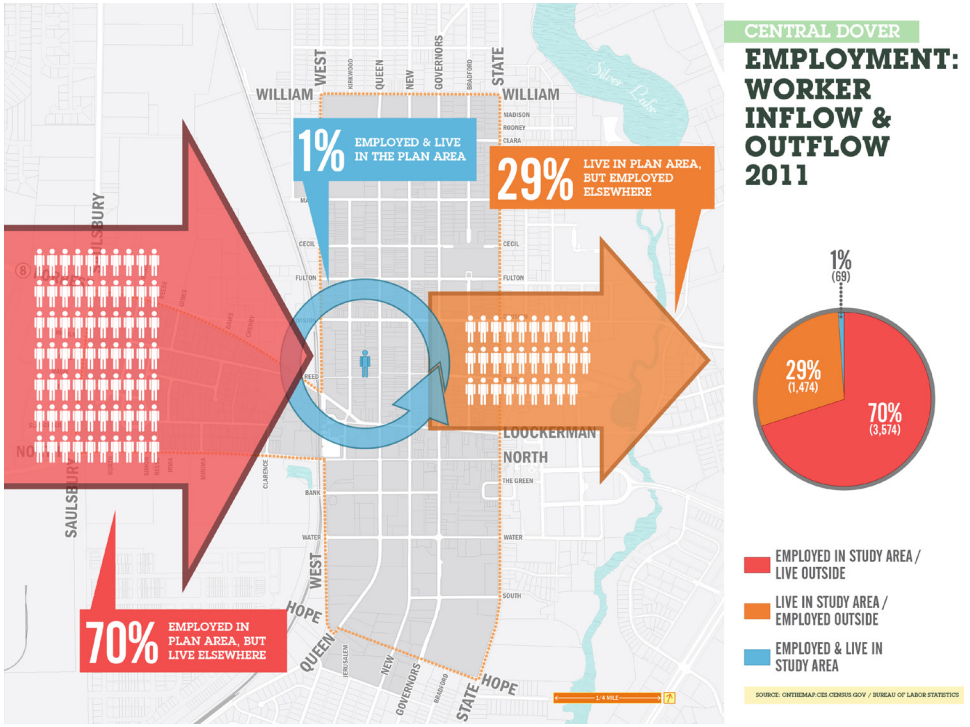
### INTERMEDIATE TERM

***Initial Action Steps:*** Explore potential pilot programs such as "Ice House" Entrepreneurship Program and Small Business Development Program Phase I; Implement a pilot program.

## COMPLETE ECONOMIC INCLUSION STUDY

### INTERMEDIATE TERM

***Initial Action Steps:*** Implement recommendations from study that is presently underway upon approval of committee.




**Worker inflow & outflow**

*SOURCE: Bureau of Labor Statistics*


VISION
for
VITALITY
WE ARE THE CAPITAL
CITY OF THE "1ST" STATE
SO WE SHOULD BE
"THE FIRST CLASS
CITY OF THE 1ST
STATE"




# AN INTEGRATED PUBLIC REALM AND INFRASTRUCTURE

# 09 IMPROVE TRANSPORTATION INFRASTRUCTURE

Much of the Central Dover area is a fairly walkable urban fabric, however, the contextual land use patterns and low-density development standard in the region result in a pervasive reliance on cars for personal transportation. The community's hopes for improved alternative transportation options resulted in a number of recommendations towards improving mobility and achieving more balanced streets.

## EXPAND AND ENHANCE TRANSIT SERVICES

### INTERMEDIATE TERM

***Initial Action Steps:*** Learn what transportation studies have been done for the plan area and if needed, request that an in-depth transportation accessibility study for Central Dover; Advocate for better bus routes and better times of operations to serve Central Dover with DelDOT; Change name of bus route 109 to Central Dover.

## IMPROVE BUS STOPS AND TRANSIT DEPOT

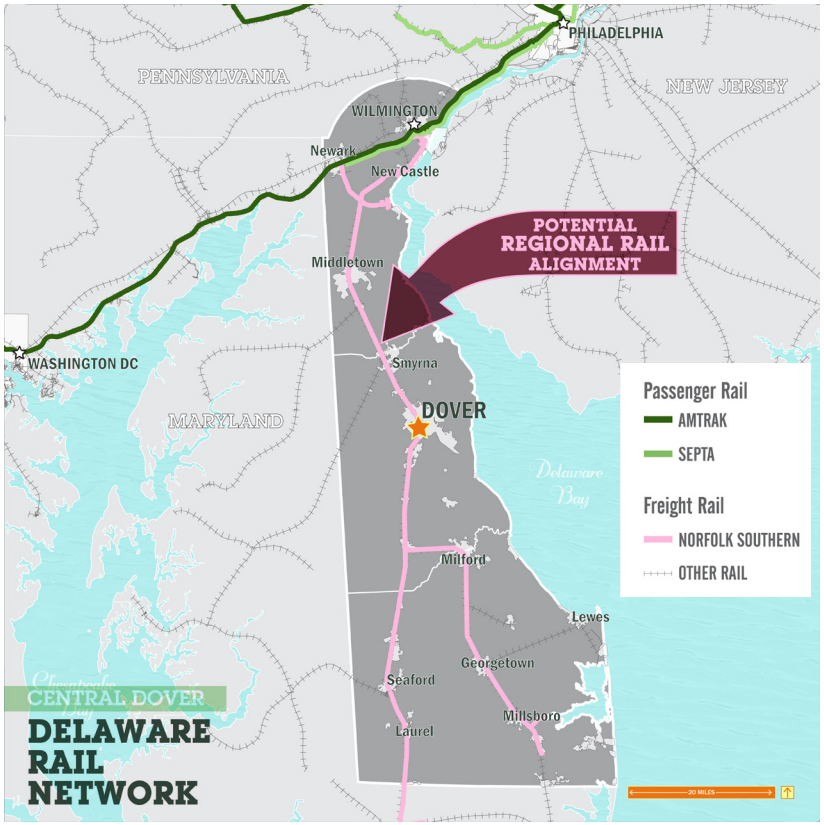
### INTERMEDIATE TERM

***Initial Action Steps:*** Meet with the community to determine placement of additional bus shelters; Construct additional bus shelters within the target area; Improve the Dover Transit Center with seating, shelter, public rest rooms and real-time schedule displays.

## ADVOCATE FOR A REGIONAL TRANSIT CONNECTION STUDY

### LONG TERM

***Initial Action Steps:*** Initiate conversation with DelDOT regarding status of study regarding the feasiblity of a commuter rail services from Wilmington to Dover; Examine feasibility of additional bus service from Dover to other DE destinations.




**Potential regional rail connection**

*SOURCE: DelDOT, 2011 Delaware State Rail Plan*

## WORK TO SUBSIDIZE YOUTH AND FAMILY TRANSIT ACCESS

### INTERMEDIATE TERM

***Initial Action Steps:*** Examine other subsidized transit programs for low-income families and youth; Seek ways to reduce the cost to low-income riders in Central Dover and implement a process with the State Social Service Dept. and Dept. of Labor to reduce bus transportation costs for Central Dover residents.

## BUILD ON EXISTING BIKE INFRASTRUCTURE

### LONG TERM

***Initial Action Steps:*** Support the proposed network of existing and improvement ideas for the bicycle network in Central Dover, especially the enhanced through-access on Route 8 and Loockerman Street; Examine the possiblities for bike lanes such as the right-of-ways on Route 8 for a separated bicycle infrastructure as well as a North - South bicycle route through Dover.

## IMPROVE PEDESTRIAN CONNECTIVITY AND INFRASTRUCTURE

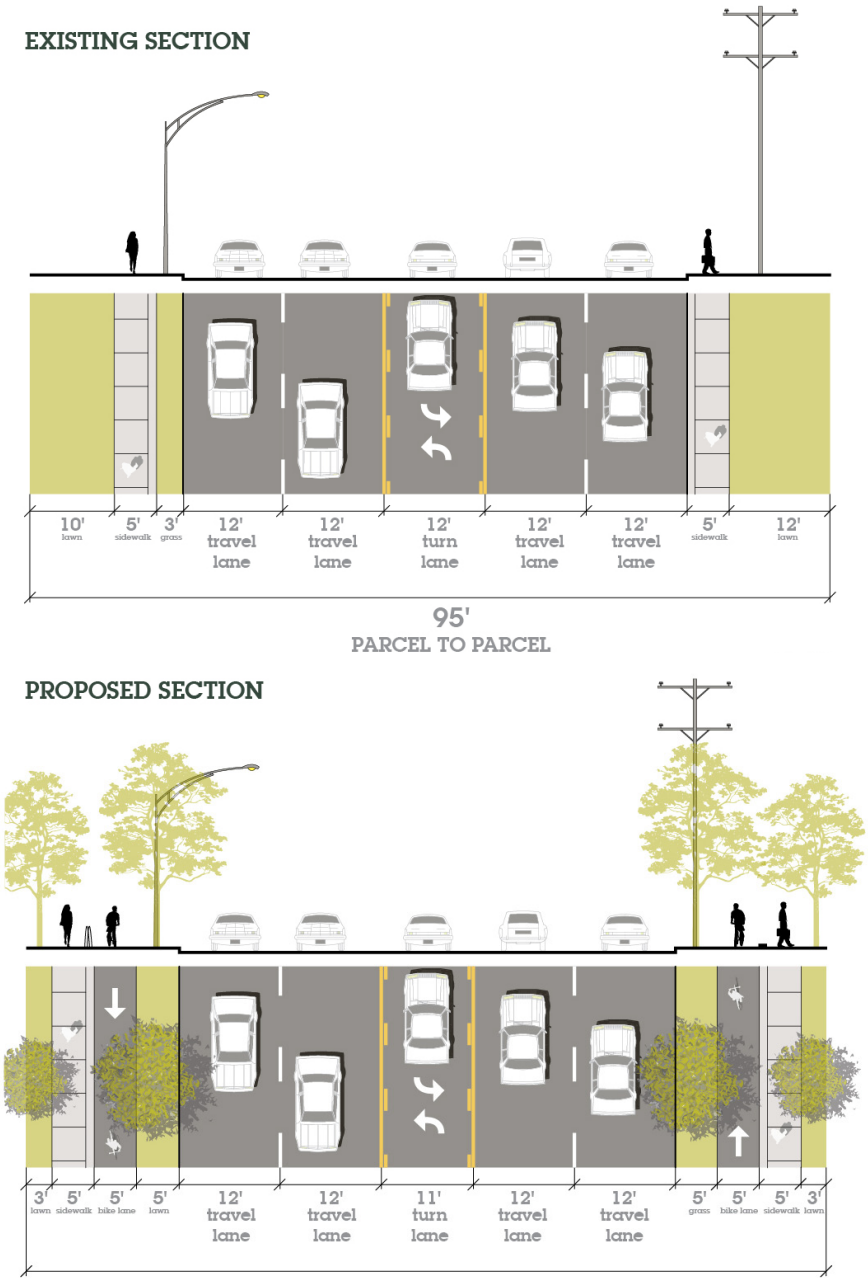
### INTERMEDIATE TERM

***Initial Action Steps:*** Repair all broken and eroding sidewalks in Central Dover; widen where possible.

## CONDUCT A COMPREHENSIVE PARKING STUDY FOR CENTRAL DOVER

### SHORT TERM

***Initial Action Steps:*** Examine the parking study conducted by the City of Dover/DDP to determine if the allocation and number of parking spaces for business employees vs customers is adequate; Conduct another study if necessary and implement recommendations such as developing a map of the parking areas, a parking ap and/or electric signage.




**Existing and proposed Forest Street/Route 8 right of way configuration**

# 10 ENHANCE OPEN SPACES AND EXPAND GREEN INFRASTRUCTURE

The Central Dover community shared a wealth of ideas for improving parks and creating more green space. Investing in Central Dover's public gathering spaces and green infrastructure will bring several benefits, including raising the profile of the neighborhood and attracting new residents, businesses, and visitors.

## DEVELOP PROGRAMMED RECREATION SPACES

### INTERMEDIATE TERM

***Initial Action Steps:*** Examine existing and other options for recreational spaces in Central Dover for best use according to community needs; Upgrade, and make the existing parks in the plan area accessible and user friendly.

## STRATEGICALLY DEVELOP POCKET PARKS ON VACANT LOTS

### INTERMEDIATE TERM

***Initial Action Steps:*** Create pocket parks where vacant land exists that could be used for recreation, relaxing or community gardens.

## CREATE A WEST LOOCKERMAN GATEWAY PARK

### LONG TERM

***Initial Action Steps:*** Determine site owner's willingness to partner; Develop plan for the park and construct the park.




**Potential pocket park opportunity sites**

## ENABLE PLAY STREET DESIGNATION

### LONG TERM

***Initial Action Steps:*** Meet with the residents to identify the streets and best times during the year to close off a street as a play street; Work with the City to determine the procedure for turning a street into a play street during summer months; Establish the procedure; Establish and publicize the schedule or calendar of when certain blocks of each street would be a play street.

## INTEGRATE GREEN STORMWATER MANAGEMENT ON WATER STREET

### LONG TERM

***Initial Action Steps:*** Contact the City to learn what the plans are for stormwater improvements along Water Street and advocate for the integration of green stormwater management.

## PROJECTED PLAN IMPLEMENTATION COSTS

| | |
|---|---|
| A STRONG COMMUNITY | $8,090,000 |
| POSITIVE DEVELOPMENT | $21,070,000 |
| AN INTEGRATED PUBLIC REALM AND INFRASTRUCTURE | $4,185,000 |

**TOTAL IMPLEMENTATION COST: $33,345,000**



# RESTORING CENTRAL DOVER

## 2015—2016 IMPLEMENTATION PROGRESS REPORT

The **Restoring Central Dover** initiative is led by NCALL and a Steering Committee comprised of community and city representatives. Now in implementation, the comprehensive neighborhood plan lists a multitude of strategies for a Strong Community, Positive Development, and an Integrated Public Realm and Infrastructure. These focus on community building, safety, social services, affordable housing, commercial development, and transportation with many strategies under each goal area. The plan serves as a tool for local leadership to prioritize their goals and direct their efforts, increase resident involvement and, ultimately, implement positive change.

Some milestones that were achieved or initiated in fiscal year 2015 include the following:

- Restoring Central Dover partnered with the City of Dover for the Strong Neighborhood Clean-up in the fall. 125 volunteers participated, and more than three tons of trash and five tons of yard waste were removed.




*Dover's Downtown Development District is within the plan area.

- The formation of two Neighborhood Watch Groups was completed as one way to improve public safety and strengthen the relationship between the community and law enforcement.
- A Back to School Event was held in August 2015 and over 500 people attended, 250 backpacks were given away, and free salon styles and haircuts were provided.
- Delaware's Neighborhood Building Blocks Fund (NBBF) awarded the City of Dover $35,000 to fund four new surveillance cameras and three years of maintenance.
- The Solid Rock Community Outreach Center was completed; NCALL provided the construction financing. Community meetings are held there and family and youth services are provided.
- Construction was completed on the Sankofa Cultural Arts Center; NCALL provided financing and technical assistance for this important community asset.
- NCALL convened nonprofit developers to acquire the first round of Strong Neighborhood Housing Funding (SNHF). Lots have been purchased and Central Delaware Habitat for Humanity, NCALL, and Milford Housing Development Corporation are building houses and the construction costs are subsidized to provide affordable mortgages.
- As a step to encourage greater zoning flexibility to enable infill housing development, Dover City Council voted to approve a rezoning amendment that would allow townhouses and duplexes as a conditional use in the downtown area.

# RESTORING CENTRAL DOVER

## 2015—2016 IMPLEMENTATION PROGRESS REPORT

In **FY 2016**, Restoring Central Dover engaged an estimated 903 residents and volunteers in Community Building Activities.

- An estimated total of 364 volunteer hours was provided for community events and resident-led meetings.
- Held a Resident-led Community Fair in June with over 500 attendees in partnership with the CenDel Foundation and the Police Department.
- Supported four Kent Kids Community Dinners to promote the farm-to-table, healthy eating and living concept.
- New homeownership opportunities were made available in Central Dover. Central Delaware Habitat for Humanity built five new homes and two are underway, NCALL has two homes under construction, and MHDC has two homes underway.
- The City of Dover Police Department re-established the Police Athletic League to provide positive recreation and mentorship for Dover's youth.
- NCALL awarded $43,000 from the Wells Fargo grant to Restoring Central Dover Work Groups as seed money to jump start community development projects and/or events.
- Community Clean-up days have been expanded. A second was held during the spring with nearly 40 volunteers, including residents, students, and the faith-based community.

**COME TAKE PART IN**
**HELPING OUR COMMUNITY!**
**TOGETHER WE CAN**
**MAKE CENTRAL DOVER**
**A PLACE WHERE**
**EVERYONE WOULD LIKE**
**TO LIVE, WORK, AND PLAY!**

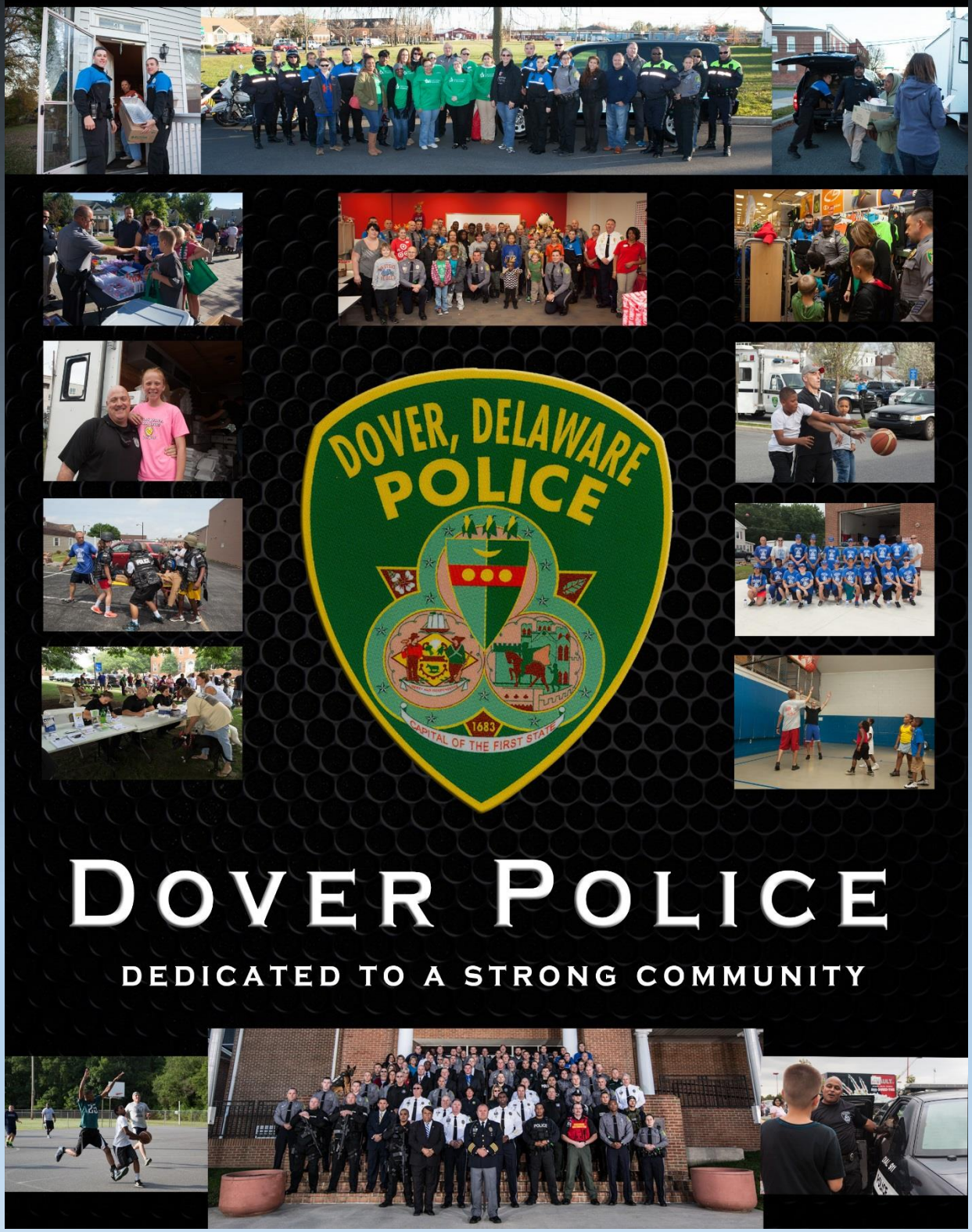
RESTORING CENTRAL DOVER
OUR VISION FOR VITALITY

NCALL RESEARCH, INC.
302.678.9400

**VISIT US ONLINE AT WWW.NCALL.ORG • FOLLOW US ON FACEBOOK.COM/CENTRALDOVER**

**JOIN THE RESIDENT ENGAGEMENT WORK GROUP • SIGN UP FOR THE NEWSLETTER • ATTEND EVENTS**

# DOVER POLICE DEPARTMENT
# ANNUAL REPORT
# 2016



# *City of Dover Police Department*
# *Annual Report*
# *2016*

## *Table of Contents*


*Letter by Major Marvin Mailey* 3 - 4
*Complaints Five Year Comparison* 5
*Total Group A Crime Five Year Comparison Graph* 6
*Violent Crime Graph* 7
*Robberies Five Year Comparison Graph* 8
*Robberies Clearance Rate Graph* 9
*Burglaries Five Year Comparison* 10
*Burglary Clearance Rate* 11
*Drug Offenses Five Year Comparison* 12
*Actual Drug Arrests Graph* 13
*Property Crime Five Year Comparison Graph* 14
*Crime Clearance Comparison Chart* 15
*Criminal Summary Chart* 16-17
*Crashes Five Year Comparison Graph* 18
*Crashes Breakdown Five Year Comparison Chart* 19
*Traffic Arrests Five Year Comparison Graph* 20
*Traffic Arrests Summary Chart* 21
*City Ordinance Summons Issued/Paid Graph* 22
*City Ordinance Summons Issued/Paid Chart* 23
*Police Time/Distribution Hours Chart* 24
*Miscellaneous Calls for Service Chart* 25
*Grant Funding Summary* 26
*Extra Duty Billings* 27
*Dover Police Organizational Chart* 28
*Dover Police Administrative Staff* 29-31
*Promotions* 32
*Officers of the Quarter– 1st & 2nd Qtr.* 33
*Officers of the Quarter—3rd & 4th Qtr.* 34
*Civilians of the Quarter—1st & 2nd Qtr.* 35
*Civilians of the Quarter—3rd & 4th Qtr.* 36
*Officer & Civilian of the Year* 37
*Awards Ceremonies* 38
*New Officers* 39
*Crisis Negotiation Team* 40
*Public Information Officer* 41
*Internal Affairs* 42
*Criminal Investigation Unit, Detective Section* 43-47
*Drugs, Vice & Organized Crime Section, Crime Scene Investigation Unit & Juvenile*
*911 Center* 48
*Patrol Unit* 49
*C.A.R.S. / Crash Investigation Reconstruction Team* 50
*Community Policing Section* 51
*Sex Offender Enforcement Section* 52
*K-9 Section* 53
*Motorcycle Section* 54
*Parking Enforcement Attendants & Animal Control* 55
*Police Resources Manager & Central Services Coordinator* 56
*Evidence Technician/Photographer & Building Maintenance*
*LAN Analyst & Records Unit* 57
*Victim Services Unit* 58
*Planning & Training Section* 59
*Police Chaplains, Volunteer Honor Guard & Bag Pipers* 60
*CALEA Accreditation* 61
*Medication Return Box* 62
*Cadet Program* 63
*Retirements* 64

# DEPARTMENT OF POLICE

**Major Marvin C. Mailey**
**Deputy Chief of Police**

**400 South Queen Street**
**Dover, Delaware 19904**
**302-736-7111**
**Fax: 302-672-1842**

March 27, 2017

Honorable Robin Christiansen, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

It is with my pleasure that I submit to you the 2016 Annual Report for the Dover Police Department. This past year has proved once again to be an extremely challenging time for our employees and I am proud of the hard work and drive they have shown throughout the year. It is my belief that 2017 will prove to be another challenging year for all those involved in the field of law enforcement, but I can assure you that the Dover Police Department is up to the task.

When reviewing this report you will first notice that the Department's total complaints have increased by 11.6 % which is a total of 4,561 more complaints than the previous year. We also experienced an increase of 1% in the total number of Group A Crimes as well as a 14.7 % increase in violent crimes, which include murder, forcible rape, robbery and aggravated assault.

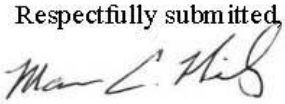
The Dover Police Department continues to excel in investigating major crimes. We have some of the highest clearance rates in the nation when compared to cities of similar size. This year, we experienced 15 more robberies than 2015 and 72% of these crimes were cleared. There were 110 burglary investigations in 2016, 29 more than 2015, and of these burglaries, 63% were cleared. As you view the graphs on pages 9 and 11, you will notice that once again, the Dover Police Department exceeded the national averages.

It has been the philosophy of the Dover Police Department that a very large percentage of crime in Dover is tied to the use of illegal drugs. This year the Drugs, Vice and Organized Crime Section accounted for 791 proactive drug arrests, including the seizure of significant amounts of illegal drugs and money. These seizures include 6,541 grams of marijuana, 1,438 grams of cocaine, 378 grams of heroin, 192 doses of ecstasy and $69,179 in US Currency.

The number of vehicle crashes (accidents) increased 4 % from the previous year. This year for the first time since 2013, we had an increase in traffic crashes that does not correlate to the increase in traffic arrests. Traffic arrest for the calendar year 2016 increased 21.7 % as compared to 2015. The total number of traffic arrests this year is 16,890.

In closing, I would encourage you to review this report in its entirety since I have only taken the time to highlight a few specific areas. As Deputy Chief of Police, I take great pride in the amount of hard work and dedication put forth by my co-workers, the employees of the Dover Police Department. It is our intention to continue the good work we have completed this year and build upon it in 2017.

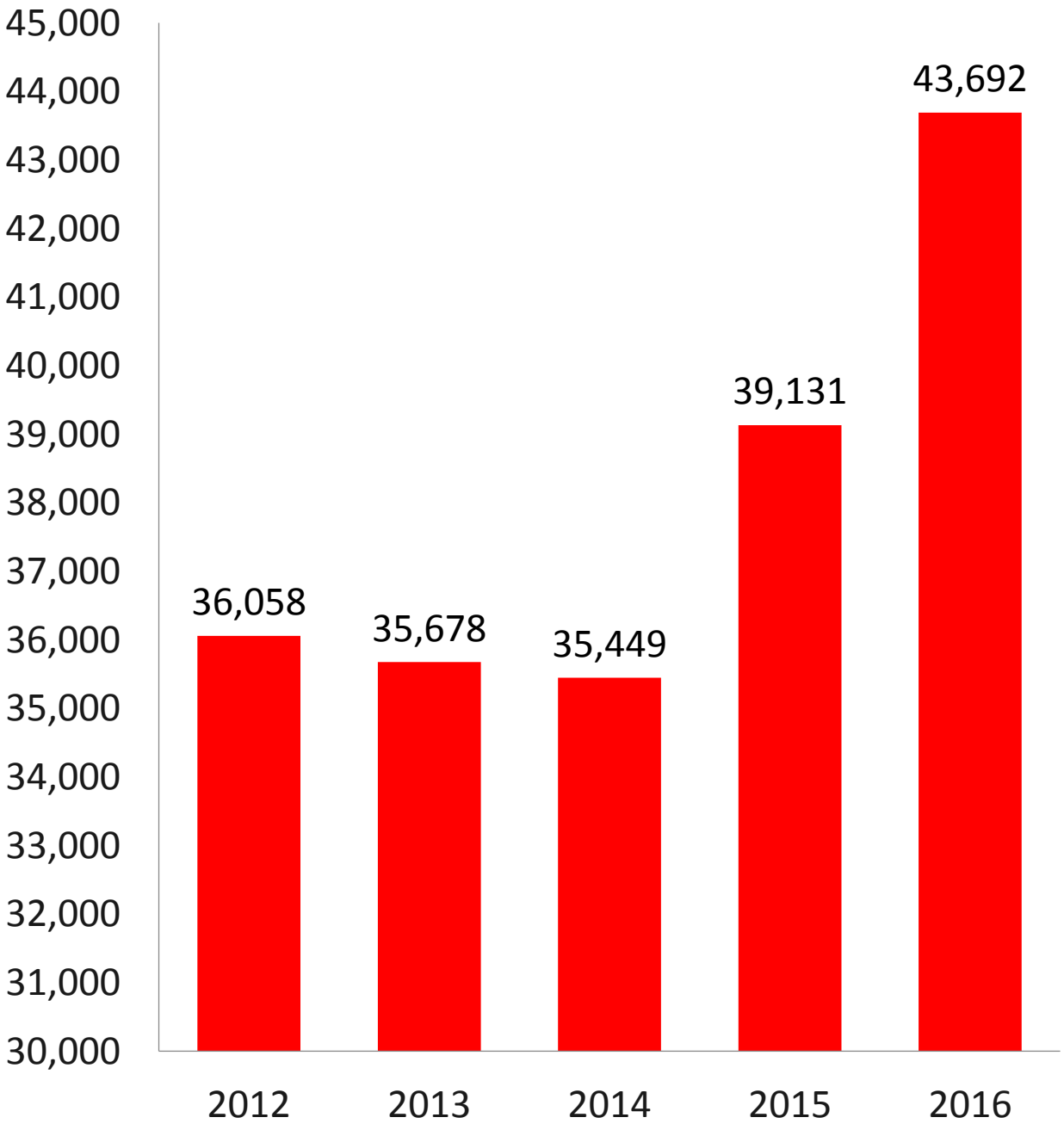
Respectfully submitted,



Marvin C. Mailey, Jr.
Deputy Chief of Police

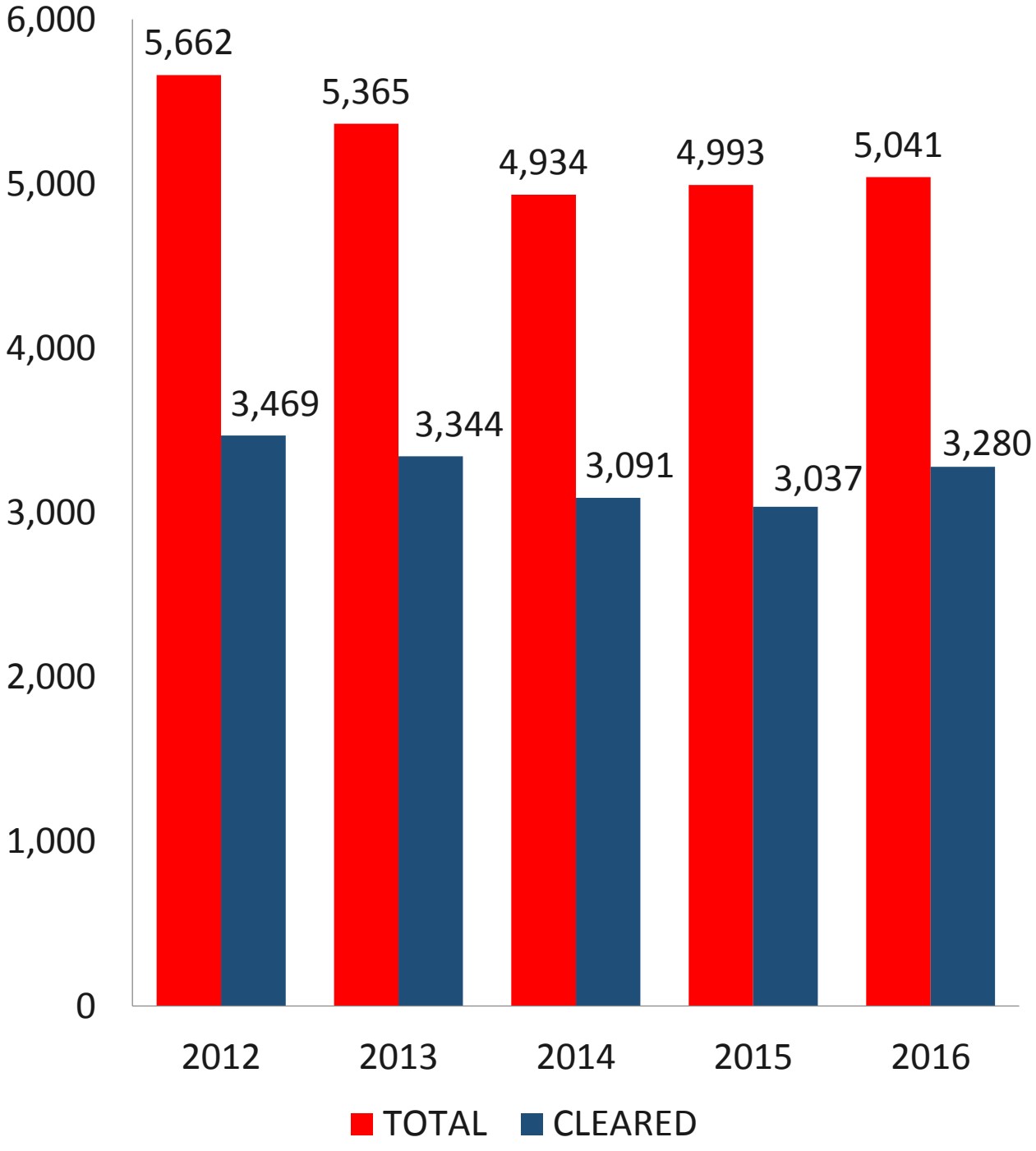
# City of Dover Police Department
# Annual Report

## Complaints
## Five Year Comparison



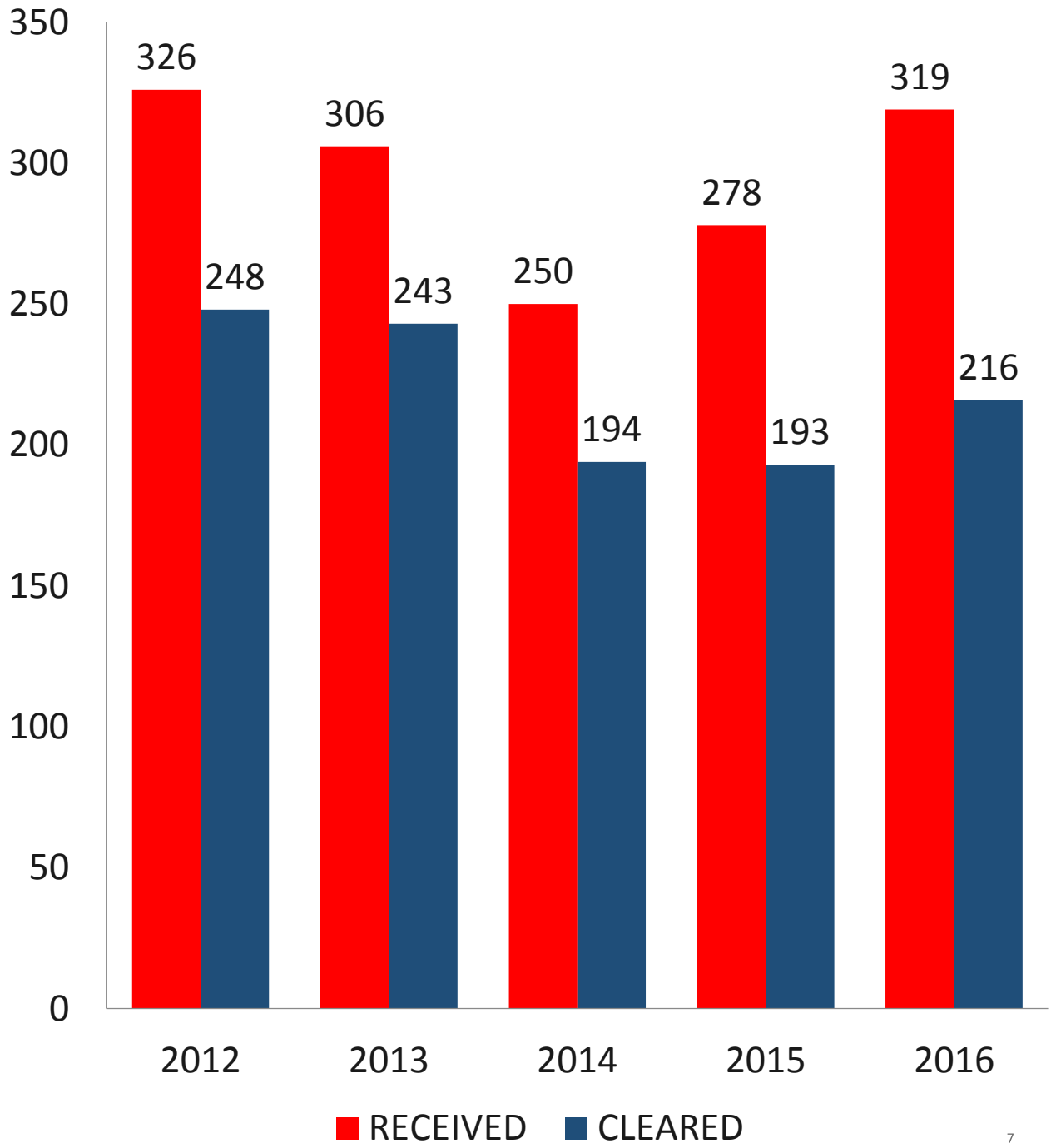
**City of Dover Police Department**
**Annual Report**

## Total Group A Crime
## Five Year Comparison



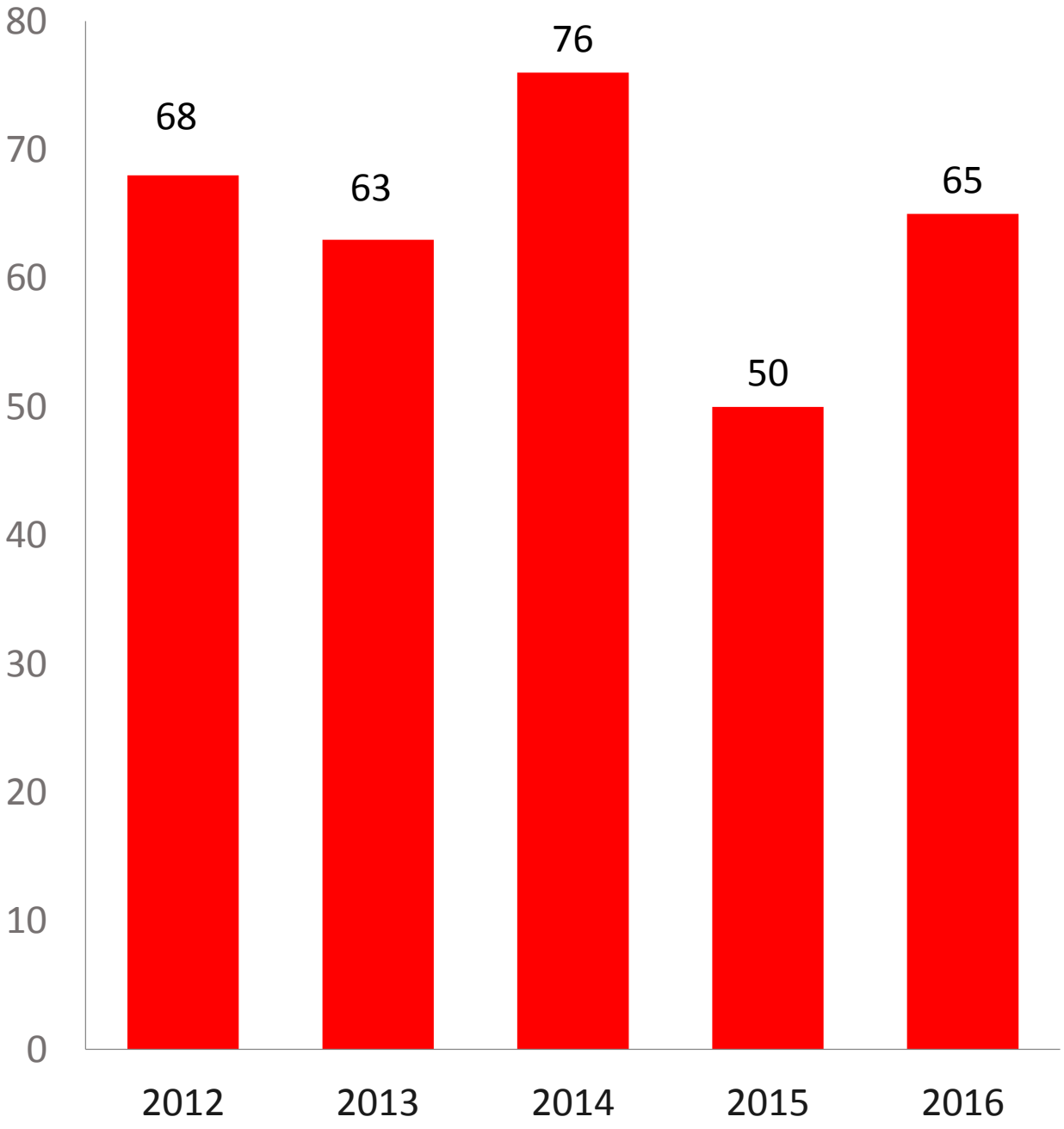
**City of Dover Police Department**
**Annual Report**

**Violent Crime**
**(Murder, Forcible Rape, Robbery, Aggravated Assault)**
**Five Year Comparison**



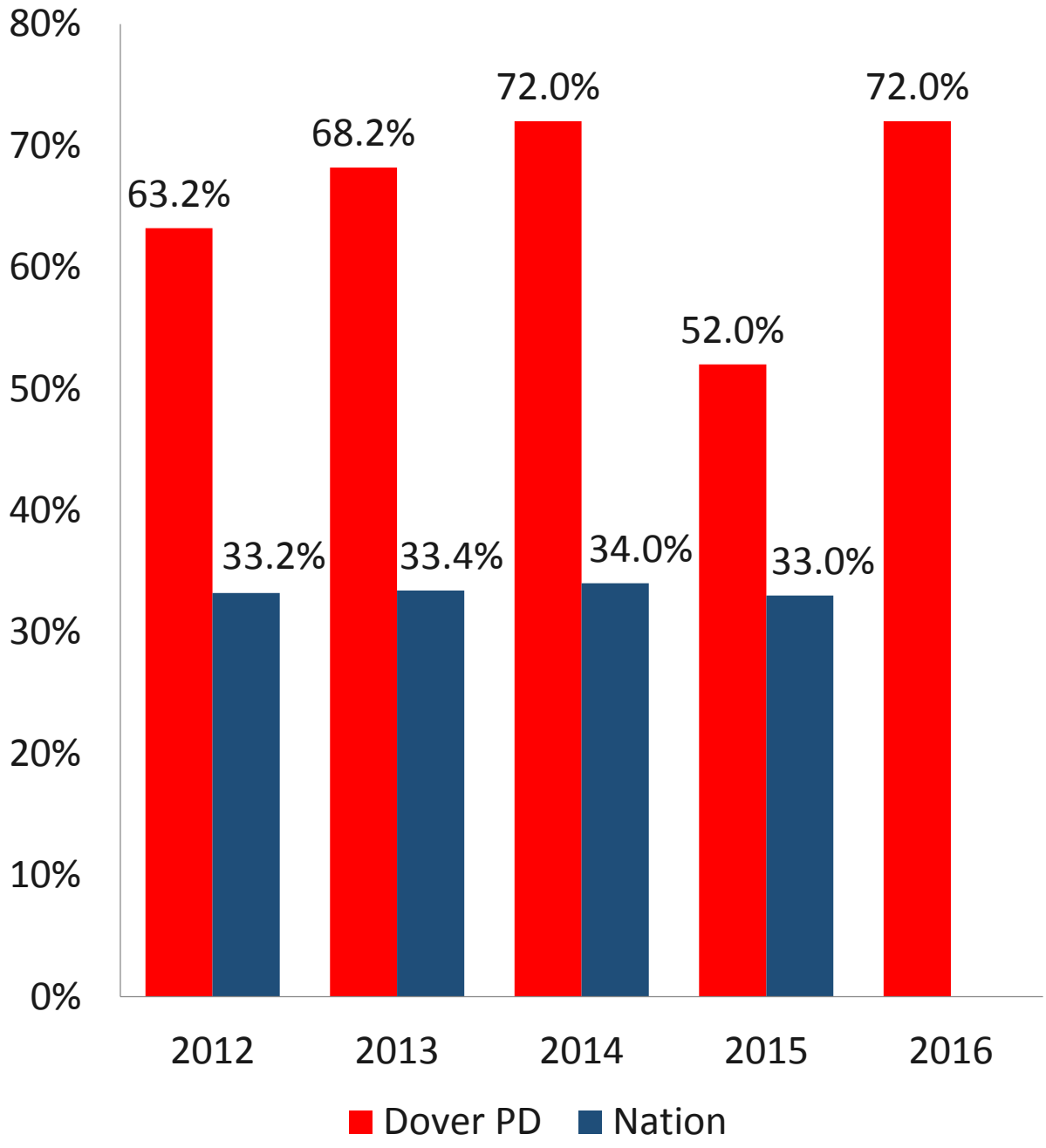
# City of Dover Police Department
# Annual Report

## Robberies
## Five Year Comparison



# City of Dover Police Department
# Annual Report

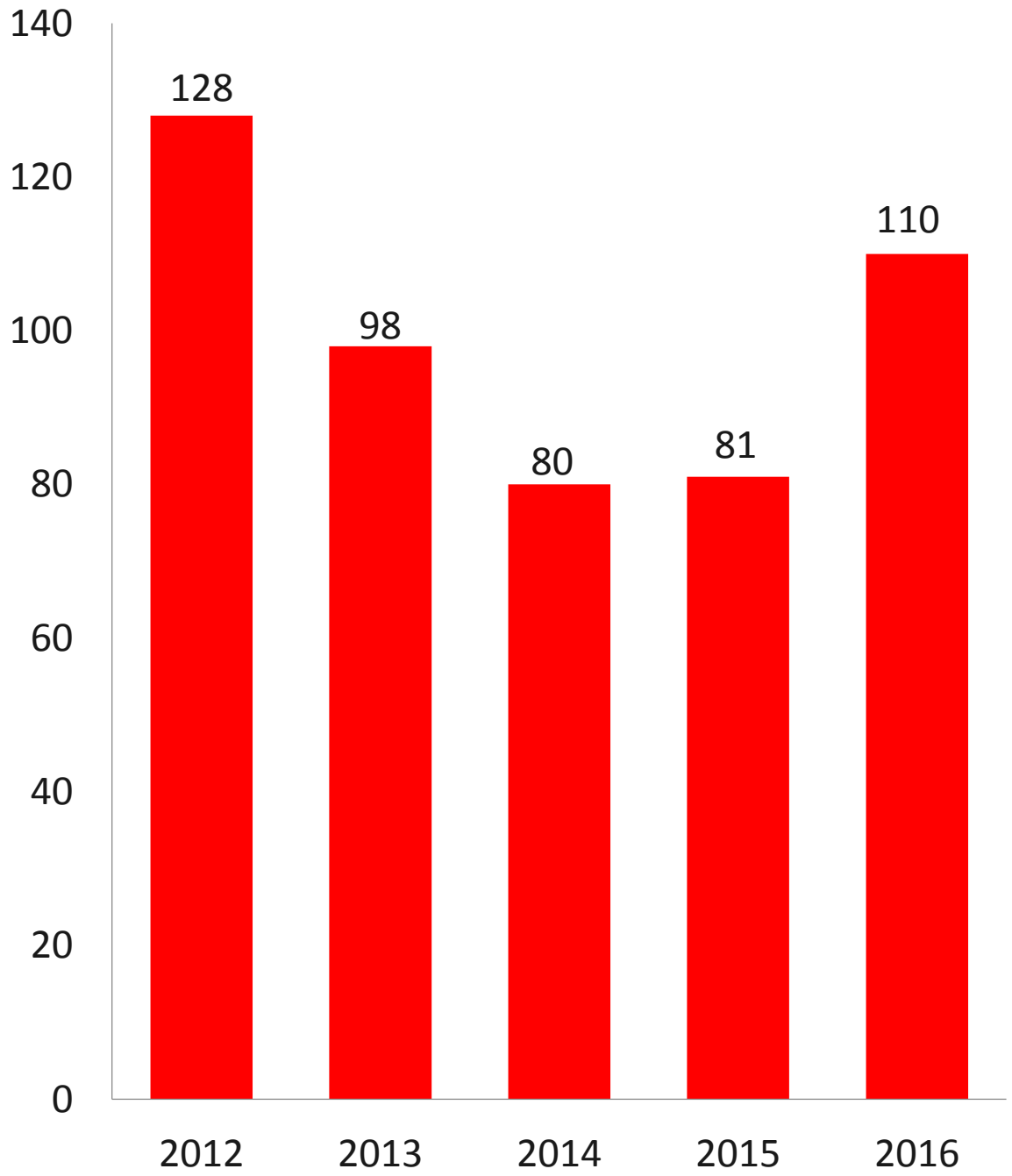
## Robbery Clearance Rate
## Dover Police Department vs. Nation




NATIONAL FIGURES NOT AVAILABLE FOR 2016

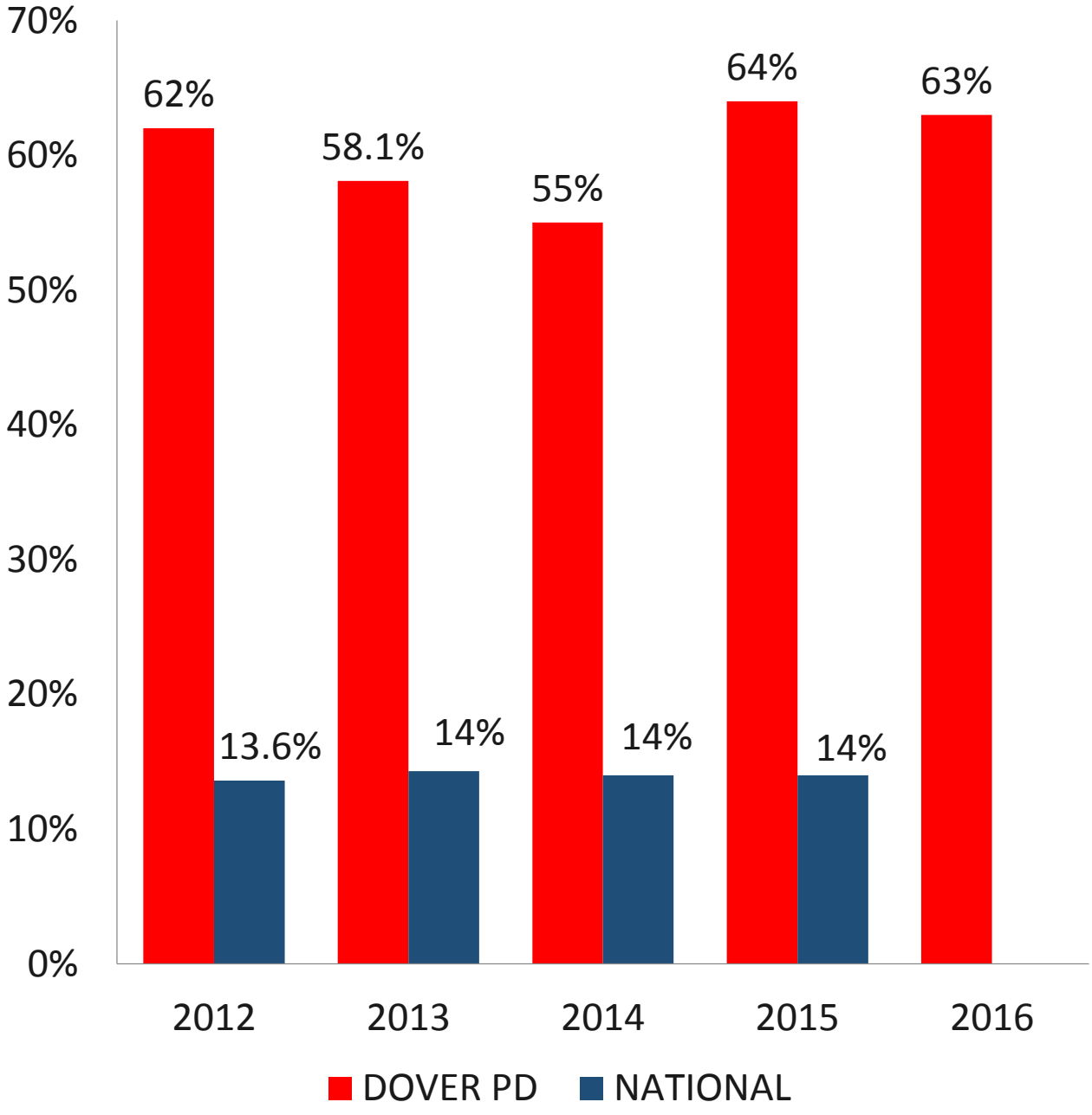
**City of Dover Police Department**
**Annual Report**

**Burglaries**
**Five Year Comparison**



# City of Dover Police Department
# Annual Report

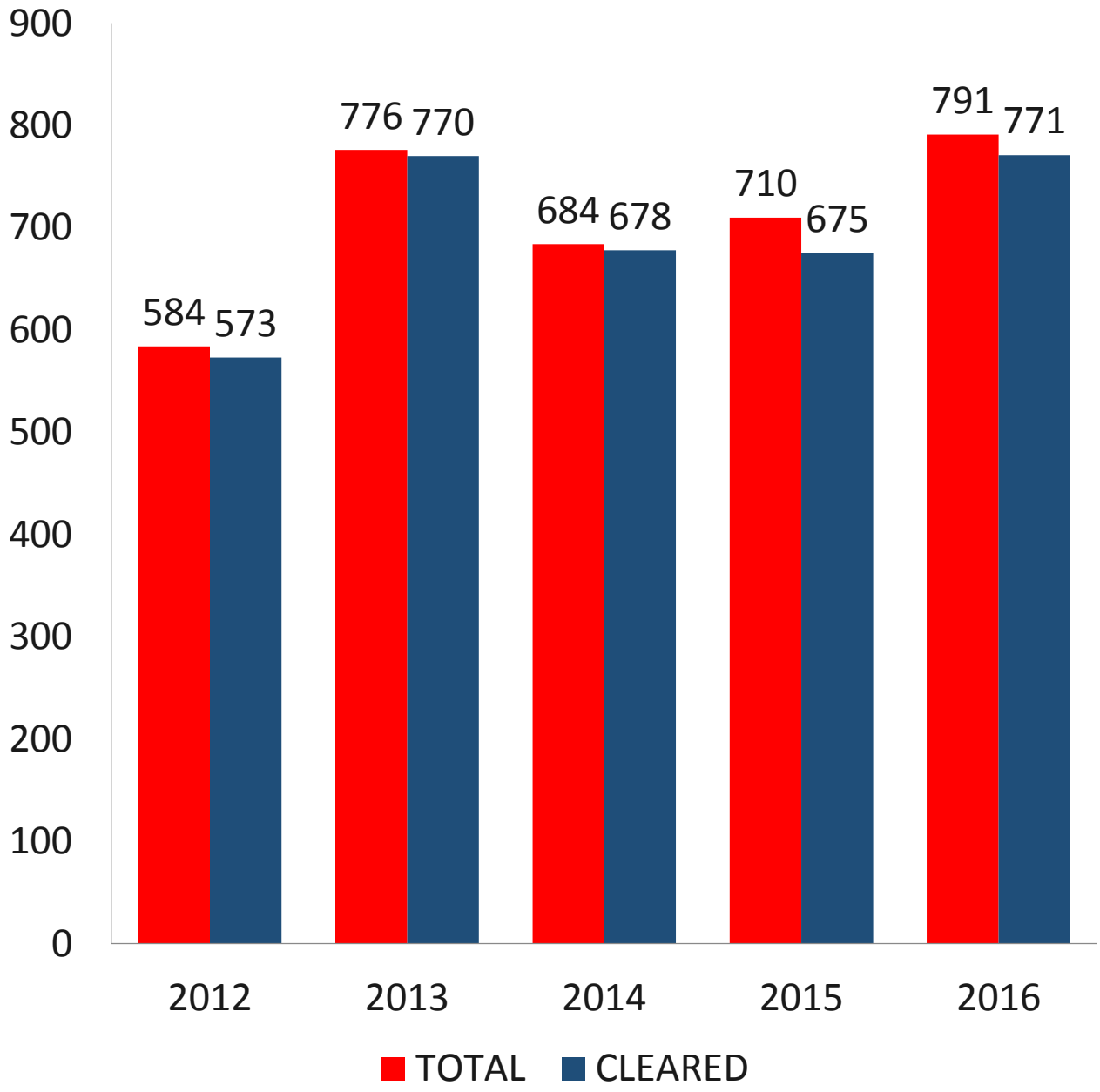
## Burglary Clearance Rate
## Dover Police Department vs. Nation




NATIONAL FIGURES NOT AVAILABLE FOR 2016

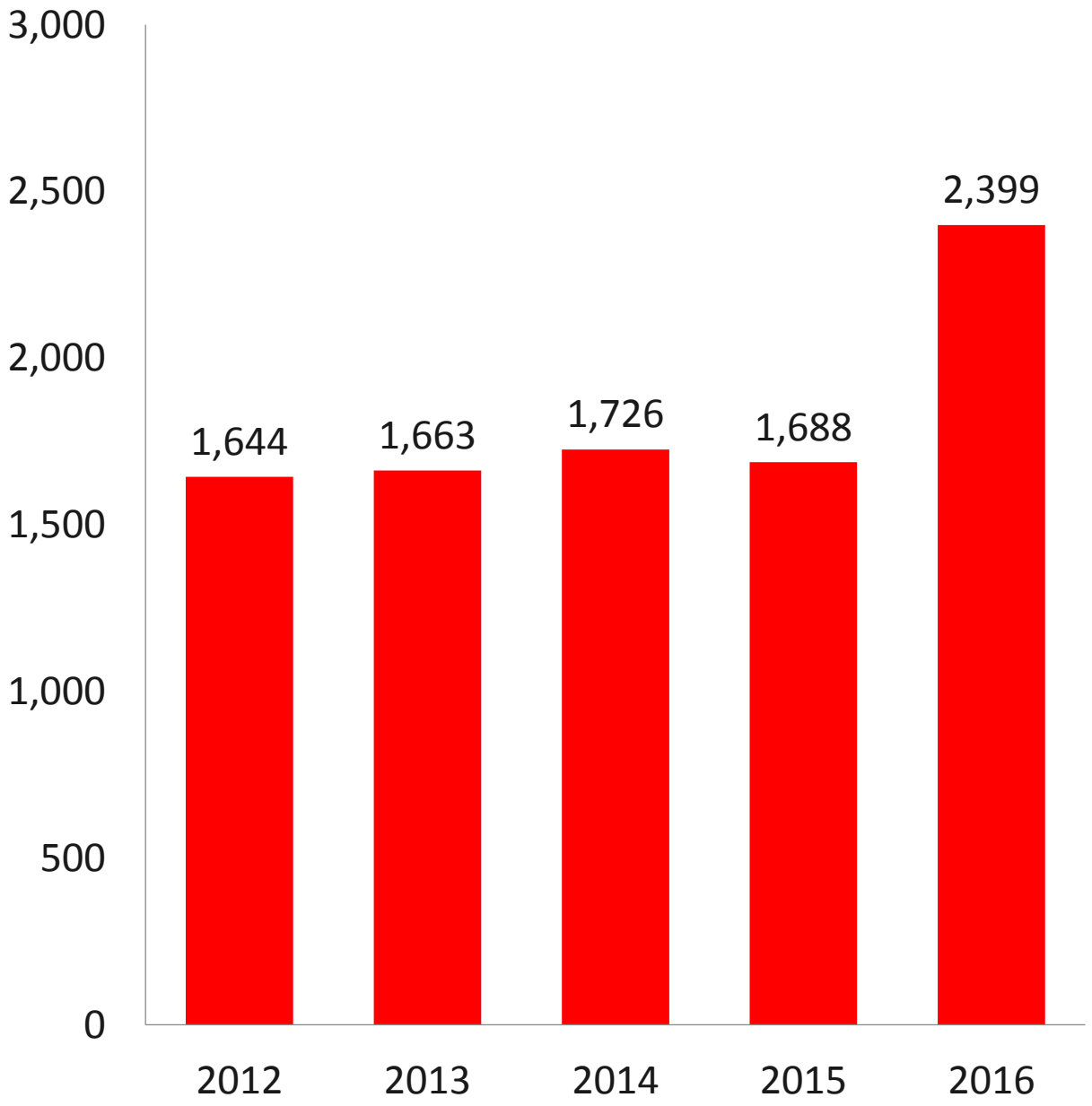
# City of Dover Police Department
# Annual Report

## Drug Offenses
## Five Year Comparison



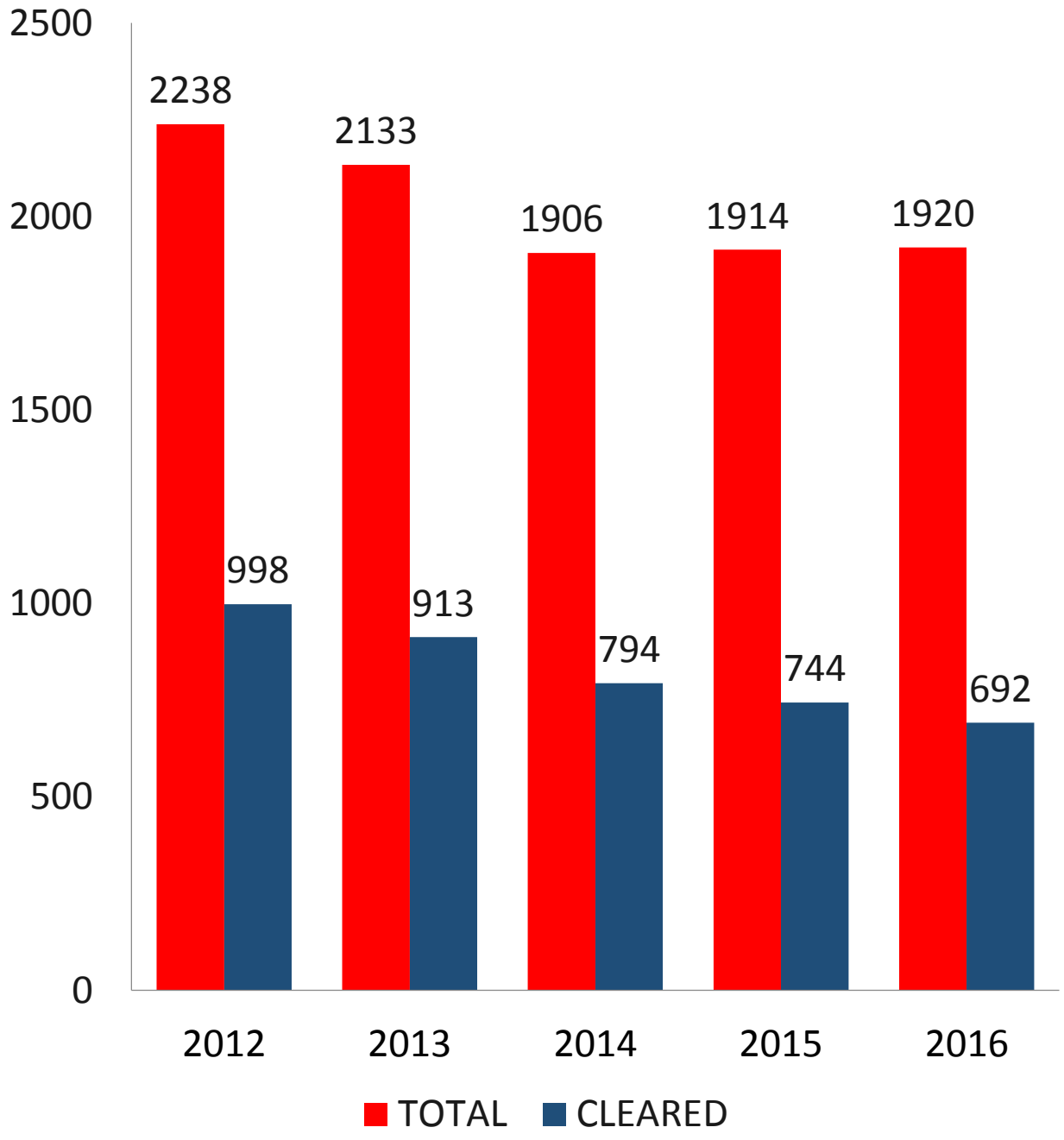
# City of Dover Police Department
# Annual Report

## Drug Cases
## By the
## Drugs, Vice and Organized Crime Section



# City of Dover Police Department
# Annual Report

## Property Crime
## (Burglary, Theft, Motor Vehicle Theft, Arson)
## Five Year Comparison



**CRIME CLEARANCE COMPARISON**

**NATIONAL AVERAGE VS DOVER POLICE DEPARTMENT**

CITIES WITH POPULATION OF 25,000 TO 49,999

| | NATIONAL 2015 | DOVER 2015 | DOVER 2016 |
|---|---|---|---|
| **VIOLENT CRIME *(TOTAL)*** | 49% | 69% | 68% |
| Murder | 64% | 71% | 33% |
| Forcible Rape | 35% | 50% | 83% |
| Robbery | 33% | 52% | 72% |
| Aggravated Assault | 57% | 74% | 66% |
| **PROPERTY CRIME *(TOTAL)*** | 24% | 39% | 36% |
| Burglary | 14% | 64% | 63% |
| Theft | 27% | 38% | 35% |
| Motor Vehicle Theft | 15% | 29% | 23% |
| Arson | 23% | N/A | 60% |
| **FORCIBLE RAPE** | | | |
| Rape by Force | 35% | 50% | 83% |
| Assault to Rape | 36% | N/A | N/A |
| **ROBBERY** | | | |
| Firearm | 27% | 55% | 68% |
| Knife | 38% | 0 | 100% |
| Other Dangerous Weapon | 33% | 75% | 67% |
| Strong-arm | 37% | 47% | 79% |
| **AGGRAVATED ASSAULT** | | | |
| Firearm | 41% | 51% | 47% |
| Knife | 64% | 84% | 86% |
| Other Dangerous Weapon | 57% | 90% | 81% |
| Hands, Feet, Other | 64% | 79% | 80% |
| **BURGLARY** | | | |
| Forcible Entry | 13% | 60% | 63% |
| Unlawful Entry, No Force | 14% | 62% | 58% |
| Attempted Forcible Entry | 11% | 90% | 88% |
| **MOTOR VEHICLE THEFT** | | | |
| Autos | 15% | 31% | 26% |
| Trucks and Buses | 14% | 40% | 26% |
| Other Vehicles | 10% | 13% | 15% |
| **ARSON** | | | |
| Structural | 28% | N/A | 50% |
| Mobile | 13% | N/A | 100% |
| Other | 23% | N/A | 50% |

**NATIONAL FIGURES NOT AVAILABLE FOR 2016**

# City of Dover Police Department
# Annual Report
# Criminal Summary

| CRIMINAL SUMMARY | OFFENSES | | | | ARRESTS | | | |
|---|---|---|---|---|---|---|---|---|
| Page 1 of 2 | RECEIVED | | CLEARED | | ADULT | | JUVENILE | |
| **GROUP A OFFENSES** | ***2015*** | ***2016*** | ***2015*** | ***2016*** | ***2015*** | ***2016*** | ***2015*** | ***2016*** |
| ***CRIMINAL HOMICIDE TOTAL*** | 7 | 3 | 5 | 1 | 5 | 0 | 0 | 0 |
| MURDER NON-NEG. MANSLAUGHTER | 7 | 2 | 5 | 0 | 5 | 0 | 0 | 0 |
| NEGLIGENT MANSLAUGHTER | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 |
| | | | | | | | | |
| ***KIDNAPPING AND ABDUCTION*** | 13 | 15 | 12 | 15 | 12 | 15 | 0 | 0 |
| | | | | | | | | |
| ***SEXUAL OFFENSES, FORCIBLE*** | 29 | 27 | 21 | 22 | 6 | 10 | 1 | 3 |
| RAPE BY FORCE | 10 | 12 | 5 | 10 | 3 | 4 | 0 | 2 |
| RAPE BY FORCE - ATTEMPTED | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| FORCIBLE SODOMY | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 |
| SEXUAL ASSAULT WITH AN OBJECT | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 |
| FORCIBLE FONDLING | 17 | 14 | 14 | 11 | 2 | 6 | 1 | 1 |
| FORCIBLE FONDLING - ATTEMPTED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | |
| ***ROBBERY TOTAL*** | 50 | 65 | 26 | 47 | 25 | 36 | 0 | 13 |
| FIREARM | 29 | 44 | 16 | 30 | 11 | 23 | 0 | 1 |
| KNIFE OR CUTTING INSTRUMENT | 2 | 4 | 0 | 4 | 1 | 3 | 0 | 0 |
| OTHER DANGEROUS WEAPON | 4 | 3 | 3 | 2 | 6 | 0 | 0 | 4 |
| STRONGARM | 15 | 14 | 7 | 11 | 7 | 10 | 0 | 8 |
| | | | | | | | | |
| ***ASSAULT TOTAL*** | 1049 | 1204 | 909 | 973 | 585 | 615 | 110 | 126 |
| *AGGRAVATED TOTAL* | 211 | 240 | 157 | 159 | 101 | 99 | 10 | 12 |
| AGGRAVATED, FIREARM | 70 | 111 | 36 | 52 | 17 | 18 | 0 | 7 |
| AGGRAVATED, KNIFE/CUTTING INST | 32 | 43 | 27 | 37 | 19 | 27 | 1 | 4 |
| AGGRAVATED, OTHER WEAPON | 71 | 70 | 64 | 57 | 41 | 37 | 8 | 1 |
| AGGRAVATED, STRONG-ARM | 38 | 15 | 30 | 12 | 24 | 16 | 1 | 0 |
| *NON-AGGRAVATED TOTAL* | 838 | 964 | 752 | 814 | 484 | 516 | 100 | 114 |
| NON-AGG., SIMPLE/HARASSMENT | 721 | 794 | 666 | 684 | 437 | 454 | 95 | 93 |
| NON-AGG., INTIMIDATION | 117 | 170 | 86 | 130 | 47 | 61 | 5 | 21 |
| | | | | | | | | |
| ***ARSON TOTAL*** | 0 | 5 | 0 | 3 | 0 | 3 | 0 | 0 |
| STRUCTURAL | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 |
| MOBILE | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 |
| OTHER | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 |
| | | | | | | | | |
| ***EXTORTION/BLACKMAIL*** | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 |
| | | | | | | | | |
| ***BURGLARY TOTAL*** | 81 | 110 | 52 | 69 | 29 | 41 | 8 | 6 |
| FORCEFUL ENTRY | 42 | 67 | 25 | 39 | 11 | 24 | 5 | 2 |
| UNLAWFUL ENTRY, NO FORCE | 29 | 35 | 18 | 23 | 14 | 16 | 3 | 1 |
| ATTEMPTED FORCIBLE ENTRY | 10 | 8 | 9 | 7 | 4 | 1 | 0 | 3 |

# City of Dover Police Department
# Annual Report
# Criminal Summary

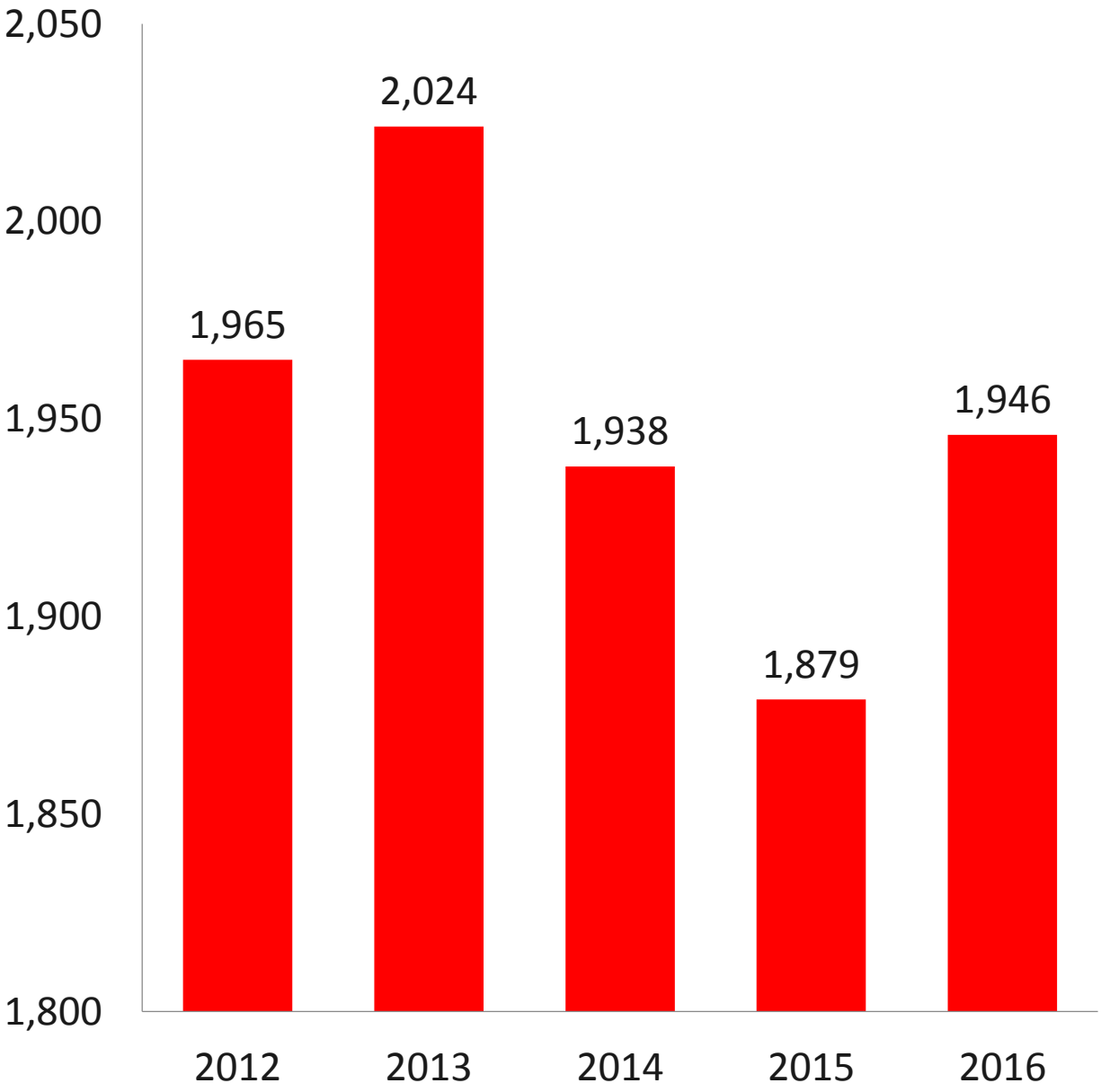
CRIMINAL SUMMARY
Page 2 of 2

| | OFFENSES | | | | ARRESTS | | | |
|---|---|---|---|---|---|---|---|---|
| | RECEIVED | | CLEARED | | ADULT | | JUVENILE | |
| | 2015 | 2016 | 2015 | 2016 | 2015 | 2016 | 2015 | 2016 |
| ***LARCENY - THEFT*** | 1775 | 1732 | 675 | 603 | 567 | 553 | 71 | 55 |
| PICK POCKET | 1 | 2 | 0 | 0 | 2 | 0 | 0 | 0 |
| PURSE SNATCH | 2 | 5 | 1 | 1 | 2 | 2 | 0 | 0 |
| SHOPLIFTING | 734 | 733 | 463 | 425 | 450 | 447 | 45 | 36 |
| THEFT FROM BUILDING | 438 | 424 | 145 | 117 | 84 | 69 | 20 | 15 |
| THEFT FROM COIN-OP MACHINE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| THEFT FROM MOTOR VEHICLE | 401 | 366 | 37 | 40 | 20 | 22 | 4 | 3 |
| THEFT OF VEHICLE PARTS/ACC. | 21 | 14 | 0 | 1 | 0 | 1 | 0 | 0 |
| OTHER | 178 | 188 | 29 | 19 | 9 | 12 | 2 | 1 |
| ***MOTOR VEHICLE THEFT TOTAL*** | 58 | 73 | 17 | 17 | 7 | 5 | 4 | 4 |
| AUTOS | 45 | 57 | 14 | 15 | 7 | 3 | 2 | 4 |
| TRUCKS AND BUSES | 5 | 3 | 2 | 0 | 0 | 0 | 0 | 0 |
| OTHER VEHICLES | 8 | 13 | 1 | 2 | 0 | 2 | 2 | 0 |
| | | | | | | | | |
| ***COUNTERFEIT/FORGERY*** | 38 | 29 | 32 | 22 | 21 | 13 | 0 | 1 |
| | | | | | | | | |
| ***FRAUD*** | 293 | 356 | 229 | 260 | 96 | 128 | 4 | 3 |
| FALSE PRETENSE/SWINDLE | 190 | 188 | 143 | 132 | 72 | 72 | 3 | 0 |
| CREDIT CARD/ATM | 48 | 57 | 34 | 31 | 8 | 12 | 0 | 0 |
| IMPERSONATION | 55 | 84 | 52 | 81 | 16 | 44 | 1 | 3 |
| WELFARE FRAUD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| WIRE FRAUD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| HACKING/COMPUTER INVASION* | * | 27 | * | 16 | * | 0 | * | 0 |
| ***EMBEZZLEMENT*** | 22 | 32 | 20 | 25 | 17 | 23 | 0 | 0 |
| | | | | | | | | |
| ***RECEIVING STOLEN PROPERTY*** | 49 | 35 | 45 | 34 | 19 | 25 | 4 | 9 |
| | | | | | | | | |
| ***DESTRUCTION/DAMAGE PROPERTY*** | 678 | 714 | 208 | 246 | 67 | 56 | 14 | 18 |
| | | | | | | | | |
| ***DRUG/NARCOTIC OFFENSES*** | 710 | 791 | 675 | 771 | 352 | 418 | 30 | 15 |
| DRUG/NARCOTIC | 361 | 423 | 338 | 410 | 320 | 357 | 30 | 15 |
| DRUG EQUIPMENT | 349 | 368 | 337 | 361 | 32 | 61 | 0 | 0 |
| | | | | | | | | |
| ***SEXUAL OFFENSES, NON-FORCIBLE*** | 3 | 6 | 2 | 5 | 3 | 4 | 0 | 0 |
| INCEST | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| STATUTORY RAPE | 3 | 6 | 2 | 5 | 3 | 4 | 0 | 0 |
| | | | | | | | | |
| ***PORNOGRAPHY/OBSCENE MATERIAL*** | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 |
| | | | | | | | | |
| ***GAMBLING OFFENSES*** | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 |
| | | | | | | | | |
| ***PROSTITUTION*** | 2 | 3 | 2 | 3 | 0 | 2 | 0 | 0 |
| PROSTITUTION | 1 | 3 | 1 | 3 | 0 | 2 | 0 | 0 |
| PATRONIZE/PROMOTE PROSTITUTION | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PURCHASING PROSTITUTION | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| ***BRIBERY*** | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | |
| ***WEAPONS LAW VIOLATIONS*** | 134 | 179 | 105 | 155 | 20 | 25 | 6 | 12 |
| ***CRUELTY TO ANIMALS**** | * | 17 | * | 7 | * | 10 | * | 0 |
| ***TOTAL GROUP A OFFENSES*** | 4993 | 5401 | 3037 | 3280 | 1831 | 1980 | 252 | 265 |

*Offenses added in 2016

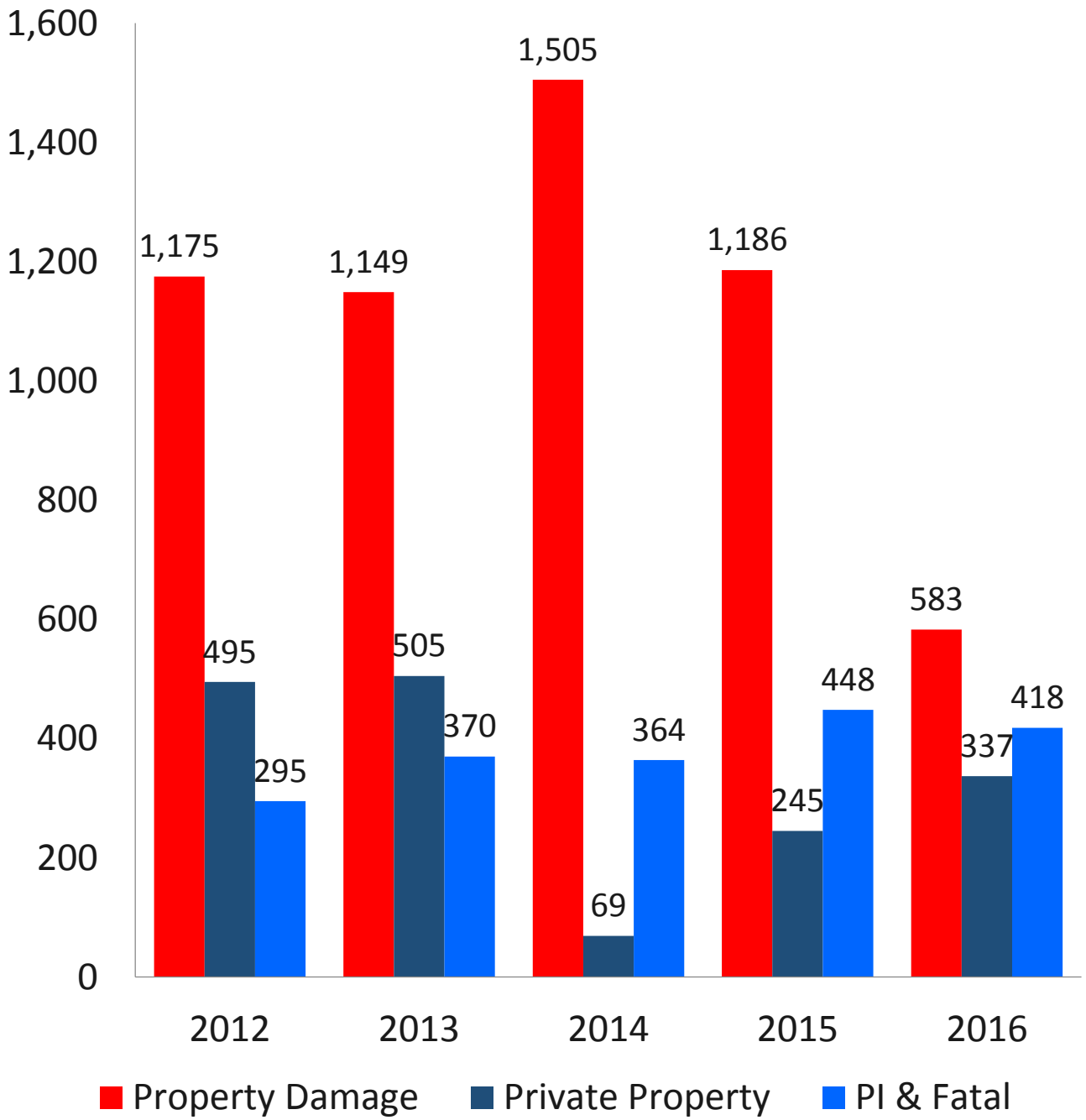
# City of Dover Police Department
# Annual Report

## Crashes
## Five Year Comparison



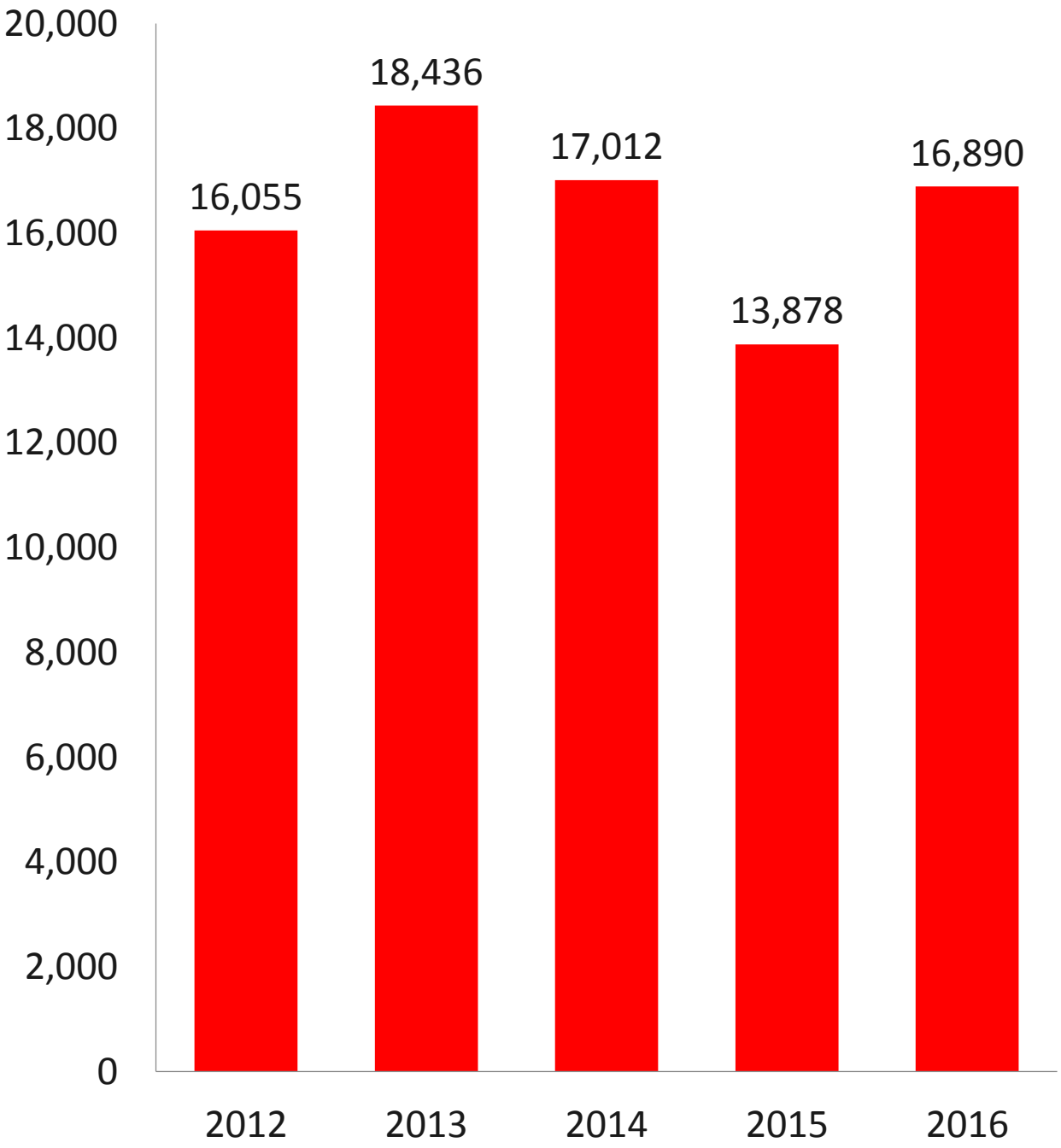
# City of Dover Police Department
# Annual Report

## Crash Breakdown
## Five Year Comparison



# City of Dover Police Department
# Annual Report

## Traffic Arrests
## Five Year Comparison



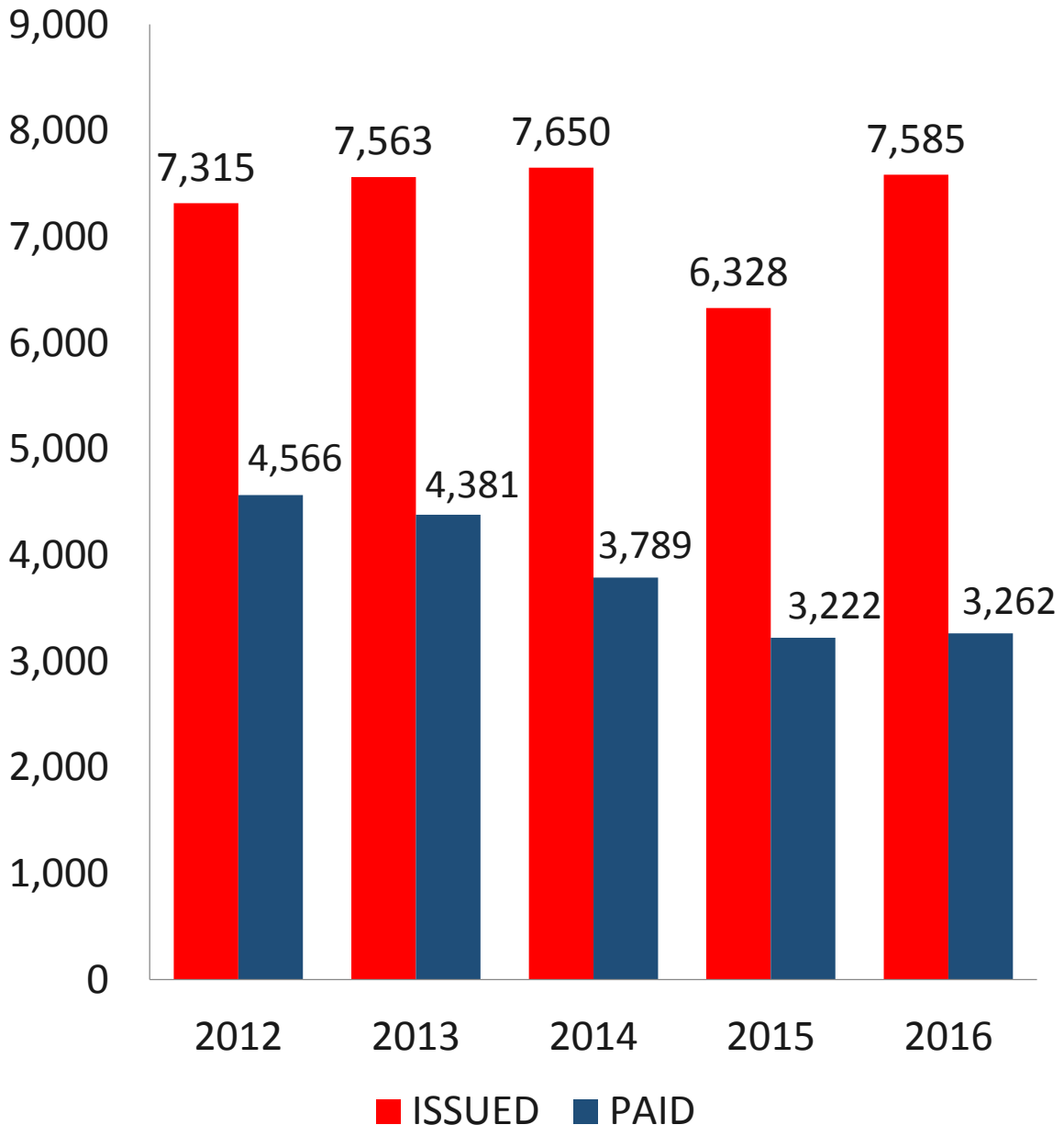
# City of Dover Police Department
# Annual Report

## Traffic Arrests Summary

| CLASSIFICATION OF VIOLATIONS | NUMBER OF ARRESTS | |
|---|---|---|
| **DANGEROUS MOVING VIOLATIONS** | **2015** | **2016** |
| DRIVING UNDER THE INFLUENCE | 114 | 150 |
| SPEEDING | 2,572 | 2,956 |
| RIGHT OF WAY | 114 | 113 |
| FOLLOWING TOO CLOSELY | 255 | 327 |
| STOP SIGN | 333 | 399 |
| TRAFFIC SIGNAL | 402 | 503 |
| CARELESS OR INATTENTIVE DRIVING | 705 | 628 |
| **SUBTOTAL** | **4,495** | **5,076** |
| | | |
| **LICENSE & REGISTRATION VIOLATIONS** | | |
| LICENSE VIOLATIONS | 835 | 1,514 |
| SUSPENSION & REVOCATION | 1,293 | 1,416 |
| REGISTRATION & TITLE | 5,318 | 6,436 |
| **SUBTOTAL** | **7,446** | **9,366** |
| | | |
| **OTHER VIOLATIONS** | | |
| SEATBELT VIOLATIONS | 151 | 233 |
| CHILD RESTRAINT VIOLATIONS | 73 | 57 |
| USE OF CELL PHONE WHILE DRIVING | 324 | 593 |
| LEAVING THE SCENE OF AN ACCIDENT | 88 | 72 |
| FAILURE TO REPORT AN ACCIDENT | 12 | 16 |
| EQUIPMENT VIOLATIONS | 164 | 326 |
| ALL OTHER VIOLATIONS | 1,125 | 1,151 |
| **SUBTOTAL** | **1,937** | **2,448** |
| | | |
| **GRAND TOTAL** | **13,878** | **16,890** |
| | | |
| **SEATBELT ASSESSMENTS ON TICKETS** | **139** | **135** |

# City of Dover Police Department
# Annual Report
# City Ordinance Summons
# Issued/Paid

## Five Year Comparison



# City of Dover Police Department
# Annual Report

## City Ordinance Summons
## Issued/Paid

| | ISSUED | | PAID | | DISMISSED | |
|---|---|---|---|---|---|---|
| **CITY ORDINANCE SUMMONS** | **2015** | **2016** | **2015** | **2016** | **2015** | **2016** |
| Parking | 4674 | 5248 | 2537 | 2670 | 378 | 397 |
| Handicap | 283 | 173 | 69 | 35 | 126 | 65 |
| Fire Lane | 71 | 88 | 27 | 39 | 11 | 7 |
| False Alarm | 581 | 1598 | 373 | 345 | 28 | 20 |
| Loud Noise | 82 | 87 | 34 | 43 | 8 | 1 |
| Underage Consumption | 30 | 11 | 24 | 9 | 0 | 0 |
| Animals | 42 | 49 | 21 | 19 | 10 | 4 |
| Other | 565 | 331 | 137 | 102 | 31 | 13 |
| TOTALS | 6328 | 7585 | 3222 | 3262 | 592 | 507 |

| **CASH RECEIPTS** | **2015** | **2016** |
|---|---|---|
| City Ordinance Summons | $115,604 | $101,171 |
| Police Reports | $37,820 | $40,720 |
| TOTALS | $153,424 | $141,891 |

# City of Dover Police Department
# Annual Report

| TIME DISTRIBUTION, HOURS | 2015 | 2016 |
|---|---|---|
| Criminal Investigation | 86,377 | 90,754 |
| Accident Investigation | 5,440 | 4,555 |
| Special Duty | 18,463 | 32,645 |
| Foot Patrol | 8,117 | 4,748 |
| Station Duty | 8,593 | 16,581 |
| Motor Patrol | 17,606 | 14,016 |
| Traffic Duty | 66 | 42 |
| Court | 5,264 | 3,821 |
| Administrative | 13,892 | 14,540 |
| **Total on Duty** | 163,818 | 181,702 |
| | | |
| Sick | 2,807 | 3,112 |
| | | |
| **PERSONNEL STRENGTH** | **2015** | **2016** |
| Authorized Strength | 101 | 101 |
| Actual Strength | 95 | 101 |
| | | |
| **MISCELLANEOUS CONTACT** | **2015** | **2016** |
| Traffic Reprimands | 489 | 717 |
| Crime Prevention Checks | 1,747 | 1,432 |

# City of Dover Police Department
# Annual Report

## Miscellaneous Calls for Service

| *SERVICE REQUEST TYPE* | *2015* | *2016* |
|---|---|---|
| ALARMS | 2,110 | 2,262 |
| ANIMAL | 842 | 814 |
| ASSIST OTHER AGENCY | 724 | 835 |
| CITY ORDINANCE VIOLATION | 174 | 141 |
| DRUG OVERDOSE | 24 | 26 |
| ESCORTS, INCLUDES CITY HALL | 320 | 337 |
| LOST/FOUND PROPERTY | 305 | 289 |
| LOUD MUSIC/PARTY/NOISE | 760 | 893 |
| COMMUNITY SERVICE REQUESTS | 1,317 | 1,771 |
| MEGAN'S LAW (SEX OFFENDER REGISTRATION) | 1,248 | 1,322 |
| MENTAL PATIENT | 501 | 417 |
| MISSING PERSONS | 331 | 329 |
| PROTECTION FROM ABUSE ORDER VIOLATIONS/COURT | 99 | 152 |
| PROPERTY CHECK | 707 | 2,016 |
| PROPERTY RETRIEVAL/PUBLIC ASSISTANCE* | 817 | 905 |
| SHOOTINGS | 26 | 21 |
| SHOTS FIRED | 189 | 192 |
| SUDDEN DEATH | 35 | 49 |
| SUICIDE (INCLUDES ATTEMPTS) | 2 | 26 |
| TRAFFIC REQUEST | 612 | 818 |
| *TOTAL* | ***11,143*** | ***13,615*** |

**Lock Jock only done in emergency situations, included in Public Assistance*

**STATUS/DISPOSITION OF CALLS RECEIVED**

| | **2015** | **2016** |
|---|---|---|
| REPORT REQUIRED | 9,039 | 9,376 |
| NO REPORT REQUIRED | 10,272 | 13,174 |
| CANCELLED PRIOR TO OFFICER ARRIVAL | 1,626 | 1,357 |
| CRIME PREVENTION CHECK PERFORMED | 90 | 61 |
| NO REPORT - AREA CHECKED W/NEGATIVE RESULTS | 3,772 | 3,344 |
| NO REPORT - FALSE ALARM | 1,825 | 1,892 |
| TURNED OVER TO ANOTHER AGENCY | 157 | 135 |
| ALL OTHER CATEGORIES | 12,148 | 14,152 |
| *TOTAL DISPOSITIONS* | ***38,929*** | ***43,491*** |

# Dover Police Department
# 2016 Grant Funding Summary

The following grants were received during the 2016 calendar year from the agencies noted below:

| Agency | Amount |
|---|---|
| **Local Donations** | |
| Individuals for December 2016 Holiday Heroes | $9,683.73 |
| State Farm Insurance | 5,000.00 |
| Individuals for K-9 Vest and Weapons | 5,000.00 |
| **State Attorney General's Office** | |
| Criminal Justice Council (CJC) Grants | $18,300.00 |
| State Law Enforcement Assistance Fund (SLEAF) | 25,700.00 |
| SLEAF Grants administered for the Delaware Police Chiefs' Council (DPCC) | 45,000.00 |
| Bank Settlement Funds approved by the State Joint Finance Committee | 579,569.00 |
| **State Department of Safety and Homeland Security** | |
| Emergency Illegal Drug Enforcement (EIDE) Grants | $16,764.49 |
| Office of Highway Safety Events | 63,555.00 |
| State Aid to Local Law Enforcement (SALLE) Grants | 11,731.46 |
| SALLE Grant administered for the DPCC | 6,000.00 |
| Violent Crimes Fund Grant | 97,320.00 |
| **State Economic Development Office** | |
| Neighborhood Building Blocks Fund (NBBF) Grant | $35,000.00 |
| **US Department of Justice** | |
| Edward G. Byrne Memorial, Justice Assistance Grant (JAG) | $62,626.85 |
| **US Treasury** | |
| Federal Forfeiture Case Disbursements | $27,414.97 |
| **Total** | **$1,008,665.50** |

# City of Dover Police Department
# Annual Report
# Extra Duty Billings

| Vendor | 2015 Billed | | 2016 Billed | | Increase/Decrease | |
|---|---|---|---|---|---|---|
| | Hrs | $ | Hrs | $ | Hrs | $ |
| **LOCAL BUSINESSES - Monthly Expen** | | | | | | |
| Allen Myers Construction Co | 82.0 | 6,498.50 | - | - | -100.0% | -100.0% |
| American Heart Association | 4.0 | 252.00 | 3.5 | 291.38 | -12.5% | 15.6% |
| Appoquinimink High School | - | - | 10.0 | 670.00 | | |
| Aztech Contracting Inc | 5.5 | 435.88 | - | - | -100.0% | -100.0% |
| Berry Refrigeration | 6.0 | 378.00 | - | - | -100.0% | -100.0% |
| Blue Hen Auction | 4.0 | 252.00 | - | - | -100.0% | -100.0% |
| Bob Jensen | - | - | 6.0 | 402.00 | | |
| Caesar Rodney High School | 12.0 | 756.00 | 29.0 | 1,943.00 | 141.7% | 157.0% |
| Carr and Duff | 14.0 | 1,044.50 | - | - | -100.0% | -100.0% |
| Chesapeake Utilities Corporation | - | - | 29.0 | 1,943.00 | | |
| Cleaver Cable Construction | - | - | 5.0 | 416.25 | | |
| Delaware Landscape Construction | - | - | 10.0 | 670.00 | | |
| Delaware State Sportsman Association | 7.0 | 441.00 | - | - | -100.0% | -100.0% |
| Delaware State University | 255.5 | 16,008.50 | 272.0 | 18,224.00 | 6.5% | 13.8% |
| DelDOT | 16.0 | 1,105.50 | - | - | -100.0% | -100.0% |
| Del-One Federal Credit Union | 3.0 | 189.00 | 3.0 | 201.00 | 0.0% | 6.3% |
| Dept of Interior, Bureau of Ocean | 10.0 | 630.00 | - | - | -100.0% | -100.0% |
| Destination Downtown Dover | - | - | 24.0 | 1,608.00 | | |
| Dover Downs | 1,766.5 | 111,289.50 | 1,779.5 | 116,664.50 | 0.7% | 4.8% |
| Dover Federal Credit Union | 162.0 | 10,206.00 | 157.0 | 10,315.00 | -3.1% | 1.1% |
| Dover High School | 40.0 | 2,520.00 | 94.0 | 6,298.00 | 135.0% | 149.9% |
| Dover High School Athletic Dept | 301.0 | 18,963.00 | 120.0 | 7,608.00 | -60.1% | -59.9% |
| Dover Housing Authority | 2,092.5 | 127,747.50 | - | - | -100.0% | -100.0% |
| Dover Intl Speedway / Fall Race | 1,997.5 | 117,852.50 | 2,008.0 | 123,391.00 | 0.5% | 4.7% |
| Dover Mall | 42.0 | 2,646.00 | 17.0 | 1,127.00 | -59.5% | -57.4% |
| Dr. Michael Zaragoza | - | - | 39.0 | 2,613.00 | | |
| EFG Paving | 9.0 | 713.25 | - | - | -100.0% | -100.0% |
| Friends Forever LLC | - | - | 8.0 | 536.00 | | |
| JDRF Delaware | 3.0 | 237.75 | 3.0 | 201.00 | 0.0% | -15.5% |
| Kent County Tourism | 151.0 | 9,513.00 | 30.0 | 2,010.00 | -80.1% | -78.9% |
| Kevin Lucas | - | - | 8.0 | 504.00 | | |
| Kriss Contracting | 13.5 | 1,069.88 | 38.5 | 3,205.13 | 185.2% | 199.6% |
| Mathematics League | 12.0 | 756.00 | 12.0 | 756.00 | 0.0% | 0.0% |
| McGlynn's Pub | 18.0 | 1,134.00 | - | - | -100.0% | -100.0% |
| Modern Maturity Center | 3.0 | 189.00 | 3.5 | 220.50 | 16.7% | 16.7% |
| Monster Mash Marathon | 27.0 | 1,701.00 | 39.0 | 2,613.00 | 44.4% | 53.6% |
| Mumford and Miller | - | - | 3.0 | 249.75 | | |
| National Multiple Sclerosis Society | - | - | 18.0 | 1,206.00 | | |
| Orthodontics on Silver Lake | 3.0 | 189.00 | 3.0 | 201.00 | 0.0% | 6.3% |
| Parkway Academy Central | - | - | 6.0 | 402.00 | | |
| Pedal Away Prostate Cancer | 33.0 | 2,079.00 | - | - | -100.0% | -100.0% |
| Penta Construction | - | - | 3.0 | 249.75 | | |
| Point to Point Global | 5.0 | 315.00 | - | - | -100.0% | -100.0% |
| Professional Standards Board | 6.0 | 378.00 | - | - | -100.0% | -100.0% |
| Red Frog Events / Big Barrel | 3,036.0 | 179,124.00 | 2,894.5 | 170,775.50 | -4.7% | -4.7% |
| Rommel Engineering & Construction | - | - | 17.0 | 1,415.26 | | |
| Smyrna High School | - | - | 5.0 | 335.00 | | |
| St. Thomas Moore High School | - | - | 10.0 | 670.00 | | |
| Target Dept Store | - | - | 7.0 | 469.00 | | |
| The Duncan Center | - | - | 12.0 | 804.00 | | |
| Tiburon Endurance Sports | - | - | 18.0 | 1,206.00 | | |
| TriSports Events 5K Run/Walk | 9.0 | 567.00 | - | - | -100.0% | -100.0% |
| United Church | - | - | 15.0 | 1,175.63 | | |
| Voshell Brothers Welding, Inc. | | | 3.0 | 201.00 | | |
| Wesley College | 63.5 | 4,000.50 | 58.0 | 3,778.00 | -8.7% | -5.6% |
| Wilmington University | 24.0 | 1,512.00 | 32.0 | 2,144.00 | 33.3% | 41.8% |
| Sutotals | 10,236.5 | 622,693.75 | 7,852.5 | 489,712.65 | -23.3% | -21.4% |
| **GRANTS - Monthly expenses recorded t** | | | | | | |
| DATE Grants | 296.0 | 14,800.00 | - | - | -100.0% | -100.0% |
| EDIE Grants | 103.4 | 5,965.75 | - | - | -100.0% | -100.0% |
| Highway Safety Monthly Events | 795.0 | 39,750.00 | 676.5 | 33,825.00 | -14.9% | -14.9% |
| JFC Funding | - | - | 3,696.9 | 213,824.91 | | |
| SLEAF Grants | - | - | 185.1 | 10,000.00 | | |
| Violent Crimes Grants | 563.6 | 29,115.97 | 104.5 | 6,284.58 | -81.5% | -78.4% |
| Subtotals | 1,758.0 | 89,631.72 | 4,663.0 | 263,934.49 | 165.2% | 194.5% |
| GRAND TOTALS | 11,994.5 | 712,325.47 | 12,515.5 | 753,647.14 | 4.3% | 5.8% |

| City prescribed flat rates charged according to the following schedule: | Jan 15-Jun 16 | Jul-Dec 16 |
|---|---|---|
| Flat rate for local businesses | $63 | $67 |
| Flat rate for large events with >5,000 spectators | $59 | $65 |
| Additional flat rate charge for vehicle use | $16.50 | $16.50 |
| Flat rate approved for DATE Grants and Highway Safety Events | $50 | $50 |
| Remaining grants billed at actual overtime + benefits rate | 12.596% | 13.820% |

# DOVER POLICE DEPARTMENT
# ORGANIZATIONAL CHART
# Effective: December 19, 2016

**Full-time on Staff**

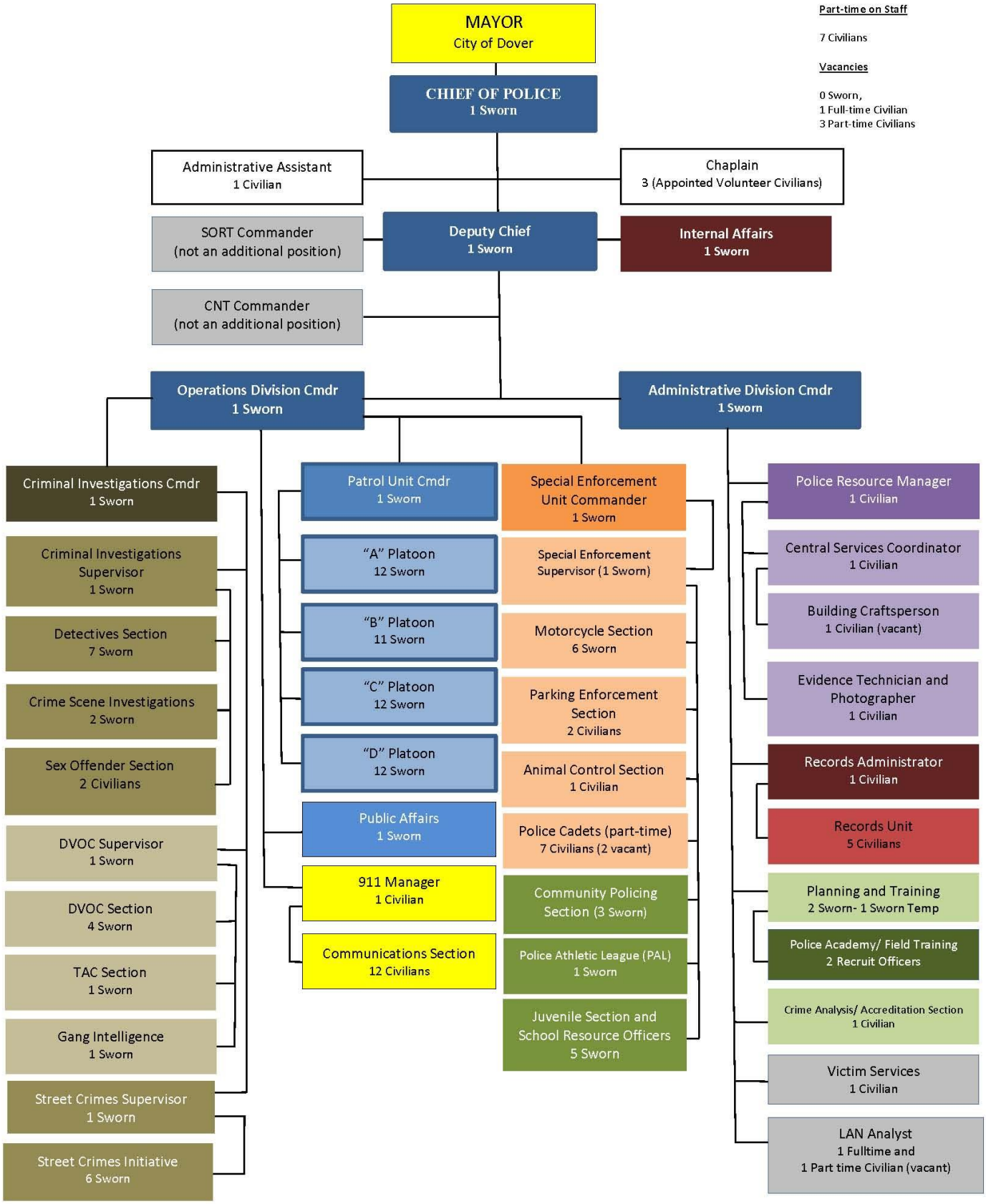
101 Sworn
31 Civilians
132 Employees

**Part-time on Staff**

7 Civilians

**Vacancies**

0 Sworn,
1 Full-time Civilian
3 Part-time Civilians



# City of Dover Police Department
# Executive Staff



Chief of Police
Paul M. Bernat



Deputy Chief of Police
Major Marvin Mailey



Operations Division
Commander
Captain David Spicer



Administrative Division
Commander
Captain Timothy Stump

# City of Dover Police Department
# Administrative Staff



Criminal Investigations
Unit Commander
Lieutenant Chad Bernat



Patrol
Unit Commander
Lieutenant Todd Case



Special Enforcement
Unit Commander
Lieutenant Christopher Hermance



Internal Affairs
Unit Commander
Lieutenant Kevin Kober

# City of Dover Police Department
# Civilian Administrative Staff



Police Resource Manager
Robin Adkins



911 Manager
Christina Kober

# PROMOTIONS

Each year the Officers of the Dover Police Department take part in a highly competitive promotion process, the following Officers were promoted during 2016:

## TO PATROLMAN/ PATROLWOMAN FIRST CLASS

PATROLMAN ROBERT CUNNINGHAM
PATROLMAN DALE BONEY
PATROLMAN WILLIE JOHNSON
PATROLWOMAN KATELYN NICOLOSI

## TO CORPORAL

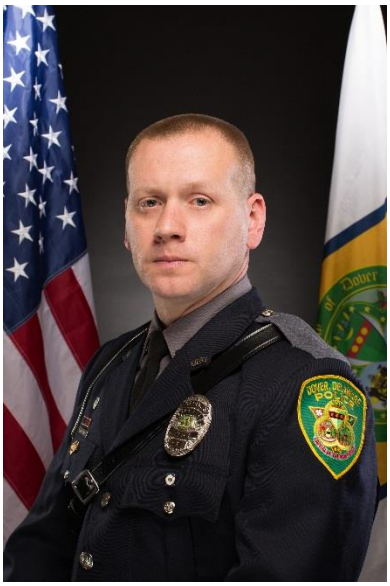
PATROLMAN FIRST CLASS CLIFF FIGUEROA
PATROLMAN FIRST CLASS SCOTT HURD
PATROLMAN FIRST CLASS CHRISTOPHER PEER
PATROLMAN FIRST CLASS JAMES PIAZZA
PATROLMAN FIRST CLASS CALEB RICH
PATROLMAN FIRST CLASS JUSTIN RICHEY
PATROLMAN FIRST CLASS J. MICHAEL WILLSON
PATROLMAN FIRST CLASS BRIAN WOOD

# OFFICERS OF THE QUARTER FOR 2016

OFFICER OF THE QUARTER – 1ST QUARTER

Detective Dale Boney

During the 1st Quarter of 2016, Detective Boney investigated 74 complaints, clearing 69 of them He also investigated seven robbery complaints, clearing four of them and 6 burglary complaints, clearing all of them. These numbers were amongst the highest in the unit.



OFFICER OF THE QUARTER – 2ND QUARTER

Patrolman Anthony Smith

During the 2nd Quarter of 2016, Patrolman Smith handled 476 complaints, 104 total written and made 77 criminal arrests. Of the 77 criminal arrests, 13 were self initiated local fugitive arrests and 11 drug related arrests. Ptlm. Smith also produced 64 DCO arrests and 117 traffic arrests, including 9 DUI arrests

.



# OFFICERS OF THE QUARTER FOR 2016

OFFICER OF THE QUARTER – 3RD QUARTER

Corporal Peter Martinek

During the 3rd quarter of 2016, Cpl. Peter Martinek was responsible for arresting several wanted fugitives to include subjects wanted for murder, robberies, firearms and drug charges,



OFFICER OF THE QUARTER – 4TH QUARTER

Ptlm. Anthony Smith

During the 4th Quarter of 2016, Patrolman Smith handled 343 complaints, 89 total written and made 61 criminal arrests. Of the 61 criminal arrests, 15 were self initiated local fugitive arrests and 13 drug related arrests. Ptlm. Smith also produced 22 DCO arrests and 63 traffic arrests, including 7 DUI arrests



# CIVILIANS OF THE QUARTER FOR 2016

CIVILIAN OF THE QUARTER – 1ST QUARTER
Records Clerk – Brenda Unruh
During the 1st quarter of 2016, Records Clerk, Brenda Unruh trained and became proficient in the NIBRS approval process and learned to approve crash reports in Ecrash. She proved to be an asset to the Records Unit with her strong work ethic and conscientious attention to detail.



CIVILIAN OF THE QUARTER – 2nd QUARTER
Cadet Thomas Rivera
During the 2nd quarter of 2016, while during security detail at the Dover Public Library, Cadet Thomas Rivera heard a strange noise coming from the bathroom, upon investigation, found a 74 year old man turning blue and finding it difficult to breathe. Cadet Rivera immediately administered the Heimlich maneuver, ultimately saving the mans life.



# CIVILIANS OF THE QUARTER FOR 2016

CIVILIAN OF THE QUARTER –3RD QUARTER

Records Clerk – Jessica Hand

During the 3rd quarter of 2016, Records Clerk, Jessica Hand, continued to show her ability to excel, no matter what the assignment she was tasked with. These assignments comprised of payroll for large extra duty weekends including Firefly and NASCAR.



CIVILIAN OF THE QUARTER – 4TH QUARTER

Communication Operator – Michael O'Connor

During the 4th quarter of 2016, Communications Operator Michael O'Connor displayed exemplary professionalism by contacting the phone company to track the cell phone of a missing suicidal subject. His quick actions led to a timely location of the subject, that had consumed numerous amounts of an unknown medication, that without prompt medical attention, could have ended her life.



# Officer and Civilian of the Year 2016
# Dover's Finest

## OFFICER OF THE YEAR



Patrolman
Anthony Smith

## CIVILIAN OF THE YEAR



Cadet
Thomas Rivera

# Awards Ceremonies

The Dover Police Department held one Award Ceremony in 2016. Officers and Civilians earned the following awards:

| | |
|---|---|
| **6** | **Police Chief's Commendation** |
| **4** | **Life Saving** |
| **39** | **Distinguished Unit Commendations** |
| **13** | **Meritorious** |
| **1** | **Exceptional Performance** |
| **28** | **Service Achievement** |
| **1** | **D.U.I Award** |
| **2** | **Loyal Service** |
| **29** | **Safe Driving** |
| **61** | **Perfect Attendance** |
| **4** | **Officer of the Quarter** |
| **4** | **Civilian of the Quarter** |
| **1** | **Officer of the Year** |
| **1** | **Civilian of the Year** |
| **1** | **Distinguished Citizen** |

# New Sworn Officers 2016




From Left: Patrolman Troy Maull, Patrolman Jonathan Hummel, Patrolwoman Farrell Welch, Patrolman Brandon Bowman, Patrolman Jordon Barrows & Patrolman Nicholas Bufalini



From Left: Patrolman Lee Killen, Patrolman Tyler Loomis & Patrolman Howard Deputy

# Crisis Negotiation Team (CNT)

The Crisis Negotiation Team is a specialized unit comprised of ten veteran officers of the Dover Police Department, whose mission is to respond to all barricade and hostage situations. The CNT commander reports directly to the Deputy Chief of Police, who is also responsible for authorizing their activation. Once activated, the Crisis Negotiation Team focuses their resources on establishing personal contact with the individual involved. Once contact is established, CNT uses the opportunity to appraise, evaluate and gather intelligence in order to resolve the crisis as quickly as possible.

The Crisis Negotiation Team maintains their proficiency through bi-monthly training exercises, two of which include joint training with SORT. Throughout 2016, members of the Crisis Negotiation Team attended continuing education courses designed to enhance the team's capabilities.



# PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) is a responsibility of the Public Affairs Office created in the fall of 2013. Master Corporal Mark Hoffman, a 12-year veteran, is assigned to the position and is under the direct supervision of Captain Dave Spicer, the Operations Division Commander. The PIO is responsible for dissemination of information to the public and media outlets as well as directly to the citizens of Dover. This is primarily accomplished by publishing information and photos on the department's web site, as well through the department's social media platforms. The PIO maintains regular contact with journalists from newspaper, radio, and television and gives both telephone and in-person interviews and is responsible for website updates.

The PIO also is responsible for reputation management of the department. Keeping up to date on local and national news media pertaining to the Dover Police Department and gathering knowledge of trends in law enforcement are important to calm the concerns of the public, address stories in the media, and are helpful in crime prevention as well. Additionally, the Public Information Officer is often called upon to serve as emcee during functions such as the promotion and award ceremonies.

In 2013, the department added social media platforms to the responsibilities of the PIO. Through programs such a Facebook, Twitter, YouTube, the MyPD Mobile App, Instagram, and the RAIDS Online Crime Mapping program, the department has been able to connect with the citizens of Dover quickly and more efficiently than ever before. The PIO sends safety messages, public service announcements, crime alerts, educational videos, and more through the social media outlets. The PIO also assists in criminal investigations where evidence can be retrieved via social media. Since the inception of the program in October of 2013, the department has seen tremendous success in solving crimes, crime prevention, public communication and reputation management.

The Public Affairs Office also works closely with the Community Policing Unit on various community outreach projects such as National Night Out, Holiday Heroes, coat drives, and community meetings. In 2016, Master Corporal Hoffman partnered with the Downtown Dover Partnership to host the First Annual Safe Trick or Treat event which saw an estimated 7,000 people in attendance during a 2-hour event.

The ability to communicate directly to the public has led to success in solving crimes that may have gone unsolved prior to the department's use of social media, but has also led to better relationships between law enforcement and the community we

# INTERNAL AFFAIRS

The Internal Affairs Unit is staffed with one sworn officer who holds the rank of Lieutenant. The mission of the Internal Affairs Unit is to ensure the integrity of the Police Department by maintaining an internal system that is objective, fair, and equitable in its methods of internal investigation. The Internal Affairs Office is responsible for investigating allegations of misconduct by employees both sworn and civilian. The Internal Affairs Unit also investigates all complaints or allegations of corruption, use of excessive force, breach of civil rights, criminal misconduct, and violations of department policy. This office is tasked with working directly with the City Solicitor in responding to civil actions.

In addition to its primary duties, the Internal Affairs Office retains an active role in training new recruits along with local citizens who attend the Citizens Police Academy. New employees are acquainted with the function of the Internal Affairs Office, including an overview of rules, regulations and job performance standards. Internal Affairs is also tasked with several other responsibilities including the inspection of departmental equipment, vehicles and evidence storage facilities.

# Criminal Investigation Unit
# Detective Section

The Dover Police Criminal Investigation Section is tasked with the responsibility to investigate the most serious crimes that occur within the City of Dover. This section also conducts financial and identity theft investigations. In addition to these duties, they are called upon to perform background investigations on all civilian and police applicants who are being considered for employment.

In 2016, the seven detectives assigned to this section investigated a total of 1,193 complaints. In 2016 the detectives investigated 60 robberies solving 73% of them and investigated 108 burglaries solving 62% of them. These clearance rates are higher than the national average, which speaks volumes for the unit's investigative abilities.

Compared to 2015 the Criminal Investigation Unit experienced a decrease in Homicides and a similar amount of shooting investigations in 2016. The detectives investigated a total of three Homicides in 2016, one of which has been cleared by arrest and the other two are being actively investigated. They investigated 40 shooting investigations, 19 of the reported 40 shooting victims were shot and sustained injury or were killed as a result of the gun fire. In the remaining 21 investigations, persons were either shot at while occupying a residence or a vehicle.

# Drugs, Vice, & Organized Crime Section (DVOC)

The Drug, Vice, & Organized Crime Section is comprised of five officers who work in an undercover or plain clothes capacity. All five officers working in concert are committed to eliminating the use and sale of illegal drugs, counterfeit merchandise, and prostitution from the City of Dover. The Gang Intelligence Officer is assigned to the Drug, Vice and Organized Crime Section and is responsible for intelligence gathering and criminal investigation of Gang Members and Violent Offenders. Because of their dedication and commitment, the DVOC Section handled a total of 1,288 cases. As a result of these cases, the unit seized a large number of illegal drugs and money. These seizures include 6,541.23 grams of marijuana, 1,437.97 grams of cocaine, 37.945 grams of heroin, 192.3 doses of ecstasy and $69,179.00 in currency.

The Drugs, Vice, and Organized Crime Section takes great pride in the working relationship it has established and maintained with the Drug Enforcement Administration (DEA), The Alcohol Tobacco and Firearms agency (ATF), The United States Marshals Service (USMS), and the Delaware Department of Probation and Parole.

## Seizures

| | 2015 | 2016 | Percent Change |
|---|---|---|---|
| Marijuana (Grams) | 11,704 | 6,541.23 | -44% |
| Cocaine (Grams) | 2,204 | 1,437.97 | -35% |
| Heroin (Grams) | 1,700 | 377.945 | -78% |
| Ecstasy (Doses) | 533 | 192.3 | -64% |
| Firearms | 26 | 92 | 72% |
| Currency | $ 98,893.00 | $ 69,179.00 | -30% |
| Case Total | 1,688 | 1,288 | -24% |

## DEA Task Force

The Dover Police Department continued its ongoing relationship with the Drug Enforcement Administration (DEA) during 2016. The local DEA Task Force is comprised of detectives from local and state police agencies who work in conjunction with federal agents from the Drug Enforcement Administration. The Dover Police Department continues to provide one officer to work with this federal task force.

## Alcohol Tobacco and Firearms Task Force (ATF)

The Dover Police Department partnered with the ATF in 2012. The police department currently has one full-time detective assigned to this task force. The task force's mission focuses on gang activity, gun trafficking and violent crime within the State of Delaware. The partnership with the ATF has proven to be successful and the Dover Police Department looks forward to the continued relationship for many years to come.

## United States Marshals Service

In 2016 the Dover Police Department continues to partner with the United States Marshals Service (USMS). The Dover Police Department has one full time officer assigned to this agency. This new partnership has increased the ability to apprehend violent fugitives who are attempting to avoid prosecution. The Dover Police Department is very excited to be part of this agency's mission and looks forward to the continued relationship.

## Street Crimes Section

In March of 2016 the Street Crimes Unit's staffing was increased from five officers to seven These Dover Police Officers work in concert with two Delaware Probation and Parole Officers. Together they concentrate their efforts to address violent crimes, street level sales of illegal narcotics and monitor probationers who reside within the city limits of Dover. Street Crimes accomplishes this by utilizing crime mapping to identify violent crime hot spots. They then will concentrate their enforcement efforts in those areas. Street Crimes Section works closely the DVOC Unit to jointly accomplish larger operations. During 2016 the seven Street Crimes officers made a total of 1271 arrests and seized 42 firearms.

## Crime Scene Investigation Section
## (CSI)

In 2016 the Crime Scene Investigations Section's staffing was increased from one Detective to two Detectives to address the ever growing need of processing evidence and crime scenes. These Detectives report to the Detective Section Sergeant. The Crime Scene Investigation Section is trained in cutting edge technology and procedures in the collection of forensic evidence. Their duties include processing major crime scenes, DNA collection from suspects, processing and tracing of all firearms seized, processing shell casings and/or bullets recovered and any other processing re-quests that are needed by officers in the department.

## Special Operations Response Team
## (SORT)

SORT is comprised of 18 veteran officers. Officers are only considered for this special assignment upon completion of extensive physical testing as well as firearms proficiency. Members of SORT are highly trained in areas of hostage rescue, barricaded subjects, and high risk warrant service. During 2015, numerous veteran officers of this extremely motivated team completed an average of over 150 hours of specialized training in firearms and tactics. Additionally, SORT executed numerous high-risk search warrants in support of the Drugs, Vice, And Organized Crime Section, Detective Section, and the Federal Drug Enforcement Agency .



# Juvenile Section

## School Resource Officers and Police Athletic League

The School Resource Officer (SRO) section consists of five officers and the Police Athletic League (PAL) has one officer.

The School Resource Officer (SRO) program is in its twelfth year thanks to a partnership between the Dover Police Department and the Capital School District. PFC Piazza is assigned to Central Middle School, Cpl. Stevenson is assigned to the Dover High School and PFC Knight is assigned to the Parkway Academy, Cpl. Nester is assigned to the Kent County Intensive Learning Center and Cpl. Gedney is assigned to William Henry Middle School as SRO's. SROs regularly teach various classes regarding health and safety issues. In addition to patrolling the school grounds and attending after school functions, such as sports events and student dances, all Juvenile Section Officers are involved in extracurricular events throughout the year. The events are held in different locations in the city and are focused on positive interaction with children and teenagers. Many times these events and programs are in partnership with the Police Athletic League. The Juvenile Section Officers strive to build and maintain a positive rapport with all of the students in the Capital School District and the children that reside in our community. The Juvenile Section also handles criminal complaints throughout the year involving juvenile related crimes.

The Police Athletic League (PAL) program is a newly incorporated program coordinated by MCpl. Hester. The program operates with grant funding which covers hardware and personnel to support the numerous sports oriented activities. The PAL program hosts community and summer basketball competitions, as well as football and hockey leagues throughout the city. The program also works in conjunction with William Henry Middle and Central Middle Schools with life skills building classes. The PAL program has also partnered with the FBI, Delaware Department of Corrections and the Dover Housing Authority to create and operate the Green Bret Project. This program is designed to promote team and leadership skills in youth. The School Resource Officers also play an active role in all these programs.



# Dover Police 911 Center

The Dover Police Department's 911 Center is the first point of contact for emergency services provided to the residents and visitors of Dover. The 911 center operates 24 hours a day 7 days a week providing police, fire and emergency medical services. The 911 center is staffed by twelve full time dispatchers. Once a call is received by a dispatcher, he or she will obtain the pertinent information necessary to log the call for service in the Computer Aided Dispatch (CAD) system. Once the call is logged in the CAD system, the dispatcher must prioritize the complaint, and then ensure the appropriate emergency services are promptly dispatched. The CAD system allows the dispatchers to check for hazards or prior calls from the location of the call for service. In addition, dispatchers can monitor the officer's status, such as when a vehicle is stopped or attending court. Dispatchers are tasked with staying in constant communication via 800 MHz radio system and in car computers, known as Mobile Data Terminals (MDT) with officers. When not busy on the telephone or radio, dispatcher's duties include data entry of wanted persons, missing persons, stolen guns, articles, plates, and vehicles in the local system DELJIS) and National Crime Information Center (NCIC) and criminal history checks. Dispatchers are responsible, dedicated professionals with a strong work ethic to help keep the citizens of the City of Dover, as well as our officers safe.

In 2016, the Dover Police Department 911 Center received 106,721 telephone calls, 35,329 of those calls were received on the 911 emergency lines. The 911 Center averaged 293 calls daily. In addition, the 911 Center logged 37,442 calls for service in CAD.

# Patrol Unit

The primary responsibility of the Patrol Unit is to respond to calls for service in the community twenty-four hours a day. These calls for service include: criminal complaints, motor vehicle crashes, medical emergencies and an assortment of other types of assistance.

Patrol officers are the first responders to a variety of incidents, thus protecting the life and property of citizens and visitors to the City of Dover, while at the same time proactively enforcing all aspects of the law.

The Patrol Unit consists of four Platoons. A typical Platoon consists of officers with the following specialized training and responsibilities:

Crash Investigation and Reconstruction
Special Operations Response Team
Crisis Negotiators
Shift Investigators
Field Training Officers
Honor Guard



## Collision, Awareness, Responsibility & Safety Program (CARS)

The Dover Police Department's CARS program was developed for high school students enrolled in Driver's Education. The Department partnered with Dover High School and the Delaware Drivers Education Program and started teaching this program in the fall of 2004. The 90-minute block of instruction was created and is taught by officers specially trained in Collision Reconstruction. The core topics include common violations that result in collisions, occupant protection (seat belts/airbags), decision making, and what to do if involved in a collision. The purpose of the course is to teach our new motorists the harsh reality of motor vehicle collisions from the grim point of view of the officer who investigates them. The ultimate goal is to take a proactive measure in an attempt to keep our youth safe.

## Crash Investigation & Reconstruction Team

The City of Dover Police Department investigated 1946 traffic crashes in 2016. This was an overall increase of 3.56% from 2015. This past year the Dover Police Department also investigated 5 fatal injury crashes (4 pedestrians, 1 pedacyclist, 0 driver and 0 passenger on exterior of vehicle). In the event of a fatal, serious injury, hazardous material or police officer involved crash, the Dover Police Department relies on the highly trained Crash Investigation and Reconstruction Team. The Reconstruction Team consists of seven officers. Each platoon is assigned a team member with the remaining two officers being assigned to the Detectives Unit. The Reconstruction Officers have received advanced training in the following areas: Traffic Crash Reconstruction from the Institute of Police Training and Management Advance Traffic Crash Investigation from the Institute of Police Training and Management CAD Zone /crash zone computer aided drafting Nikon Total Station for surveying Crash data retrieval programming

# Community Policing Section

The Community Policing Section consists of three officers. Officers split their time between the Community Policing and the Quality of Life Neighborhood Enforcement Sections. The officers meet on a regular basis with apartment managers, neighborhood watch groups and other civic associations. They give safety talks to senior citizens, special presentations at schools, and educate concerned citizens on how to implement and run an effective Neighborhood Watch Program. These officers also teach the Crime Free Multi-Housing Program to apartment managers in Dover. This course instructs property managers in areas of safety by environmental design, how to screen potential applicants and evict non-compliant tenants.

The Community Policing Section also has a lead role in planning, organizing and executing many community outreach programs with great success. National Night Out was another successful event which was organized by Community Policing officers who partner with the Target Store of Dover; this event had an estimated attendance of 1,500 people. This was the seventh annual National Night Out event which features free food, prize giveaways and interaction with police, fire and paramedics from our area. Due to the loss of funding from Target, Heroes and Helpers was renamed Holiday Heroes and was a huge success again this year, 35 officers, along with support from local businesses and private donors, ensured that 52 underprivileged children had presents to open during their holiday. In October, a public basketball game was held between officers and members of the community and in the same month, the Dover Police partnered with the Downtown Dover Partnership to implement our first annual safe trick or treat event on Legislative Mall. We had over 75 organizations set up to hand out candy and the event hosted an estimated seven thousand people. This event also included food and entertainment for the attendees. In November, the Community Policing Unit partnered with Communities in Schools, the Food Bank of Delaware and the Dover Housing Authority to deliver 150 Thanksgiving meals to needy families in the community. Along with these events, the Community Policing officers are involved in Dover Days, Ghost and Goblins at Dover Downs, July 4th fireworks, Habitat for Humanity projects and numerous parades in Dover, as well as assisting Milford, Harrington and Milton with holiday parades.

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## Sex Offender Enforcement Section

Dover Police Department's Sex Offender Enforcement section consists of two civilian agents to monitor all registered sex offenders that reside, work, and attend school in the City of Dover. At any given time, there are between 255 and 296 offenders that meet this criteria in Dover. The agents are responsible for making all public notifications regarding sex offenders and the agents conduct audits on all offenders in the city to ensure compliance with the program. Tier I is the lowest level and is audited annually, Tier II are moderate risk and are audited biannually, and Tier III is the highest risk level which are audited four times within a year. If an offender has violated the conditions of his or her registration, agents will obtain a warrant and aggressively search for them and make the arrest. In 2016, the Sex Offender Enforcement Section made 376 verifications, 731 reverifications, 37,886 notifications and obtained 39 noncompliant warrants.

# K-9 Unit

The Dover Police Department Canine Unit consists of four operating teams which are all trained in patrol operations; with three canines, crossed trained in narcotic detection. The department currently has three teams assigned to the patrol division and one team to the departments Street Crimes Unit. Each team will undergo yearly certifications through the National Police Canine Association. Each team will obtain certifications for patrol, narcotic detection and tracking. Canine teams will assist all units within the department as well as outside agencies in apprehending dangerous felons, fleeing suspects and the seizure of illegal narcotics. During the year of 2016, our teams were responsible for apprehending 36 criminals, conducted 52 tracks, 174 narcotic sniffs along with assisting in the seizure of over $68,000.00 in United States Currency. The Canine unit had 702 total deployments for the 2016 calendar year which is a 53% increase over 2015.

| | |
|---|---|
| Criminal Apprehensions | 36 |
| Tracks | 52 |
| Area Searches | 3 |
| Crowd Control | 3 |
| Building Searches | 40 |
| Property Searches | 26 |
| Alarms | 117 |
| Warrant Services | 68 |
| Narcotic Sniffs | 174 |
| USC Sniffs | 26 |
| School Sniffs | 11 |
| USC Seizure | 68,840 |
| Canine Demonstrations | 21 |
| Assist Other | 47 |
| Training Hours | 752.5 |
| Deployments | 702 |



# Motorcycle Section

This section consists of six motorcycle officers. These officers conduct speed enforcement, or any other traffic enforcement problem throughout the city. They lead all parades in Dover and escort most funerals through the city. Motorcycle officers also assist other units when needed throughout the city. In 2016, they issued 7,799 tickets and had 2,921 complaints assigned to them.



# Parking Enforcement Section

The Dover Police Department has two full time civilians assigned to Parking Enforcement. They enforce parking regulations throughout the city. They are responsible for booting vehicles when the owner has failed to pay fines that have accrued over a period of time. Parking enforcement also patrols shopping centers and neighborhoods for parking violations.




# Animal Control Section

The Dover Police Department employs one full time (civilian) Animal Control Officer who is responsible for animal complaints within the city. The Animal Control Officer sets non-injuring traps for stray cats and dogs when they can't be captured. The Animal Control Officer investigates properties for unsanitary, neglected or vicious animals.

## Police Resources Manager

Ms. Robin Adkins is responsible for all department financial management duties which includes all the daily details associated with managing the department budget, grants and oversight/backup for the other resource functions in the department. These functions include fleet management, building maintenance and evidence. This position is also part of the Police Staff.

## Central Services Coordinator

Ms. Rhonda Figueroa is responsible for a wide range of duties in the department including purchasing, fleet management and maintenance of department equipment. She also supervises building maintenance and evidence/photography personnel. In addition, Ms. Figueroa has been managing our Mid-Atlantic Services custodial contract employees since our building maintenance person resigned in March 2016.

## Evidence Technician

Mr. Dean Anderson handles all duties associated with evidence accountability which includes checking in/out, coordination of testing with the different labs, conducting periodic inventories and disposal of all evidence items. These tasks are extremely critical to maintaining the department's highly successful record for solving criminal cases in court. Incumbents of this position are also required to meet basic police training standards set by the Delaware Council on Police Training and Mr. Anderson meets this standard as a retired police officer.

## Building Maintenance

Although the position is currently vacant, it is responsible for the coordination of the maintenance for all major building systems, minor facility equipment repairs/replacement and oversight of custodial duties which are currently contracted with Mid-Atlantic Services. Daily cleaning of all areas in the building started in April 2016. Ms. Mary Morton and Mr. Al Johnson currently perform most of these duties and our building hasn't been as clean in many years.

## Records Unit

The Records Unit consists of six civilian employees. The unit is responsible for all documents generated by the Police Department. These documents include all criminal reports, arrest reports, traffic crash reports, traffic citations, and city ordinance summons which are submitted to the Records Unit for review, data input, storage, and archiving. The Dover Police Records Unit is one of only three municipal police agencies in the state who are authorized to directly input data into the Delaware Justice Information System (DELJIS). In addition, the Records Unit is tasked with processing and verifying the department's payroll prior to submitting it to the City Finance Office.

## Local Area Network Analyst (LAN Analyst)

Christopher Menge and Paul Cookson serve as the Department's LAN Analysts. They are responsible for the department's computers, application software, servers and related network infrastructure. The computer systems within the department continue to present unique challenges due to the enhanced security requirements imposed by state and federal mandates governing the criminal justice community. They also work closely with several state agencies to implement and troubleshoot state-hosted systems that are accessed by police employees.

These positions are also responsible for assisting with the design, implementation and purchase of all items within the department associated with computer technology. The LAN Analysts are currently responsible for 81 desktop computers, 36 mobile data computers, 17 servers, 11 network printers and various stand-alone peripherals.

# Victim Services Unit

Ms. Diane Glenn serves as the Department's Victim Services Coordinator and provides crime victims with professional assistance and support. Each crime victim and their family are provided with a supportive environment to assist them through some very difficult times and decisions in their lives. Our goal is to help lessen the trauma suffered and provide support throughout the criminal justice process.

Services provided to crime victims and their families vary in each case depending upon the needs of the individual. Services include: death notifications, crisis intervention, referrals to community based services, criminal justice updates, court accompaniments, assistance with filing for violent crime compensation through the state, as well as a host of other services as needed in each particular case.

The Dover Police Department is committed to the fair, compassionate, and dignified treatment of all crime victims. We continue to strive to improve and enhance all services related to helping victims and survivors through such traumatic events.

Below is a statistical breakdown for services provided in 2016:

209 New Victims Served
85 Existing Clients Served
394 Total Number of Clients Served for 2016

**NEW CLIENT DATA:**

| GENDER | | AGE | | RACE | |
|---|---|---|---|---|---|
| 135 | FEMALES | 2 | 0-12 YEARS | 83 | Black |
| 74 | MALES | 7 | 13-17 YEARS | 1 | Hispanic |
| | | 53 | 18-25 YEARS | 125 | White |
| | | 64 | 26-40YEARS | | |
| | | 69 | 41-60 YEARS | | |
| | | 14 | 61+ YEARS | | |

**CLIENT SERVICES PROVIDED:**

| | |
|---|---|
| Telephone Contacts | 231 |
| Criminal Justice Information | 422 |
| Social Service Referrals | 134 |
| Personal Contact | 58 |
| Crisis Interventions | 85 |
| Victims Comp. Assistance Claims Filings | 20 |
| Call Outs | 49 |
| Home Visits | 21 |

# Planning & Training Unit

The Planning and Training Unit is responsible for all aspects of training, recruitment, and applicant testing. Planning and Training ensures that all sworn and civilian members of the department receive training in compliance with the standards established by the Delaware Council on Police Training (COPT), Departmental Policies, CALEA standards, and Federal mandates. The Planning and Training Unit also provides training to outside agencies that request assistance with their training needs. The unit is also responsible for all newly hired police officers through their completion of the Field Training Program. Throughout the year, Planning and Training participates in various job fairs in the local region in an effort to recruit qualified and diverse applicants.

**Major Training Accomplishments for 2016:**

6 new police officers hired

5 new civilians hired

685.5 civilian training hours

14,296.25 sworn officer training hours

22 out of state training schools attended

3 Internships

388 ride along hours

Citizen Police Academy (28th class, 10-week program)



# Police Chaplains

The Department has two civilians holding the honorary rank of Captain in the position of Police Chaplain. Pastor Jacob McCready joined the department in 2009 and Pastor Elmer Davis joined in 2015. The Chaplains provide the blessings and benedictions at ceremonial functions. They also offer spiritual guidance and advice to both sworn officers and civilian members of the department.




Pastor Jacob McCready giving the benediction at a recent promotions and awards ceremony,



Pastor Elmer Davis

# Honor Guard & Dover Police and Fire Pipes and Drums



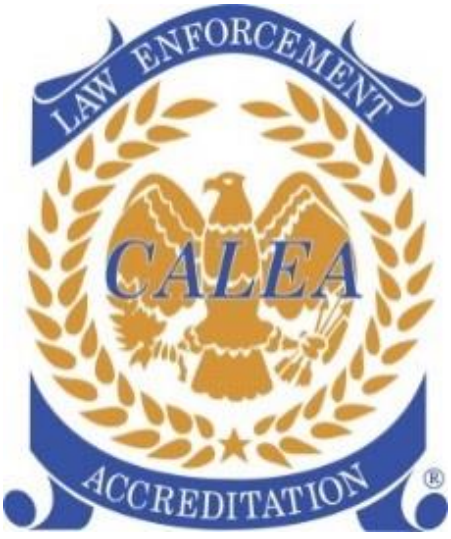

Dover Police Department's Honor Guard is comprised of eight volunteer officers from various units within the department. The Honor Guard is called upon for formal police functions and ceremonies. The Police and Fire Pipes and Drums unit performs at various parades, public events and promotions ceremonies.

# CALEA Accreditation
# The Gold Standard in Public Safety

## Crime Analyst/Accreditation Manager

The Crime Analyst/ Accreditation Manager has dual responsibilities. One of the responsibilities is strategic crime analysis and assists with the planning and deployment of resources to best combat crime. It also provides research and analysis support to aid management in making a variety of key decisions.

The responsibilities of the Accreditation Manager is to maintain and organize the department's many policies and procedures. The primary function is to maintain and comply with the 484 standards which are mandated by CALEA (Commission on Accreditation for Law Enforcement Agencies) and the 105 standards mandated by DPAC (Delaware Police Accreditation Commission). The Dover Police Department is one of only eight departments in the State of Delaware to have the prestigious honor of National Accreditation. The Dover Police Department recently completed their sixth assessment and in March 2015 were selected by the Commissioners of CALEA to receive re-accreditation, which is the **Gold Standard for Public Safety**.



# MEDICATION RETURN BOX

The secured box, located in the Dover Police Department lobby, is available 24 hours a day, 7 days a week for the safe and secure disposal of medications no longer needed. The box was given to the department by the National Association of Drug Diversion Investigators (NADDI) as part of a program to combat prescription drug abuse, sponsored by Endo Pharmaceuticals and Zogenix. The box allows for a safe and secure drop-off location where any citizen can anonymously drop unused medications for safe and proper disposal. The Dover Police Department is grateful for the approval by NADDI and looks forward to future success in reducing prescription drug abuse. During 2016, 1,342.7 lbs. of miscellaneous prescription pills were removed from the medication return box.



# CADET PROGRAM

The Dover Police Department continues with its police Cadet Program consisting of nine Cadets who are assigned to the Special Enforcement Unit as part time employees. Funding for this program is provided through multiple grant sources.

Prior to being hired, each candidate was required to pass the same tests as a potential Dover Police Officer which includes, a physical fitness test, drug testing, an oral board and a background check. Each Cadet was provided with 80 hours of training consisting of laws, equipment usage, policies and procedures, geography, radio protocol and then an additional 38 hours of supervised on the job training. After they completed the training, they were released for duty and generally work in pairs.

Cadets conduct high visibility patrols throughout the City of Dover handling 850 complaints, issuing 475 city ordinances violations as well as 1544 business contacts from January thru December of 2016. The Cadets, who are not sworn Police Officers, conduct patrols on both foot and bicycle and enforce local city ordinances. They also assist with crowd control, traffic control and support services during major events in the City. Cadets are also tasked with providing security services in the Dover Public Library.

The Cadet Program has proved to be a valuable asset to the residents, patrons and businesses owners of the City of Dover and we have received positive feedback on the impact they are making in the downtown Dover area.

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# 2016 OFFICER RETIREMENTS



Corporal Jeffery Welch

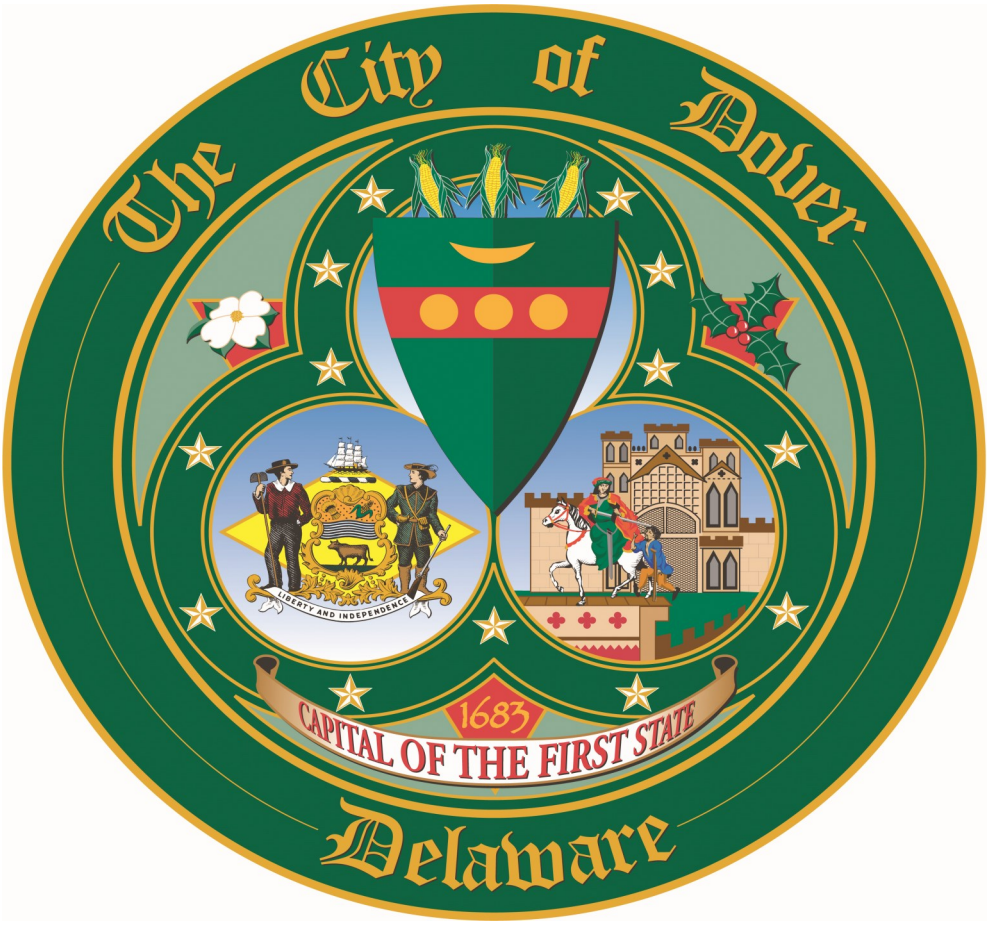


# 2016
# DOVER POLICE
# ANNUAL
# REPORT

Special Thanks to
Lt. Hermance
for the pictures included in this report.

City of Dover, Delaware

# Department of Planning and Inspections & Recreation




# 2016 Annual Report

## Planning, Inspections & Recreation

*I. INTRODUCTION ..... 3*

*II. DIVISION REPORTS ..... 3*

*Building Inspections ..... 3*

*Fire Marshals ..... 4*

*Personnel ..... 5*

*Code Enforcement & Property Maintenance ..... 7*

*Licensing and Permitting ..... 8*

*Planning Division ..... 9*

*III. INITIATIVES AND ACCOMPLISHMENT ..... 10-11*

*Downtown Development District / Restoring Central Dover ..... 10*

*Comprehensive Plan Implementation ..... 12*

*Major Development Projects ..... 13*

*Other Major Project Activities ..... 14*

*IV. 2015 COMMITTEE REPORTS & PROGRESS IN PICTURES ..... 15-18*

*Planning Commission ..... 19*

*Board of Adjustment ..... 19*

*Historic District Commission ..... 19-20*

*Recreation Division ..... 21*

*V. COMMISSION ACTIVITY .....*

*Board of Adjustment .....*

*Historic District Commission .....*

*Planning Commission Site Plan Applications .....*

*Miscellaneous Planning Applications .....*

*Conditional Uses .....*

*Subdivisions .....*

*Rezoning Applications .....*

*Unified Signs .....*

# Planning, Inspections & Recreation

# 2016 Annual Report

## Introduction

2016 was a busy year for the Departments of Parks & Recreation and Planning & Inspections. Dover's economic recovery strengthened significantly during 2016, and the Planning and Inspections Department saw an increase in the number of permits issued, inspections performed, and new homes under construction. We saw the former big boxes of Walmart and Kmart renovated and occupied with new businesses, and many other signs of a growing local economy. Thanks to the efforts associated with the Downtown Development District and Restoring Central Dover, new businesses have opened and new homes have been built in downtown Dover.

In Planning Office and Parks and Recreation staff worked on completing a master plan for Schutte Park. A public workshop was held at the park in July, and staff worked on completing a plan for presentation to City Council in early 2017. The City's soccer program continued to be strong, and we expanded out league offerings. As in previous years, our summer concert series on The Green was a great success.

By all accounts, 2016 was a great year.!

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 performance of plumbing and HVAC inspections for commercial and residential buildings under construction. The combined efforts of all staff resulted in the performance of 5,476 building inspections, 4,184

plumbing/mechanical inspections and 148 C/O inspections this year. 2, 033 permits were issued in 2016.

***Additional Duties:*** The Building Inspections staff assists in revitalizing existing structures through the plans and permits process, responds to inquiries related to construction, assists in property damage assessment after significant damage causing events occur, and enforces licensing of contractors and design professionals. The team provides guidance, support and proper enforcement of the codes for construction and or repairs regulated by the Building and Life Safety Codes.

***Summary Description:*** Building and Life Safety Codes address occupancy**,** structural strength, means of egress, sanitation, adequate lighting and ventilation, accessibility, energy conservation and life safety in regard to new and existing buildings, facilities and systems. These issues are specific to structures and adjacent structures as they may relate.

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

## Fire Marshal's Office

**Staff: Pictured Left to Right;**
**Jason Osika , Fire Marshal**
**Vacancy, Deputy Fire Marshal / Inspector II**
**Matthew Brown, Deputy Fire Marshal / Inspector I**



The Fire Marshal's Office has a staffing level of 3 full time employees. The breakdown is the Fire Marshal and two Deputy Fire Marshals which can hold the position of Inspector I or II. Currently the office has one Inspector II and one Inspector I. This office has had a vacancy since April due to Timothy Mullaney Jr. transferring to the Dover Police Department.



The Fire Marshal's Office is responsible for conducting inspections annually in various occupancies such as auditorims, churches, club houses, theaters, restaurants that serve alcohol or are 10,000 square feet or greater, bars, schools, mercantile that is 10,000 square feet or greater, public office buildings, hospitals, nursing homes, group homes, lodging and rooming facilities, industrial, apartments, hotel and motels, daycares, and Code Purple facilities. The Fire Marshal's Office handles a variety of fire related complaints such as over-crowding, blocked means of egress, fire lanes, and impaired fire protection. New fire suppression systems (sprinklers), fire alarm systems, hood suppression systems, and other forms of fire protection are accepted into service by the Fire Marshal's Office. The Fire Marshal's Office is also part of the Certificate of Oc-

cupancy approval process.



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. All employees of the office are on an on call rotation for any after-hours fire or life safety complaint received. All employees also work special events such as race weekends, Firefly (152 hours), and July 4th.



For the year 2016, the following is a breakdown of activity for the office:

- Annual Fire/Life Safety Inspections: 287 with 1,219 deficiencies
- Certificates of Occupancy Inspections / Fire Protection Acceptances Tests; 181
- Administrative walkthrough inspections; 202
- Fire/Life Safety Complaints: 389
- Plan Review: 132
- Plan Review: 108 fire permits issued with a total value of $27,246



**Total of 65 Fire Investigations with a Total Fire Loss of $1,813,355**

- **Accidental:** 41 with a total amount of $524,302 in damage.
- **Incendiary:** 11 with a total amount of $962,451 in damage. Arrest in conjunction with Dover Police Department Total: 3
- **Undetermined:** 13 with a total amount of $326,602 in damage.
- **Subject Injured/Burned Investigations:** Total of 10
- **Fire System Saves:** 11

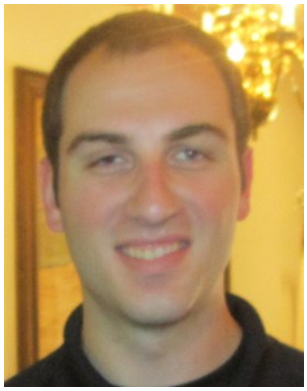
| Fire Type | Number | Value of Loss |
|---|---|---|
| Accidental | 59 | $2,590,950 |
| Incendiary | 13 | $48,301 |
| Undetermined | 13 | $192,301 |
| **TOTAL** | 85 | $2,831,552 |

# 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 2016. The change is as follows:

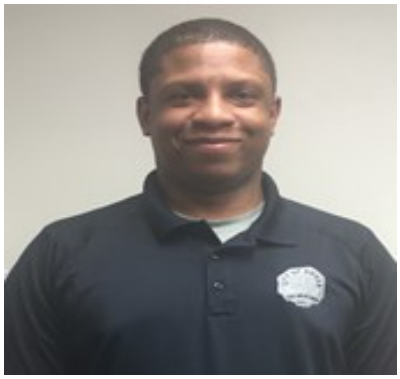
- Angela Greenlee joined the Inspections Staff as an Office Assistant II on February 29, 2016.
- Timothy Mullaney Jr. transferred to the Police Department on April 1, 2016.
- Jake Shepherd was hired as a Inspector I in the Code Enforcement Office effective April 11, 2016.
- Debbie Krueger transferred to the City Clerk's Office as an Administrative Assistant on April 22, 2016.
- Courtney Kenton was hired as an Office Assistant in the Inspections Office effective June 20, 2016.
- Jared Boesenberg last day with the City of Dover was June 23, 2016. Jared took on a position with the Anne Arundel County, Maryland Fire Department.
- Jason Osika was appointed as Fire Marshal effective September 14, 2016.
- Phillip Lewis was hired as a Inspector I in the Code Enforcement Office effective November 28, 2016.











# Code Enforcement & Property Maintenance



**Staff**: Tim Taraila, Inspector III/Code Enforcement Supervisor; Ron Coburn, Inspector II/Vacant Buildings; Jake Shepherd, Inspector I; Velvet Bowen, Inspector I & Phillip Lewis, Inspector I. Brenda Bradley worked part time in the spring of 2016 when Jared Boesenberg, Inspector I, took on a position with the Anne Arundel County, Maryland Fire Department.

The Code Enforcement Officers entered a total of 2,764 cases into the H.T.E. system with regard to violations of the *Dover Code of Ordinances* and *Zoning Ordinance*. Based on the data below demonstrating the reason for the inspections, more than 74 percent of the 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, 6,474 inspections were performed for code compliance. All cases entered must have an origination code, such as a citizen complaint or an officer's observation. Below is a breakdown of the reasons for inspections, the number of inspections performed by the Code Enforcement Staff, and a list of the different types of inspections conducted.

In addition, the Code Enforcement Officers conducted another 376 inspections relating to Fence, Sign and Building Permits. The Officers also assisted in the collection of Itinerant Merchant Licenses during the two NASCAR Race Operations conducted at the Dover International Speedway.

***Vacant Buildings*:**

The Code Enforcement Officers registered a total of 228 buildings within the City limits of Dover and collected $204,946.93 dollars in registration fees from the vacant building program. Since the program began in

| **Types of Inspections/Cases Entered** | |
|---|---|
| Annual Rental Housing Inspections | 321 |
| Property Maintenance Exterior | 380 |
| Tall Grass and Weeds | 595 |
| No Valid Business License | 152 |
| No Valid Building Permit | 105 |
| Unregistered Vehicles | 54 |
| Dover City Ordinances (Violations) | 421 |
| All Others | 692 |
| **Total** | **2,764** |

| **Causes for Inspections** | |
|---|---|
| Citizen/Tenant complaint | 510 |
| Electric Department Referral | 122 |
| Other Agency Referral | 90 |
| Staff Initiated | 2,042 |
| **TOTAL** | **2,764** |

**Demolished by the City:**

325 N New Street
1124 Forrest Avenue
1128 Forrest Avenue
528 Bay Road
139 Mitscher Road

**Repaired by Owner**

45 S New Street
59 S Turnberry Drive
941 Lincoln Street
411 W Reed Street
104 S New Street
518 Bay Road

**Demolished by the Owner:**

1032-1058 S Dupont Highway
18 N New Street
420 W Reed Street
200 N West Street
14 Mishoe Street
12 Mishoe Street
53 S New Street
20 N New Street




2007, a total of 1,681 structures have been registered as vacant. Currently, staff estimates that there are approximately 300 of these structures still vacant.

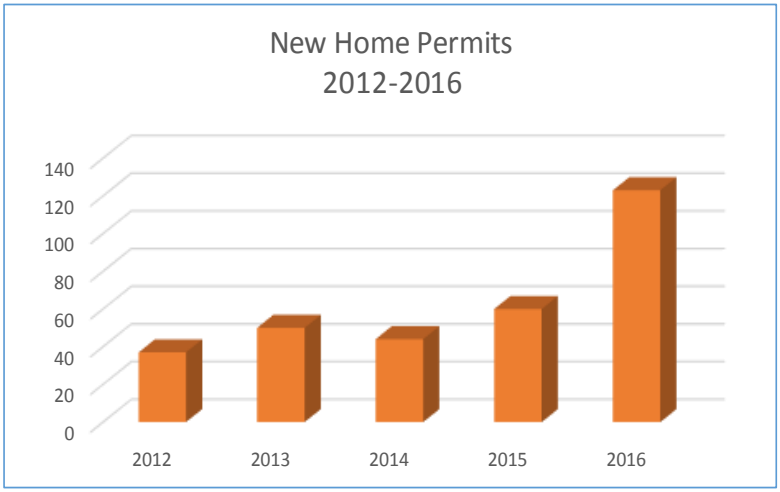
***Dangerous Buildings and Demolitions:***

35 buildings or structures were active on the dangerous building list. Of these, the following 19 structures were either demolished by the City, came into code compliance, or they were demolished by the owner of the property.



## Licensing and Permitting

**Staff**: Angie Greenlee, Office Assistant II, Courtney Kenton, Office Assistant II; and Kristen Mullaney, Licensing & Permitting Supervisor;
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. These staff schedule all inspections performed by the department, assist customers, and answer inquires. They responded directly to questions regarding all of the above and scheduled ap-

pointments 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, Eddie Diaz, Planner I.

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 2016, the Planning Office processed 83 new applications and continued review on applications that had been submitted in previous years. Additionally, the Planning Office manages the City's Community Development Block Grant program.



## *Community Development*

The Community Development Block Grant Program (CDBG) expands opportunities and housing choices for low and moderate income persons living in Dover and protects the public health and welfare of Dover citizens. It performs the following tasks:

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

The following projects were completed during the program year:

- **Homeownership Assistance Program**—Throughout the year, three (3) families received a grant from the City of Dover's Homeownership Assistance Program and purchased affordable housing in the City. Two of the homes purchased were located in the Downtown Development District.
- **Dover Interfaith Mission to the Homeless**—CDBG funds were utilized to cover the operations costs for the homeless shelter. Over 250 homeless men were serviced throughout the program year.
- **Milford Housing Homeowner Rehabilitation Program**— CDBG funds were provided to fully renovate and improve three (3) owner-occupied homes.
- **Milford Housing Emergency Repair Program**—CDBG funds were provided to complete emergency home repairs for eight (8) owner occupied homes eliminating health and safety hazards.

## *Downtown Development District/Restoring Central Dover*

On January 11, 2015 Dover received designation as a Downtown Development District. Governor Markell formally announced that the cities of Dover, Seaford and Wilmington were selected as the first Districts in Delaware with visits to each community. There was a lot of progress in implementing the Downtown Development District, particularly in the area of new housing downtown. The Planning Office has actively participated in the Restoring Central Dover Steering Committee and four work groups. Through a Restoring Central Dover grant, along with City funds, the City upgraded street lighting on South New Street between Loockerman and Division Streets. Central Delaware Habitat for Humanity constructed two homes on North New Street and one home on South Queen Street, in addition to completing the homes on South Kirkwood Street. Six new duplex homes got under construction at the corner of Kirkwood and Reed Streets. NCALL began construction on a new home on North Governor Avenue, and Milford Housing Development Corporation started construction on two homes on South Kirkwood and South Queen Streets. In addition, property owners took advantage of Downtown Development District grants and incentives to improve properties and open new businesses in downtown Dover.









## *Special Studies & Projects*

**West Capital Cateway Plan:** In November 2015, the City of Dover and the Dover/Kent County MPO held a multi-day planning workshop to develop a plan for the Division Street/Forest Street corridor from Saulsbury Road to State Street. During the first half of 2016, Whitman Requardt & Associates completed the plan document, which is posted on the Dover/Kent MPO website.

**South Bradford Street Streetscape Enhancements Project** - On January 12th, the City hosted a DelDOT Public Workshop on the South Bradford Street Streetscape Enhancements project. The project to improve sidewalks, lighting, and landscaping focuses on the blocks of South Bradford Street between West Division Street and West Loockerman Street. The Historic District Commission was also briefed on this project.

**Plan4Health** - The Plan4Health Charrette: Dover Health Planning Week was held June 13-15, 2016 to gather information and ideas on planning for a healthy living in Dover. A series of open house events were hosted in the Community Room of Bayard Plaza in Downtown Dover. See www.deplan4health.org. Information developed by this effort will inform the City's next Comprehensive Plan.

**Downtown Parking Study** – In October, Planning Office Staff began assisting in the preparation for the upcoming data collection effort on parking space usage in the central Downtown area as associated with a Downtown Parking Study. November 29th began the data collection fieldwork and continued on December 8th. The study is being prepared by a consultant and is funded by the Dover/Kent County MPO. It is expected to be complete by mid-2017.

**Senator Bikeway**— Planning for the Senator Bikeway, a low stress bicycle route to travel east/west across the City from the Dover High School to Route 13, got underway with the support and leadership of DelDOT and Dover's Bicycle and Pedestrian Subcommittee. Design work and public outreach began for the improvements associated with the first phase of the project, from Saulsbury Road to West Street.

**Non-Conforming Uses in Residential Districts -** The Planning Office was directed by City Council to study "Non-conforming Uses" in the residential districts and prepare recommendations for an appeal process and to identify non-compliant uses (MI-16-13). Staff worked to develop the methods for the study of "Non-conforming Uses" including use of a mobile GIS application for data collection to identify non-compliant uses. During Summer 2016, Planning Office utilized a Staff developed mobile GIS application for data collection to identify non-compliant uses in specific residential zones. The first set of Notification Letters was sent on August 24, 2016 to nine properties found by the study to be non-residential uses within residential zones. The letters were to notify property owners of their non-conforming use status and to give them the opportunity to discuss options for compliance with Planning Staff prior to the December 31, 2016 sunsetting of nonconforming uses. In Fall 2016, a number of the affected property owners contacted Staff to discuss their non-conforming use status with many initiating steps to become compliant. Depending on the situation, steps towards compliance involved the documentation of use/activity approvals, the submission of Minor Lot Line Adjustment Plans and the submission of Rezoning applications. A second round of Notification Letters will be sent in 2017 for the next set of properties identified as "Non-conforming Uses" in residential districts.

## *Comprehensive Plan Implementation Activities*

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 Planning Staff in 2016.

**Comprehensive Plan Amendments 2016 -** The annual procedure for consideration of amendments to the *2008 Comprehensive Plan* started with filing of requests in December 2015 and proceeded through the Preliminary Land Use Services Review (PLUS) and Planning Commission hearing and review for recommendation in early 2016. On March 14, 2016, the City Council approved the set of Comprehensive Plan Amendments 2016. The Comprehensive Plan Amendments approved were a series of amendments to the Map 12-1: Land Development Plan Map to revise the Land Use Classifications of specific properties. The approved amendments include changes to the Land Use Classifications for the following properties: Lands of Kesselring Company, LLC at 37.2 acres near New Burton Road (1436 New Burton Road); Lands of Braun at 834 South State Street; and the staff initiated request for the Lands of Dover International Speedway (Woodlands area) at 75 Pit Stop Lane and 599 Persimmon Tree Lane (MI-16-01A, B, C). In accordance with the approved procedure for annual amendments to the Comprehensive Plan, no new requests were received in December 2016.

**Bicycle & Pedestrian Planning** – The Planning Office participates in the monthly meetings of the Bicycle & Pedestrian Sub-Committee. In 2016, Staff is part of the working group for the Dover/Kent County MPO Regional Bicycle Plan Update project.

**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 27th, the Consortium adopted yearly population projections and the Population Projection Series. The DPC estimate the City of Dover total population at 37,569 people (as of July 1, 2016). See entire DPC population projections document at http://stateplanning.delaware.gov/information/dpc_projections.shtml

**Dover International Speedway Annexation** - Over 250 acres of land owned by Dover International Speedway Inc. was annexed into the City of Dover on May 9, 2016; this is the largest land annexation since the 2006 annexation of the Lands of Carey which became the new Dover High School. The land annexed is located east of State Route 1 in the vicinity of Leipsic Road and Persimmon Tree Lane and also the property at 1229 Persimmon Tree Lane. (Application AX-16-03) This annexation brings The Woodlands area (festival lands) into one jurisdiction.

**Schutte Park Master Planning** - Planning Staff assisted in developing conceptual plans for improvements to the recreational amenities at Schutte Park. The Parks & Recreation Department with assistance from the Planning Office held a Public Workshop on July 20, 2016 to gather input on design ideas to best utilize the multifunctional community park. Presentation boards of the design concepts were on view outside of the John W. Pitts Recreation Center. Planning Staff continued to refine the park design plan. A presentation of the Schutte Park Master Plan will occur in 2017.

### *Ordinance Amendments: Research and Development*

A number of text amendments to the *Zoning Ordinance* occurred in 2016. The process of text amendment and ordinance development and adoption involves research by the Planning Staff, consultation with stakeholders on specific topics, review by City Council Committees and then formal review and public hearings by the Planning Commission (for recommendation) and City Council (final action). See summary table as follows for 2016 activity. The research and ordinance development project related to "Manufacturing Housing" was the major research project. In 2016, Planning Staff was also researching the topics of residential zoning districts and the supplementary regulations for the development of future ordinance amendments.

## *Major Projects and Construction Activity*

**Residential Activity**

A number of existing subdivisions saw renewed efforts for house construction. Activity includes dwellings in Nottingham Meadows, Clearview Meadows, Senators Lake, Seskinore, Village of Westover Phase VI, and Village of Cannon Mill. These developments include mixes of one family detach dwellings, duplexes, and townhouses. In October, construction for the first three townhouse units began in Chestnut Grove Farms, a new residential development on the south side of Chestnut Grove Road. In November, permits were issued for a series of six (6) duplex units on West Reed Street within the Downtown Development District area (C-16-03).

Construction activities also continued in 2016 at several multi-family residential projects including the Leander Lakes Apartments project south of Forrest Avenue/Route 8 (S-12-18); the redevelopment of Walker Woods as the Village of McKee Branch (S-13-18); the re-start of construction at the Tall Pines project at 1655 and 1665 Kenton Road (S-14-18); and the first building of Phase 2 at the Blue Hen Apartments Complex (S-15-12). Certificates of Occupancy were issued to the first apartment building (24 units) in Leander Lakes Apartments in July and by years end a total of 3 buildings and the Clubhouse were occupied in the complex. Also over the year, the redevelopment of the dwelling units at the Village of McKee Branch was completed.

The summer of 2016 saw the start of construction for a new community center building and renovations to the apartment buildings at Whatcoat Village on Whatcoat Drive (S-16-05) and the construction of the new Apartment Building 4 at The Grande: Planned Neighborhood Design – Senior Citizen Housing Option (C-15-04).

**Eden Hill Farm TND**

In June, construction activities for site work and infrastructure improvements began for the Neighborhood Commercial District of the Eden Hill Farm Traditional Neighborhood District project and the Building Permit for Commercial Building 5 was issued in September (S-16-08). In November, the foundation permit was issued for construction of the next building in the Eden Hill Farm TND: Professional Office, Medical & Financial District. This Phase 2 Building (Building 4) is a Skilled Nursing Facility (S-16-16) to be located at 300 Banning Street.

**Other Construction Activities**

Dover Town Center: The project S-15-14 Redevelopment of old Walmart site at 1574 North DuPont Highway continued with construction a multi-tenant commercial pad site building. In the main building, a number of tenant fit-outs were completed for Five Below, Petco, and Ulta. Construction was complete in September for the Outback Restaurant building.

Mission BBQ Restaurant: In April, construction activities began for renovations at 365 North DuPont Highway (previous Lonestar Restaurant) for the Mission BBQ Restaurant.

Capital Commons: Construction activities began in May for the renovations of the building at 515 North DuPont Highway (old Kmart location) consisting of the tenant fit-outs for Burlington and Big Lots. With this project known as Capital Commons, a series of site improvements includes parking lot reconfiguration, entrance reconfiguration, sidewalks/multi-use paths, and landscaping to occur under Site Plan S-16-02. These new retail stores opened in late September. Two pad sites at the property are opportunities for future development.

Kraft-Heinz: Construction activities occurred at the Kraft-Heinz facility for a new breadcrumb production line. This entailed conversion of a previous warehouse building on-site.

Creekstone Development: Construction is underway on the new office building at Creekstone Development on South Governors Avenue (S-15-14). This is the next phase of development.

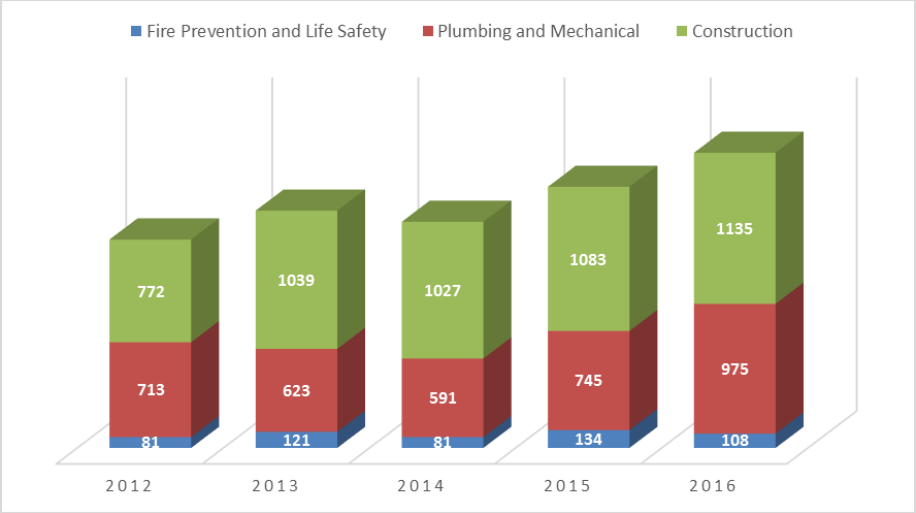
Dover Behavioral Health: In June, permits were issued to begin construction of a building addition at Dover Behavioral Health on Horsepond Road (S-16-04). This will increase the number of beds at the facility. Phase 2 of the expansion project (for 8 beds) began in September (S-16-10).

Islamic Society of Central Delaware Building: Permits were issued to begin construction of the public assembly building for the Islamic Society of Central Delaware on South Little Creek Road (S-15-03).

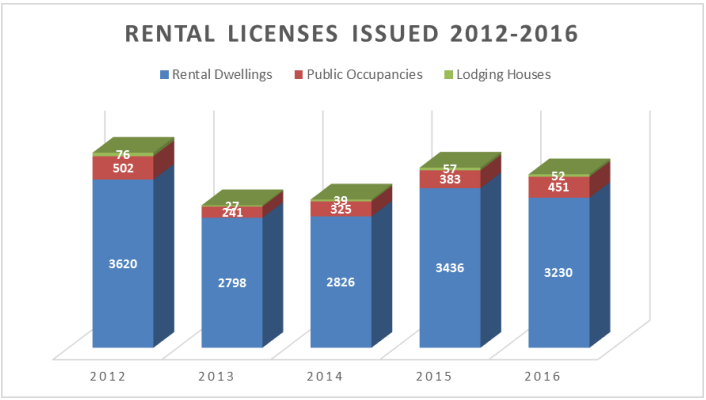
Chesapeake Utilities Dover Campus: In August, permits were issued to begin infrastructure and site work for the Chesapeake Utilities Dover Campus at Northgate Center Lot 6 on Krisko Circle (S-16-11). The start of building construction of a headquarters office building, warehouse, and truck shade canopy followed.

Dover Family Dental Office: A Final Certificate of Occupancy was issued to the Dover Family Dental Office at 1084 South State Street. (S-14-16)

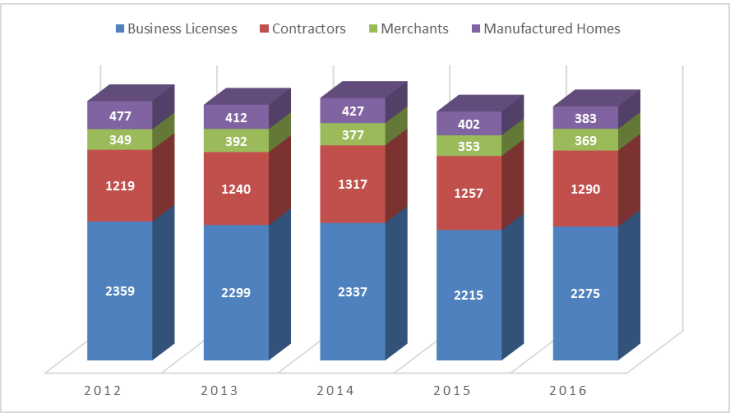
# Permits Issued, 2012-2016




| Permit Inspections | 2012 | 2013 | 2014 | 2015 | 2016 |
|---|---|---|---|---|---|
| Construction | 772 | 1,039 | 1,027 | 1,083 | 1,135 |
| Plumbing / Mechanical | 713 | 623 | 591 | 745 | 975 |
| Fire Prevention / Life Safety | 81 | 121 | 82 | 134 | 108 |
| Totals | 1,566 | 1,783 | 1,699 | 1,962 | 2,218 |




Business Licenses Issued 2012-2016



# 2016: Welcome to Dover!
# Progress in Pictures




Starbucks




Ulta Beauty




111 West Sheldrake




Pet Valu



# 2016: Welcome to Dover!
# Progress in Pictures




Harmony Lane




Petco



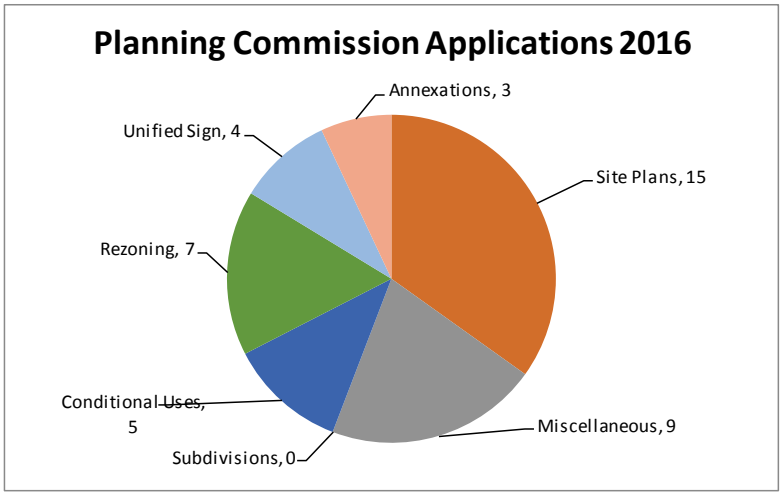

Five Below

122 Mourning Dove Lane

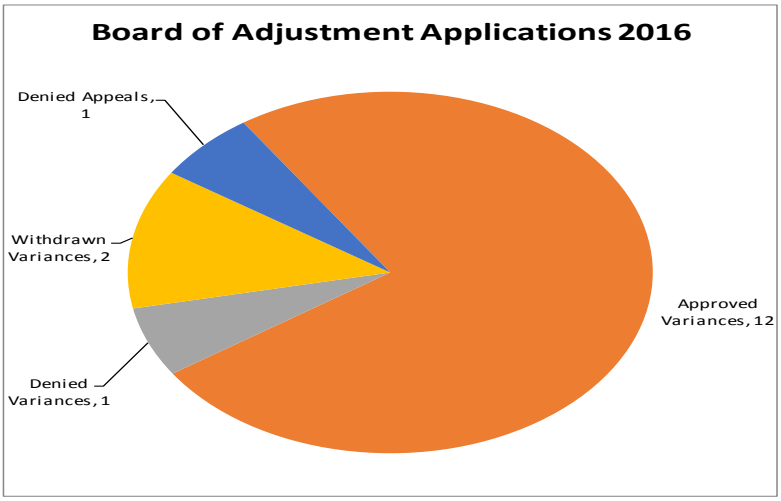


# Boards and Commissions

***Planning Commission***




The Planning Commission consists of nine members with Fred Tolbert as Chairman and Kathleen Welsh as Vice-Chairman. The Planning Commission met all twelve months in 2016 and reviewed a total of 47 applications, including 4 Administrative Site Plans requiring waiver approval. The Site Plans reviewed by the Planning Commission included the revitalization of the old K-Mart site as Capital Commons, a resubmission of The Arbors Senior Garden Apartments, the Chesapeake Utilities Dover Campus at Northgate Center, a LIDL grocery store, additions to the Department of Public Works work yard at Schutte Park, two mixed use buildings on the former Loockerman Way, and the redevelopment of Liberty Court Apartments. The Conditional Use applications include a set of three duplexes at the site of the old Square Club and a clubhouse and pool for The Grande Apartments. The Planning Commission made recommendation to City Council on seven rezoning applications, including two connected with the Planning Office's Council-ordered project to sunset Nonconforming Uses in residential zones. There were no applications for subdivision in 2016. There were a total of 14 applications that were submitted to the Planning Office for administrative review, including 9 Site Plans and 5 Minor Lot Line Adjustment Plans. One Minor Lot Line Adjustment Plan was also in connection with the Nonconforming Use Project.




***Board of Adjustment***

The Planning Office received 16 applications to the Board of Adjustment in 2016. Fifteen of the applications were for variances, and one was for an appeal. The appeal was denied, twelve variances were approved, and one variance was denied. One area variance was withdrawn. One use variance applications was withdrawn after Planning Staff issued a code interpretation that the subject nonconformity had not lapsed and the variance was not needed. One approved variance went to the Board of Adjustment a second time after changes to the plan and received reapproval.

***Historic District Commission***

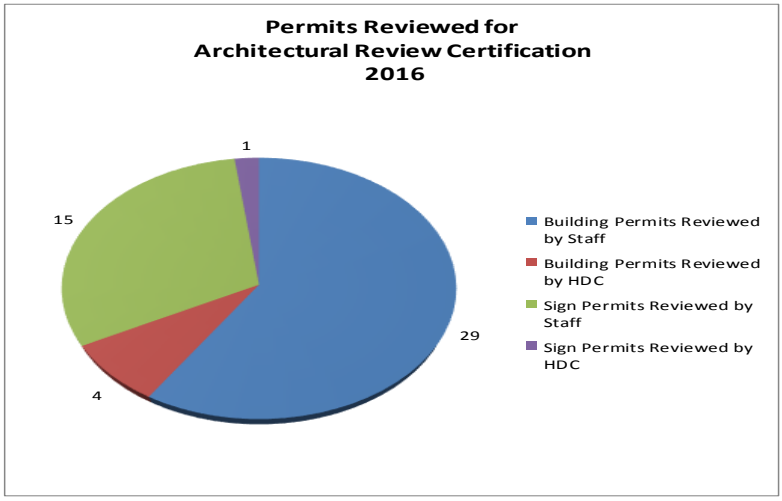
The City of Dover, Delaware Historic District Commission consists of five members. The members during 2016 include Chazz Salkin (member through July), Eric Czerwinski (new member appointed in July), Ann Baker Horsey, Terry Jackson, Joe McDaniel, and Col. Dick Scrafford. During early 2016 Chazz Salkin served as Chairman and Joe McDaniel in served as Vice-Chairman. Upon Mr. Salkin completing his term of

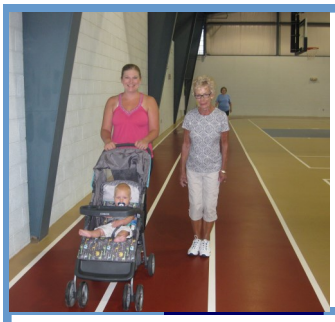
service, a special election was held to fill the Chairman vacancy in August 2016 with Joe McDaniel being elected as Chairman and Ann Horsey as Vice-Chairman. At the Commission's Annual Meeting in November 2016, Joe McDaniel was elected as Chairman and Ann Horsey as Vice-Chairman.

The Historic District Commission held eight meetings in 2016. The Historic District Commission reviewed six (6) applications for Architectural Review Certificates or as informational items in 2016. This included the referral of a Sign Permit involved The Depot at 595 Forest Street (HI-16-04). Architectural Review Certification was granted with conditions to a project to replace a garage with a new carriage house building at 2 Kings Highway NE (HI-16-02). The Historic District Commission recommended approval with conditions of the Architectural Review Certification for a mixed-use project at 126 West Loockerman Street (Loockerman Way) for construction of a three story commercial/apartment building and a four story commercial/apartment building (HI-16-05); the Planning Commission granted the final approval of the Certification in conjunction with the Site Plan review of the project. Informational items included a presentation on Lighting Upgrades in the Capitol Complex area (HI-16-01) and a presentation on a concept for uniformly design "Open" Flags for Downtown Businesses (HI-16-06).

Of the forty-nine (49) permits in the Historic District in 2016, a total of thirty-two (32) permits required Architectural Review Certification review for such projects as signs, temporary signs, roof replacements, and exterior finish/siding/trimwork renovations.

The construction activities in the Historic District involved renovations to existing historic buildings. Following exterior renovations, the building at 150 South Governors Avenue will reopen as the retail shop BluVintage. The Century Club Building at 40 The Green underwent a series of exterior repairs to repoint its brick façade, woodwork repairs and painting of the entrance canopy, and gutter/downspout system replacement. Likewise, exterior work at the serpentine stone office building at 2 North State Street involved work repairs, painting, and masonry repairs. With the application procedure changes to the Tax Credit for Historic Properties program (adopted February 23, 2015 with Ordinance #2015-03), the administrative review by Staff notes that there are three projects underway in 2016 that intend to utilize this program.





City of Dover

Annual Report 2016

# Parks & Recreation 2016 Annual Report

## Parks & Recreation Highlights

**Mallard Pond Improvements** hosting a public workshop in the Mallard Pond Park area gave us the opportunity to have the surrounding residents offer what they would like to see for playground equipment and where the multiuse path would fit best. With their input, staff worked to have new playground equipment installed and the multiuse path was laid out. We were able to find additional funding to offer path appropriate bollard lighting.





**Youth Soccer League** has become a new staple program for the department. Following a successful first season, staff worked to bring a Friday night soccer league inside during the winter months. Many of our outside families came inside with us, too. Scheduling the Spring and Fall 2016 Youth Soccer Leagues came full circle with the partnerships of Holy Cross and the YMCA of Dover. Together, we are offering the Dover community an affordable and fun recreational soccer program that's hard to beat!



**Girls verses Boys** participation in our 2016 winter sports programs is something to be noted. We offered basketball, field hockey, soccer, and lacrosse. When tallying how many boys participate verses how many girls participated, staff noted 697 girls signed up for our programs and 314 boys were registered during the same timeframe.



## Community Outreach

**Bicycle/Pedestrian Subcommittee** was hard at it in 2016. Working on walking & biking topics throughout the year. In April, the inaugural **Dover Duathlon** consisting of a 1.5 mi. run/ 8.5 mi. bike / 1.5 mi. run brought new folks into our Dover Park location with good feedback. We are bringing this back in April 2017. Fun fact: **Ann Marie Townshend** and **Andy Siegel** participated finishing pretty well in their age groups! The **Fit For the First State Bike Rack** contest is moved in the right direction. With a grant from the **Restoring Central Dover Committee,** the first bike rack has been commissioned from MasterCraft of Camden. We are anticipating installation in May of 2017 at the Dover Public Library.

**Silver Lake Commission** came together in 2016 to coordinate with the **DNREC** and the **Public Works staff** to offer solutions to issues we are facing in Silver Lake Park throughout the year. A **lake draw down** was performed in **October 2016** that was successful in lowering the lake water level for a short time allowing folks to make dock repairs and clean up their shorelines.

## *Check out our stats...*

**44,632** patrons & visitors were recorded in the John W. Pitts Recreation Center

**3,500** (approx.) adults & youth participated in our basketball, field hockey, lacrosse, softball and volleyball leagues

**2016 Revenues**

$97,970 Leagues

$16,870 General Recreation

$ 6,740 Field/Building Rentals

$ 7,550 Trips

$ 7,470 Sports

$41,530 Camps

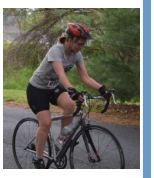
$55,000 Youth Connections & Camp Small Wonder

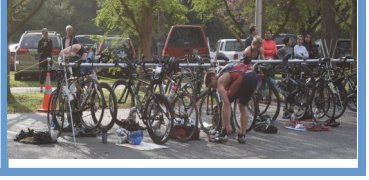
*Top Left Picture*: **Dover Walks**

A young mom, with her grandmother make their way around the indoor track. Our Dover Walks program welcomes young & mature citizens alike to enjoy our safe indoor track. Those looking for a climate controlled environment, the John W Pitts Recreation Center is the place to be on weekday mornings.

### 2016 Dover Duathlon

71 athletes made up the 1st Dover Duathlon. Our youngest athlete at 20 did pretty good, but our 69 year old did fantastic!





**Ann Marie Townshend, Director**

***Full Time Employees***

Carolyn Courtney *(16 years of service)*
Peggy O'Brien *(18 years of service)*
Steve Pickering *(20 years of service)*
Sherwanda Speaks *(21 years of service)*
Wayne Voshell *(15 years of service)*

***Complimenting with***

4 Part Time Employees
20 Seasonal/Temporary

**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.**




# Other really cool stuff to talk about…

***Spring & Summer Performing Arts Series***




In its **40th year**, the 2016 schedule provided free family style entertainment, yet, remained affordable to the city, with sponsorships from **Eden Hill Medical Center, Chesapeake Utilities** and the **YMCA of Dover.** Their support was a large part of the success, as we noted approximately **3,400** spectators for the season!

***Facility Rental Permits*** keep us busy throughout the year. In 2016, we **160 pavilion permits, 63 field/park permits** in addition to rental permits for the Pitts Recreation Center's gym and multipurpose rooms.

***Schutte Park Master Plan***

Public meetings were held over the summer of 2016. **Eddie Diaz**, planner worked with the **Parks & Recreation staff** to devise a concepts to for public presentation. With the public workshops we were able to narrow down to what is most widely wanted by our customers and match the staff's programming goals. The plan went to Council in February of 2017.



**Youth Connections** after school program for targeted youth grew to more than **70 children in 2016**. The need to find safe and affordable after school care for these impressionable elementary age students is crucial to letting them know they are not alone, someone will be there to help with their **homework, tutoring and developing life skills** that they can carry with them as they grow. This year, staff introduced a children's yoga program. Fitness instructor Susan Albanese was able to provide age appropriate **yoga** to this group of eager group of youngsters. The feedback from the kids has been fantastic. They really seem to enjoy the yoga and our staff says it helps with their behavior and ability to focus on their goals while in the program.



| UNIFIED SIGNS 2016 | | | | | |
|---|---|---|---|---|---|
| **File #** | **Applicant** | **Location** | **Type** | **Action** | **Date** |
| US-16-01 | DTCC Banner Program | 100 Campus Dr | Banners/Temp Signs | PC Approval & Final Approval | 3/21/2016 |
| US-16-02 | Winner Ford | 591 S DuPont Hwy | Comprehensive Sign Plan | PC Approval w/conditions<br>Final Approval | 3/21/2016<br>5/26/2016 |
| US-16-03 | Outback Steakhouse | 1574 N DuPont Hwy | Comprehensive Sign Plan Amendment | PC Approval & Final Approval | 7/18/2016 |
| US-16-04 | Creekstone Development LLC | 1198 S Governors Avenue | Comprehensive Sign Plan | PC Approval & Final Approval | 10/17/2016 |

| SITE PLANS 2016 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **File #** | **Plan Name** | **Location** | **Description** | **Review Type** | **Bldg Sq Ft (new)** | **DU** | **Action** | |
| S-16-01 | Enterprise Office Building | 285 Beiser Blvd | Office Building | PC Review | 43,700 | | Conditional Approval by PC | 2/16/2016 |
| S-16-02 | Capital Commons | 505 and 515 N Dupont Hwy | Retail Shopping Center | PC Review | 96,959 | | Conditional Approval by PC<br>Final Approval | 2/16/2016<br>5/31/2016 |
| S-16-03 | Serendra Apartment Building | 762 & 764 S State St | Apartments | Adminstrative Review | 0 | 4 | Administrative Review (Filed)<br>PC Waiver Approval | 1/5/2016<br>5/16/2016 |
| S-16-04 | Dover Behavioral Health Building Addition Phase I | 725 Horsepond Rd | Mental Health Facility (addition) | Adminstrative Review | 1,371 | | Administrative Review (Filed)<br>PC Waiver Approval<br>Final Approval | 2/1/2016<br>3/21/2016<br>6/9/2016 |
| S-16-05 | Whatcoat Apartments New Community Building | 992 Whatcoat Dr | Community Building | Adminstrative Review | 2,635 | | Administrative Review (Filed)<br>Final Approval | 2/5/2016<br>7/20/2016 |
| S-16-06 | Grace Presbyterian Church Master Plan | 350 McKee Rd | Place of Worship (Master Plan of additions) | PC Review (Master Plan) | 20,857 | | Conditional Approval by PC<br>Final Approval<br>Approval of Amendment #1 | 3/21/2016<br>12/8/2016<br>1/3/2017 |
| S-16-07 | The Arbors Senior Garden Apartments | 1051 College Rd | Apartments | PC Review | 55,350 | 48 | Conditional Approval by PC<br>PC informational review of revised plan | 3/21/2016<br>9/19/2016 |
| S-16-08 | Eden Hill Farm TND Commercial District Phase I: Building 5 | 201 Towne Centre Dr | Commercial (TND) | Adminstrative Review | 17,930 | | Administrative Review (Filed)<br>Final Approval | 2/9/2016<br>6/23/2016 |
| S-16-09 | Wayneicka Johnson Family Child Care | 118 Roosevelt Ave | Large Family Day Care | Adminstrative Review | 0 | | Administrative Review (Filed)<br>Final Approval | 3/2/2016<br>3/10/2016 |
| S-16-10 | Dover Behavioral Health Building Addition Phase II | 725 Horsepond Rd | Mental Health Facility (addition) | PC Review | 10,629 | | Conditional Approval by PC<br>Final Approval | 4/18/2016<br>8/30/2016 |
| S-16-11 | Chesapeake Utilities Dover Campus: Northgate Center Lot 6 | 500 Krisko Cir | Office, Warehouse, Storage | PC Review | 92,000 | | Conditional Approval by PC<br>Record Plan Approval<br>Final Approval | 4/18/2016<br>8/26/2016<br>8/10/2016 |
| S-16-12 | 1 S Bradford St Parking Lot | 1 South Bradford St | Parking Lot | PC Review | 0 | | Conditional Approval by PC<br>Final Approval | 5/16/2016<br>6/7/2016 |
| S-16-13 | Dunkin Donuts | 1124-1128 Forrest Ave | Retail and Office Center | PC Review | 34,813 | | Withdrawn<br>Conditional Approval by PC | 7/18/2016<br>11/21/2016 |
| S-16-14 | LIDL Grocery Store | 122, 136, 140, & 162 N DuPont Hwy; 321 Kings Hwy NE | Grocery Store | PC Review | 36,185 | | Conditional Approval by PC | 7/18/2016 |
| S-16-15 | Family Dental Associates | 385 Saulsbury Rd | Parking Lot | Administrative Review | 0 | | Administrative Review (Filed)<br>PC Waiver Approval<br>Final Approval | 6/29/2016<br>7/18/2016<br>12/22/2016 |
| S-16-16 | Eden Hill Farm TND-Prof Ofc Medical Financial District: Phase 2 Bldg 4 | 300 Banning St | Skilled Nursing Facility | Administrative Review | 65,000 | | Administrative Review (Filed)<br>Final Approval | 7/15/2016<br>11/15/2016 |
| S-16-17 | Parking Lot | 623 Fulton St | Parking Lot | PC Review | 0 | | Conditional Approval by PC | 9/19/2016 |
| S-16-18 | Loockerman Way Redevelopment: Two Mixed Use Buildings | 126 West Loockerman St | Commercial/Apartment Buildings | PC Review (Master Plan) | 54,232 | 20 | Conditional Approval by PC | 9/19/2016 |
| S-16-19 | Schutte Park Public Works Yard | Electric Ave | Work Yard (addition) | PC Review | 7,885 | | Conditional Approval by PC | 9/19/2016 |
| S-16-20 | Busy Bees Learning Center-Tyra CEO Jones | 77 Lynnhaven Dr | Large Family Daycare | Administrative Review | 0 | | Administrative Review (Filed)<br>Final Approval | 9/1/2016<br>9/7/2016 |
| S-16-21 | Lands of Michael Braun | 834 S State St | Office (conversion) | Administrative Review | 1,600 | | Administrative Review (Filed)<br>PC Waiver Approval<br>Final Approval | 9/19/2016<br>11/22/2016<br>1/30/2017 |
| S-16-22 | Redevelopment of Liberty Court Apartments | 1289 Walker Rd | Apartments (Redevelopment) | PC Review | 112,808 | 100 | Conditional Approval by PC<br>CC Approval of Emergency Rear Access Waiver Request | 11/21/2016<br>12/12/2016 |
| S-16-23 | Panera Restaurant | 545 N DuPont Hwy | Restaurant with Drive-through | PC Review | 4,986 | | Conditional Approval by PC<br>PC Informational Review of Revised Plan and Architecture | 11/21/2016<br>1/17/2017 |
| S-16-24 | Advantech at GOTP Lot #13 | 151 Garrison Oak Dr | Office/Light Manufacturing | PC Review | 15,945 | | Conditional Approval by PC | 11/21/2016 |

| REZONINGS 2016 | | | | | | | |
|---|---|---|---|---|---|---|---|
| **File #** | **Applicant** | **Location** | **From** | **To** | **Acres** | **Action** | **Date** |
| Z-16-01 | Lands of Halpern Family Properties | 1042 S Bradford St | R-8 | C-1A | 0.05 | CC First Reading<br>PC Recommended Approval<br>CC Deferral<br>Withdrawn | 12/14/2015<br>1/19/2016<br>2/8/2016<br>2/22/2016 |
| Z-16-02 | Lands of Kesselring Company LLC | 1436 New Burton Rd | R-20 | IPM | 37.2 | CC First Reading<br>PC Recommended Approval<br>CC Approval | 1/25/2016<br>2/16/2016<br>3/14/2016 |
| Z-16-03 | Micromotor Equipment Company LLC Michael Braun | 834 S State St | R-8 | CPO | 0.39 | CC First Reading<br>PC Recommended Approval<br>CC Approval | 1/25/2016<br>2/16/2016<br>3/14/2016 |
| Z-16-04 | Lands of Dover International Speedway | 1131 N DuPont Hwy | CPO, R-8, MHP, A | RC | 291.07 | CC First Reading<br>PC Recommended Approval<br>CC Approval | 3/28/2016<br>4/18/2016<br>5/9/2016 |
| Z-16-05 | Lands of John & Carla Russum | 51 Roosevelt Ave | R-8 | C-1 | 0.18 | CC First Reading<br>PC Recommended Approval<br>CC Approval | 9/26/2016<br>10/17/2016<br>11/14/2016 |
| Z-16-06 | Lands of Capital Grange | S Bradford St | R-8 | RG-1 | 0.32 | CC First Reading<br>PC Recommended Approval<br>CC Approval | 10/24/2016<br>11/21/2016<br>12/12/2016 |
| Z-16-07 | Kays Property on McKee Road | West side of McKee Rd | CPO | IO | 4.35 | CC First Reading<br>PC Recommended Approval<br>CC Approval | 11/28/2016<br>12/19/2016<br>1/9/2017 |

| MISCELLANEOUS 2016 | | | | | | |
|---|---|---|---|---|---|---|
| **File #** | **Plan Name** | **Location/Topic** | **Type** | **Ordinance** | **Action** | **Date** |
| MI-16-01 | 2016 Comprehensive Plan Amendment | Kesselring property/ 834 South State Street/The Woodlands Area- Requests for Land Use Classification Change on Map 12-1 | Comprehensive Plan Amendments: Map 12-1 Land Development Plan | 2016-02 | CC First Reading<br>PC Recommends approval<br>CC Approval | 1/25/2016<br>2/16/2016<br>3/14/2016 |
| MI-16-02 | Text Amendment: Keeping Domestic Animals (fowl) | Residential Zones | Zoning Ordinance Article 3 Section 1.15 | 2016-01 | CC First Reading<br>PC Recommends approval<br>CC Approval | 2/22/2016<br>3/21/2016<br>4/11/2016 |
| MI-16-03 | Lands of Matmo LLC Minor Lot Line Adjustment | 419 & 423 Webbs Ln | Minor Lot Line Adjustment Plan | N/A | Administrative Review (filed)<br>Final Approval | 2/2/2016<br>4/7/2016 |
| MI-16-04 | Text Amendment: Removal of Duplex from provisions of Article 6 Section 5.3 | Parking Regulations for Multiple Dwellings | Zoning Ordinance Article 6 Section 5.3 | 2016-14 | LFA Committee Introduction<br>CC First Reading<br>PC Recommends approval<br>CC approval | 3/15/2016<br>3/28/2016<br>4/18/2016<br>5/9/2016 |
| MI-16-05 | Text Amendments: Speed Bumps, Speed Cushions, and Speed Humps | N/A | Dover Code of Ordinances Chapter 98; Land Subdivision Regulations Article IV.A; Zoning Ordinance Article 10 Section 2.54 | 2016-09 | SAT Committee Introduction<br>CC First Reading<br>PC Recommends approval<br>CC approval | 3/29/2016<br>4/11/2016<br>5/16/2016<br>6/13/2016 |
| MI-16-06 | Abandonment of Topaz Circle Stub Street-Emerald Pointe | Topaz Cir | Abandonment of improved street and right of way | Resolutions 2016-10 and 2016-08 | SAT Committee recommends starting abandonment process<br>CC approves start of abandonment process<br>CC approves partial waiver of abandonment process<br>PC Recommends against abandonment<br>Utility Committee/CCOW consideration of PC Recommendation<br>CC consideration of Utility Committee Report<br>CC Final Action: Approval | 4/26/2016<br>5/9/2016<br>6/27/2016<br>7/18/2016<br>8/9/2016<br>8/22/2016<br>9/12/2016 |
| MI-16-07 | Clearview Meadows PND: Lots 213-265 Minor Lot Line Adjustment | Clearview Meadows, south side of Nob Hill Rd between JH Brown Blvd and Lady Bug Dr and north side of Lady Bug Dr between JH Brown Blvd and Nob Hill Rd | Minor Lot Line Adjustment Plan & Revised Bulk Standards | N/A | PC Conditional Approval<br>Final Approval | 6/20/2016<br>8/12/2016 |
| MI-16-08 | Bethuel Seventh Day Adventist Church Parcel Consolidation | 19, 25, 27, & 29 North Queen St | Minor Lot Line Adjustment Plan | N/A | Administrative Review (filed) | 5/18/2016 |
| MI-16-09 | Sketch Plan for 90 Saulsbury Road, The Grande PND-SCHO clubhouse & Pool | 90 Saulsbury Rd | Sketch Plan of PND-SCHO for City Council Review | | CC Forwards Plan to Planning Commission for review | 6/13/2016 |
| MI-16-10 | Text Amendments: Manufactured Homes Ordinance #2016-16 | Citywide; renames MHP zone as MH zone | Dover Code of Ordinances Chapters 26, 50, 102, 106, 110, F, Zoning Ordinance | 2016-16 | LFA Committee Introduction<br>CC First Reading<br>PC Recommends Approval<br>CC approval | 6/14/2016<br>6/27/2016<br>7/18/2016<br>8/8/2016 |
| MI-16-11 | Information File On Collector - Distributor Road Modification to Scarborough Road Interchange | Dover Mall/Dover Downs/Delaware State University area | Info File | N/A | Presentation to SAT Committee/CCOW | 6/28/2016 |
| MI-16-12 | Text Amendment: Height in COZ-1 | Corridor Overlay Zone | Zoning Ordinance Article 3 Section 27.66 | 2016-18 | PRCE Committee Introduction<br>CC First Reading<br>PC Recommends approval<br>CC Tabled | 7/12/2016<br>7/25/2016<br>8/15/2016<br>9/12/2016 |
| MI-16-13 | Nonconforming Uses | Residential Zones | Council order | N/A | First Notice to property owners sent | 8/24/2016 |
| MI-16-14 | St. John Lutheran Church Parcel Consolidation | 105 & 109 Lotus St | Minor Lot Line Adjustment Plan related to MI-16-13 (fee waived) | N/A | Administrative Review (filed)<br>Final Approval | 9/26/2016<br>10/6/2016 |
| MI-16-15 | Text Amendment: Temporary Uses in AEOZ | Airport Environs Overlay Zone | Zoning Ordinance, Article 3 Section 22.4 (C ) | 2016-24 | LFA Committee/CCOW Introduction<br>CC First Reading Deferred<br>Withdrawn | 10/11/2016<br>10/24/2016<br>11/28/2016 |
| MI-16-16 | Wendy's Parcel Consolidation | 1596 S DuPont Hwy; 1403, 1411, 1417 S Governors Ave | Minor Lot Line Adjustment Plan | N/A | Administrative Review (filed)<br>Final Approval | 10/28/2016<br>11/2/2016 |
| MI-16-17 | Text Amendment: Tractor Trailer Parking | Parking Regulations | Zoning Ordinance, Article 6 Section 6 and A | 2016-25 | LFA Committee/CCOW Introduction<br>CC First Reading<br>PC Recommends Denial<br>CC Denial | 11/15/2016<br>11/28/2016<br>12/19/2016<br>1/9/2017 |
| MI-16-18 | Habitat for Humanity Parcel Consolidation | 14, 16, 18 S Queen Street | Minor Lot Line Adjustment Plan | N/A | Administrative Review (Filed)<br>Final Approval | 11/7/2016<br>12/6/2016 |
| MI-16-19 | Report to Office of State Planning Coordination 2016 | Municipal Development Trends 2016 | Information File | N/A | Summary of Building Permits issued, Development Applications approved, and Zoning Changes approved submitted | 2/1/2017 |

| HISTORIC DISTRICT COMMISSION 2016 | | | | | |
|---|---|---|---|---|---|
| **File #** | **Plan Name** | **Location** | **Type** | **Action** | **Date** |
| HI-16-01 | Capitol Complex Lighting Upgrades | Capital Complex Area | Presentation of Information | Informational Presentation | 2/18/2016 |
| HI-16-02 | Carriage House Building | 2 Kings Highway SW | Demolition of garage and construction of carriage house building as accessory structure | HDC Approval of ARC | 4/21/2016 |
| HI-16-03 | CLG Grant Application for FFY2016 | | Information File | Application for grant for update of Design Standards & Guidelines | 4/28/2016 |
| HI-16-04 | Sign Permit Referral | 595 Forest Street | Signage Permit | Consultation on ARC | 5/19/2016 |
| HI-16-05 | Mixed Use Buildings | 126 W Loockerman Street | 3-story Commercial/Apartment Building and 4-story Commercial/Apartment Building | HDC Recommendation on ARC<br>PC Approval of ARC | 7/21/2016<br>9/19/2016 |
| HI-16-06 | Open Flags for Downtown Businesses | Downtown Dover | Information File | Presentation to HDC | 10/20/2016 |

| CONDITIONAL USES 2016 | | | | | | | |
|---|---|---|---|---|---|---|---|
| **File #** | **Plan Name** | **Location** | **Type** | **Bldg Sq Ft (new)** | **DU** | **Action** | **Date** |
| C-16-01 | Large Family Daycare at Solid Rock Baptist Church | 113 North West St | Large Family Daycare | 0 | | PC Conditional Approval<br>Final Approval | 2/16/2016<br>4/18/2016 |
| C-16-02 | Residential Treatment Facility | 1420 McKee Rd | Residential Treatment Facility | 0 | | PC Conditional Approval<br>Final Approval | 2/16/2016<br>4/1/2016 |
| C-16-03 | Lands of Mautiste LLC | 420 Reed St 105/107 S Kirkwood St | Duplexes | | 6 | PC Conditional Approval<br>Final Approval | 3/21/2016<br>11/30/2016 |
| C-16-04 | The Grande Clubhouse & Pool PND-SCHO | 90 Saulsbury Rd | Clubhouse and Pool | 2,620 | | Rec Committee recommendation on Active Rec Plan<br>PC Conditional Approval<br>PC Conditional Approval of Revised Plan | 8/9/2016<br>8/15/2016<br>1/17/2017 |
| C-16-05 | One Family Residence at 955 Forest St | 955 Forest St | Residence | | 1 | Failed to meet notice requirements<br>Failed to meet notice requirements | 11/7/2016<br>12/6/2016 |

| BOARD OF ADJUSTMENT 2016 | | | | | | |
|---|---|---|---|---|---|---|
| **File #** | **Applicant** | **Location** | **Description** | **Type** | **Action** | **Date** |
| V-16-01 | Lands of MauTiste Investment Group | 420 W Reed St, 105/107 N Kirkwood St | Lot dimensions, setbacks, and lot coverage in RG-1 | Area Variance | Approved<br>Approved Revised Variance | 2/17/2016<br>4/20/2016 |
| V-16-02 | Lands of James Dowd | 104 S New St | Reestablish nonconforming use after >1-year lapse | Use Variance | Approved | 1/13/2016 |
| V-16-03 | Serendra Apartments | 764 S State St | Reestablish nonconforming use after >1-year lapse | Use Variance | Withdrawn | 4/20/2016 |
| V-16-04 | Lands of Wayne S. Lipscomb | 131 Nob Hill Rd | Allow driveway to count as two parking spaces | Area Variance | Approved | 5/18/2016 |
| V-16-05 | Family Dental Associates | 385 Saulsbury Rd | Exceed maximum number of parking spaces | Area Variance | Tabled<br>Approved | 5/18/2016<br>6/15/2016 |
| V-16-06 | Lands of Margaret Johnson | 1310/1324 Forrest Ave | Height in COZ-1 | Area Variance | Tabled<br>Withdrawn | 6/15/2016<br>10/19/2016 |
| V-16-07 | Lands of ERG Properties LLC | 423 S Dupont Hwy | Setbacks in C-4 | Area Variance | Approved | 7/20/2016 |
| V-16-08 | Lands of John W. Warren | 82 Laurel Dr | Lot coverage in R-10 | Area Variance | Approved | 7/20/2016 |
| V-16-09 | Lands of Robert & Darlene Dillard | 33-35 S Bradford St | Permit a rooster and one other chicken on a property below minimum lot size for chickens | Area Variance | Approved | 7/20/2016 |
| V-16-10 | ENG Properties LLC | 5780 West Dennys Rd | Reestablish nonconforming use after >1-year lapse | Use Variance | Approved | 7/20/2016 |
| V-16-11 | Capital Pawn Signage | 324 Martin St & 409 S DuPont Hwy | Permit one extra pylon sign and storage trailers | Area Variance | Denied | 8/17/2016 |
| V-16-12 | Wells Fargo Bank | 100 N DuPont Hwy | Exceed maximum number of parking spaces and allow parking spaces <18 feet long | Area Variance | Approved | 9/21/2016 |
| V-16-13 | Holden Motors Inc d/b/a Holden Dodge Chrysler Jeep | 640 S Governors Ave | Permit 7 wall signs | Area Variance | Approved | 10/19/2016 |
| V-16-14 | Cellco Partnership d/b/a Verizon Wireless | 277-293 N DuPont Hwy | Height in SC-2 | Area Variance | Approved | 10/19/2016 |
| V-16-15 | Appeal by Georgia Heininger-Trader | 823 E Loockerman St (the "Lot") | Appeal of decision to issue building permit to manufactured home | Appeal | Denied | 11/16/2016 |
| V-16-16 | Lands of Thomas Bugbee & Sherrill Brekke | 74 Laurel Dr | Allow construction within the floodplain | Area Variance | Approved | 12/21/2016 |

| ANNEXATIONS 2016 | | | | | | | |
|---|---|---|---|---|---|---|---|
| **File #** | **Applicant** | **Location** | **County Zoning** | **City Zoning** | **Acreage** | **Action** | **Date** |
| AX-16-01 | Capital Cleaners & Launderers Inc. | 1102 S State St | BG | C-2A | 0.15 | PC Recommended Approval<br>CC Approval | 3/21/2016<br>4/11/2016 |
| AX-16-02 | Lands of Heartland Delaware Inc. | 1411 1417 S Governors Ave | BG | C-4 | 0.67 | PC Recommended Approval<br>CC Approval | 4/18/2016<br>5/9/2016 |
| AX-16-03 | Lands of Dover International Speedway | Persimmon Tree Ln | AR | RC | 258.43 | PC Recommended Approval<br>CC Approval | 4/18/2016<br>5/9/2016 |

**EXCERPT OF FEBRUARY 28, 2017 COUNCIL COMMITTEE OF THE WHOLE/SAFETY ADVISORY AND TRANSPORTATION COMMITTEE MEETING MINUTES**

The Council Committee of the Whole Meeting was held on February 28, 2017 at 6:00 p.m., with Mr. Hare presiding in the absence of Council President Slavin. Members of Council present were Mr. Anderson (arrived at 6:13 p.m.), Mr. Neil, Mr. Lewis (departed at 7:31 p.m. and returned at 7:48 p.m.), Mr. Cole (arrived at 6:04 p.m.), Mr. Hosfelt, and Mr. Hutchison. Mr. Sudler was absent. Mayor Christiansen (arrived at 6:18 p.m.) was also present. Civilian members present for their Committee meetings were Mr. Keller and Mr. Shelton (*Safety Advisory and Transportation*). Ms. Arndt and Mr. Blakeman (*Utility*) were absent.

**Presentation by C. David Jamison - Speed Control Measures - Independence Boulevard**

During the Regular City Council Meeting of May 9, 2016, Council considered Speed Control Measures - Independence Boulevard and approved the recommendation of the Delaware Department of Transportation (DelDOT) and the working group for the roundabout, as recommended by the Safety Advisory and Transportation Committee.

Mr. Hosfelt reminded members that discussions regarding traffic control measures for Independence Boulevard had begun during the Safety Advisory and Transportation Committee meeting of July 27, 2015. He noted that, over the course of time, there had been several meetings regarding this matter, and State Representative Sean Lynn and the Mayor's Office had been involved in trying to help the people in this neighborhood and along the streets due to safety, speeding, and other concerns. He noted that, after speaking with residents, it was felt strongly that Mr. C. David Jamison and Retired Colonel Tom Dix, who lives on Independence Boulevard, should be heard from to get their opinions. Mr. Hosfelt explained that because action on this project was previously approved by Council, no action could be taken during this meeting and the matter would have to go back to Council. Mr. Hosfelt advised that Mr. Jamison and Colonel Dix would each be given 15 minutes to speak, and then members would hear from any residents who wished to speak regarding this matter.

Mr. C. David Jamison, 423 Columbia Avenue, advised members that his son Kirk lives on Lamplighter Lane, and Mr. Jamison often visits him and goes to Capriotti's, Ace Hardware, etc. He stated that when he found out a year ago that traffic calming measures were proposed, he communicated and met with Mr. Mike Somers, City Transportation Planner and Traffic Calming Project Manager, DelDOT; however, they agreed to disagree on this issue. Mr. Jamison explained that he had seen Representative Sean Lynn's campaign flyers in September that promised proposed traffic calming measures. He advised that on three (3) separate occasions he had asked Mr. Lynn to meet to talk about the project; however, Mr. Lynn was committed to the working group's plan, so there was no need to meet, and they agreed to disagree. Mr. Jamison explained that he then researched the minutes of the City Council meeting of May 9, 2016 and decided that he would have to prepare a report evaluating the proposed traffic calming measures. He stated his belief that members had received a final copy of his report on January 27, 2017. *(City Clerk's Office Note: A report entitled "Independence Boulevard Traffic Calming Measures Report"* ***(Attachment #1)*** *was received via email from Mr. Jamison on January 23, 2017; the Mayor and members of City Council were copied on his email, and it was forwarded to the civilian members of the Safety Advisory and Transportation Committee on January 24, 2017.)*

Mr. Jamison reviewed a presentation entitled "Independence Boulevard Traffic Calming Measures Report." Following his presentation, he noted that he had presented his message using common sense and hoped that members heard it using common sense. Mr. Jamison expressed his hope that, at the end of the day, he could say that everyone agreed to agree.

Mr. Anderson asked if any money had already been spent on the project and, if so, how much. He also noted that upon reviewing the petitions of those opposed, none of those who signed were on Independence Boulevard. Mr. Anderson stated that he had noticed signatures from Green Blade Drive and other areas, but none were in the impact area. He indicated that an impact area survey is the responsibility of DelDOT, not the City, and asked if DelDOT had done the survey. Responding, Mr. Jamison stated that the survey was the result of flyers by people who were opposed to the project and was not an official survey; however, he would more than welcome an official one.

Mr. Anderson stated that the official survey was supposed to have been mailed out by DelDOT and asked if Mr. Jamison knew the results from it. In response, Mr. Jamison stated that he was surprised that no one had brought this up at the meeting last May and questioned why the project was approved without the votes. He expressed his belief that Colonel Dix would verify that flyers were given out on Independence Boulevard, and explained that he did not know why they did not respond to it, but he assured members that they were delivered there. Mr. Jamison reiterated that this was not an official survey, which he would more than welcome, and was sure that anyone against the project would also welcome it. He stated that he was sure that the result would be the same.

Mr. Hosfelt indicated that DelDOT had recently offered to do an official survey and there had been some conversation between himself and Mr. Lynn to get on the same page to make that happen.

Mr. Anderson stated that there had been a Bicentennial Civic Association meeting where this was a hot topic, even though that area was broader than the probable impact area. He asked what the result of that meeting was. Responding, Mr. Jamison indicated that he was not there. Mr. Hosfelt informed members that, at the latest meeting, residents had basically four (4) different opinions, as follows: 1) leave it as is, with the traffic roundabout at Independence Boulevard and Colony Drive, which was the only thing that had been approved at this point in time; 2) do a traffic realignment, which was originally thought to be part of the motion but was not included the way the motion was worded; 3) do nothing at all; or 4) go with a digital speed sign. He indicated that the meeting was well attended and the majority wanted to disregard the traffic roundabout at Colony Drive and instead go with the traffic realignment along Independence Boulevard in the area of the park. He noted that this was the opinion of the majority of the residents, but it had been close.

Mr. Hare noted that there had been some speeding issues on Wyoming Avenue, which has approximately 30 residents, and is approximately the same length as Independence Boulevard, which has approximately 13 residents. He stated that those in the Woodbrook area had been looking at stop signs but proposed a roundabout for that area in lieu of stop signs, which Mr. Hare indicated was not a bad idea. Mr. Hare asked, if the roundabout does not go forward on Independence Boulevard, that the money not be given to street repairs since it might be used to put a roundabout on Wyoming Avenue. Responding, Mr. Jamison stated that he was unsure what State representative district the

Wyoming Avenue area would fall under. Mr. Hare noted that Senator Brian Bushweller and Representative Sean Lynn both represent this area.

Mr. Hutchison commented that a radar speed sign had been placed on North State Street between Walker Road and Division Street. He stated that he traveled that road every day during the early morning, day, and evening and noted the behavior of people driving there had changed. Mr. Jamison noted that people do react to these signs.

Mr. Keller stated that he agreed with Mr. Hutchison's remarks, noting that the radar speed sign would be an excellent compromise.

Mr. Lewis asked how much work DelDOT had already started or how much had been spent on this project. Responding, Mr. Jamison stated that he had been trying to get a set of plans. He indicated that he did not know if the project was on hold and to date he had only received conceptual plans.

Mr. Lewis expressed his understanding that work had started on the project since it had been approved. Mr. Hosfelt explained that a representative from DelDOT would be speaking later in the meeting.

Mr. Jamison commended Mr. Will Garfinkel, noting that Mr. Garfinkel was running as a candidate for City Council in the First District and gave time and effort to this project. He also stated his desire to salute all of the members of Council, explaining that it was not a high-paying job but members were giving their time and efforts to the City of Dover, and he appreciated and respected them.

Mr. Jamison commented that Mr. Hutchison had decided not to run for re-election in the First District and noted that he had attended Dover High School with Mr. Hutchison. He stated that Mr. Hutchison was a man who stood up for what he believed in and would not back down. Mr. Jamison informed members that he, himself, had gotten an engineering degree and went to work for DelDOT as a highway engineer and then into private practice, noting that his focus had always been the safety and welfare of the traveling public. He advised that Mr. Hutchison became Chief of Police, Mayor, and Councilman, and his whole life had been dedicated to the safety and welfare of the citizens of Dover. Mr. Jamison asked that those present join him in showing appreciation to Mr. Hutchison and acknowledging all that he had done. Mr. Anderson noted that Mr. Hutchison had also served in the Delaware Army National Guard.

Retired Colonel Thomas Dix, 664 Independence Boulevard, reviewed correspondence and attachments dated February 27, 2017, addressed to the Office of the Mayor and Council ***(Attachment #2)***. He referred to the comment in his letter that the DelDOT Traffic Calming Design Manual indicates that radar speed signs "Can cause speeds to be reduced within a community," and explained that "can" is a funny word that means able or possible; however, a radar speed sign had been on Bicentennial Boulevard since June and did not work. Colonel Dix stated that Mr. Doug Stamm, who lives right by the sign, had stated that it was ineffective.

Colonel Dix expressed skepticism that substituting two (2) yellow lines and one (1) blinking radar light for proven traffic calming measures would solve all of the problems, stating that he felt that he

had been trampled. He pointed out that there are 13 people who have an Independence Boulevard address, and over 250 people in Bicentennial Village. Colonel Dix advised that people who live on the end of a cul-de-sac and are coming off of a dead-end street were telling him what 5,000 cars are like going in front of his house. He indicated that when he moved there in 1999, he did not have 5,000 cars in front of his house, but he has them now. Colonel Dix questioned if this is how people should be treated, stating that it is not right to punish a minority group. Colonel Dix added that a single radar speed sign only works in one (1) direction and asked if there would be another one (1) for traffic going the other way.

Colonel Dix noted that Mr. Jamison had mentioned that yellow center line stripes can reduce speeds by between two (2) mph and seven (7) mph, and emphasized that "can" indicates that this is possible but not highly probable. He noted that this had been proven since lines were painted and he expected speeds to reduce; however, they increased from 29.1 mph to 29.4 mph. Colonel Dix indicated that, in talking about the number of accidents on Independence Boulevard, Mr. Jamison had shown a site and mentioned an accident in 2013 when a driver hit the entrance sign. Colonel Dix advised that he knew that someone hit the marquee in 2014 and it was finally fixed in 2015, and he did not know where Mr. Jamison got his data from. Colonel Dix indicated that Captain David Spicer, Dover Police Department, had previously stated that there were 10 accidents in 2015 and that the year before there were only three (3). Colonel Dix expressed his opinion that this street was going to hell in a hand basket, and he thanked Captain Spicer for bringing this to everyone's attention.

Colonel Dix stated that Mr. Jamison had commented about a speed problem and referenced an average speed of 29 mph, as if this was okay. Colonel Dix indicated that this was not okay when the recent study showed that 9.2% were above the ticketing speed of 35 mph. He advised that averages do not tell anything and noted that, by simple math, an average speed of 29.1 mph can be the average between 34.1 and 21.1 mph. Colonel Dix advised that those who are traveling 25.1 mph are the ones who want to obey the speed limit, and those who are traveling just below 35 mph do not want a ticket. He estimated that 2% - 3% of the drivers go as fast as they can, noting that in the latest survey in February, three (3) cars were clocked at over 70 mph. Colonel Dix asked if he was living on a raceway and was supposed to put up with this. He stated that 250 people were telling 13 people that they do not have a problem and they begged to differ. Colonel Dix reiterated that he was a minority and did not want to be treated as a minority.

Colonel Dix informed members that he had given over two (2) years of his life working on this project. He stated that when he started working on this project he recommended speed cushions and blocking the road at Redner's. He indicated that he had listened to the best that Delaware could give as far as traffic calming. Colonel Dix noted that DelDOT has a whole section that does traffic calming that indicated that a roundabout and realigned intersection were needed. He stated that he was not pumping anything and had just gone along with the people who were supposed to know what they are talking about, and noted that Mr. Garfinkel and Mr. Stamm had gone along with them too. Colonel Dix indicated that he was now being tortured by 250 people who do not live on Independence Boulevard.

Mr. Neil commented that in theater the two (2) protagonists are the most important people and stated his belief that what Mr. Jamison and Colonel Dix had done was brilliant and the type of thing that

members need to hear from citizens. He indicated that he would award them a tie; however, that would be the easy way out, and a decision would have to be made. Mr. Neil thanked them for their enlightening presentations and the time and effort they put into this matter, noting that they would make members' job tougher rather than easier.

Mr. Anderson, noting that Colonel Dix had stated that almost 10% of the traffic was above 35 mph, asked if the median speed was known. In response, Colonel Dix provided a report for Mr. Anderson to review.

Mr. Lewis asked why the people who were now opposed to the project were not present to voice their opposition when it was approved by Council. Responding, Mr. Hosfelt explained that, from what he had heard, there was some confusion about whether or not those people were invited to meetings or they had not felt that they were notified properly. Mr. Lewis indicated that the meetings are publicized.

Mr. Hutchison thanked Colonel Dix for the work he had done, noting that at the end of the day everyone was here for one (1) reason, public safety. He stated that he had 25 years in law enforcement, knows about public safety, rides up and down State Street every day, and radar systems and speed signs work. Mr. Hutchison advised that putting radar systems on either side and monitoring and reviewing this area would cost approximately $5,000, which would be a lot cheaper. He advised that if the radar systems did not work, there is a traffic study that says that the roundabout would be another alternative, and noted that the big project should not be done first. Mr. Hutchison informed members that he could not guarantee that the radar speed signs would work; however, he guaranteed that the traffic on State Street changed because of those signs. He stated that he was asking Colonel Dix and everyone else in the community to consider that if the radar signs are put up and they work, everyone would win. Mr. Hutchison explained that he was not saying anything against the study and roundabout because this could be plan B if the signs do not work.

Colonel Dix commented that a study had been done, noting that a flashing radar light was put up on June 2nd on Bicentennial Boulevard. He reviewed an email regarding the flashing radar sign from Mr. Stamm (Attachment #2).

Mr. Hutchison asked if signs were put both ways on Bicentennial Boulevard, and Colonel Dix advised that they were not. Mr. Hutchison noted that North State Street had signs in both directions.

Mr. Lewis advised that he was not an expert on radar signs but had seen people speed right by them and not be a deterred at all. He indicated that they are not 100% effective.

Mr. Keller explained that he had also been up and down State Street daily and had seen a definite decrease, noting that there would always be scofflaws no matter what the street or traffic control measures are. He questioned what the City had to lose with the $5,000 outlay described by Mr. Hutchison and noted that if it did not work, plan B could be used. Mr. Keller advised that he agreed 100% with this approach.

Mr. Mike Somers, City Transportation Planner and Traffic Calming Project Manager, DelDOT, referred to Mr. Anderson's questions regarding why a DelDOT survey was not done for the entire community. He explained that this was not a DelDOT project but a City of Dover project, and DelDOT was a support arm. Mr. Somers advised that DelDOT will give the City what is needed, do what the City asks them to do, and do the design work; however, in a municipality, the municipality governs the process. He explained that the option in Dover was whether the group wanted DelDOT to ballot the community or whether they wanted to go through Council and the group decided to take it to Council. Mr. Somers pointed out that DelDOT had not forgotten to do a survey, this was the way it was chosen to be done in this case. Noting that it was mentioned that DelDOT had offered to do a survey now, he explained that this was because of his concern that there was a disconnect. Mr. Somers indicated that there was confusion, one (1) group was saying that they wanted it, another group saying that they did not, and the votes were not all that far apart, so he made the offer to do a survey.

In regard to the cost of the project, Mr. Somers advised that additional costs beyond what had been mentioned were not anticipated. In terms of the status, he indicated that everything was mostly done and the project was in the process of being passed around the department for review. Mr. Somers advised that, even though there was no impact outside of the right-of-way and there should not be any impact off the asphalt, the project must still be passed by the environmental group, etc., according to the rules. He noted that if it comes back stating that Americans with Disabilities Act (ADA) or other adjustments are needed, this will have to be done, but the plans were finished for the most part. Mr. Somers explained that the plans were not being handed out because they were not finished, and they do not hand out working draft plans. He stated that once plans are complete, they will be public record, and anybody who wants to see them would be more than welcome to do so.

Mr. Anderson questioned how much had been invested in the project so far. In response, Mr. Somers stated that he had not brought those numbers with him but estimated a range of $25,000 to $30,000, noting that it was mostly consultant money.

Mr. Anderson indicated that he had looked at the report that Colonel Dix provided to him for review, and noted that approximately 85% of the traffic was above the posted speed limit and approximately 45% was above 30 mph. He asked if this was within normal parameters. Responding, Mr. Somers indicated that this was getting into speculation; however, it was not uncommon to see those kinds of numbers on a fairly straight road like this. He noted that, other than the one (1) end where all of the houses were directly on the road, most of rest of the road was pretty open and there was nobody living on it directly. Mr. Somers advised that speed limits are set for a reason, they are not supposed to be suggestions, and police try to enforce a specific speed because those speeds have been designated as safe speeds for a particular route.

For clarification, Mr. Lewis asked what stage DelDOT was at as far as work being done on the project, and if it was in the early stages of drafting, diagrams, and blueprints. In response, Mr. Somers stated that for the most part the plans were finished but were being passed around for in-house review. He explained that a contract had been lined up with a commitment to include this project on it, and the money had been allocated and approved, so DelDOT was ready to move.

Mr. Lewis asked if the money had been disseminated. Responding, Mr. Somers stated that the money had been contributed by the legislators, transferred to the programs, and was ready to go. He pointed out that it is Community Transportation Funding (CTF), which is an allocation of funds that each legislator receives annually for projects in their district. Mr. Somers noted that the City also receives money directly without the legislators' involvement, and Mr. Anderson advised that it was Municipal Street Aid. Mr. Somers stated that these funds are supposed to be used within the City. Referring to Mr. Hare's comments about using the money somewhere else, Mr. Somers indicated that this was not necessarily the case, noting that he would not get into the legislators' business about this.

In response to Mr. Lewis about whether the funds could be used elsewhere, Mr. Somers indicated that the legislators could put it somewhere else, but it would have to be a similar project. He noted that the funding was there and if it is not grabbed when it is available, it may or may not be available next time. Mr. Somers reiterated that he would not presume to get involved in the legislators' business about this.

Mr. Neil asked, if this matter was put on hold for now and had to be brought back at a later time, whether the City would lose any of the plans or if anything would change regarding what had already been done. In response, Mr. Somers stated that a month-and-a-half ago, when he was told that there were questions, he discussed this in-house with his supervisor. He stated that, regardless of what comes out of the process, DelDOT will finish the plans, and if the City decides not to move forward, DelDOT will still have the plans. He cautioned that the plans would have to be reviewed to make sure that nothing has changed with the laws and regulations if this moves forward in two (2) to five (5) years; however, they probably would not have to be changed much. Mr. Somers noted that the money was another issue, and it may or may not be there. He indicated that the plans would be recorded, archived, and set aside until they are called upon.

Mr. Shelton asked how long the money would be allocated for. Responding, Mr. Somers estimated that funds would be in place for this project for a maximum of four (4) years; however, he explained that he did not know what that would mean if the funds were moved out of this project into something else. He indicated that he thought that the legislators have to use their money annually within at least a four-year period, after which it would no longer be available.

Mr. Shelton asked if enough money had been allocated for a roundabout if they chose, or for the radar speed sign. Responding, Mr. Hosfelt stated that money was allocated for both. *(City Clerk's Office Note: Subsequent to the meeting, Mr. Hosfelt advised the City Clerk's Office that funds had been allocated for both the roundabout and the traffic realignment; however, there was no mention of an allocation for radar speed signs.)*

Mr. Shelton stated that he agreed with the plan to stay with the radar speed sign; however, he noted that he drives on Mifflin Road every day, which has a roundabout, and had seen how it stops the flow of traffic, which he stated was not a bad idea. He indicated that he liked Mr. Hutchison's comments about looking at the radar speed sign initially and moving on to the next thing if that does not work.

Mr. Keller asked how much of the $77,000 outlay the $25,000 would entail. Responding, Mr. Somers explained that the design money is part of DelDOT's in-house budget.

Mr. Hosfelt explained that this project would not cost the City. Mr. Somers reiterated that the funds would not come out of the City's budget but would be CTF money. He indicated that the City would have nothing to lose financially by doing the project, it was a matter of whether the City has an interest in doing it.

Mr. Lewis stated that he was baffled because testimony had been heard by Colonel Dix that they had already put up a radar sign in the community and it was ineffective, so he did not understand why they would want to spend money to do the same thing again. Responding, Mr. Hare stated that the sign had been put up on Bicentennial Boulevard, rather than Independence Boulevard.

Mr. Hosfelt asked Mr. Somers if, in his opinion, traffic calming was needed on Independence Boulevard. In response, Mr. Somers expressed his belief that there was a concern and that the community certainly believed it. He noted that, at a community meeting held a few days prior, even the people who did not necessarily love the notion of a roundabout were collectively not opposed to doing something. Mr. Somers stated that this had been just a straw vote at an individual meeting; however, even the people who did not want to do anything felt there was a concern.

Mr. Hosfelt asked if Mr. Somers thought that it was a matter of both things working together or if one (1) approach or the other should be tried. In response, Mr. Somers advised that each measure, whether a stop sign, roundabout, or realigned intersection, would have an area of influence that is generally 250 to 300 feet, depending on the measure, noting that this area is not always the same everywhere. He explained that a combination of measures breaks speeding more effectively than having one (1) or two (2). Mr. Somers indicated that when most rational people are coming out of a roundabout, and know there is a stop sign 300 or 400 feet down the road, they will not greatly increase their speed; however, he noted that people are not always rational. He advised that if people know there is something else coming they will stop trying to make up time, because they know they will not be able to do so.

Mr. Hosfelt thanked Mr. Somers, noting that he had been available anytime he was asked to come out in the evenings or to attend different community meetings and had answered questions. He expressed appreciation for Mr. Somers' help with this project. Mr. Somers invited those who needed more information to contact him directly.

Dr. Dina Vendetti, Principal, St. John's Lutheran School, 1156 Walker Road, stated that she was representing the parents of students at Saint John's and noted that the school uses Continental Park for several activities. She explained that their property does not have any playing fields on it, so this is the closest field they can use. Dr. Vendetti advised that they sometimes use the park for physical education classes, but their biggest use of the park is a two-day field day event where several parents participate. She informed members that she put this matter out to parents and was unsure how concerned they would be, and the result was three (3) pages of a petition. Dr. Vendetti explained that their concern was about parking, noting that she had heard two (2) reports of what the area would look like after the project was complete. She stated that if parking was eliminated on the

Continental Park side of the street, this would be a problem for them in using the park and for their parents to be able to participate in the activities of their kids. Dr. Vendetti stated that she understood that there was parking on the other side of the street; however, little kids were being discussed. She indicated that parents were not thrilled about the idea of walking the children across the street, and it was much more convenient and much easier for them to pull up alongside the park and be part of the activity. Dr. Vendetti advised that most of them do not live in that neighborhood so it is not really their fight, but their concern was the use of the park and the availability of parking near the park. She asked, whichever route the group decided to go, that members be aware of this and save as many parking places as possible.

Ms. Carolyn Courtney, 24 Lamplighter Lane informed members that she was native to Dover and chose and bought her house in May 1996 because it was in the center of Dover. She indicated that she had two (2) children at the time and it was close to commerce, her parents, and her family. Ms. Courtney stated that at night she has to listen to cars racing up and down the roads, and that she can hear the cars on Walker Road, and the train from her house. She advised that when you live in the City, these are some of the things you deal with; however, it had been a blessing to have a nice, wide street in the neighborhood that had been a place for her and her children to walk, ride bicycles, or rollerblade. Ms. Courtney stated that the occasional yahoo who drives down Independence Boulevard at full speed and runs stop signs would do this on any street, and it was not up to the City to fix this with a traffic circle by taking parking away from a park.

Ms. Courtney noted that Dr. Vendetti had stated that her school uses the park during the day. Ms. Courtney indicated that she had been there at night and seen teens use it for practice and pick-up games for those who show up and play football. She advised that taking the parking and narrowing that section of Independence Boulevard in front of Continental Drive would be an injustice to everyone who uses and appreciates it. Ms. Courtney stated that jumping to traffic circles would be way too fast, noting that there is not that big of a problem on her road. She suggested trying other calming measures and noted that when she sees the blinking signs on Wyoming Avenue and State Street, she looks down, checks herself, and slows down. Ms. Courtney explained that the striping on Independence Boulevard had happened while she was on vacation and at first she thought it was a ridiculous waste of money; however, in the month since, she thought that the striping had helped tremendously. She expressed her belief that the speed limit signs would help on Independence Boulevard, rather than jumping to the measures proposed by Colonel Dix and the committee of three (3) or four (4) people supposedly representing the entire neighborhood. Ms. Courtney advised that, in addition to Bicentennial, the neighborhood included the Greens Association. She explained that these were the townhouses on the west side of Independence Boulevard who were never included in any of this, and she stated that it was an injustice to let four (4) or five (5) people speak for everyone.

Noting that Ms. Courtney had stated that there were only three (3) or four (4) people on this committee, Mr. Lewis asked if there was public notice put out that the committee was being formed and if Ms. Courtney had been aware that this was going on. Responding, Ms. Courtney stated that she knew nothing about it in the beginning, had seen it one (1) time on the Council agenda, and it was then gone and she heard it was a done deal. She indicated that she had received no mailing, flyer, or notice.

Mr. Lewis stated his understanding that the homeowners' association has a Facebook page and asked if Ms. Courtney was privy to this or had been on this site. In response, Ms. Courtney advised that, since attending one (1) of the meetings, she had joined the Bicentennial Association; however, she noted that she is on the west side of Independence Boulevard and belongs to the Greens Association. She stated that these members were not included and did not know anything about it.

Mr. Jim Stewart, 742 Bicentennial Boulevard, stated that he lives at the corner of Colony Drive and Bicentennial Boulevard, which is about the equivalent of being at the corner of Dover Downs at the racetrack as they are whipping around and can hear them at night. He advised that there are 327 households in the neighborhood, including Green Blade Drive and Lamplighter Lane, and they had yet to have 10% of the households represented at any of the meetings. Mr. Stewart stated that there were 897,934 residents in the State of Delaware on the 2010 census, the estimate as of July 1, 2016 was 952,065, and he projected that the State would probably be at 1,000,000 in 2020. Mr. Stewart indicated that the cost of just the traffic circle would be $0.14 per resident, and just doing the narrowing would be $0.06 per resident. When going to the larger population, he indicated that the cost of the traffic circle would drop down to $0.13, and the narrowing drops down to such an infinitesimal percent of a penny that he could probably pay for everybody in the room and still have change left over from the one (1) penny.

Mr. Stewart indicated that he was in the middle when he attended the meetings and compared this to living between the Hatfields and the McCoys, with bricks flying in both directions. He advised that there was a big group of those who were curious about what was going on and why, and there had obviously been some miscommunication. Mr. Stewart noted that some personalities had gotten involved, and there had been a lot of confusion. He advised that he had raised a concern at the last meeting about the fact that kids have to cross Independence Boulevard to get to the school bus stop there and this had not been mentioned. Mr. Stewart commented that one of his neighbors, in irate frustration, had questioned why anything would be done since no one had been hit yet. He stated that the lady who lives on that corner and has kids at her bus stop or in her yard will have to deal with anybody being injured there, and she had commented that she was a retired public health nurse and believed in preventative measures. Mr. Stewart expressed the need to pay attention to the school kids.

Mr. Stewart advised that many options had been taken away, stating that a four-way stop cannot be used because it does not meet DelDOT standards at Independence Boulevard and Colony Drive, speed bumps or cushions cannot be used due to the Fire Department and other groups, and there were a couple of other items he could not remember. He indicated that he had to call an ambulance to his house once and did not want speed bumps to slow down those coming to him when they are really needed. He stated that it would cost $10,000, not $5,000, for a radar sign, and every time that money is chipped away at, there would be less money and a need to hunt for it somewhere else.

Mr. Stewart stated that members have a good share of responsibility for the City and City taxpayers and if something happened to somebody on that street, particularly a school kid, their parents would hire an attorney who would go hunting for deep pockets. He noted that there was a thorough and deep public record that the City was looking at this issue. Mr. Stewart questioned what the liability

would become if the City did not try to do something, stating that it would be far higher than anything that had been talked about this evening.

Mr. Stewart indicated that the group met last on Monday, it was a vibrant meeting, and each time they voted, the votes were roughly one-third, one-third, and one-third. He advised that when they started raising the issue of the school kids, which was the prime issue, only two (2) voted against it, one (1) person that he did not know and another lady who lives well insulated from Independence Boulevard and does not see the problem every day. Mr. Stewart explained that they came to a reasonable consensus, which was a compromise, and there was some fussing and grumbling, but he thought the group seemed to be coming to a conclusion that they would be willing to try the traffic narrowing. He stated that some of those in the middle were afraid of what they had to lose, and he explained that school kids were what there was to lose if members were not careful. Mr. Stewart advised that they could bring pictures in of these kids to show to members and questioned, if it was too dangerous for little kids to cross the street for a couple of festival events, then what was it for the kids who have to do that every day during the school year. He indicated that they were just as much at risk and just as valuable, and $0.14 or $0.13 was being discussed. Mr. Stewart estimated that basically $0.20 of the first tax dollar spent on the day that this money was allocated would go to this project. He commented that, with all respect to Mr. Hare, the budget vultures were out there and had other projects, and Mr. Stewart did not blame them. Mr. Stewart stated that he had spent 26 years in State government and members could not assume that this money would be there a year or two (2) from now because loose money lying around is low-hanging fruit in State government and they come after it first.

Mr. Eric Frankl, 44 Freedom Drive, asked if there was a device that would not just flash the driver's speed but also take a picture of a license plate and the speed, so that the City could get money from them. Responding, Mr. Hosfelt explained that, several years ago when he was serving as Chief of Police, the City had tried to work with the legislators for Dover to become a test for a program similar to red light or speed cameras. He stated that it never gained any traction at that point from any of the legislators, and that is why the City did not have this program.

Mrs. Rhonda Lewis, 27 Liberty Drive, advised that there had been different proposals, including a circle coming from Route 8 going toward Walker Road, a three-way stop at Continental Boulevard, narrowing, and another three-way stop at Liberty Drive. She asked what would happen when people are ticked off when they go through this long course, reach the block of houses where people are noticing the speed problem, and speed toward Walker Road. Noting that Mr. Somers had advised that these measures reduce speeds within a radius, Mrs. Lewis asked what the point would be and what more there would be to do when drivers get through all of this, are aggravated, and speed to Walker Road in front of the houses of Colonel Dix and others. She noted that she sees people slowly running through the stop signs all the time, stating that she did not know what more there was to do except for law enforcement.

Representative Sean Lynn, 224 Columbia Avenue, stated that he was present to speak in favor of the project which was brought to him by the City. He explained that the City asked him to facilitate public meetings to investigate this issue and they spent about a year investigating the issue. Mr. Lynn advised that they had the finest experts at DelDOT in traffic calming review this project

with a private engineer for more than one (1) year and then brought that project to this Committee, who voted on it. He explained that notice was properly given to residents of Bicentennial Village and the other associated neighborhoods vis-a-vis the publication of Council agendas. Mr. Lynn indicated that when this issue was brought before the Committee, everyone in the City of Dover had access to the agendas and, regardless of what people's positions were, Council and this Committee voted on it.

Mr. Lynn stated that if you go to the doctor and the doctor tells you that you need your appendix removed, you don't say to the doctor that you would rather have your gall bladder removed. He indicated that it is not a buffet, and the experts had opined and rendered an opinion that two (2) things were necessary, a realigned intersection and a roundabout. Mr. Lynn advised that the experts at DelDOT had examined the issue and told members what the solution was and that this was what they needed to listen to. He informed members that he would not fund any alternative other than what the DelDOT engineers had proposed and, unless Council funds what the engineers had proposed, he would not give the CTF dollars to do it. Mr. Lynn stated that if something else was wanted, the City would have to pay for it because the engineers had spoken. He advised that if you return to the doctor and say that you want your gall bladder out and they reiterate that you have appendicitis, you do not get to choose. Mr. Lynn explained that they had asked the finest minds in the State to examine this and they had rendered their opinions. He indicated that this issue would only get worse as time progresses, noting that cost of the project would only increase and, once the bypass is completed, there would be more traffic on this road. Mr. Lynn stated that Captain David Spicer had stated what the traffic patterns were on this road, and people who are against the project had asserted that the Dover Police Department was lying about what the traffic patterns were. He indicated that this was unconscionable. Mr. Lynn stated that, as the City grows, the situation will become worse. For these reasons, he advised that Council needed to stick with its original position and allow the project to go through unabated.

Mr. Hosfelt advised that when the original motion was made, through no one’s fault and due to a wording issue, the roundabout was the only traffic calming measure that was approved. He asked, if this issue goes back to Council and the other part of the project is not approved, whether Mr. Lynn was saying the money would not be there and if he wanted it all or nothing. In response, Mr. Lynn stated that the money had already been expended since it was not clear to DelDOT that Council made an error and only approved one (1) of the two (2) traffic calming measures. He advised that the dollars had already been allocated, they had already funded the project, and work was already underway. Mr. Lynn stated that he did not think it reasonable to only fund half of the solution, so they were not going to pay for half of an appendectomy but would pay for the entire appendectomy. Mr. Lynn indicated that if the experts say that both are needed, they would fund both, but would not allow funding only half through political expediency. He stated that the experts had all found that a realigned intersection and a roundabout were needed to address the issue, and they would fund both or nothing.

Mr. Lewis stated his understanding that the other part of the project would be the realignment, and this was confirmed by Mr. Hosfelt.

Mr. Anderson asked if anyone could answer the question about parking for Continental Park. Responding, Mr. Hosfelt indicated that, at this time, the only information available were the opinions of Mr. Jamison and Colonel Dix. Mr. Anderson advised that a plan was being looked at for that park and that it would be appreciated if they tried to maximize parking in that area. Otherwise, he stated that he thought the choice was pretty clear and that the City needed to accept the money and address the issue.

Mr. Hosfelt stated that there was no action to be taken by the Committee at this point.

**Mr. Cole moved for adjournment of the Safety Advisory and Transportation Committee meeting, seconded by Mr. Hutchison and unanimously carried.**

/dak
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Council-Packets\2017\03-27-2017\ORIGINALS\02-28-2017 CCW-SA&T Minutes - Speed Control Measures - Independence Boulevard - C. David Jamison.wpd

Attachments
Attachment #1 - A report entitled "Independence Boulevard Traffic Calming Measures Report," received via email from Mr. C. David Jamison on January 23, 2017
Attachment #2 - Correspondence and attachments dated February 27, 2017, addressed to the Office of the Mayor and Council, provided by Retired Colonel Thomas J. Dix

# Independence Boulevard Traffic Calming Measures Report




Prepared by C. David Jamison, PE
cdjpe1@gmail.com

# Executive Summary

This report analyses whether the proposed Traffic Calming Measures for Independence Boulevard were the correct treatments to reduce speeding traffic. A working group comprised of residents from Bicentennial Village and DelDOT developed the measures which included a "Realignment" at W. Green Blade Drive and a "Round-A-Bout" at Colony Drive. The project was to be paid for by the State of Delaware Community Transportation Funds.

The need for the measures are Speeding and Accidents as described in the minutes of the May 9th, 2016 City of Dover Annual Council Meeting with the Safety Advisory and Transportation Committee. Through the FOIA process, copies of the Speed Study conducted by the City of Dover Police Department and the accident history on Independence Boulevard were obtained.
The results were as follows:

- Speed Study
  The speed monitor counted 26,300 vehicles over a one week period on Independence Boulevard with an average speed of 29.1 mph
- Accident History
  Contrary to what was said at the SA&TC meeting, there were no accidents on the section of Independence Boulevard between Walker Road and the Greentree Shopping Center (see Figure 1). The accidents occurred at the Independence Boulevard/Forest Avenue (Rt. 8) intersection with the majority at the Olde Oak Shopping Center entrance/parking lot.

Therefore, there was no justification for the proposed Traffic Calming Measures (at an estimated cost of $176,000) other than the problem of those drivers exceeding the speed limit by an average of 5 mph. A more appropriate and cost effective solution is the installation of a Radar Speed Sign which shows the drivers the speed they are traveling with a flashing LED lighted screen. This is a known speed deterrent as described in the DelDOT Traffic Calming Manual. The cost: $5,000.

Taking into account the negative impacts and significant costs the proposed Traffic Calming Measures would have (as described in the report) it is recommended that the Radar Speed Sign be used to slow the traffic to the 25 mph speed limit. This, in turn, will free up CTF funds for other projects in need of road repair on the City of Dover municipal streets.

***As a retired DelDOT Highway Engineer and currently a Traffic Engineer in private practice, my primary focus is the safety of the traveling public. Such was the case in the preparation of this report, taking into account the best interest of those drivers and residents using Independence Boulevard on a daily basis.***

C. David Jamison

C. DAVID JAMISON REGISTERED NO. 4814 DELAWARE PROFESSIONAL ENGINEER

January 23, 2017

# Table of Contents


Purpose……..1

Origin……1

Speed Study……1

Accident History……,,……..1

Figure 1 *Independence Boulevard Accidents* ……..2

.

Figure 2 *Existing Traffic Calming Measures* ……3

Figure 3 *Proposed Traffic Calming Measures*……..4

Figure 4 *Realignment TCM at Independence Blvd/W Green Blade Drive*.....5

- *Issues*
  - *Continental Park Parking*
  - *Bikers*
  - *Snow Removal*
  - *Cost*

Figure 5 *Round-a-Bout TCM at Independence Blvd/Colony Drive*…….....….6

- *Issues*
  - *Safety (Vehicles, Bikes & Pedestrians)*
  - *Snow Removal*
  - *Cost*

Figure 6 *Potential Traffic Diversion to Bicentennial Boulevard*……..7

Figure 7 *Alternative Traffic Calming Measure Radar Speed Sign*…….……..…..8

Conclusions ……..9

Recommendations……..…11

**Addendum**

Greentree & Olde Oak Shopping Centers Entrances

Figure 8 *Accident Potential*……...12

Figure 9 *Proposed Improvements*……13

## Purpose

This report evaluates the impact two proposed Traffic Calming Measures (TCM) will have on Independence Boulevard, a City of Dover municipal street connecting Walker Road (Road 104) and Forrest Avenue (Rt. 8). The road users affected by the proposals are: a. the residents of the adjacent developments; b. drivers whose destination is to the Greentree and Olde Oak Shopping Centers located at the intersection of Independence Boulevard and Rt. 8 ; and c. drivers avoiding heavily traveled Rt. 15 (Kenton Road).

## Origin

The need for the TCMs was discussed before the Safety Advisory and Transportation Committee (**SA&TC**) during the City of Dover Annual Council Meeting held on May 9th, 2016 (beginning on page 28 of the minutes found on the City of Dover website). At the meeting Representative Sean Lynn stated that residents of Bicentennial Village had expressed concerns of speeding and accidents on Independence Boulevard. A working group was set up with DelDOT to look at traffic calming measures throughout the neighborhood. The Traffic Calming Measures developed were an Intersection Realignment at West Green Blade Drive and a Round-A-Bout at Colony Drive. Rep. Lynn noted that he would pay for this project using his Community Transportation Funds (CTF) and that the project was a portion of a two part traffic calming measure proposal (the second portion located on North State Street),

## Speed Study

A Speed Study on Independence Boulevard was conducted by the City of Dover during the period from May 12, 2015 to May 18, 2015. A Metro Counter was placed south of Colony Drive across Independence Boulevard. The results of the Speed Statistics by Hour showed that for 26,300 vehicles, the Mean (average) speed was 29.1 mph. It should be noted that at the time of the study, there was no yellow center lane striping (installed 2016) which would have had a calming effect on the drivers.

## Accident History

During the May 9th, 2016 Council Meeting with the **SA&TC** it was stated that there was an accident problem on Independence Boulevard based on accident history: 3 in 2013; 2 in 2014; and 10 in 2015. The redacted accident reports on Independence Boulevard were obtained via the FOIA. The results showed that contrary to what was stated at the May 9th meeting, there were no accidents on Independence Boulevard. All but one accident were near the intersection with Forrest Avenue (Rt. 8). Most were near the parking lot on the east side of Independence Boulevard where the Ace Hardware Store is located. At the northern intersection of Independence Boulevard and Walker Road there was 1 accident in 2013, a vehicle hitting the Bicentennial Village Entrance Sign. See page 2, **Figure 1** for Accident History Locations.

**Figure 1**

Independence Boulevard
Accident Locations

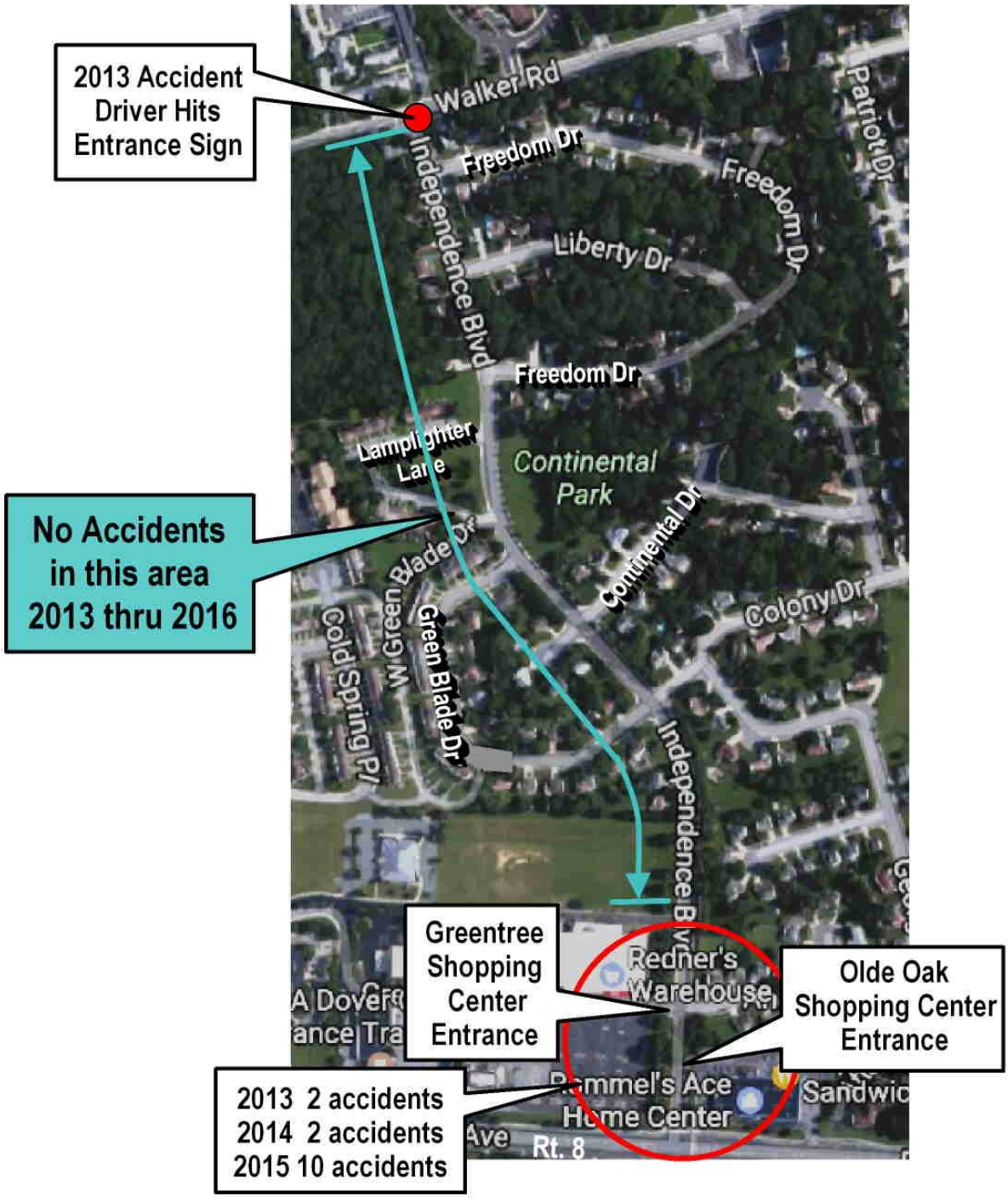


**Figure 2**

Independence Boulevard
Existing Traffic Calming Measures

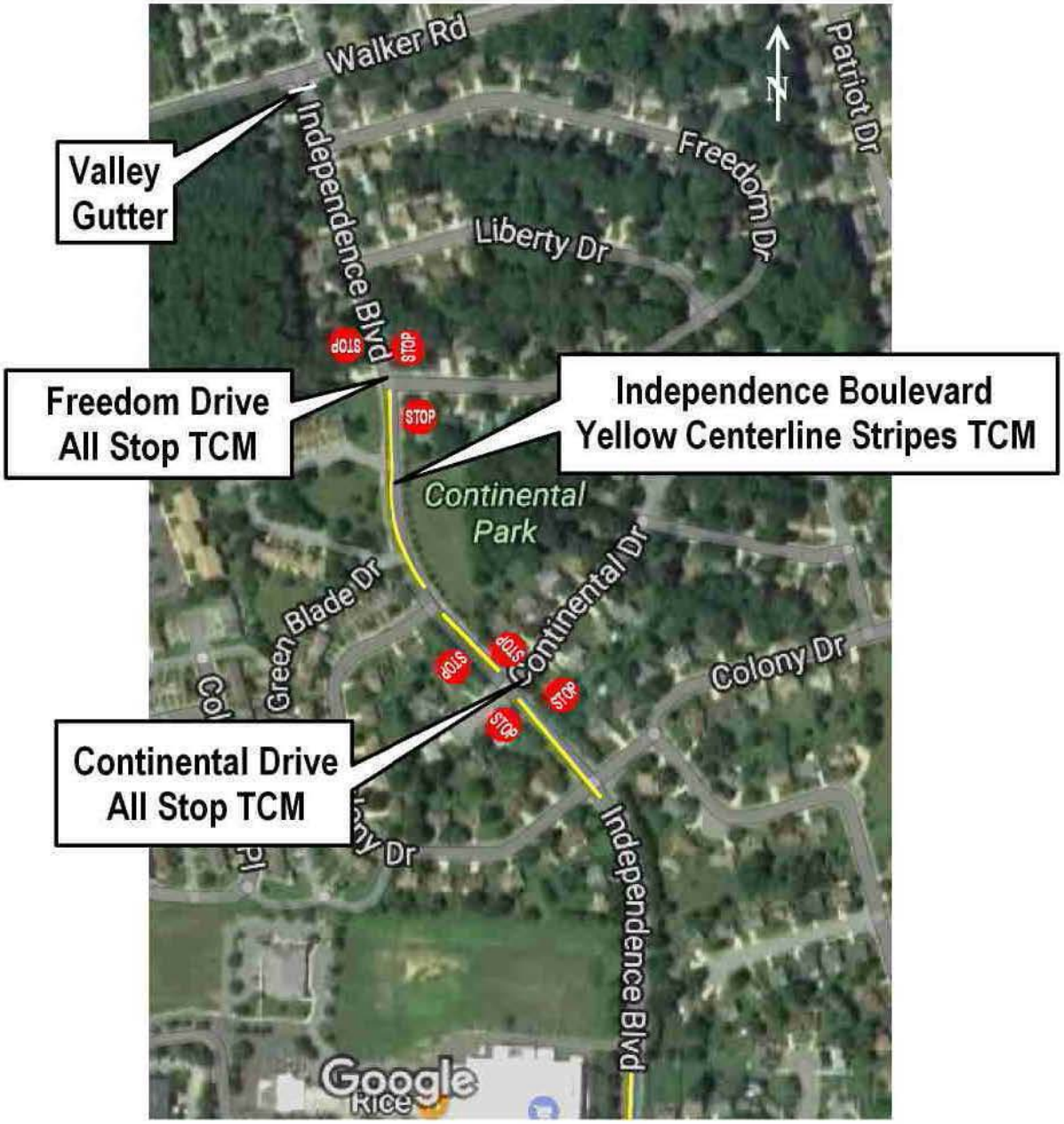


**Figure 3**

Independence Boulevard
Proposed Traffic Calming Measures
Locations

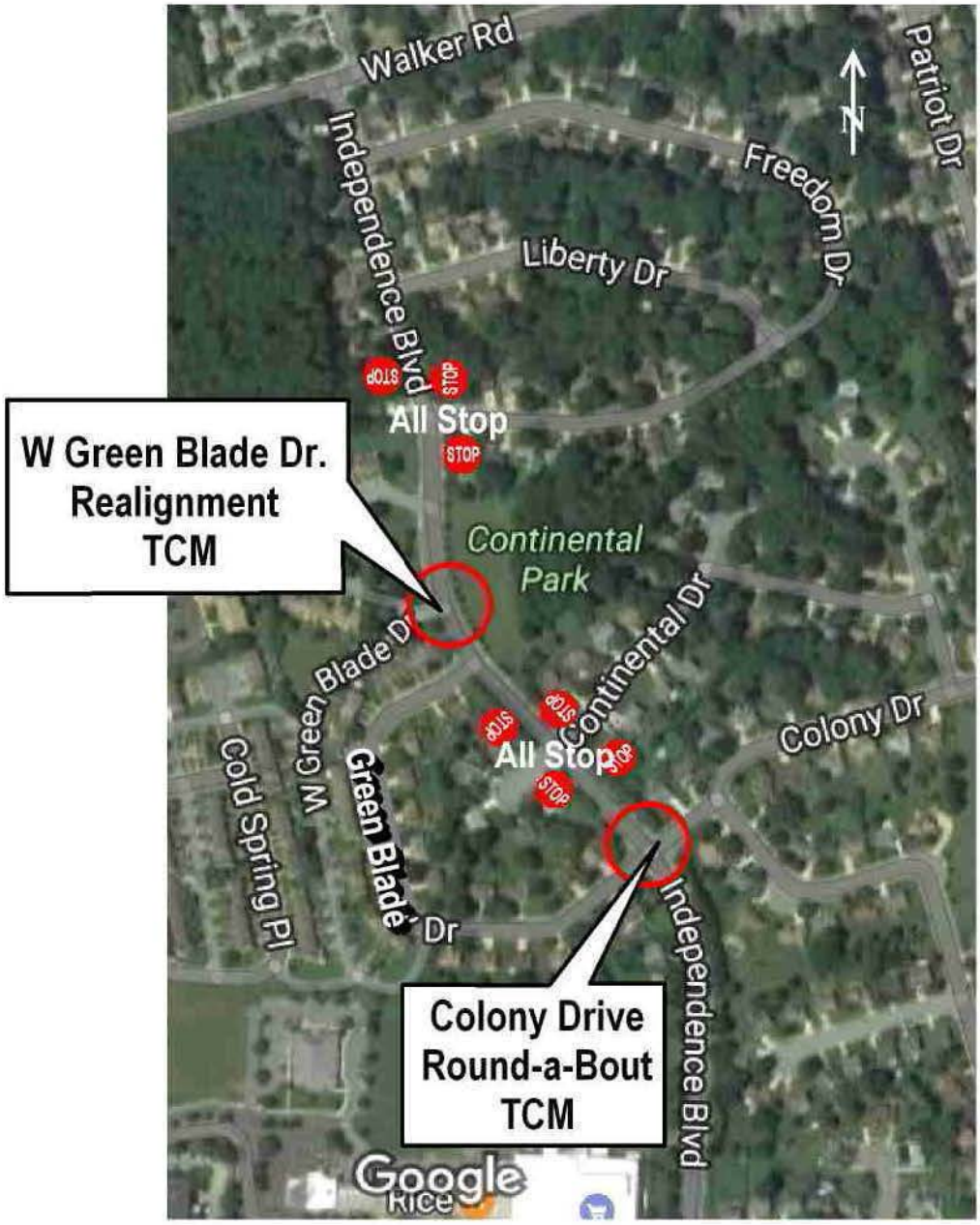
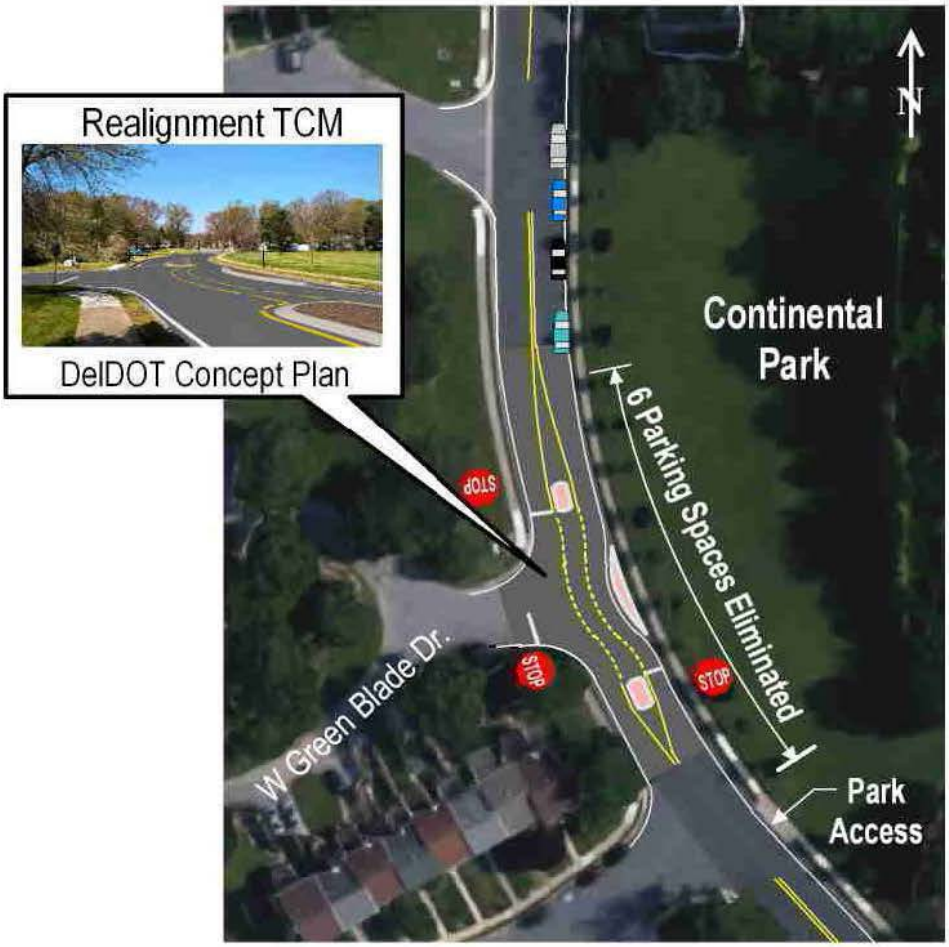


**Figure 4**

# Independence Boulevard/W Green Blade Drive Realignment Traffic Calming Plan

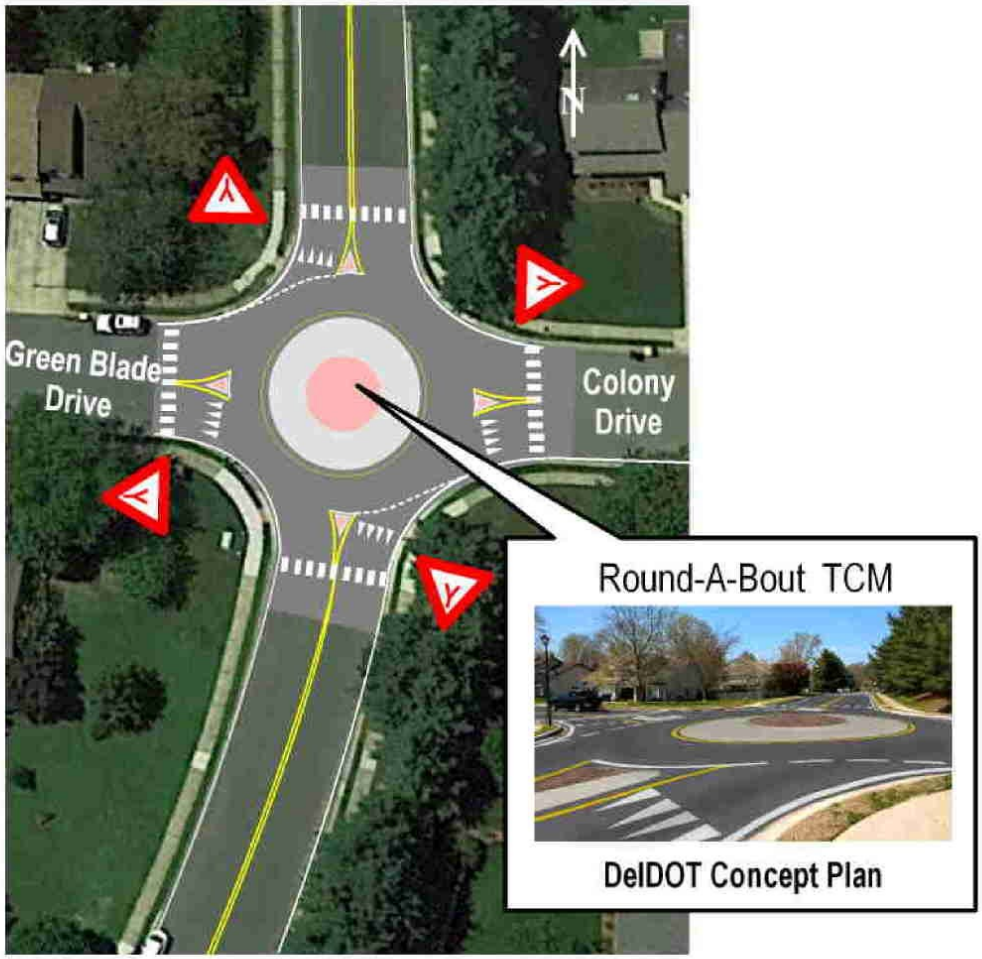



## Issues:

- Continental Park is a City of Dover Park and used for outdoor events (ex. St. Johns Church annual Field Days). The proposed Realignment TCM will eliminate 50% of available parking that now exists on the east side of Independence Boulevard.
- Bicycle users will have to negotiate thru the realigned intersection as opposed to using the shoulders under existing conditions.
- Snow removal by City of Dover forces will be made difficult by the proposed islands as part of the realignment TCM.
- The cost of the proposed Realignment TCM will cost an estimated **$ 54,000**

**Figure 5**

## Independence Boulevard/Colony Drive Round-A-Bout Traffic Calming Plan

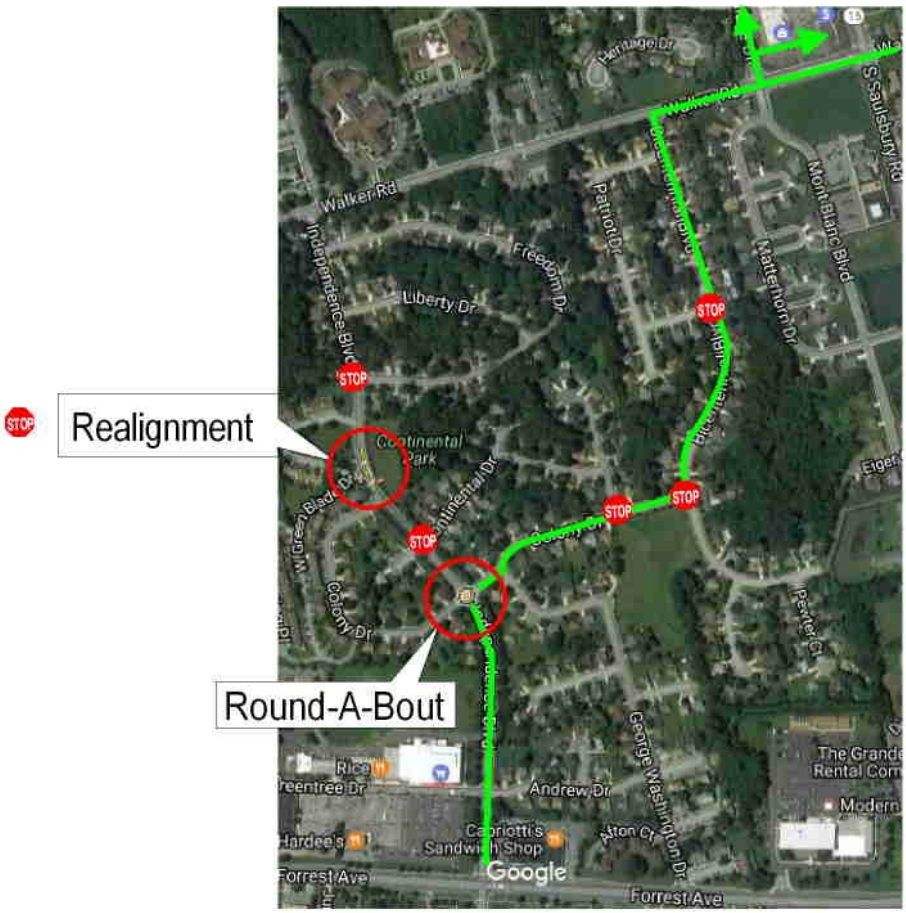



## Issues

- Having four yield signs to control traffic thru the intersection creates an opportunity for bad judgement/human error and potential vehiclular and pedestrian accidents
- Snow removal by City of Dover forces will be made difficult by the proposed islands as part of the Round-A-Bout TCM.
- Single unit 30' length Trucks (ex. UPS ) will be challenged making left turns via the Round-A-Bout. Larger 3 or more axle trucks will have to reroute.
- The cost of the proposed Round-A-Bout TCM will be an estimated **$ 122,000**.

**Figure 6**

# Potential Traffic Diversion from Independence Boulevard to Bicentennial Boulevard




Some Traffic going to the Hamlet Development, the Hamlet Shopping Center or the Saulisbury Road/WalkerRoad Intersection may chose to turn right at the proposed Round-A-Bout to go to Bicentennial Boulevard to avoid the proposed Independence Boulevard Traffic Calming Measures

## Figure 7

# Alternative Traffic Calming Measure
# Radar Speed Sign

DelDOT's Traffic Calming Supervisor Mike Somers, who is coordinating the TCMs on the Independence Boulevard project, has noted before to the City of Dover Council that Radar Speed Signs "**have proven to be successful in reducing vehicular speeds**".

Radar Speed Signs may be purchased through the DelDOT CTF process and provided to the City of Dover for installation. The approximate cost would be $**5,000.**



## CONCLUSIONS

THE INDEPENDENCE BOULEVARD TRAFFIC CALMING MEASURES REPORT evaluates the impact the Proposed Traffic Calming Measures (**PTCM**) at West Green Blade Drive and Colony Drive would have on the drivers of Independence Boulevard if implemented. The reasons for the proposed TCMs were based on reported driver speeding and a history of accidents on Independence Boulevard as so stated at the City Council 5/9/2016 meeting with the Safety Advisory & Transportation Committee (**SA&TC**). The Report's evaluation found the following:

- **Speed Study**

The results of a speed study conducted by The City of Dover Police Department in 2015 showed that the average speed was 29.1 mph. This was recorded prior to the placement of double yellow center lines installed in 2016 which have a calming effect on the motorists. The results of the Speed Study did not provide the justification for the construction of the **PTCM**s on Independence Boulevard.

- **Accident History**

As mentioned above, at the **SA&TC** meeting a concern was expressed that due to the number of accidents that reportedly had occurred on Independence Boulevard (15 accidents in 3 years) there was an accident problem. The FOIA requested accident reports were evaluated and show that for the period of 2013 thru 2016 the accidents that occurred on Independence Boulevard were at the intersection with Rt. 8 and at the Shopping Center Entrances. See page 3 **Figure 1** for accident locations.

- **PTMC Issues**

  - **Realignment at West Green Blade Drive** (See **Figure 4**)

    The plan calls for a stop condition with islands being placed on Independence Boulevard. A major downside to this plan is the impact to the adjacent City of Dover Continental Park. It would eliminate 50% of the parking on the Continental Park frontage which is used during Park events.
    Estimated cost $54,000.

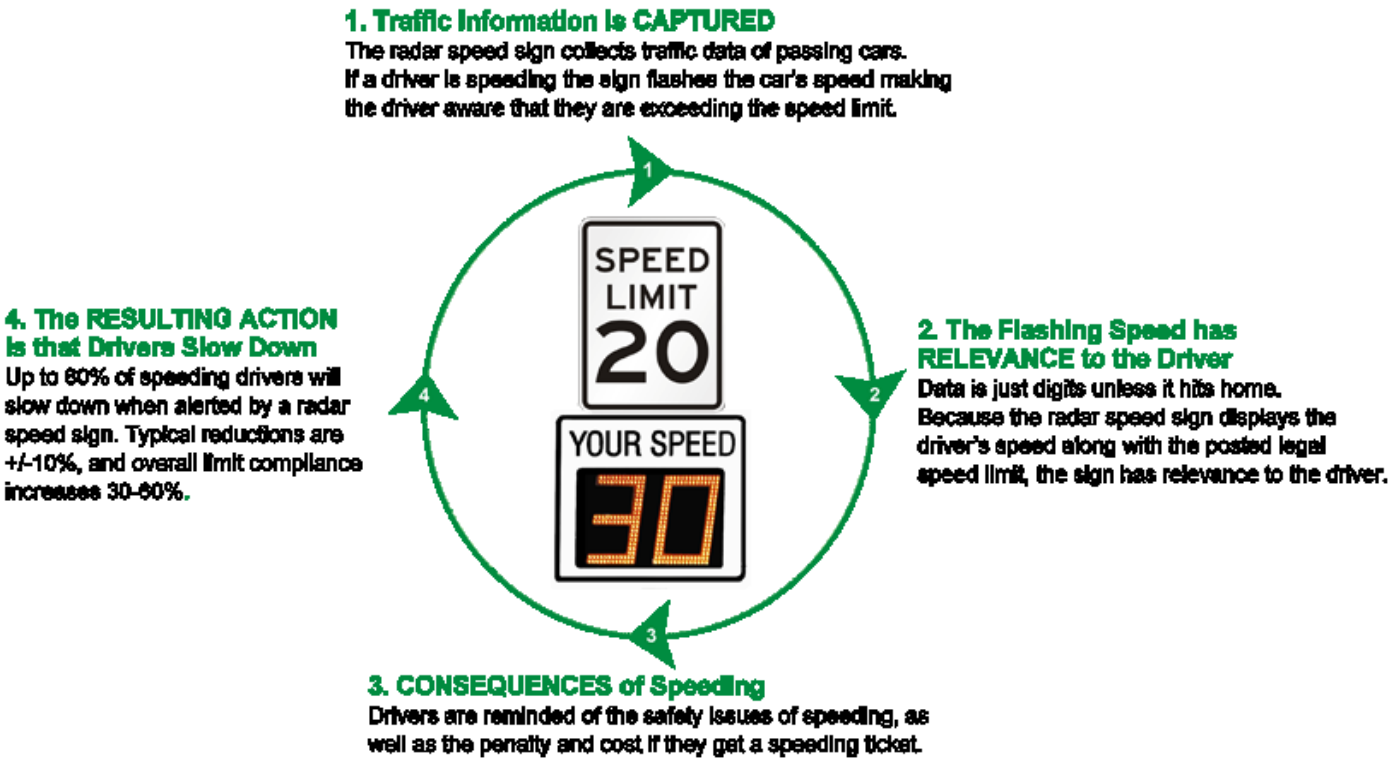
  - **Round-A-Bout at Colony Drive** (See **Figure 5**)

    This concept has been used to calm traffic at various locations in Delaware. Most of them are used in developments or low volume roads. Independence Boulevard, however, is a high volume roadway (4,500 daily trips+/-). A safety concern is, with the volume of traffic on Independence Boulevard, that the 4 Way **Yield** scenario would create accident potential due to human error (*who goes first*).
    Estimated cost $122,000.

  - **Loss of Shoulders for Bike Use and Difficult Snow Removal**

- **Proposed Alternative TCM**

An alternative traffic calming measure is the Radar Speed Sign RSS as shown on **Figure 7**. Radar speed signs give drivers notice that they are speeding by shifting the driver's brain out of the alpha state where the brain is aware but relaxed into the beta state where the brain is alert and focused. As a result, the driver responds to the flashing speed alert and slows down as explained in the following diagram:




RSSs are known to reduce speeding on roadways as acknowledged by DelDOT. Examples can be observed at the Radar Speed Signs located on both southbound North Governors Avenue and North State Street to the south of the Governors Avenue / State Street / Walker Road intersection*. Drivers see their speed blinking on the sign and slow to meet the posted 25 mph speed limit. Adding a camera to the RSS would increase its effectiveness and should be taken into consideration in the final determination of what is the appropriate action to take on Independence Boulevard.

* *It should be noted that the existing North State Street RSS location referred to above and shown on* **Figure 7** *was the other portion of "the two (2) part traffic calming measure proposal" as stated in the City Council 5/9/2016 meeting with the* ***SA&TC*** *and referred to in the* **Origin** *on page 1.*

## RECOMMENDATIONS

- In the final analysis, the speeding and accident problems that were the basis for the Proposed Traffic Calming Measures on Independence Boulevard do not exist to the degree that justify the use of the proposed Realignment and Round-A-Bout Traffic Calming Measures. The problems they would create outweigh any benefits to the residents of the adjacent communities or to the traveling public using Independence Boulevard on a daily basis.

- The cost difference between the proposed TCMs plans and the Radar Speed Sign is a significant factor:

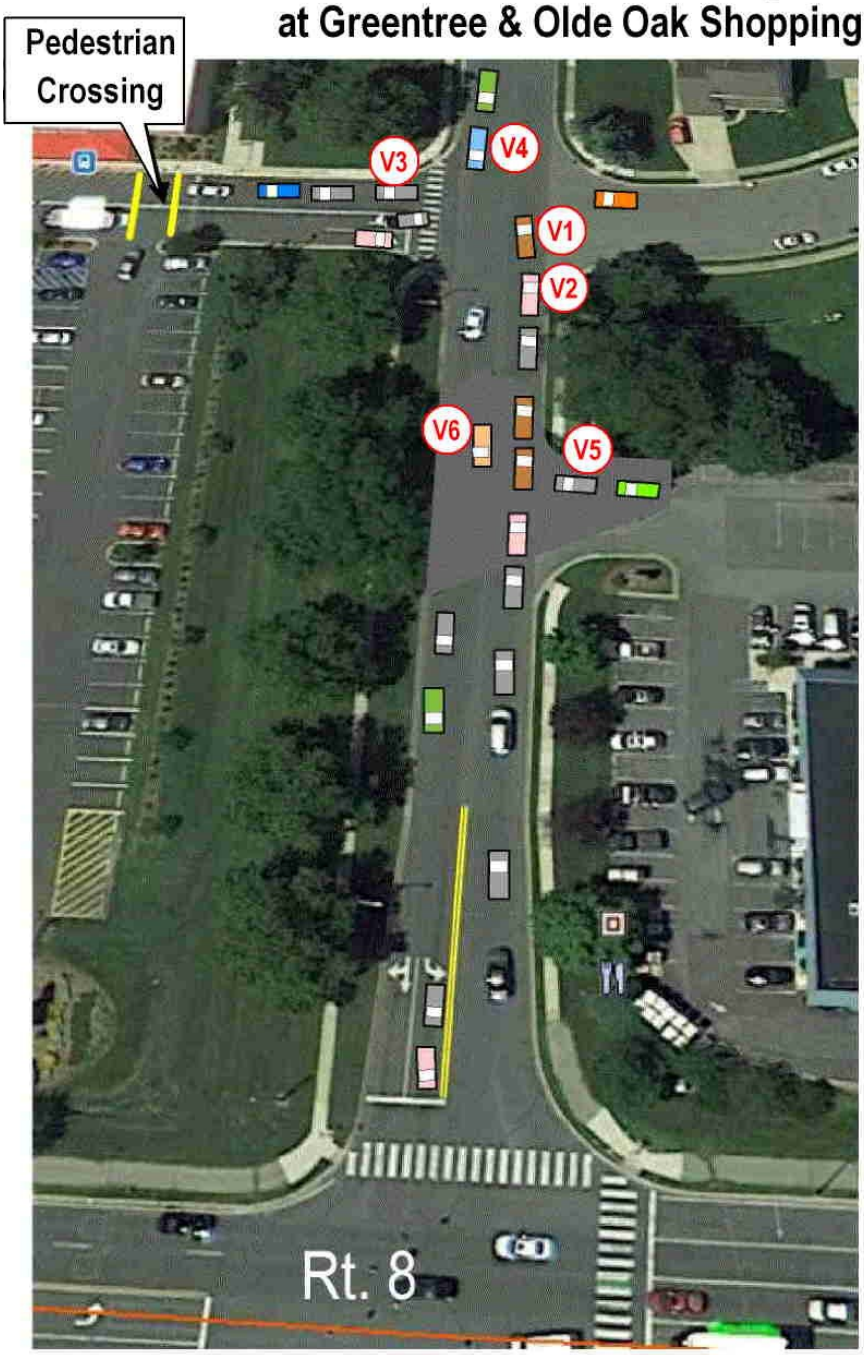
| | |
|---|---|
| o Realignment at W Green Blade Drive | $54,000 |
| o Round-A-Bout at Colony Drive | 122,000 |
| Total Cost | $176,000 |
| o Radar Signal Sign | $5,000 |

- Selecting the Radar Speed Sign Alterative on Independence Boulevard would address the "speeding" problem (average monitored speed 29.1 mph) and enable expenditure of Community Transportation Funds on the city's more serious transportation issues that require attention.

**Addendum** The following **Figures 8** and **9** on pages 12 and 13 illustrate a traffic problem at the Greentree and Olde Oak Shopping Centers that could be corrected with pavement markings which would designate needed left turn lanes to allow traffic flow thru on Independence Boulevard. As an area with an accident history, CTF funds could be used to help remedy this problem.

## Figure 8

## Accident Potential
## Northbound Delays
## at Greentree & Olde Oak Shopping Centers




- **V1** waits to make LT into Greentree SC
- **V2** waits to go north on Independence Blvd.
- **V3** waits for traffic stopped for Peds.
- **V4** waits to make RT into Greentree SC
- **V5** waits for gap in northbound traffic
- **V6** waits for gap in northbound traffic

A northbound backup creates gridlock for vehicles accessing the Greentree and Olde Oak Shopping Centers and for those drivers going North on Independence Boulevard

Figure 9

Greentree & Olde Oak Shoping Centers
Proposed Improvements via Pavement Markings




- **V1** waits in LT Lane into Greentree SC
- **V2** goes north on Independence Blvd.
- **V6** waits in LT Lane

**By adding Left Turn Lane Striping and relocating the Pedestrian crossing the northbound traffic can proceed North on Independence Boulevard.**

Thomas J. Dix
664 Independence Blvd.
Dover, DE 19904

February 27, 2017

Office of the Mayor and Council
City Hall
15 Loockerman Plaza
Dover, DE 19903

Dear Gentlemen,

Over a year ago I was appointed to a committee by the Mayor to work with DelDOT and State Representative Sean Lynn along with Will Garfinkel and Doug Stamm to solve our traffic problems in Bicentennial Village. The result of our work was presented by DelDOT to the Traffic and Safety Advisory Committee and the full Council with open comments from residents and was approved on May 9, 2016. In January of 2017 I found out that the motion was flawed.

Sometime in January 2017, I received a draft copy of "Independence Boulevard Traffic Calming Measures Report" prepared by C. David Jamison. It was dated and signed on January 10, 2017, and sealed with a Professional Engineer Seal. He therefore could be held liable for any mistake he makes. I am told he is a civil engineer, retired from DelDOT. I have never met Mr. Jamison.

Even though he labels his report as "Traffic Calming Measures," Mr. Jamison does not adhere to the definition of traffic calming from the DelDOT Road Design Manual. Quoting paragraph 10.2 of the Manual:

> "In communities where speeding and/or cut-through traffic has been identified as a problem, it may be appropriate to consider the feasibility of one or more traffic calming measures. Such measures are intended to encourage adherence to posted speeds and/or discourage inappropriate routing of non-residential or non-local traffic through communities."

In his report, Mr. Jamison's emphasis is totally on speed and there is no mention of traffic diversion. He made a number of mistakes.

FIRST MISTAKE. Mr. Jamison miscalculates the number of parking spots lost due to the construction of the realigned intersection on Independence Blvd. along Continental Park.

*Actually, it is **not** a loss of 50%; IT IS ONLY a loss of 22% with the installation of the realigned intersection. We still have 28 spots on the east side of Independence Blvd. at the park and 20 on the west side.*

SECOND MISTAKE. He states that single unit 30' length Trucks (ex. UPS) will be challenged making left turns via the Round-A-Bout.

*This is incorrect. This UPS truck can even make left turns around the Mifflin Rd. roundabout, which has a much smaller diameter than the one approved for Independence Blvd.*

THIRD MISTAKE. He states that double yellow centerline striping would have a calming effect on drivers using the roadway.

*On the contrary, the latest Metro Count, taken in February 2017, shows that the average speed on Independence Blvd.* ***increased*** *after striping.*

FOURTH MISTAKE. He states that on a high volume road (5,000 daily trips+/-), which would be atypical for the use of the type of Round-A-Bout being proposed, ... the 4 Way Yield scenario would create accident potential.

*A Federal Highway Administration circular states that the maximum flow rate is 1800 vehicles/ hour for a single-lane urban roundabout, such as the roundabout approved for Independence Blvd. The Federal Highway Administration has also stated that roundabouts reduce fatalities up to 90%, reduce injury crashes by 75%, reduce pedestrian crashes 30%-40%....*

*[See Federal Highway Administration (FHWA) Transportation Research Circular E-C 018; also, the paper "Capacity and Performance of Roundabouts: A Summary of Recommendations in the FHWA Roundabout Guide," by Kittelson & Associates, USA.]*

FIFTH MISTAKE. Mr. Jamison recommends that an alternative to the proposed TCMs [traffic calming measures] would be the installation of a Radar Speed Sign on Independence Boulevard and that these are known to reduce speeding on roadways as acknowledged by DelDOT.

*But I refer to the DelDot Traffic Calming Design Manual, page III-9, regarding Radar Speed Signs. Under the heading "Traffic Diversion," the manual states: "No impact." Under the heading "Disadvantages," the manual states: "Impact may be reduced over time unless regularly enforced by local police." Under the heading "Advantages," the manual states: "Can cause speeds to be reduced within a community."*

*I will add, a single Radar Speed Sign only works in one direction!*

I just want to set the record straight.

Sincerely,

Thomas J. Dix

COL. USAF(ret.)

# SUBMITTED BY THOMAS J. DIX, February 27, 2017

MR. JAMISON'S REMARKS
"Continental Park is a City of Dover park and used for outdoor events (ex. St. John's Church annual Field Days). The proposed Realignment TCM will eliminate 50% of available parking that now exists on the east side of Independence Boulevard."

MY REBUTTAL
Between Continental Drive and Freedom Drive is just less than 800 feet. The realigned intersection runs for less than 170 feet. Less than 22%. I personally talked to the teacher from St. John's during her two-day outing at Continental Park. They walked from the school. Continental Park is listed as a passive park by the city of Dover. Football and soccer practice used to take place there. I talked to the coaches on a few occasions. They found the dog poop unacceptable. I believe it has been four or five years since they used the field. They now practice in the field just north of Redner's. Mr. Jamison wants us to believe that this class is one of many that use the park. The fact is that this was the only use by an organized group in recent history. Nowadays, you will seldom, if ever, see a car parked along here. This portion has the highest speeds of any part of Independence Blvd. That is why it was chosen for this remedy. No permits were issued for use of Continental Park in 2016!

MR. JAMISON'S REMARKS
"Bicycle users will have to negotiate thru the realigned intersection as opposed to using the shoulders under existing conditions."

MY REBUTTAL
Bicycles should by law use the ordinary road unless there is a designated bike lane. With a stop sign as part of the realigned intersection, bikes have a better chance of being seen. Speeding will be reduced and bikes will be safer.

MR. JAMISON'S REMARKS
"Snow removal by City of Dover forces will be made difficult by the proposed islands as part of the realignment TCM."

MY REBUTTAL
I have lived on Independence Blvd since 1999. The snow removal crews have never hit the median island. However, the marquee has been hit three or four times by ordinary drivers!

MR. JAMISON'S REMARKS
"Having four yield signs to control traffic thru the intersection creates an opportunity for bad judgement/human error and potential vehicular and pedestrian accidents."

MY REBUTTAL
Roundabouts generally reduce deadly accidents, according to the Federal Highway Administration. [See Mr. Jamison's remarks beginning "Round-A-Bout at Colony Drive" on p. 3 and my rebuttal.]

MR. JAMISON'S REMARKS
"Snow removal by City of Dover forces will be made difficult by the proposed islands as part of the Round-A-Bout TCM."

MY REBUTTAL
Snow removal will occur the same as at any other curve in the City. At the several other roundabouts, collisions with the islands have not been a problem.

MR JAMISON'S REMARKS
"Single unit 30' length Trucks (ex. UPS ) will be challenged making left turns via the Round-A-Bout. Larger 3 or more axle trucks will have to reroute."

MY REBUTTAL
I have personally consulted the State publications. They indicate that a truck with a 35-foot wheelbase can do a 360-degree turn on a 70-foot roundabout. Trucks are prohibited unless doing local delivery on Independence Blvd. The longest wheelbase truck that normally transits Independence Blvd is a school bus, with a 34-foot wheelbase. The three-axle fire dept. ladder truck has a wheelbase under 35 feet. A UPS single unit, P1000 truck has a wheelbase of 15 feet. Local driver, John says he can take his truck around the current Mifflin Rd. roundabout. Tractor-trailers can go straight through using the truck apron.

MR. JAMISON'S REMARKS
"DelDOT's Traffic Calming Supervisor Mike Somers, who is coordinating the TCMs on Independence Boulevard project, has noted before to the City of Dover Council that Radar Speed Signs have proven to be successful in reducing the vehicular speed."

MY REBUTTAL
I have personally reviewed the minutes of that May 9, 2016, council meeting and do not see those words recorded. I have served on the Mayor's committee that worked with DelDOT in developing the traffic calming project. Douglas Stamm, who lives on Bicentennial Blvd., was also on this committee. He recently wrote to me to tell me that the radar speed sign on Bicentennial Blvd. is not effective. The major problem with the Radar Speed Sign is that it is passive. The driver can totally ignore the sign. The State Traffic Calming Design Manual does not call the Radar Speed Sign successful. It has no value for traffic diversion. It clearly states that police enforcing is required. In addition, the sign only works in one direction!

MR JAMISON'S REMARKS
"There are two existing TCMs in place on Independence Boulevard, All-Way Stops at the intersections at Freedom Drive and Continental Drive. In 2016 a double yellow stripe centerline was installed on Independence Boulevard which has a calming effect on drivers using the roadway. The speed study performed in May, 2015 (prior to the yellow centerline striping) showed that the mean (average) speed of drivers was 29.1 mph."

MY REBUTTAL

I do not understand the point of the above remark. The Mayor's committee requested the city to paint the double lines. Painted lines are addressed in the State Traffic Calming Manual. They do have effect but they are passive. Some drivers totally ignore them. I find a mean of 29.1 mph to be totally unacceptable. We have half the people driving at 24.1 and the other half driving at 34.1. One group being safe and the other group avoiding a ticket! The top 3% do not care about tickets. We have cars clocked at over 39 mph on Independence Blvd. That is unacceptable. Recent metro count on Independence Blvd in January 2017 shows increase in avg speed after yellow line striping. Traffic Calming Design Manual, page III-9, (attached) says they are ineffective for traffic diversion.

MR. JAMISON'S REMARKS

"The plan calls for a stop condition with islands being placed on Independence Boulevard. This gets the drivers attention by the redirecting of travel lanes. A major downside to this plan is the impact to the adjacent City of Dover Continental Park. It would eliminate 50% of the parking on the Continental Park frontage which is used during Park events."

MY REBUTTAL

The fourth sentence should be at 22% not 50%. This topic was covered. There are no park events. No permits were issued in 2016.

MR. JAMISON'S REMARKS

"Round-A-Bout at Colony Drive

This concept has been used to calm traffic at various locations in Delaware. Most of them are used in developments or low volume roads. Independence Boulevard, however, is a high volume roadway (5,000 daily trips+/-) which would be atypical for the use of the type of Round-A-Bout being proposed. A safety concern is, with the volume of traffic on Independence Boulevard, that the 4 Way **Yield** scenario would create accident potential due to driver's decision-making-stress resulting in human error (*who goes first*)."

MY REBUTTAL

The roundabout would increase the capacity of that intersection vs. the existing stop-start condition. The Federal Highway Administration, Transportation Research Circular E-C 018 states that the maximum flow rate for a single lane urban roundabout is 1,800 vehicles/hr. The F.H.A. has stated that roundabouts reduce fatalities up to 90%, reduce injury crashes 75%, reduce pedestrian crashes 30%–40%, and greatly reduce the severity of injuries sustained in crashes. Also, roundabouts are used in most states and countries worldwide. Maryland, for example, has a policy to use roundabouts instead of stop signs or traffic signals at every appropriate location. Since the "give-way" rule was invented in the U.K. in 1966 — there is no stress or confusion. Diverter islands will be incorporated to make sure the driver does not try to make a left turn on entry. If national accidents are reduced, I would expect that the stress factor is also lowered nation wide.

<u>For further info:</u>

Two attachments follow.

The first is Delaware roundabouts.

The second is federal roundabouts.

MR. JAMISON'S REMARKS

"An alternative to the proposed TCMs would be the installation of a Radar Speed Sign on Independence Boulevard. These are known to reduce speeding on roadways as acknowledged by DelDOT. An example can be observed at the Radar Speed Sign located on southbound North Governors Avenue just to the south of the State Street intersection. Drivers see their speed blinking on the sign and slow down to meet the posted 25 mph speed limit.

"In the final analysis, the problems that the proposed Realignment and Round-A-Bout Traffic Calming Measures create outweigh any benefits. That makes the cost difference between the proposed TCMs plans and the Radar Speed Sign a significant decision making factor…"

MY REBUTTAL

The Traffic Calming Manual page III-9 (attached) has two anticipated impacts for Radar speed signs.
Under Traffic Diversion: "No impact." [We are looking to reduce the bypass traffic.]
Under Disadvantages: "Impact may be reduced over time unless regularly enforced by local police."
[Note Doug Stamm's letter below.]

MY FINAL REBUTAL

A letter from Douglas Stamm, who lives close to the intersection of Bicentennial Blvd. and Declaration Ave.

**From:** Douglas Stamm
**To:** Thomas J. Dix
**Subject:** Re: flashing radar sign
Tom,
Since the sign was installed, I have not noticed a significant difference in the behavior of drivers on Bicentennial Boulevard. While it may cause some southbound (direction in which the sign is facing) drivers to pay more attention to their speed, a majority of the cars heading South continue to exceed the posted limit. Obviously, it has no impact on the vehicles heading North towards Walker Road nor has it impacted in any manner the number of vehicles heading in either direction which ignore the stop signs at the intersection of Bicentennial and Declaration... regardless of the time of day/night, many vehicles run the stop sign with a number of them being residents of this community. In theory, the speed limit sign was a good idea but that is all it is... it has not been an effective deterrent to excessive speed. The only effective deterrent to reduce speed and sign violation is DPD presence but I doubt they have the resources to sustain their visibility for an extended time period.
Doug

<u>Please Note:</u>

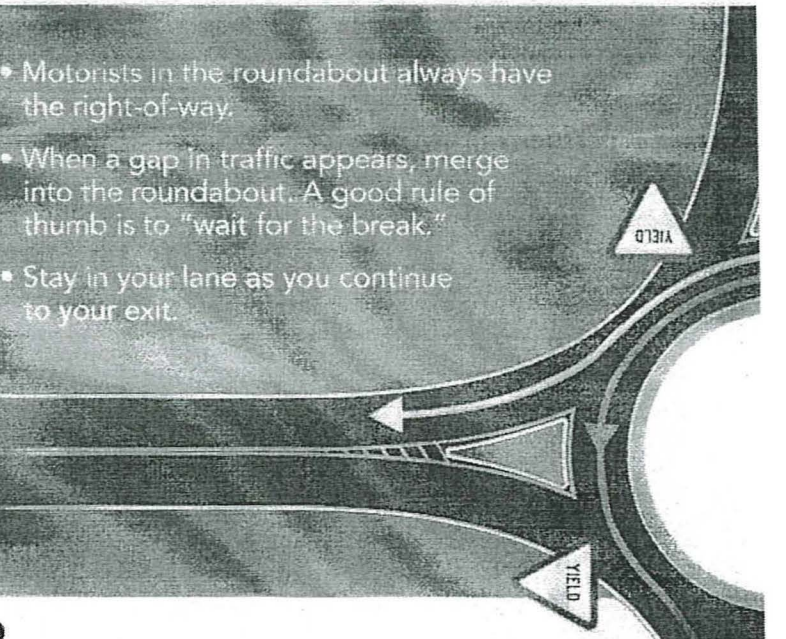
Doug Stamm, Will Garfinkel and Tom Dix were appointed by Mayor Christensen to work with DelDOT to solve our traffic problems in Bicentennial Village.

The Traffic Calming Measures designed by DelDOT for Bicentennial Village were approved by the City of Dover Traffic Advisory Committee and subsequently by the City of Dover Council with a public hearing on May 9, 2016. In January of 2017 I found out that the motion was flawed. The measures are fully funded with Community Traffic Funds from our State Representative and State Senator.

## Navigating a roundabout

By understanding what a roundabout is and how it works, you will be able to travel through intersections easier and safer.

- When you approach the roundabout, slow down, look for, and yield to pedestrians and bicyclists.
- At the yield sign, look to the left and yield to traffic already in the roundabout. If there are no vehicles present, you may proceed without stopping.
- Look for guide signs to assist you in making the correct route choices.
- Motorists in the roundabout always have the right-of-way.
- When a gap in traffic appears, merge into the roundabout. A good rule of thumb is to "wait for the break."
- Stay in your lane as you continue to your exit.

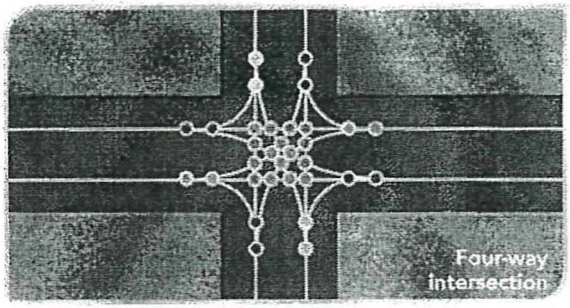


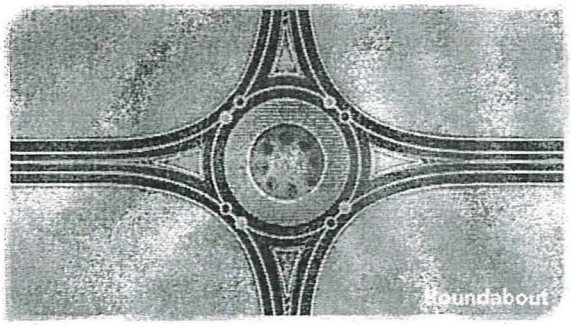

# Why roundabouts?

Hundreds of communities throughout the United States are replacing regular intersections with roundabouts because they are often a safer way to move traffic.

### Safer than traditional intersections

In a traditional four-way intersection, there are 32 points of conflict in which two vehicles may collide. Roundabouts have only eight conflict areas, greatly reducing the potential for crashes.




### Drastically reduces severe crash injuries

The circulating movement of roundabouts nearly eliminates the potential for high-speed, right-angle, and left-turn/head-on collisions. Rear-end collisions are also reduced in roundabouts. Crashes in roundabouts are typically minor, translating into less severe injuries and property damage. National studies have shown roundabouts provide a:

- **90%** reduction in fatal crashes
- **75%** reduction in injury crashes
- **30-40%** reduction in pedestrian crashes
- **10%** reduction in bicycle crashes

### Easier for beginning and senior drivers

Slower vehicle speeds mean drivers have more time to judge and react. This is especially important for beginning drivers and older drivers. A 2007 study by the University of Delaware looked at the needs of older drivers and recommended replacing conventional intersections with roundabouts, especially in areas where there are large populations of seniors.

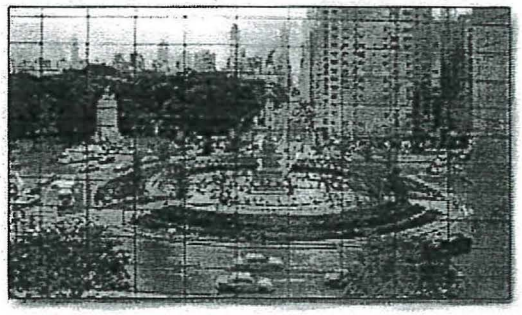
Select Language

# Community Programs and Services

## Roundabout History

### It all began around 1905...

Traffic circles have been part of the transportation system in the United States since 1905, when the Columbus Circle designed by William Phelps Eno opened in New York City. After that, many large circles or rotaries were built in Canada and the United States. The designs at that time allowed vehicles to merge and weave at high speeds. Entering vehicles had the right-of-way, allowing high-speed entries. High crash experience and congestion in the circles led to rotaries falling out of favor in North America after the mid-1950s. Internationally, the experience with traffic circles was also bad, as many countries found that traffic circles locked up as traffic volumes increased.



### Changes in the United Kingdom created the modern roundabout...

The modern roundabout was developed in the United Kingdom to fix traffic circle problems. In 1966, the United Kingdom adopted a mandatory "give-way" rule at all circular intersections that required entering traffic to give way, or yield, to circulating traffic. This rule prevented circular intersections from locking up, by not allowing vehicles to enter the intersection until there were enough gaps in circulating traffic. In addition, smaller circular intersections were proposed that made vehicles turn more tightly, resulting in slower entry and circulating speeds.

### Modern roundabouts have improved traffic safety and traffic operations over older circles...

These changes improved the safety of the circular intersection by reducing the number and particularly the severity of collisions. The modern roundabout is significantly different from the older traffic circle both in how it operates and in how it is designed. The modern roundabout is greatly improved in terms of operations and safety, when compared with older rotaries and traffic circles. Many countries have adopted the modern roundabout as a common intersection form.

### Modern roundabouts have improved environmental impacts...

A well designed, strategically placed modern roundabout is better for the environment than a signalized intersection because it creates shorter delays for motorists and shorter vehicle queues. The longer delays associated with traffic signals result in more vehicles idling for longer periods. Vehicles approaching a roundabout tend to arrive in a slow "rolling" pace rather than the typical stop/start behavior at signalized intersections. This results in lower fuel consumption. Recent studies have shown that idling vehicles emit larger amounts of some types of pollutants than vehicles traveling at moderate speeds. Based on this finding, fewer idling vehicles at a roundabout will result in lower emissions of certain pollutants than the same traffic at a signalized intersection.

References: Federal Highway Administration, Roundabouts: An Informational Guide, Report No. FHWA-RD-00-067, June 2000.

Select Language

## Community Programs and Services

### Frequently Asked Questions

**Q. Once I'm in the roundabout, should I stop to let other vehicles enter the roundabout?**
A. No, do not stop except to avoid a collision. You have the right-of-way over entering traffic.

**Q. What determines the size of a roundabout?**
A. Factors that determine the size of a roundabout generally include the amount of traffic, the size of the largest vehicle, and an appropriate travel speed.

**Q. Are roundabouts appropriate everywhere?**
A. No. The choice of using a roundabout versus other types of traffic control is a case-by-case decision.

**Q. I drive a big truck, and that roundabout looks awfully tight. Will I fit?**
A. Yes. The roundabout is designed so that large trucks can traverse them. Most trucks, even large ones, should drive on the travel lanes like most vehicles. Your trailer may track onto the portion of the center island termed the "truck apron".

**Q. What if an emergency vehicle comes through the roundabout?**
A. If you have not yet entered the roundabout, let the emergency vehicle pass you. If you are in the roundabout, continue on and exit as normal, then pull to the right where there is room for the emergency vehicle to pass. Do not stop inside the roundabout because you may block the emergency vehicle.

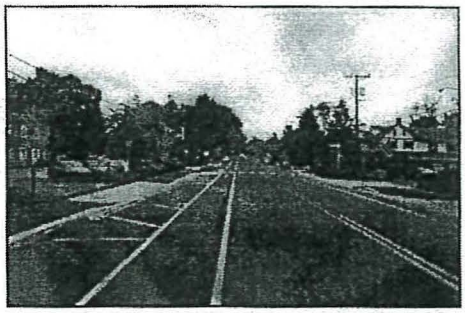
**Q. What about snow removal at roundabouts?**
A. A number of communities in snowy areas have installed roundabouts, including Hamilton, Ontario; Kemptville, Ontario; Howard (Green Bay), Wisconsin; Montpelier, Vermont; and Vail, Colorado. All have indicated that while there are some changes at first for snowplow crews, there are generally no major problems with snow removal in roundabouts. In Howard, Wisconsin for example, one truck will start on the truck apron and plow around the roundabout to the outside, while another truck will plow each entry and exit, pushing the snow to the outside. Roundabouts make it easier to turn snowplows.

# 3A.2 NON-CONSTRUCTION MEASURES: *Striping*

**Description:**

Pavement striping as a means of controlling speed includes measures to effectively narrow the travel lanes to encourage lower speeds, to emphasize pedestrian crossings, or to supplement signing regulations (such as existing stop signs). Striping which can be used in traffic calming includes centerline stripes, edge line stripes, crosswalks and stop bars at existing stop signs.

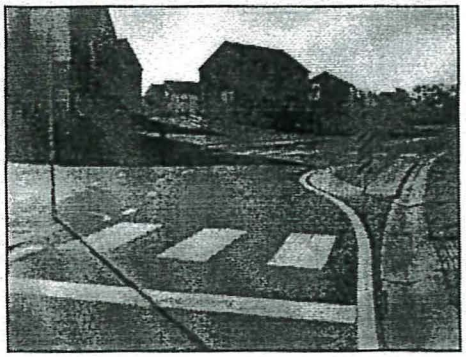
Pavement striping options can vary depending on the type of striping being used; therefore, the application of each type of striping treatment is as follows:



Centerline Striping: Centerline striping is primarily used for residential streets without existing centerlines. In many cases, a centerline stripe can be effective in channeling traffic and thereby reducing speeds. There are also other specialized striping techniques that can be used to draw attention to lane markings, such as the addition of reflective pavement markers where appropriate.



Edge Line Striping: Edge line striping is also effective in residential areas to narrow the lanes and/or provide additional delineation for other uses. Reducing the lane width has the potential for reducing speed by creating a narrower traffic lane. The area between the edge of the road and the lane marking can often be used for parking or as a bike lane, depending on the resulting shoulder width.



Crosswalks: At high volume pedestrian crossings, striped crosswalks might be appropriate to channelize pedestrians and notify motorists of pedestrians crossing the street. Crosswalks alone may not provide the desired level of protection or call sufficient attention to a pedestrian to allow them to safely cross the street. Depending on the need, there are a variety of crosswalk options that may be used at intersections to identify the safest place to cross. These include ladder-style striping and possibly the use of textured pavements to increase visibility by the motorist and encourage slowing.




Stop Bars: Stop bars may be added at intersections to reinforce existing stop signs, with or without the addition of the word "STOP" on the pavement surface. The use of "STOP" as a pavement marking should be used primarily where there has been a potentially correctable crash trend identified. Stop bars will not be installed without a STOP sign, and any new STOP signs must comply with the warrants and provisions of the DE MUTCD.

**Application:**

| | |
|---|---|
| ***Types of Streets*** | Appropriate for all streets, no limitation. |
| ***Speed Limits*** | Appropriate for all speed limits, no limitation. |
| ***Design Vehicles*** | Appropriate for all vehicles, no limitation. |
| ***Street Grades*** | Appropriate for all street grades, no limitation. |

**Anticipated Impacts:**

***Safety:*** Striping can help increase awareness and visibility of pedestrians crossing the street. It can also reinforce signing and help position vehicles in the street creating a safer environment for bicycle users.

***Speed:*** Can help reduce speeds on streets by creating narrower travel lanes and increasing the awareness of pedestrian crossings.

***Traffic Diversion:*** No impact on traffic diversion

**Advantages:**

- Centerline striping can be effective in reducing sideswipe accidents, as it channelizes traffic in its own lane.
- Centerline striping can be combined with edge lines to create narrower travel lanes, which subsequently help to slow traffic.
- Edge line striping may increase bicycle and pedestrian safety by moving vehicle traffic closer to the centerline providing more shoulder space for bicycles and pedestrians.
- Crosswalks provide a visible pedestrian crossing, increasing pedestrian awareness and safety.
- Stop bars reinforce a stop sign location, and can augment the delineation of an intersection.

**Disadvantages:**

- Periodic maintenance of striping.
- Striping can lose its effectiveness in reducing speed over time as regular users of the street become more comfortable with the physical space they have available to operate.
- Crosswalks used without other traffic control devices may lure pedestrians into a false sense of security.
- Appearance of the road with paint striping may cause residents to feel that the road is a higher classification than a local residential street.

# 3A.4 NON-CONSTRUCTION MEASURES: *Radar Speed Signs*

**Description:**

Radar Speed Signs involve the use of electronic speed detection radar equipment, mounted along with the legal posted speed limit on a sign. The signs are placed along a road to increase motorists' awareness of their speed through the corridor. The radar speed sign measures an approaching car's speed and displays it in large, lighted numbers. It does not record the license plate number or take pictures of violators. A Radar Speed Sign can also be mounted on a trailer to allow the technology to be used as a temporary or short term installation. Since DelDOT is not funded to maintain Radar Speed Signs, they are only installed and replaced through CTF funding.




RADAR SPEED SIGNS

**Application:**

| | |
|---|---|
| ***Types of Streets*** | Appropriate for all streets, no limitation. |
| ***Speed Limits*** | Appropriate for all speed limits, no limitation. |
| ***Design Vehicles*** | Appropriate for all vehicles, no limitation. |
| ***Street Grades*** | Appropriate for all street grades, no limitation. |

**Anticipated Impacts:**

***Safety:*** Promotes safety by constantly reminding drivers when their speeds are excessive and above the legal speed limit.

***Speed:*** Can cause speeds to be reduced within a community.

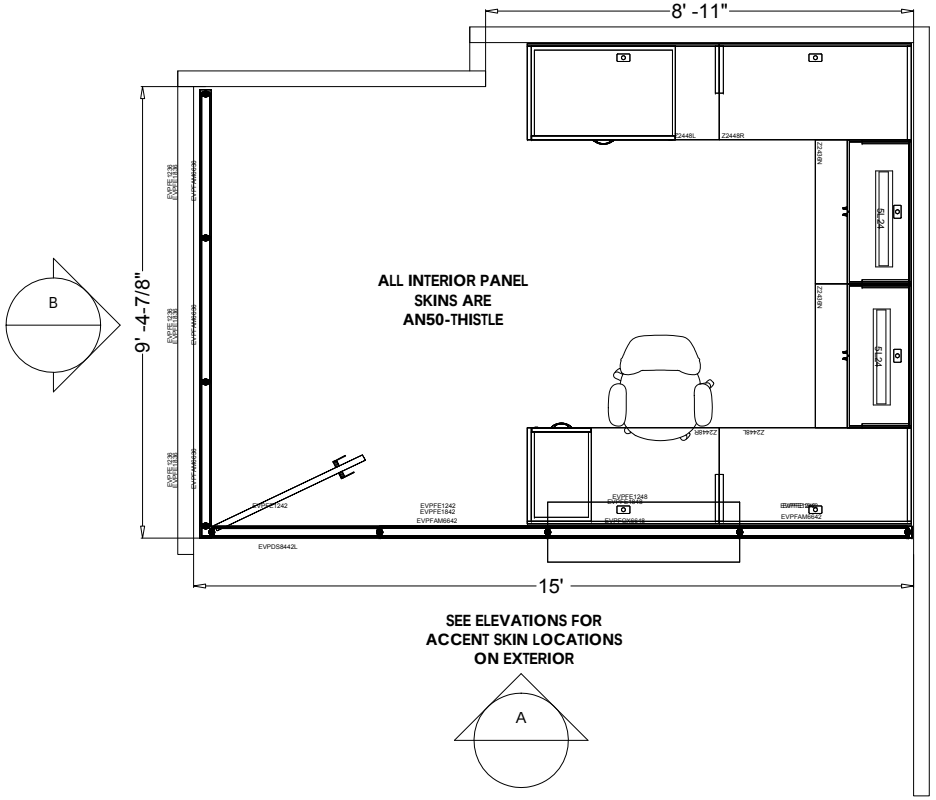
***Traffic Diversion:*** No impact on traffic diversion

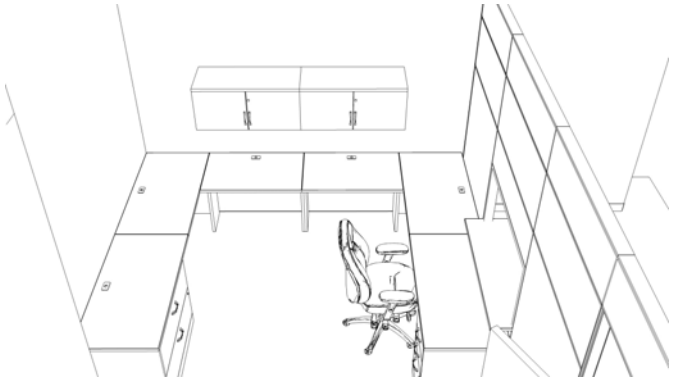
**Advantages:**

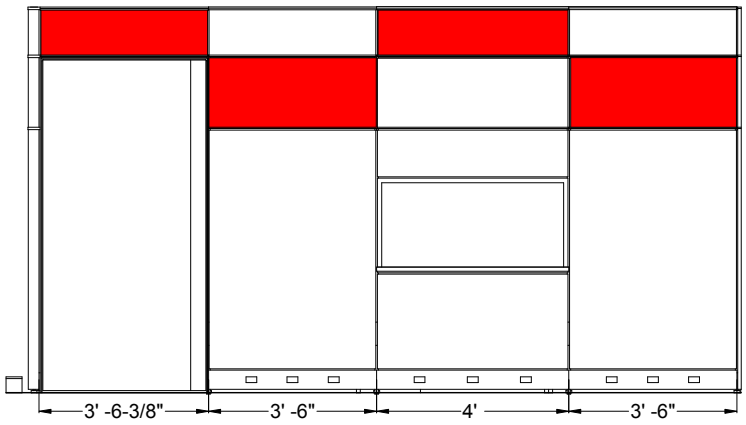
- Can be effective in reducing speeding by drivers. These signs are most effective when a community is supportive and promotes the need for speed reduction through other community educational efforts.
- Can be cost effective when compared with the construction of physical traffic calming measures to reduce speed.

**Disadvantages:**

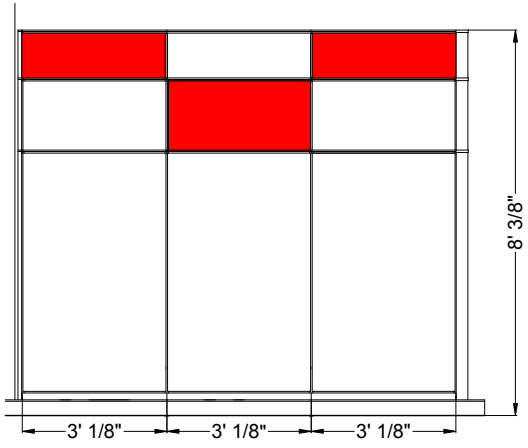
- Impact may be reduced over time unless regularly enforced by local police.






Elevation A




Elevation B

PASSPORT STATION

STARTED: XX/XX/XX
REVISED: 2/9/2017
SCALE: AS SHOWN
DESIGN ORDER # 133855
DRAWN BY: KJC
n:\STATE OF DE\DOVER PUBLIC

| REVISION | DATE/BY |
|---|---|

DOVER PUBLIC LIBRARY

DOVER, DE

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# DEPARTMENT OF POLICE

**Marvin C. Mailey**
**Deputy Chief of Police**

**400 South Queen Street**
**Dover, Delaware 19904**
**302-736-7111**
**Fax: 302-672-1842**

March 13, 2017

Ms. Traci McDowell
City Clerk
Dover City Hall
P.O. Box 475
Dover, DE 19903

Dear Traci:

The recent resignation of Retired Captain John Sigler created a vacancy on the Police Pension Board. In accordance with Chapter 62 - Law Enforcement, Article III - Pension Plan, Division 2 -Retirement Committee, Section 62-102 (3), of the Dover Code, if an unscheduled vacancy should occur among the elected members, a special election shall be called for the purpose of filling the remainder of such term.

Pursuant to Chapter 62 – Police Department, Article III – Pension Plan, a request for nominations was posted with an announcement of election to fill the vacancy on March 2, 2017. One nomination was received, therefore, no election will be held.

I hereby nominate Retired Sergeant Steve Rogers to serve on the Pension Board, for the remainder of Retired Captain John Sigler's term commencing March 28, 2017 and ending January 31, 2019 subject to confirmation of a voting majority of City Council.

If you need additional information, please call me at (302) 736-7100.

Sincerely,

Marvin C. Mailey
Deputy Chief of Police

# M E M O R A N D U M

TO: Members of City Council



FROM: Traci A. McDowell, City Clerk

DATE: March 27, 2017

SUBJECT: Special Election - First (1st) District Council Vacancy
(Term to Expire May 13, 2019)

In accordance with Article II - Mayor and Council, Section 13 - Vacancies; Forfeiture of Office; Filling of Vacancies of the City Charter, a Special Election must be held to fill the vacancy created by the resignation of Councilman James E. Hosfelt, Jr. since the vacancy is in excess of six (6) months in duration. This position is for the First (1st) District City Council Seat with a term that expires May 13, 2019.

The following dates are submitted for your approval relative to the Special Election:

**Date of Election - Tuesday, May 16, 2017**
The earliest the election can be held is Thursday, April 27, 2017, and the latest it can be held is Friday, May 26, 2017.

**Filing Petitions - Tuesday, March 28, 2017 through Friday, April 21, 2017 at 4:30 p.m.**
This time frame allows approximately three and one half (3½) weeks for filing petitions, three (3) weeks for campaigning, and two and one half (2½) weeks for absentee voting.

**Voter Registration Close - Friday, May 5, 2017**
Voter registration (for the Special Election) shall close on Friday, May 5, 2017. The State will continue to accept voter registration applications.

**Oath of Office - Special City Council Meeting of Wednesday, May 24, 2017**
Wednesday, May 24, 2017 is the soonest that the Oath of Office can be administered.

The above schedule is only a suggestion for Council consideration, but official action by Council is necessary.

I suggest using The Elks Lodge #1903, 200 Saulsbury Road, as the polling place for the Special Election. Newspaper notices for the filing petition dates will be prepared so that we can advertise immediately following the Council Meeting (upon Council approval of the dates).

If you have any questions or suggestions regarding the above, please do not hesitate to contact me.

/tm
S:\CAFS\ELECTION RELATED\03-27-2017 Scheduling Special Election Memo to Council.wpd

RECEIVED
MAR 15 2017
OFFICE OF THE CITY CLERK

# ROBBINS HOSE COMPANY No. 1

DOVER'S VOL. FIRE DEPT.
Since 1882

March 15, 2017

To: Traci McDowell

From: Al Farling

Reference: Judges for Special Fire Line Officer Election

Robbins Hose Company will have a special Fire Line Officer election on Monday, April 17, 2017. President Bashista is submitting the following recommendations to serve as election judges:

1. Mr. James Hurley
2. Mr. William Rhodes
3. Mr. Brian Wasko

Please feel free to contact us with any questions or concerns regarding this matter.

CC: Brian Bashista

Carleton Carey, Jr.