CITY OF DOVER PLANNING COMMISSION
AGENDA
MEETING and QUARTERLY WORKSHOP
Monday, May 16, 2016 – 7:00 P.M.

City Hall Council Chambers
15 Loockerman Plaza, Dover, Delaware

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

ADOPTION OF MINUTES OF REGULAR MEETING of April 18, 2016

COMMUNICATIONS & REPORTS

1) The Planning Commission Quarterly Workshop originally scheduled for WEDNESDAY, May 18, 2016 has been combined with the Regular Meeting of May 16, 2016.

2) Reminder: The next Planning Commission regular meeting is scheduled for MONDAY, June 20, 2016 at 7:00pm in the City Council Chambers.

3) Update on City Council Actions

OPENING REMARKS CONCERNING DEVELOPMENT APPLICATIONS

OLD BUSINESS

1) Requests for Extensions of Planning Commission Approval: None

NEW BUSINESS

1) S-16-03 Serenda Apartment Building at 762/764 S. State Street: Waiver Request – Review and Consideration of a Waiver Request for the Elimination of Upright Curing as associated with the Administrative Site Plan for interior renovations of a 4-unit apartment building and associated site improvements. The project is located on the west side of S. State Street north of Gooden Avenue and across from the entrance drive to South Dover Elementary School. The property is zoned R-8 (One-Family Residence Zone). The owner of the property is KCRM LLC. Tax Parcel: ED-05-077.13-02-32.00-000. Council District 2.

NEW DEVELOPMENT APPLICATIONS

1) S-16-12 Parking Lot at 1 South Bradford Street – Public Hearing and Review of a Site Plan application to permit the construction of a 3,830 S.F. +/- parking lot containing thirteen (13) parking spaces at the rear of the existing building on site. Construction would involve demolition of a 300 S.F. accessory garage. A future phase proposes an additional three (3) parking spaces of 570 S.F. and demolition of a 325 S.F. portion of the existing building. The property consists of 0.207 acres (9,024 S.F.) and is located at the southeast corner of South Bradford Street and West Division Street. The property is zoned RG-O (General Residence and Office Zone). The owner of record is One South Bradford, LLC. Property Address: 1 South Bradford Street. Tax Parcel: ED-05-77.05-04-01.00-000. Council District 3.

2) MI-16-05 Text Amendments: Speed Bumps, Speed Cushions, and Speed Humps – Public Hearing and Review for Recommendation to City Council of Text Amendments to the *Dover Code of Ordinances*, Section 98-10 – Speed Reduction Devices; Appendix A: Subdivisions, Article VI, Section A – Streets; and Appendix B - Zoning Ordinance, Article 10, Section 2.54 – Proposed Development. The proposed Ordinance revisions would create definitions for speed bumps, speed cushions, and speed humps and allow speed cushions to be installed on private commercial property following review by the Safety Advisory and Transportation Committee and approval by City Council. Speed bumps and speed humps would remain prohibited. Ordinance #2016-09. *Public Hearing and Final Reading before City Council is scheduled on June 13, 2016.*

QUARTERLY WORKSHOP SESSION

1) Planning Commissioner Comments and Concerns

2) Department of Planning & Inspections Update
    a. Summary of 2016 Applications

    b. Research Activities
        i. Update on Research for Ordinance Amendments
            1. Manufactured Homes
            2. Residential Zones

    c. Current Studies and Projects
        i. Transportation Improvement District
        ii. Division Street/Forest Street Design Charrette
        iii. Bradford Street Streetscape Enhancement project
        iv. Evaluation of Non-Conforming Uses in Residential Districts

    d. Updates on Program and Plan Activities
        i. Downtown Development District Program/Restoring Central Dover Community Plan
        ii. Delaware Plan4Health

3) Education and Training Opportunities
    a. Delaware Planning Education Program by UD-IPA: Workshop Series – "Creating a Flood Ready Community" May 20, 2016, 9:00am-Noon (Registration Required)
    b. APA Webinars:
        i. "Translating the Plan Into Implementation" on May 11, 2016, 4-5:30pm
        ii. "Planning Law Review" on June 29, 2016, 4-5:30pm

4) Open Discussion

ADJOURN

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

Posted Agenda: posted May 6, 2016

CITY OF DOVER PLANNING COMMISSION
April 18, 2016

The Regular Meeting of the City of Dover Planning Commission was held on Monday, April 18, 2016 at 7:00 PM with Chairman Mr. Tolbert presiding. Members present were Mr. Holden, Mr. Cregar, Mr. Holt, Mr. Baldwin and Mr. Tolbert. Colonel Welsh, Dr. Jones, and Ms. Still were absent.

Staff members present were Mrs. Ann Marie Townshend, Mrs. Dawn Melson-Williams, Mr. Jason Lyon, Mr. Bill Cook, and Mr. Eddie Diaz. Also present was Mr. Troy Adams, Mr. Gregory Moore, Ms. Carol Ohm, and Mr. Jonathan Street. Speaking from the public was Ms. Jennifer Cappola and Ms. Debra Handel.

APPROVAL OF AGENDA

Mr. Cregar moved to approve the agenda as submitted, seconded by Mr. Holt and the motion was unanimously carried 5-0 with Colonel Welsh, Dr. Jones and Ms. Still absent.

APPROVAL OF THE PLANNING COMMISSION QUARTERLY WORKSHOP MINUTES OF FEBRUARY 17, 2016

Mr. Holt moved to approve the Planning Commission Quarterly Workshop minutes of February 17, 2016 as submitted, seconded by Mr. Baldwin and the motion was unanimously carried 5-0 with Colonel Welsh, Dr. Jones and Ms. Still absent.

APPROVAL OF THE PLANNING COMMISSION MEETING MINUTES OF MARCH 21, 2016

Mr. Baldwin moved to approve the Planning Commission Meeting minutes of March 21, 2016, seconded by Mr. Holt and the motion was unanimously carried 5-0 with Colonel Welsh, Dr. Jones and Ms. Still absent.

COMMUNICATIONS & REPORTS

Mrs. Townshend stated that the next Planning Commission meeting is scheduled for Monday, May 16, 2016 at 7:00pm in the City Council Chambers.

Mrs. Townshend stated that the next Planning Commission Quarterly Workshop is scheduled for Wednesday, May 18, 2016 at 12:00 noon in the City Hall Conference Room.

Mrs. Townshend provided an update on the regular City Council and various Committee meetings held on March 28 & 29, 2016 and April 11 & 12, 2016.

OPENING REMARKS CONCERNING DEVELOPMENT APPLICATIONS

Mrs. Townshend presented the audience information on policies and procedures for the meeting.

OLD BUSINESS

1. Requests for Extensions of Planning Commission Approval:
   A. C-14-02 YMCA of Delaware Kent Swim Club at 825 Kenton Road – Request for one year extension of the Planning Commission approval granted April 21, 2014 to the Conditional

Use Site Plan Review to permit the construction of a new 1,600 S.F. pavilion, conversion of the property to public sewer service, and associated site improvements on an 18.3 acre parcel. The property is zoned R-10 (One-Family Residence Zone). The property is located on the east side of Kenton Road and south of Walker Road. The owner of record is YMCA of Delaware. Property Address: 825 Kenton Road. Tax Parcel: ED-05-067.18-02-01.00-000. Council District 1.

Representatives: None

Mr. Cook stated that this was a request for a one year extension of the Planning Commission's approval from April 21, 2014 to the Conditional Use Site Plan review to permit the construction of a 1,600 S.F. pavilion, conversion of the property to public sewer service and other improvements on the 18 acre parcel. The property is zoned R-10 (One-Family Residence Zone). The engineer representing the applicant is here if there are any questions. His understanding is that the issues pertain to the conversion of the property to public sewer. Commission members may recall the facility was trying to tie into a sewer connection located on the English Village Condominium property and there have been difficulties in obtaining that and at this time the applicant is trying to find other alternatives.

Mr. Holt questioned what happened with the sewer connection? Responding to Mr. Holt, Mrs. Townshend stated that English Village Condominiums did not wish to grant the easement for the sewer so they have to look at other alternatives.

Mr. Holt further questioned if that's where they were in the process now? Responding to Mr. Holt, Mrs. Townshend stated yes.

Mr. Cregar moved to approve C-14-02 YMCA of Delaware Kent Swim Club at 825 Kenton Road to grant a one year extension to allow them to continue to seek the necessary approvals to get sewer, seconded by Mr. Holt and the motion was unanimously carried 5-0 by roll call vote. Mr. Holden voting yes; it's a reasonable request for reasonable reasons. Mr. Cregar voting yes, for the previous reasons stated. Mr. Holt voting yes; it seems to be a reasonable problem and he hopes that they can work it out in enough time. Mr. Baldwin voting yes, for the previous reasons stated. Mr. Tolbert voting yes; they didn't have much choice.

NEW DEVELOPMENT APPLICATIONS

1) AX-16-02 Lands of Heartland Delaware, Inc – Public Hearing and Review for Recommendation to City Council on an Annexation Request and Rezoning Request for two parcels of land located south of Webbs Lane between South Governors Avenue and South DuPont Highway abutting existing City limits. The annexation category according to Dover's *2008 Comprehensive Plan* is Category 2: 0-10 Years Priority Annexation Areas and the land use designation is Residential Medium Density. The owner of record is Heartland Delaware, Inc. Proposed Council District 2. Ordinance #2016.12.
   A. Property located at 1411 South Governors Avenue consisting of 0.2158 acres ±. Property is currently zoned BG (General Business District) in Kent County. Proposed zoning is C-4 (Highway Commercial Zone). Located on the east side of South Governors Avenue. Address: 1411 South Governors Avenue. Tax Parcel: ED-00-086.09-01-21.00-000.

B. Property located at 1417 South Governors Avenue consisting of 0.4497 acres ±. Property is currently zoned BG (General Business District) in Kent County. Proposed zoning is C-4 (Highway Commercial Zone). Located south of Webbs Lane with frontages on South Governors Avenue and South DuPont Highway. Address: 1417 South Governors Avenue. Tax Parcel: ED-00-086.09-01-22.00-000.

Representatives: Mr. Troy Adams, Mountain Consulting, Inc

Mr. Cook stated that this annexation request and rezoning request is for two (2) parcels located south of Webbs Lane between South Governors Avenue and South DuPont Highway abutting the existing City limits. The annexation category according to the *2008 Comprehensive Plan* is Category 2: 0-10 Years Priority Annexation Areas and the land use designation is Residential Medium Density. The owner of record is Heartland Delaware, Inc. There are two (2) properties and the Zoning Map is located in the packet. They are addressed as 1411 South Governors Avenue Parcel C on the map and 1417 South Governors Avenue Parcel D on the map. Each property is currently zoned in Kent County as BG (General Business District). The proposed zoning in the City would be C-4 (Highway Commercial Zone). Property A is the property located closest to City limits with frontage only on South Governors Avenue. Also for reference, the property adjacent nearby in the City is the Wendy's. The two (2) properties are kind of in between the Wendy's and the Burger King. The second property fronts on both streets.

Mr. Adams stated that there were really no DAC comments and what Mr. Cook stated was accurate.

Mrs. Townshend stated that she wanted to re-emphasis the fact that while the *Comprehensive Plan* shows this area as Residential Medium Density in the Annexation Plan. When you look at the Land Use Plan for what's in the City, we would consider this a Minor Variation. When we submit the Plan of Services later this week to the State Planning Office, we will demonstrate that it's a Minor Variation in terms of the land use in the *Comprehensive Plan.*

Mr. Tolbert opened a public hearing and after seeing no one wishing to speak, he closed the public hearing.

Mr. Cregar moved to recommend approval to City Council for AX-16-02 Lands of Heartland Delaware, Inc, with the appropriate zonings as indicated in the report from Staff (zoning of C-4), seconded by Mr. Holt and the motion was unanimously carried 5-0 by roll call vote with Colonel Welsh, Dr. Jones and Ms. Still absent. Mr. Holden voting yes; it's in the Priority Annexation Area and, it's a Minor Variation. It's keeping with the trend of growth in that area in commercial and it will be nice to bring that piece into the City. Mr. Cregar voting yes, for reasons previously stated. Mr. Holt voting yes; based on the reasons previously stated. Mr. Baldwin voting yes, based on the reasons previously stated. Mr. Tolbert voting yes; it's a minor change that is desirable at this point.

2) AX-16-03 Lands of Dover International Speedway, Inc – Public Hearing and Review for Recommendation to City Council of an Annexation Request and Rezoning Request for multiple parcels of land located east of State Route 1 abutting existing City limits. The annexation category according to Dover's *2008 Comprehensive Plan* is Category 2: 0-10 Year Priority Annexation Areas and the land use designation is to be master planned at the time of annexation. The owner of record is Dover International Speedway, Inc. Proposed Council

District 3. Ordinance #2016-13. *A Master Plan of the annexation area and certain adjacent properties was submitted with the application.*

A. Three (3) unaddressed lots of a single parcel totaling 29.57 acres ±. Property is currently zoned AR (Agricultural Residential District) in Kent County. Proposed zoning is RC (Recreational and Commercial Zone). Located adjacent to State Route 1 and surrounding the intersection of Leipsic Road and Persimmon Tree Lame. Tax Parcel: LC-00-058.00-01-29.00-000.
B. Property located at 1229 Persimmon Tree Lane consisting of 228.86 acres ±. Property is currently zoned AR (Agricultural Residential District) in Kent County. Proposed zoning is RC (Recreational and Commercial Zone). Located northwest of Persimmon Tree Lane. Tax Parcel: LC-00-058.00-01-02.00-000.

Representatives: Mr. Gregory Moore, Becker Morgan Group

Mr. Holden recused himself from discussion and voting due to his employer being the engineer of record.

Mrs. Townshend stated that this is a proposal to annex 258.43 acres of land known as Lot 9, 8, 10A and 18 of the Dover International Speedway property; all of the property is east of Route 1. This is shown in the *Comprehensive Plan* in the Category 2: 0-10 Years Priority Annexation Areas and it has a note that it would be Master Planned at the time of annexation. When they did the *Comprehensive Plan,* it was before they had the Firefly Music Festival. As Firefly has taken root and grown they have been working closely with Dover International Speedway to position things so that they could move toward the annexation of the property. That way everything is in one jurisdiction for the ease of things such as permitting, enforcement and public safety. This is the Annexation application that they have been working toward with the Speedway.

The current zoning in Kent County is AR (Agricultural Residential District) and the proposed zoning classification is RC (Recreational and Commercial Zone) and again as per the *Comprehensive Plan* it was stated that it would be Master Planned at the time of annexation. There is a plan sheet that shows the Master Plan which is really just the festival layout. At this point in time, there are no permanent improvements that are planned and any improvements that would be planned would be consistent with that overall layout. She shouldn't say "no" permanent improvements; there are a number of things that they will be working on whether they will be permitted under Kent County. She thinks a couple of things will be constructed under Kent County jurisdiction prior to the full annexation but really it's storage buildings and a VIP platform that would be associated with the festival. The types of improvements reflected in the Master Plan are all of the things that would be to support the festival. At this point, they have entered into a long term agreement with Red Frog. The purpose of the annexation is to avoid a lot of that confusion as it relates to who's responsible for what as it relates to the County and the City or the State Fire Marshal versus the City Fire Marshal and those types of things. This did go to PLUS with the Master Plan that was submitted. They do not yet have PLUS comments but they were very consistent with the types of things that they saw when they did the *Comprehensive Plan* amendment. They want to make sure that the City does things like protect the woodlands and those types of areas which the City obviously has ordinances that would address those issues.

Mr. Moore stated that all what Mrs. Townshend stated was the reason that they have been planning to bring all of these properties into the City for a number of years and also planning to have all of the zones under Dover International Speedway under one consistent zoning so that there's understanding as to what they are doing there for now and the future. They don't have a large amount of plans for construction but as Mrs. Townshend alluded to Red Frog did come to them this year and say that they needed to build two (2) structures. One is a small maintenance building and the other is a lofted area which is actually a platform for people to sit on. The loft area is something that they actually build already and they remove it from the property and take it apart. They are asking to just have it permanent so that they don't have to do that for every single event. Beyond that, they think that they may build a bathroom or a shower facility or something that is a part of the Red Frog facilities today and that's why they submitted the plan as their Master Plan. They are solely gearing for the Firefly over a twenty (20) year agreement between Dover Downs and Red Frog.

Mr. Holt stated that he thinks that it's a good deal for the City. It brings everything under the City's 'roof' and he thinks it's a win-win.

Mr. Cregar stated that some of the challenges that they have had are when they have had these jurisdictional issues. He knows that they have good cooperation but this will allow for good public safety. Responding to Mr. Cregar, Mrs. Townshend stated that they have their Special Event Permit process that the City administers and Kent County has a different process. For instance, the City makes sure that the all vendors have whatever licenses that they need. The Speedway is very good at controlling those things but they don't want anything to fall through the cracks between the two jurisdictions. One of the things from when they made the changes to the RC (Recreational and Commercial Zone) is that they added hours for use of outdoor PA systems or amplification systems. If the main stage or the camping areas are in Kent County that doesn't apply but the City is still getting the complaints. One of the things that they have heard from the Public Safety Staff at the Speedway is that the City has standards for how campers are parked. There have been times where people will say "well how come they don't have to do it?" as they are pointing across the road at some of the adjacent camp grounds that the State Fire Marshal regulates. A few years ago there was an issue where someone was burned and Staff had to look at the map to determine if the City Fire Marshal should respond or if it was the State Fire Marshal. It is really about a more seamless approach to the public safety. While there are Municipal Aid Agreements in place and there is some degree of jurisdiction. It makes it less confusing and overall safer.

Mr. Cregar stated that they have this Master Plan which is basically kind of a layout. If there is some building, depending on the size would it be done through administrative review? Responding to Mr. Cregar, Mrs. Townshend stated that if it meets the threshold for Planning Commission review then it would come to the Planning Commission.

Mr. Tolbert opened a public hearing.

Ms. Jennifer Cappola – 102 Gordon Place Dover DE 19904

Ms. Cappola stated that from what she understands the City is going to be rezoning them from Agriculture to City. She isn't sure if that's just a rumor but she wants to know how this is going to affect her actual community. She lives in Persimmon Park Place so she is close to the RV's. How is this going to affect her community and where she lives? Is the City going to be raising her taxes?

Are they going to be digging up her community? Why did she get this notice and how does this change affect her? Responding to Ms. Cappola, Mrs. Townshend stated that the *Zoning Ordinance* requires that the applicant send notice to all property owners within two hundred (200) feet of the property that is subject to rezoning. This wouldn't directly affect your property; it doesn't rezone your property or change anything specific to your property. This brings property that is currently outside of the City under the City's jurisdiction and it applies the zoning classification of RC (Recreational and Commercial Zone) which is where they have the standards that they would apply to the music festival. From a practical standpoint, you shouldn't see anything different than what you are seeing now with the festivals. It adds a little more structure because of the zoning classification.

Ms. Cappola questioned if this will make her taxes go up? Responding to Ms. Cappola, Mrs. Townshend stated that this would not affect her taxes.

Ms. Debra Handel – 1160 Persimmon Tree Lane Dover DE 19904

Ms. Handel stated that she lives across from the driveway to 1299 Persimmon Tree Lane. It's the big green area with the little green strip that the City is calling a driveway. It is actually more like a three lane paved road and on some Internet sites it's referred to as Moor's Farm Lane because it has become such a road. Most of her issues concern the noise and the traffic from that area. When you mentioned the PLUS review, you didn't mention the line in there that "our suggestion is rather than rezoning the City should accommodate the festival uses as Conditional Use protecting both Dover Downs and the residents in the area from unforeseen changes." Her problem is that once this property is rezoned, they (City) doesn't have plans to do anything in the foreseeable future. Responding to Ms. Handel, Mrs. Townshend stated that they have not received a PLUS letter from the State as of yet.

Ms. Handel stated that the letter was addressed to Mrs. Townshend on February 23, 2016. Responding to Ms. Handel, Mrs. Townshend stated that's regarding the *Comprehensive Plan* amendments.

Ms. Handel stated that she just knows that the letter is referring to the rezoning of the property and Mrs. Townshend already stated that ten (10) years ago when the *Comprehensive Plan* was done no one expected Firefly. Once you rezone the property we are stuck with it. Who knows what's going to happen ten (10) years from now. They are saying in the letter that they could eventually build hotels, casinos and race tracks. Once it's rezoned, it's rezoned. There's no getting it back. The other issue is that there is no Site Plan required because it's not really a development; however, there are all these gravel roads and unpaved roads on the property. She and several neighbors have asked Dover Downs in the past why they can't reconfigure those gravel roads and make them paved roads so that you take the traffic off of Persimmon Tree Lane and onto their property but they said that they couldn't do that because it affects their back door operations. So basically they don't mind screwing over the neighbors as long as their operations are going well. They have put so much time and effort into what they are calling a driveway but she can't understand why. For example, the Dover Mall has the road that goes around it and all of the other roads to get into it. Why can't Dover Downs do something like that on their property back where Leipsic Road hits Persimmon Tree Lane where there are shoulders and there are no ditches and plenty of real estate to do this? Versus having all of that camping traffic come up their little two (2) lane road where there are no shoulders and has deep ditches. You are talking about people, golf carts, cars, and people using their

driveways as turnaround areas. There has got to be a way to manipulate that property layout so that they can build their own access road on the property.

The second issue is the noise ordinance. You said by bringing this property into the City of Dover that it would also be subject to the City of Dover noise ordinance. That means no noise after certain hours. Her problem with that is how is the City going to enforce that when they are already advertising on the website that the Hub is going to be open until 4:00AM Wednesday through Saturday and open until 2:00AM on Sunday? There are stages that have performance that play until 3:00AM or 4:00AM. What is the City going to do to address the noise concerns of the residents who live in this agricultural residential quiet neighborhood that is now going to be zoned RC (Recreational and Commercial Zone)? Responding to Ms. Handel, Mrs. Townshend stated that the RC (Recreational and Commercial Zone) addresses noise hours.

Ms. Handel stated that Article 3, Section 18.1 states that the "use of loud speakers and other amplification systems shall be prohibited between 12:00AM and 7:00AM Monday through Friday and between 2:00AM and 9:00AM on Saturday and Sunday." There is no way that Firefly is going to adhere to that; they never have in the past. Responding to Ms. Handel, Mrs. Townshend stated that's part of the reason that they added it to the Ordinance. She is unaware of anything scheduled beyond those hours. They worked with the Speedway on the construction of the Ordinance.

Ms. Handel questioned if Mrs. Townshend was saying that what's happened in the past three (3) years is not going to happen for this year coming? That's been their history before. Responding to Ms. Handel, Mrs. Townshend stated that's what they have discussed with the Speedway that the outdoor amplification needs to adhere to those hours.

Ms. Handel stated that in another part of that Ordinance there is a Section that talks about hearing noises and vibrations beyond the Speedway boundaries. Obviously it's a music festival and they are not going to be able to contain that but there has to be something so that she is not sitting in living room listening to her walls vibrate every time there is a bass bumping thing on one of those stages. There has got to be a way that they can turn those down. Everybody thinks this is great and that Firefly brings a lot of money to the community but nobody wants it in their back yard. Yet, they have it in their back yard and they didn't ask for it. There has got to be some concessions made to the people that live there. It's very hard on them. She has already taken off work on Thursday and Friday because she is going to have to stay home to make sure that there aren't people in her yard. In the past they have urinated in their trees and slept in the driveway. It is awful, there are people sitting in trees and on fences. They are zombies half of the time. There is a strip of Persimmon Tree Lane that is County and not City but yet they are dealing with City property. How are they going to coordinate that with the State Police? They have always put a post at the end of the driveway where a State Trooper sat around the clock but how is the City going to deal with it? Responding to Ms. Handel, Mrs. Townshend stated that will probably not change. There are meetings that occur throughout the year that include the Police jurisdictions, DelDOT, the Speedway and Red Frog to coordinate those issues. This does not mean that there won't be a State Police presence during Firefly. It's not just the City of Dover Police; it's the State Police and officers that come up from other municipalities.

Ms. Handel stated that she knows that but where they are, they only get State Police. Responding to Ms. Handel, Mrs. Townshend stated that she would not expect that to change.

Ms. Handel stated that her biggest issue is that there has got to be a way that they can build an access road on the property to keep pedestrians, golf carts, bicycles and cars off of their two lane road. You can't even move around them half of the time because they are taking up the whole road walking. There has to be a way to keep that on the property just like you would any other shopping mall or development and to do something about the noise.

Mr. Tolbert questioned if they have had contact with the police regarding the nuisances? Responding to Mr. Tolbert, Ms. Handel stated yes, every year.

Mr. Tolbert further questioned what kind of response she was getting from the Police? Responding to Mr. Tolbert, Ms. Handel stated that in the beginning it's all great. She gets a lot of lip service about the wonderful things that they are going to do and how they are going to take care of them. Then the festival happens and it gets thrown to the wayside to the point where they have actually had State Troopers at the end of that lane say to just go sit in their yard or their neighbor's yard. They use it as a turn-around lane so that they don't impede traffic. It's awful and her property value has sunk because of this. Anyone who knows where Firefly is and sees where she lives, they are not going to want to buy her house. Everybody says the festival brings in so much money but what is doing to the property owners in that area? She understands that they are not going to get rid of it but at least do something to alleviate some of the pain by doing something about the noise and considering requiring some sort of an access road. They have got that entrance to Lot 10 right on the other side of the bridge. There is another entrance that they are calling the south bridge. These are major access points already so why can't they be funneled along the perimeter road that already exists? There is a map that has all of the gravel roads shown on it. The gravel roads can be re-configured to make the campers go up through the property instead of using their road. Make pedestrian pathways so that they can walk from the north camping to the Hub down by the race track without walking on the road. There is enough land back there where they can take a little bit away from the festival to try to make the neighborhood better.

Mr. Tolbert questioned if she had talked to her neighbors? Responding to Mr. Tolbert, Ms. Handel stated yes, there was one neighbor who was supposed to be here tonight but she thinks it is best that he didn't come because he has a lot of anger about this situation. He lives right in that lot next to the driveway that is wide enough to handle three lanes of traffic plus pedestrians. Persimmon Tree Lane can't even handle that; it's wider than the actual road and they are calling it a driveway.

Ms. Jennifer Cappola – 102 Gordon Place Dover DE 19904

Ms. Cappola stated that there are some houses along the main road where people walk and use golf carts and it is really hard to get in and out. Are they allowed to come and party in the separate communities or can they kick them out? They are only supposed to be on that main strip and behind the barriers walking to their vehicles or whereever. Sometimes when she is home, she found an Acme shopping cart in her back yard and she lives all the way in the back in a community so how that got there is beyond her. Are they going to be allowed to go into these private communities as well and just drink, party and stay up all night? Responding to Ms. Cappola, Mr. Tolbert stated that his understanding is that Wild Meadows is one of the developments and they keep people out by having guards at the entrance. No one can come in without being allowed to come in by the guards. The Council at Persimmon Park Place can also keep people out; they have the authority to do that.

They can also have guards at the entrance to stop people from coming in who don't belong there. They can do that with the cooperation of the State Police and City Police.

Mr. Tolbert closed the public hearing.

Mr. Cregar stated that in thinking about how this is developing in this area, has there been any consideration about interior movement, roadway, pathways, walkways or eliminating some of the stuff that happens on the main roads? Responding to Mr. Cregar, Mr. Moore stated that Red Frog re-evaluates the festival every year. They reconvene with DelDOT on a yearly basis to help make the improvements to traffic flow.

Mr. Cregar further questioned if that was part of the on-going meetings that take place? Responding to Mr. Cregar, Mr. Moore stated yes and they happen every year so as they hear things like they have heard tonight, they will incorporate that into the meetings with Red Frog and DelDOT as it relates to the public ways. They are here listening and they want to make the festival successful and as least unintimidating to their neighbors as they possibly can and they will work to do that.

Mr. Cregar stated that at this point this is just about the annexation and they will deal with the rezoning next. Responding to Mr. Cregar, Mrs. Townshend stated that this is the annexation and rezoning for the stuff that is currently unincorporated Kent County. The next application is the rezoning of what is already in the City.

Mr. Cregar moved to recommend approval to City Council for AX-16-03 Lands of Dover International Speedway, Inc. to annex this property for the reasons discussed; safety, logistics, allowing this to be Master Planned, a better opportunity for more input from the City of how these plans are used and that they recommend that the zone be RC (Recreational and Commercial Zone), seconded by Mr. Holt and the motion was unanimously carried 4-0 by roll call vote with Mr. Holden recused and Colonel Welsh, Dr. Jones and Ms. Still absent. Mr. Baldwin voting yes, based on Staff Report and this would help the City better work with the Speedway to manage large events. Mr. Tolbert voting yes; it will facilitate some of the problems that are not new and facilitating the management and organization of the activities is essential. It's been a problem for some time. This will help alleviate some of those problems. Whenever you have two local governments dealing with the same issue you are going to have problems and this will help to resolve some of those problems. Other problems will occur and hopefully they can resolve those too as we go along. Mr. Cregar voting yes, for the reasons stated in the motion. Mr. Holt voting yes, for the reasons stated in the motion.

3) Z-16-04 Lands of Dover International Speedway, Inc. – Public Hearing and Review for Recommendation to City Council on a rezoning application for fourteen (14) parcels totaling 291.07 acres ±. The parcels are located in three different areas (A, B and C) outlined in the application. The proposed zoning of all parcels is RC (Recreational and Commercial Zone) with some areas also subject to the SWPOZ (Source Water Protection Office Zone). The owner of record is Dover International Speedway, Inc. Not all parcels have addresses. Council District 3. Ordinance #2016-15.
   A. Area No. A: twelve (12) parcels located east of Leipsic Road and west of State Route 1, totaling 195.13 acres ± and zoned CPO (Commercial and Professional Office Zone) and R-8 (One-Family Residence Zone), partially subject to the SWPOZ (Source Water Protection

Overlay Zone). Tax Parcels: LC-05-058.17-02-01.00-000, LC-05-058.17-01-07.00-000, ED 05-058.17-01-11.00-000, LC-05-058.17-01-08.00-000, ED-05-058.17-01-18.00-000, LC-05-058.17-01-09.00-000, ED-05-058.17-01-19.00-000, ED-05-068.05-01-02.01-000, LC-05-058.00-02-08.00-000, ED-05.068.05-01-16.00-000, LC-05-068.00-01-01.00-000 and LC-05-068.10-01-01.00-000.

B. Area No. B: located east of State Route 1 and south of Pitstop Lane, totaling 10.43 acres ± and zoned MHP (Mobile Home Park Zone). Tax Parcel: LC-05-058.17-02-01.00-000.
C. Area No. C: located north of Persimmon Tree Lane adjacent to the city limits, totaling 85.51 acres ± and zoned A (Agriculture Zone). Tax Parcel: LC-05-058.00-02-15.00-000.

Representatives: Mr. Gregory Moore, Becker Morgan Group

Mr. Holden recused himself from discussion and voting due to his employer being the engineer of record.

Mrs. Townshend stated that this is a rezoning application for 14 parcels totaling 291 acres of land that is currently in the City. It is currently under a variety of zoning classifications: CPO (Commercial and Professional Office Zone), R-8 (One-Family Residence Zone), MHP (Mobile Home Park Zone), A (Agricultural Zone) and there is a small portion that is subject to SWPOZ (Source Water Protection Overlay Zone). The rezoning application would take all of these properties to RC (Recreational and Commercial Zone) and that small portion would still be subject to the SWPOZ (Source Water Protection Overlay Zone). This is in accordance with the plans that they have been working on with Dover International Speedway to manage the large events such as the Firefly Music Festival and put everything under one jurisdiction and one zoning classification. This is related to the annexation that was just considered but it is separate properties. It is also directly related to the *Comprehensive Plan* Amendment that City Council approved in March 2016 (MI-16-01).

Mr. Moore stated that similar to the Annexation they were trying to bring all of the Speedway grounds under one zoning and under one jurisdiction for the same reasons stated before.

Mr. Tolbert opened a public hearing and then after seeing no one wishing to speak, he closed the public hearing.

Mr. Holt moved to recommend approval to City Council for Z-16-04 Lands of Dover International Speedway, Inc. (Rezoning to RC with SWPOZ) as he feels this is the right thing to do and it's going to make maintenance of this property a lot easier for the City, seconded by Mr. Baldwin.

Mr. Cregar stated that in the DAC Report there is Exhibit B which specifies each one of these. Do they need to add that as part of the motion? Responding to Mr. Cregar, Mrs. Townshend stated no, they can refer to the Report or Exhibits A and B that show the extents of the rezoning. They are also attachments to the Ordinance that City Council will act on.

Mr. Holt moved to recommend approval to City Council for Z-16-04 Lands of Dover International Speedway, Inc. (Rezoning to RC with SWPOZ as presented in Exhibits A and B) as he feels this is the right thing to do and it's going to make maintenance of this property a lot easier for the City, seconded by Mr. Baldwin and the motion was unanimously carried 4-0 by roll call vote with Mr.

Holden recused and Colonel Welsh, Dr. Jones and Ms. Still absent. Mr. Cregar voting yes, this is consistent with what they have been trying to do with Dover International Speedway and its uses. It allows the City for a more comprehensive idea of how to deal with this and to handle logistics around all of this. Mr. Holt voting yes; it is in line with the Comprehensive Plan and brings everything under one roof. Mr. Baldwin voting yes, this zoning is consistent with the overall 2008 Comprehensive Plan. Mr. Tolbert voting yes, for the same reasons as previously stated. It does facilitate management of the area and it's something that has been a problem for some time. He's glad that something is being done about that problem.

4) S-16-10 Dover Behavioral Health Systems: Phase II Building Addition at 725 Horsepond Road – Public Hearing and Review of a Site Plan application to permit the construction of a 10,629 S.F. ± addition at the rear of the existing hospital building to consist of eight bedrooms and support space. The addition would connect to the existing hospital building by way of the Phase I addition currently under Administrative Site Plan review. The property consists of 14.746 acres and is located on the east side of Horsepond Road north of Lafferty Lane. The property is zoned IO (Institutional and Office Zone) and is subject to the AEOZ (Airport Environs Overlay Zone). The owner of record is UHS of Dover LLC. Property Address: 725 Horsepond Road. Tax Parcel: ED-05-078.00-01-08.00-000. Council District 2. *Waiver Requested: Reduction in Parking Requirement, Reduction in Bicycle Parking Requirement. This project site is also associated with the Administrative Site Plan application S-16-04 Phase I: Building Addition received by the Planning Office on February 1, 2016.*

Representatives: Ms. Carol Ohm, Apex Engineering Inc.

Mr. Diaz stated this addition is the second phase of Dover Behavioral Health's upcoming expansion. It proposes about 10,600 S.F. of new bedroom space and support space and when combined with the 1,300 S.F. Phase I addition that is currently in the final stages of their Administrative Site Plan review makes for an overall addition of about 12,000 S.F. The property is located on the east side of Horsepond Road north of Lafferty Lane. It is zoned IO (Institutional and Office) and it is also in the AEOZ (Airport Environs Overlay Zone).

Staff didn't find any substantial issues with the project. The addition is of a size that's permitted under the AEOZ (Airport Environs Overlay Zone). The architecture mostly matches the original although it does have a flat roof instead of a pitched roof as the rest of the building does. This project requires action on the waiver requests. One is a parking waiver and a similar request came before the Commission last month for the Phase I addition and the reasoning behind this waiver request is the same as the last one. They want to serve the site with one hundred fifty-one (151) spaces when two hundred thirty-seven (237) spaces would be required without the waiver. The other waiver that they are requesting is a bicycle parking waiver. There are six (6) bicycle parking spaces on-site and this project would require eight (8). Staff is recommending approval for both waiver requests. For the parking, even though this addition slightly reduces the number of spaces on-site there is still far more than enough parking left to meet the facility's needs. There are going to ask that the applicant to increase the size of their reserved parking area since it's not quite big enough to make up the deficit. For the bicycle parking, they are supposed to demonstrate that providing bicycle access to the site would present a safety issue. In response, they pointed out the large amount of truck traffic that goes on Horsepond Road to the surrounding commercial and industrial uses. Staff concurred with them on the safety issue.

Ms. Ohm stated that Mr. Diaz did an accurate assessment of the issues that they have before them. The only additional item that she would like to add is that they did a traffic count at the entrance to the facility back in December. It noted no bicycle traffic at the time of the count. In addition to the very narrow shoulders on Horsepond Road, they do see that as a safety issue.

Mr. Cregar questioned if the applicant was okay with enlarging the reserved parking area? Responding to Mr. Cregar, Ms. Ohm stated yes, they have a Site Plan that the owner is taking a look at to provide the additional parking spaces that they are deficient by.

Mr. Tolbert opened a public hearing and after seeing no one wishing to speak, closed the public hearing.

Mr. Holt moved to approve S-16-10 Dover Behavioral Health Systems: Phase II Building Addition at 725 Horsepond Road inclusive of the reduction in parking, the reduction in bicycle parking and the DAC comments, seconded by Mr. Cregar and the motion was unanimously carried 5-0 by roll call vote with Colonel Welsh, Dr. Jones and Ms. Still absent. Mr. Holden voting yes; the applicant has done a good job of supporting the requested waivers. He has also been impressed with the well thought out applications that the applicant has brought forward in the past and he thinks it's going to be a good addition for the community. Mr. Cregar voting yes; he concurs with Mr. Holden's comments. As he stated last time when they were dealing with the Administrative Review and the parking issue, he has been out there numerous times at various times of the day and evening with his job and rarely is there a parking issue. He also wants to add that he has never seen a bicycle there. Mr. Holt voting yes; for the same reasons stated by Mr. Cregar and he thinks it's going to be a necessity for the community. Mr. Baldwin voting yes; for all of the reasons stated. Mr. Tolbert voting yes; it's well thought out and it doesn't present a problem.

5) S-16-11 Chesapeake Utilities Dover Campus at Northgate Center, Lot 6 – Public Hearing and Review of a Site Plan application to permit construction of a 56,000 S.F. ± office building, a 36,000 S.F. ± warehouse building, vehicle storage, material storage, compressed natural gas dispensers, and associated site improvements on a 20.6275 acre parcel. The proposed campus is intended to consolidate the operations of Chesapeake Utilities and Eastern Shore Natural Gas. The submission is subject to Review of a Performance Standards Review Application. The project site is located on the south side of Stover Boulevard and Krisko Circle between Bay Road and State Route 1. The property is zoned IPM (Industrial Park Manufacturing Zone) and is partially subject to the SWPOZ (Source Water Protection Overlay Zone). The owner of record is Eastern Shore Natural Gas. Tax Parcel: ED-05-077.00-03-06.00-000. Council District 2. *Waivers Requested: Partial Elimination of Curbing, Reduction of Parking Requirements. The property was created by application MI-15-07 Northgate Center Parcel Consolidation and Right of Way Abandonment.*

Representatives: Mr. Jonathan Street, Becker Morgan Group; Mr. Gregory Moore, Becker Morgan Group

Mr. Holden recused himself from discussion and voting due to his employer being the engineer of record.

Mrs. Melson-Williams stated that is Site Development Plan application for the Chesapeake Utilities Campus at what is now called the Northgate Center. The project proposes the construction of multiple buildings to include an office building, a warehouse building, a vehicle material storage yard including a vehicle canopy area as well as a compressed natural gas dispenser opportunity on the site. The property is zoned IPM (Industrial Park Manufacturing Zone) and is actually part of what was originally platted as the Stover Professional Campus. This is a planned industrial park and with that original planning of the industrial park there was a waiver related to the rear setbacks for the overall planned industrial park that reduced that requirement from one hundred (100) feet to forty (40) feet so that exists on this property. This project was most recently seen by the Commission as part of MI-15-07 which was a Parcel Consolidation Plan and right-of-way abandonment. That application actually consolidated what were originally seven (7) parcels of the Stover Professional Campus into the subject site that we are dealing with today. The application as stated does consist of a number of buildings. Some of the square footages as they continue to design have been slightly refined. The office building is proposed to consist of 57,143 S.F., the warehouse building to consist of 35,903 S.F. and the vehicle or truck canopy is proposed at 10,000 S.F. It is in fact just a canopy; it's not an enclosed structure with any wall system.

The application did go through the PLUS review process due to the size of the facility being planned. The Commission was provided both the PLUS review comments that were issued from that review as well as a copy the applicant's response to those comments. The property does have a very small portion that is located within the SWPOZ (Source Water Protection Overlay Zone). It kind of clips the northwest corner of the parcel but there is no building or paving improvement in that area other than the work that exists in the right-of-way in that location.

The architecture renderings have been given the Commissioners. The office building and warehouse building focus on the use of brick masonry, metal panels and multiple windows. The east elevation of the warehouse faces the stormwater management pond that exists on the property. The south side of the warehouse is the overall loading dock and satisfies the loading space requirement for the property. The project is subject to the Performance Standards Review process as it is located in the IPM (Industrial Park Manufacturing Zone). The Planning Commission is charged with judging the project on whether it meets the Performance Standards for a series of what the *Zoning Ordinance* refers to as the dangerous or objectional elements. The Staff Report outlines what those elements are and the applicant has provided a letter. They react to each of those elements for both the office use and for the other uses on the site. Basically, the project cannot cause any of these elements to exist so that they adversely affect the surrounding area or adjoining properties. These things are related to fire explosion, radio activity, noise, vibration or smoke and the list goes on. As part of the process tonight, the Commission will need to confirm whether or not they think the applicant complies with the Performance Standard Review process.

For this site there is a parking requirement. In this case, it is being based on the employee count for the project. Based on the employee calculations, it would be required to have three hundred eight-nine (389) parking spaces. They have submitted a waiver request to reduce that parking requirement to two hundred fifty (250) spaces. That's a reduction of 36%. They must placehold or reserve an area for the parking lot spaces that they are seeking a reduction of and that will need to be shown ultimately on their Final Plan approval. Also somewhat related to parking is a waiver request for the partial elimination of curbing. There are specific areas of the work yard area that they are seeking relief from installation of curbing. The work yard area is basically an area of compacted gravel to

facilitate the types of work activities that would be occurring in that area rather than asphalt pavement. They are providing the required number of bicycle parking spaces on the site and will also be constructing the street frontage sidewalks for the property that exists along part of the frontages along Stover Boulevard and then Krisko Circle that terminates in the cul-de-sac to the far east end.

The tree planting requirements are shown on the project plans and as part of the planned industrial park there is a landscape buffer along all property lines and a percentage of the site that must be retained as grass or landscaping.

Staff is recommending approval of both of the waivers as noted in the DAC Report. The Commission must also take action on the Performance Standards Review Application. Staff is recommending that the Commission affirm that the site's proposed use as presented conforms to all of those performance standards outlined in the *Zoning Ordinance*. The application as a Site Plan that includes comments from the Public Works Office, the City's Fire Marshal, DelDOT and the Kent Conservation District.

Mr. Street stated that they are in receipt of the DAC comments and they agree with them. Members of the architectural team of here to answer any questions about the architecture and he also has a representative from the owner if the Commission has any questions for Chesapeake Utilities.

Mr. Moore stated that what's actually going to be going on here is a consolidation of a couple of different operations that Chesapeake has in Dover. They are going to be liquidating some of those other properties when they bring all of their employees to this location. Any of the things that they are showing on this plan have actually been occurring in Downtown Dover throughout the history of them being here. You'll notice that there is about twenty (20) acres of property. They did consolidate a number of the Stover lots into one parcel which is overall twenty (20) acres. They are developing about fourteen (14) acres of it and they would like to do their calculation of their tree calculation based on those fourteen (14) acres. About four (4) acres of the remaining six (6) acres is actually a storm-water management pond. They are reserving land for future development and they will be coming back with plans. They would rather be landscaping that once they bring those plans forward.

Mr. Tolbert questioned what the relationship was between Eastern Shore Natural Gas and Chesapeake Utilities? Responding to Mr. Tolbert, Mr. Moore stated that they are separate corporations under one umbrella corporation. The natural gas is actually the conduit that brings the gas here and then they have a company who actually distributes and that's why there are a number of different names.

Mr. Tolbert opened a public hearing and then after seeing no one wishing to speak, closed the public hearing.

Mr. Cregar stated that in the review of the Performance Standards based on what the Commission has from them and what the City has reviewed, do we have a comfort level with meeting those standards? Responding to Mr. Cregar, Mrs. Townshend stated that she would refer to Mrs. Melson-Williams but she believes that the answer is yes.

Mrs. Melson-Williams stated that the answer is yes. If you look at specifically Page 3 of the report and then a Staff recommendation which is found on Page 8. There's a number of these Performance Standards that are regulated by other types of either City Ordinances or regulations related to things with the Fire Marshal. There are also some State permitting things related to the natural gas aspect of having the tanks so there will be some State permits as well. Staff is comfortable that the regulatory items are in place for them to achieve compliance.

Mr. Tolbert questioned if he was correct in assuming that even some of these Performance Standards are regulated by the Federal government? Responding to Mr. Tolbert, Mrs. Townshend stated that there a probably things regulated by the Federal government but delegated to the State so they would be enforced at the State level.

Mr. Cregar moved to approve S-16-11 Chesapeake Utilities Dover Campus at Northgate Center, Lot 6 based on the DAC recommendations and to also include the partial elimination of curbing and the waiver for parking reduction as recommended by Staff and to affirm that the Performance Standards as set forth by the City of Dover have been met and the City will continue to monitor that to make sure that everything continues on the way it should be, seconded by Mr. Holt and the motion was unanimously carried 4-0 by roll call vote with Mr. Holden recused and Colonel Welsh, Dr. Jones and Ms. Still absent. Mr. Baldwin voting yes, based on Mr. Cregar's explanation. Mr. Tolbert voting yes; they have answered all of his questions and concerns and he has no reason to vote otherwise. Mr. Cregar voting yes; he thinks that this is marvelous plan that looks well thought out. He thinks the combination of putting all of the offices into one area will make a much better situation for the companies. Mr. Holt voting yes; it looks like a great plan to bring everything under one roof and the elevations of the new building are very attractive.

6) MI-16-04 Text Amendment: Revise Parking Provisions of Article 6 Section 5.3 – Public Hearing and Review for Recommendation to City Council on a Text Amendment to the *Zoning Ordinance,* Article 6 – Off-Street Parking, Driveways and Loading Facilities, Section 5.3. The proposed Ordinance revision would clarify the supplementary parking regulations for multiple dwellings by removing the references to the housing types and rely on the definition of "multiple dwellings." Ordinance #2016-14. *Public Hearing and Final Reading before City Council on May 9, 2016.*

Representatives: None

Mrs. Townshend stated that at last month's meeting they saw the duplex units that were proposed by Mautiste Development. One of the things that they found in the Code which in all honesty they have not consistently enforced in the past if you look at the way places have developed is that the *Zoning Ordinance* specifically states that "supplementary parking regulations for multiple dwellings including duplexes, multiplexes and apartments. No parking space shall be located in any front yard or within three (3) feet of any lot line." What that effectively does is it says that when you have duplexes which nowhere else in the Code does it say that a duplex is multi-family, when you have a duplex you can't have parking in the front and you can't have a co-located side-by-side driveway. If you look at a number of the housing developments within the City, her guess is that they didn't read this section of the Code in reviewing those applications but none the less it is in the Code. The term "multiple dwellings" is defined in the definition section so in reviewing this section of the Code, Staff's recommendation is to simply strike the language "including duplexes, multiplexes and

apartments" and therefore just rely on the definition that they have in Article 12 for multiple dwellings.

Mr. Tolbert stated that everybody parks all over the place during NASCAR and if he is understanding this correctly people that park at residences and places like that will have to get permits now. Responding to Mr. Tolbert, Mrs. Townshend stated not for temporary parking. If they are parking many cars the City would look to see that. The parking requirements as it relates to large events (she thinks it specifically says motorsports) but needs to probably be expanded. It does kind of relax the parking around those events.

Mr. Tolbert opened a public hearing and after seeing no one wishing to speak, closed the public hearing.

Mr. Holden moved to recommend approval to City Council for MI-16-04 Text Amendment: Revise Parking Provisions of Article 6 Section 5.3, seconded by Mr. Holt and the motion was unanimously carried 5-0 by roll call vote with Colonel Welsh, Dr. Jones and Ms. Still absent. Mr. Cregar voting yes, based on Mrs. Townshend explanation of why this needs to happen; they need to do this as part of their clean-up. Mr. Holt voting yes, for all of the reasons previously stated. Mr. Baldwin voting yes, based on Staff recommendations. Mr. Tolbert voting yes, because this petition will facilitate the Ordinance and it's understanding making it a little easier and less complicated. Mr. Holden voting yes, due to Staff comments and their experience here last session with the potential confusion with the existing language.

Meeting adjourned at 8:22 PM.

Sincerely,

Kristen Mullaney
Secretary

MEMORANDUM

Department of Planning & Inspections
P.O. Box 475
Dover, DE 19903
Phone: (302) 736-7196 Fax (302) 736-4217

DATE: May 6, 2016
TO: Planning Commission
FROM: Planning Office
SUBJECT: Request for Elimination of Upright Curbing
Administrative Site Plan: S-16-03 Serendra Apartment Building at 762/764 South State Street

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Attached is a Waiver Request for the Elimination of Upright Curbing at 762/764 South State Street. The existing legal non-conforming 4-unit apartment building is undergoing interior renovations and associated site improvements, and is under review as Administrative Site Plan S-16-03; see description below. Building Permits have been filed for interior and exterior improvements. There is no change to the building footprint. There is an increase in impervious surface due to improvements to the parking lot, which include an increase in the number of parking spaces, replacing gravel surface with asphalt, and improvements to the entrance off South State Street. However, the increase in impervious surface does not trigger Site Plan review by the Planning Commission, thus making the project eligible for an Administrative Site Plan.

S-16-03 Serenda Apartment Building at 762/764 S. State Street: Waiver Request – Review and Consideration of a Waiver Request for the Elimination of Upright Curing as associated with the Administrative Site Plan for interior renovations of a 4-unit apartment building and associated site improvements. The project is located on the west side of S. State Street north of Gooden Avenue and across from the entrance drive to South Dover Elementary School. The property is zoned R-8 (One-Family Residence Zone). The owner of the property is KCRM LLC. Tax Parcel: ED-05-077.13-02-32.00-000. Council District 2.

Site Considerations

Zoning Ordinance Article 6 §3.1 requires apartments to have 2.25 spaces per dwelling unit. The proposed parking area contains nine (9) parking spaces, which satisfies the requirements for a 4-unit building.

Waiver Requested: Elimination of Curbing

Article 6 §3.6(b) requires upright curbing for all parking areas. Discussion of the plan has indicated that the applicant is requesting elimination of the curbing on the perimeter of the parking area and driveway as shown in the attached excerpt from the Administrative Site Plan (S-16-03) currently under review by the Planning Office.

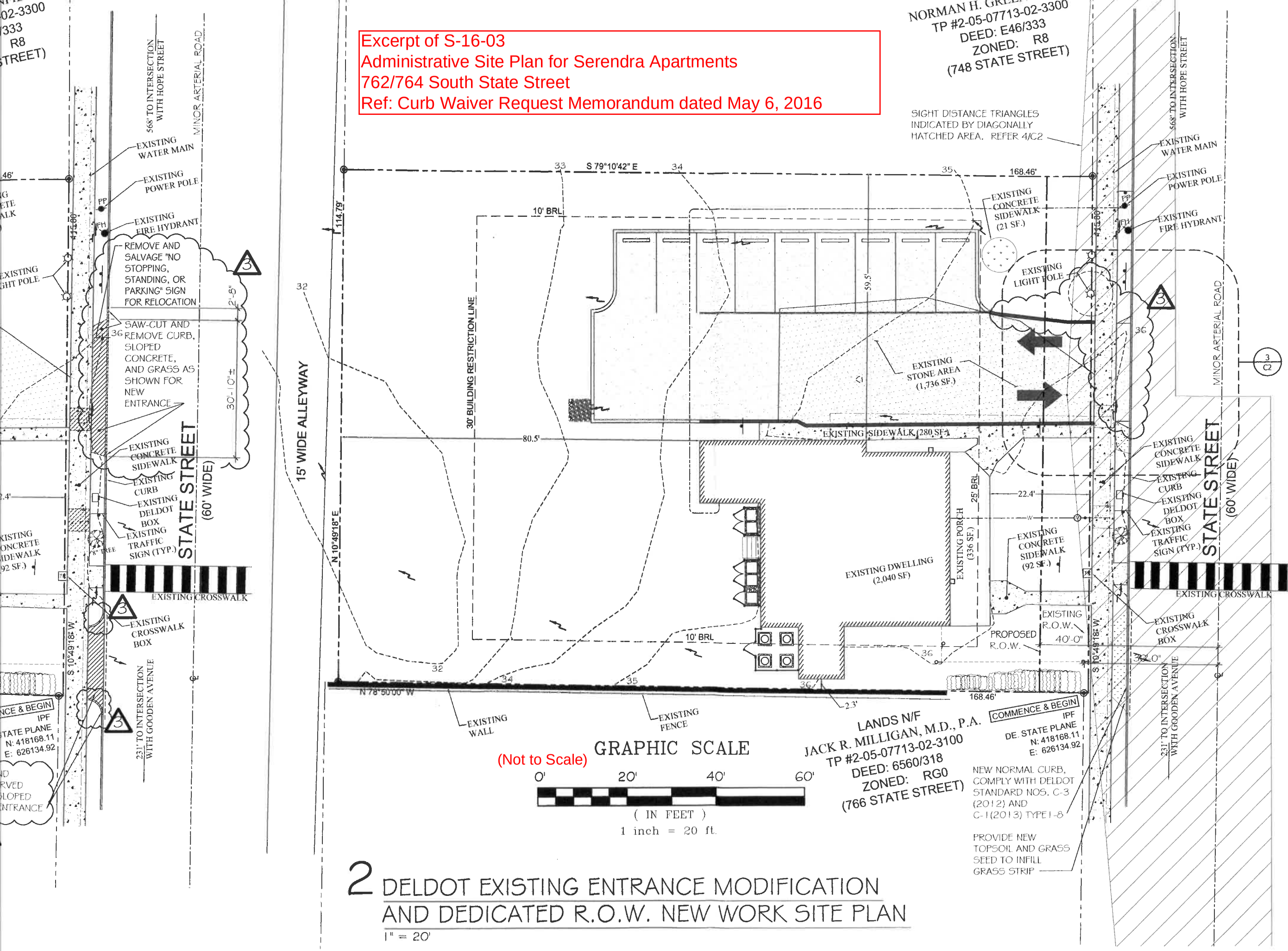
Staff Recommendation

Planning Staff recommends approval of the request to eliminate the curbing for the parking area for the following reasons:

- It appears that the elimination of curbing will assist in accommodating stormwater management by continuing to allow sheet flow of stormwater into the adjacent grass yard areas.
- In past practice Staff has recommended waivers for curbing related to Conditional Use Site Plans located within residential zones, in response to community feedback that curbless parking areas were more compatible in neighborhoods where one-family residential uses predominate. Staff believes that this property, a legal non-conforming apartment building in a R-8 (One Family Residence Zone) meets similar conditions.
- Plans presented by the applicant include parking bumpers. In the absence of curbing, parking bumpers help control vehicle movements, delineate spaces, and control parking on adjacent grass surfaces (which is prohibited). Therefore Staff further recommends approval of the Waiver Request conditioned on the inclusion of parking bumpers at the head of parking spaces.

Attachments: Excerpt of Administrative Site Plan S-16-03, received April 20, 2016 (under review)

Excerpt of S-16-03
Administrative Site Plan for Serendra Apartments
762/764 South State Street
Ref: Curb Waiver Request Memorandum dated May 6, 2016



GRAPHIC SCALE
(Not to Scale)
0' 20' 40' 60'
(IN FEET)
1 inch = 20 ft.

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1" = 20'

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W. JULIAN MA

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Date Sign

WE, KCRM LLC., CERT ON THIS PLAN, THAT SAME TO BE OUR AC

SIGNATURE (KCRM LL

W. J

PHONE: (30

City of Dover

DATA SHEET FOR SITE DEVELOPMENT PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF May 4, 2016

PLANNING COMMISSION MEETING OF May 16, 2016

Plan Title:	Parking Lot at 1 South Bradford Street S-16-12
Plan Type:	Site Development Plan
Owners of Record:	One South Bradford Street, LLC
Location:	Southeast corner of South Bradford Street and West Division Street
Address:	1 South Bradford Street
Tax Parcel:	ED-05-77.05-04-1.00-000
Site Area:	0.207 acres (9,024 S.F.)
Zoning:	RG-O (General Residence and Office Zone)
Existing Use: Proposed Use:	Apartment house Office building
Building Area:	Existing building: 3,125 S.F. Existing garage to be removed: 300 S.F. Addition to existing building to be removed in future phase: 325 S.F. (2,800 S.F. to remain in existing building)
Impervious Areas:	Existing – 34% Proposed – 76% (79% if future phase implemented)
Off Street Parking:	Existing – 1 garage (to be removed) Required – 11 parking spaces (Maximum 13 parking spaces per Code) Proposed – 13 parking spaces (Additional 3 spaces proposed in future phase, for total of 16)
Sanitary Facilities: Water Supply:	City of Dover City of Dover
Waivers Requested:	None

City of Dover Planning Office

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: May 4, 2016

APPLICATION: Parking Lot at 1 South Bradford Street, Dover, DE

FILE #: S-16-12 REVIEWING AGENCY: City of Dover Planning Office

CONTACT: Eddie Diaz, Planner I PHONE #: (302) 736-7196

PLAN SUMMARY

Review of a Site Plan application to permit the construction of a 3,830 S.F. +/- parking lot containing thirteen (13) parking spaces at the rear of the existing building on site. Construction would involve demolition of a 300 S.F. accessory garage. A future phase proposes an additional 570 S.F. of parking area and three (3) new spaces as well as demolition of a 325 S.F. addition to the existing building. The property consists of 0.207 acres (9,024 S.F.) and is located at the southeast corner of South Bradford Street and West Division Street. The property is zoned RG-O (General Residence and Office Zone). The owner of record is One South Bradford, LLC. Property Address: 1 South Bradford Street. Tax Parcel: ED-05-77.05-04-01.00-000. Council District 3.

PREVIOUS APPLICATIONS

On May 19, 2014, the Planning Commission approved a Site Plan for 6 South State Street, which lies across South State Street Alley from the subject property. With this Site Plan the Planning Commission approved an Architectural Review Certificate, recommended to the Planning Commission by the Historic District Commission on April 17, 2014. Thar Site Plan proposed renovation of the 6,906 S.F. +/- building at 6 South State to convert it from partial office use and partial apartment use to entirely office use. The Plan also proposed ten (10) parking spaces on the western edge of the property, adjoining South State Street Alley, as well as six (6) parking spaces at an off-site parcel, located further south along the Alley at the rear of 25 and 27 South Bradford Street. The property was originally required to have 24 parking spaces but received a waiver to allow it to be served by sixteen (16) parking spaces.

PROJECT DESCRIPTION

The property subject to the present Site Plan is bound on the south by residential property, on the west by South Bradford Street, on the north by West Division Street, and on the east by South State Street Alley. The parking proposed to be added to this property is intended to serve the business at 6 South State Street. Access to the existing 10 space parking lot at 6 South State Street, the existing 6 space lot further south, and the proposed 13 space lot on the subject property is all from the Alley.

The 3,125 S.F. building on the subject property, currently an inhabited apartment house with three (3) units, is proposed to be converted to office use. The parking lot will be ready for occupancy before conversion of the building. In a future phase, a portion of the building is proposed to be demolished in order to accommodate an additional three parking spaces on site, expanding the lot from thirteen to sixteen (16) spaces. At that point the parking lot would begin to serve both 6 South State Street and the new office use on the subject property. The total parking among the three parking lots would be 32 spaces.

RG-O Zoning District

The subject property's proposed use as an office is permitted in the RG-O (General Residence and Office) Zone. The maximum lot coverage for this zone is 85%, while the proposed improvements would bring the lot to 76% in the first phase and 79% in the future phase.

SITE CONSIDERATIONS

Parking in the Front Yard

Under Article 5 § 1.32 of the *Zoning Ordinance,* corner lots are considered to have two front yards. The rear yard for a corner lot is the yard that is opposite the street upon which the principal structure fronts. The side yard for a corner lot is the yard that is opposite the street adjacent to the side of the existing structure. For the subject property there are two front yards, one facing Bradford Street and one facing Division Street, as well as a rear yard facing the Alley and a side yard facing the adjacent residential property.

The minimum front yard depth for the RG-O zone is thirty (30) feet, but the property's established front yard based on the location of the existing building is sixteen (16) feet. Under Article 3 § 9.4 of the *Zoning Ordinance,* in an RG-O zone no parking is allowed within the minimum required front yard, nor between the street line and the principal building on the lot. The City Planner, in consultation with the Deputy City Solicitor, made the determination that parking on site is permitted along the Division Street frontage that is within the rear yard, and that the rear yard begins (and the front yard restriction ends) where the building ends.

Parking across the Street from Residential

Under Article 6 § 5.43 of the *Zoning Ordinance,* wherever a parking lot is located across the street from other land in any residence zone, it must be screened from the view of such land by a thick hedge located along a line drawn parallel to the street and a distance of twenty (20) feet therefrom. A small portion of the subject property, approximately thirteen (13) feet or less extending from the Alley to the west, is located across Division Street from property zoned RG-O. As this length is minimal, and the area across the street from it is also a parking lot serving an office use, this requirement does not apply to this project.

Dumpsters

Under Article 5 § 6.12 of the *Zoning Ordinance,* for office uses less than 50,000 square feet in size one dumpster is required for the first 8,000 S.F. of floor area. One dumpster would be required for this site. No location for a dumpster has been specified; however, based on comments from the Department of Public Works, the site may continue to use City trash collection services and residential type 90-gallon containers. If at any time in the future a change to the trash service is necessary, compliance with the dumpster location and screening provisions of the *Zoning Ordinance* will be required.

PARKING SUMMARY

For office buildings, the parking requirement in the RG-O zoning district is one (1) parking space per 300 S.F. of floor area or one space per employee, whichever is greater. The number of employees to be served by the proposed parking lot is unknown. Parking for apartments is required at 2.25 spaces per unit. Based on the three apartments, there are seven (7) parking spaces required for the current apartment use.

Under the proposed plan, the building will be converted to offices in the near future. Based on the 300 S.F. ratio for offices, the existing building would have to be served by at least eleven (11) parking spaces. Under the provisions of the *Zoning Ordinance,* Article 6 § 3.11, the maximum parking would be thirteen (13) spaces. Thirteen parking spaces are proposed for the site initially; the future phase proposes an additional three (3) spaces, for a total of sixteen (16) spaces.

Under the *Zoning Ordinance,* Article 6 §3.7, required parking spaces may be provided in spaces designed to serve, jointly, two or more establishments, provided that the number of required parking spaces in the joint facility is not less than the total required for all the establishments. As this parking lot is ultimately intended to serve both the building on the subject property and the offices at 6 South State Street, this provision may be utilized. The combined floor area of 6 South State Street (6,906 S.F.) and 1 South Bradford Street (3,125 S.F.) is 10,031 S.F. The required parking for a joint parking facility for the two properties would, based on a 300 S.F. ratio, be 34 spaces. The 32 parking spaces provided with full buildout of the two existing parking lots and the proposed new parking lot would not be quite enough to meet this requirement. However, the parking waiver previously received by 6 South State Street in 2014 may be applied to reduce the parking requirement.

The new parking lot requires at least one (1) ADA accessible parking space. This ADA accessible space will be required upon construction of the second phase of construction (expansion of the parking lot).

Loading Spaces

For buildings with professional, governmental, or business offices of at least 10,000 S.F., one loading berth is required for each 25,000 S.F. or fraction thereof. The existing building on site does not meet the size threshold to require a loading space.

Bicycle Parking

The site is required to provide bicycle parking. The bicycle parking calculation is one for every twenty parking spaces or fraction thereof. Therefore one (1) bicycle parking space is required. Given that the site is utilizing the Joint Facilities provision of Article 6, §3.7, the existing bicycle parking on the property at 6 South State Street satisfies this requirement.

Lighting

The applicant has proposed two new light poles matching those on the property at 6 South State Street. The lighting must be shielded and directed so as to not create a nuisance for adjacent properties or traffic on adjacent roads.

Sidewalks

There is existing street frontage sidewalk serving the site along Bradford Street and Division Street. For the first phase, no sidewalk connection is proposed between the parking lot and the existing building on site. For the second phase, an ADA accessible route is required between the new ADA accessible parking space and an entrance to the building. The applicant should also consider making a connection between the parking lot and the existing street frontage sidewalk. However, the connections must not cause the site to exceed its maximum 85% lot coverage.

TREE PLANTING AND LANDSCAPE PLAN

The submitted Site Plan contains information for elements of as a Landscape Plan. The tree planting requirement is based on the total lot area and one (1) tree is required for every 3,000 S.F. of land area. This project site consists of a total lot area of 0.207 acres (9,024 S.F.); therefore, four (4) trees are required. The applicant proposes to retain two (2) of the existing seven (7) trees on site, and plant an additional two (2) Yoshino Cherry trees on the southern side of the property, in order to meet the requirement.

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY, AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

CITY AND STATE CODE REQUIREMENTS:

1) A note needs to be added on the plan that the provisions of *Zoning Ordinance*, Article 6, §3.7 relating to joint parking facilities are being utilized, and that the subject parking lot will be shared between 1 South Bradford Street and 6 South State Street. Also note the location of the shared bicycle parking.

2) Ensure that at least one parking space is ADA compliant, and has an accessible route to the building on site. This will be required as a part of the second phase of the parking lot.

3) Ensure that there is a pedestrian connection between the parking lot and the existing building on site. The pedestrian connection may also serve as a connection between the parking lot and a public street. This requirement will be tied to the second phase of the parking lot.

4) Ensure the property is adequately lighted to make it safe for pedestrians at night. The lighting must be shielded and directed so as to not create a nuisance for adjacent properties or traffic on adjacent roads. Provide location of the light fixtures and note selected style.

5) Document that the site will use the City residential trash collection service. If at any time in the future a change to the trash service is necessary, compliance with the dumpster location and screening provisions of the *Zoning Ordinance* will be required.

6) The final site plan submission must include an updated Details sheet. The updated Details sheet should contain details for light fixtures and any other utilities or fixtures required. For the light fixtures, information is needed on their power usage and the direction light is to be cast from them.

7) Corrections to Sheet C-201:

a) Update the "total w/ future" line under the "impervious surface" item in the site date column to reflect not just the additional 570 S.F. of parking area to be added in the future phase, but the 325 S.F. of building to be removed in the future phase. The correct figure should be 7,155 S.F. The impervious surface item should also include a separate line about how much impervious surface is to be removed in the future phase.
b) A note on the plan says that the second phase of the parking lot is 527 S.F. in size. Staff measurements suggest that the figure of 570 S.F. given in the site data column is the correct figure. If 527 S.F. is the correct figure, this must be reflected in the site data column.
c) Add a note indicating that any new utilities to be constructed on the site shall be constructed at the expense of the developer.

8) The site data column will need to be updated prior to Final Approval to document the action taken by the Planning Commission in regards to any waivers, including adding any notes about future construction requirements if approval is granted.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

None.

ADVISORY COMMENTS TO THE APPLICANT:

1) The Planning Commission should act upon any waiver requests for the project as part of any motion to approve this project, or as a separate motion if necessary. Note: All waivers are at the discretion of the Planning Commission. The Commission may approve or deny waiver requests.

2) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.

3) The engineer and landscape architect sealing the plan are required to have a City of Dover Business License. For licensing information contact the Permitting & Licensing Division at (302)736-7010.

4) Following Planning Commission approval of the Site Plan, the Plan must be revised to meet all conditions of approval from the Development Advisory Committee or as otherwise noted. A Check Print must be submitted for review by Planning Office Staff and directly to other agencies. Upon determination that the Plan is complete and all agency approvals have been received, copies of the Plan may be submitted for final endorsement.

5) In the event, that major changes and revisions to the Site Development Plan occur in the finalization of the Site Plan contact the Planning Office. Examples include relocation of site components and changes in floor area count. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other agencies and commissions making recommendations in regards to the plan.

6) For building construction, the requirements of the building code or fire code must be complied with. Consult with the Chief Building Inspector and City of Dover Fire Marshal for these requirements. The resolution of these items may impact the site design including such items as building access and egress, fire protection needs, etc.

7) The applicant should consider utility service (water and/or sewer) upgrades that may be necessary for office use of the building, or may be required for renovations.

8) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate site inspections, Pre-Construction meetings (including a City of Dover Pre-Construction meeting), and permits are required.

9) Construction may have an effect on the adjacent property owners and nearby travel lanes. Any work requiring the closing or rerouting of potential customers or visitors to adjacent properties should be coordinated as to offer the least amount of inconvenience to the adjacent property owners.

10) The applicant shall be aware that Site Plan approval does not represent a Sign Permit, nor does it convey permission to place any sign on the premises. Any proposed site or building identification sign shall require a Sign Permit from the City of Dover prior to placement of any such sign.

11) The applicant shall be aware that Site Plan approval does not represent a Building Permit and associated construction activity permits. A separate application process is required for issuance of a Building Permit from the City of Dover.

12) This property is along the segment of South Bradford Street that is part of the South Bradford Street Streetscape Enhancement project.

If you have any questions or need to discuss any of the above comments, please call the above contact person and the Planning Department as soon as possible.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: APRIL 27, 2016

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **Parking Lot at 1 South Bradford Street**

FILE #: **S-16-12**

REVIEWING AGENCY: **City of Dover Electric and Public Works Departments**

CONTACT PERSON: **Paul Waddell - Electric**
Jason A. Lyon, P.E. – Public Works

CONTACT PHONE #: **ELECTRIC - 302-736-7070 PUBLIC WORKS – 302-736-7025**

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS

ELECTRIC

1. Owner is responsible for locating all water, sewer, and storm sewer lines.
2. Owner is responsible for site and/or street lighting.
3. **Any relocation of existing electrical equipment will be engineered by the City of Dover Electric Department. Developer may be required to perform a quantity of the relocation. Any work performed by the City of Dover will be at the owner's expense.**
4. Must maintain 10' clearance around all electrical equipment, unless pre-approved by the City of Dover Electric Engineering Department.
5. Prior to the completion of any/all designs and estimates, the owner is responsible for providing the Electric Engineering Department with a physical address of the property.
6. All Engineering and design for Dover Electric will be engineered upon final approved plans. All Engineering work will be furnished by the City's Electric Engineering Department.

WATER / WASTEWATER

1. None.

STORMWATER

1. Final site plan approval will not be granted until a copy of the approved Stormwater/Erosion and Sediment Control Plan from Kent Conservation District submitted to our office. If the Kent Conservation District does not require a plan, an erosion and sediment control plan shall be submitted to our office for review and approval. This is required for the City of Dover to maintain compliance with our MS4 permit.
2. Provide stormwater management calculations that prove that the runoff created by this parking lot can be adequately handled by the existing storm sewer system.

STREETS

1. Following plan approval, and prior to construction, a right-of-way permit must be obtained through the City of Dover Department of Public Works.

SANITATION/GROUNDS

1. None

GENERAL

1. The final site plan must be submitted in a digital format compatible with AutoCAD 2010 (.dwg format).

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

1. Owner must give the City of Dover Electric Department three (3) months notice prior to construction. Owner is responsible for following the requirements outlined in the City of Dover's Electric Service Handbook. The handbook is now available on the website at the following link: http://www.cityofdover.com/departments/electric/documents/.

STREETS

1. Install a stop bar and a stop sign exiting the parking lot to the Alley. Stop sign and stop bar shall be installed per the Delaware Manual of Uniform Traffic Control Devices (MUTCD).
2. Provide a turning radius diagram that proves adequate area for vehicles to access all parking spots from the alley.

WATER / WASTEWATER / STORMWATER / SANITATION / GROUNDS / GENERAL

1. None

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. National Electric Safety Code, Table 232-1, page 77 dictates 15.5 feet of clearance of electric wiring above parking lots. Current configuration of electric service to 1 South Bradford Street is an overhead connection to the southeast corner of the structure that would possibly pass over the proposed parking lot construction. The identification of a hashed mark area in the southwest area of the proposed parking lots could poses a clearance hazard if that location is used for trash dumpsters. Clarification of the intended use of this hashed area is requested to ensure NESC compliance. Possible solutions to this adjustment would be the conversion from overhead service to underground service which may be dictated by new load/service requirements for the change in purpose of the structure.

WATER / WASTEWATER / STORMWATER / GROUNDS

1. None.

STREETS

1. The applicant has confirmed that no truck deliveries will be made through the parking lot, therefore, a turning diagram is not required for this application.

SANITATION

1. Currently, the solid waste on this site is being serviced by the City of Dover, further review would be merited if the current sanitation condition changes.
2. The sanitation containers shall be in the alley for collection by the City of Dover. The containers will not be collected if located within the parking lot during the prescribed pick up day.

GENERAL

1. None

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

S-16-12

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 05/04/16

CITY OF DOVER FIRE MARSHAL

APPLICATION: Parking Lot at 1 S Bradford St

FILE #: S-16-12 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika, Deputy Fire Marshal PHONE #: (302) 736-4457

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY, AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESS BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. Proposed building is Residential/Apartments. Primary fire lanes are required to be 24 feet wide and cover the side of the building that has the primary entrance and exit. Fire lanes can be no closer than 10 feet to the building and no farther than 50 feet from the building. Fire lanes shall cover 25% of the proposed building.
   Per our discussion in the 05/04/16 DAC meeting, Bradford Street in front of the building serves as the 25% Fire Lane coverage.

2. Emergency access to rear building areas compliant with City of Dover Code (Article 5-Supplementary Regulations, Section 17); All two to three story apartment structures require an 18ft Secondary Fire Lane at the rear.
   Per our discussion in the 05/04/16 DAC meeting, the current alley way covers the 18ft secondary Fire Lane at the rear.

3. Perimeter access will be 70% and clearly shown on the plans. Perimeter Access minimum width shall be 15ft measured from the face of the building at grade with a maximum slope of 10%. Plantings and utility services shall be permitted within the perimeter access and shall interfere with emergency services fire ground operations.
   Per our discussion in the 05/04/16 DAC meeting, the current proposal has 70% perimeter access.

4. Any natural or LP gas bottles, meters, values, regulators, etc., must have impact protection per City of Dover Code of Ordinances.
   Per our discussion in the 05/04/16 DAC meeting, this is not currently required due to the gas service being on the South side of the building.

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. **Proper protection would be required so vehicles cannot impede onto the sidewalk/roadway on the Division St side.**
   Per our discussion in the 05/04/16 DAC meeting, the 6" proposed curbing should be sufficient.

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):
2012 NFPA Life Safety Code (NFPA; National Fire Protection Association)
2009 IBC (International Building Code)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2012 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

***If you have any questions or need to discuss any of the above comments, please call the above contact person listed.**

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: April 27, 2016

D E L D O T

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APPLICATION: Parking Lot at 1 South Bradford Street.

FILE#: S-16-12 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Jonathan T. Moore PHONE#: 760-2145

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THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY & STATE CODE REQUIREMENTS:

DelDOT has no comments regarding city & state code at this time.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

DelDOT has no recommendations at this time.

ADVISORY COMMENTS TO THE APPLICANT:

The Bradford Street Streetscape Enhancement Project is currently being designed and shall extend down Bradford Street from Loockerman Street to Division Street. The project is going to include but is not limited to the following enhancements: New Sidewalks, New Curbing, New Trees, and New Decorative Lighting. As the project is still in design phase the start date has not been finalized yet.

If you have any questions or need to discuss any of the above comments, please call the above contact person and the planning department as soon as possible.

KENT CONSERVATION DISTRICT
800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 (302) 741-2600 EXT. 3 • FAX (302) 741-0347

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
May 2016

APPLICATION: *Parking Lot at 1 South Bradford Street*

FILE #: S-16-12

REVIEWING AGENCY: *Kent Conservation District*

CONTACT PERSON: *David C. Cahill* **PHONE #:** *741-2600 ext.3*

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

Source: 2014 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

1. Kent Conservation District has no objection to the approval and/or issuing of construction permits for the above referenced site.
2. The proposed site improvements are less than 5000 square feet in disturbance, the site is therefore exempt from Stormwater management requirements.

ADVISORY COMMENTS TO THE APPLICANT:

1. If at any time expansion or earth disturbing activity (clearing, grubbing tree clearing etc.) takes place and exceeds 5000 square feet; a detailed Sediment and Stormwater Management Plan must be submitted and approved to the Kent Conversation District.

JOSEPH MAYBEE
10 SOUTH BRADFORD STREET
DOVER, DE 19901

Dover Planning Commission
15 Loockerman Plaza
Dover, Delaware 19901

May 3, 2016

RE: Phased Redevelopment of 1 South Bradford Street

Dear Chairman Tolbert and members of the Dover Planning Commission:

I reside at 10 South Bradford Street, and recently received notice of the proposed redevelopment of the property located at 1 South Bradford Street. I understand that while the initial phase of the project is the installation of a parking area to be located off State Street Alley, ultimately the project will result in additional office space for the law firm of Baird Mandalas Brockstedt, LLC.

Given the development project Baird Mandalas Brockstedt, LLC completed at its current location on the corner of State and Division Streets, and further given the opportunities I have had to become acquainted with the partners and employees of the firm, I enthusiastically support the proposed project at 1 South Bradford Street.

Having resided at this location for nearly my entire life, I am keenly aware of the downtown area and particularly this part of the City. The type of redevelopment project being proposed for 1 South Bradford Street is exactly what is needed to continue the revitalization of our downtown, and I strongly encourage you to endorse the project with your approval.

Thank you for the opportunity to comment on this worthwhile redevelopment project.

Sincerely,

Joseph Maybee

RECEIVED
MAY 4 - 2016
CITY OF DOVER
PLANNING & INSPECTIONS

CHRISTINE HOPKINS
3 SOUTH BRADFORD STREET
DOVER, DE 19901

Dover Planning Commission
15 Loockerman Plaza
Dover, Delaware 19901

May 3, 2016

RE: Phased Redevelopment of 1 South Bradford Street

Dear Chairman Tolbert and members of the Dover Planning Commission:

I reside at 3 South Bradford Street, and recently received notice of the proposed redevelopment of the property located at 1 South Bradford Street, which is directly adjacent to my property. The law firm of Baird Mandalas Brockstedt, LLC has been my neighbor to the rear of my property and across State Street Alley for some time now, and I understand the phased redevelopment of 1 South Bradford Street will result in a parking area and additional office space for the law firm.

Given the development project Baird Mandalas Brockstedt, LLC completed at its current location on the corner of State and Division Streets, and the revitalization of the downtown area that accompanies such projects, I enthusiastically support the proposed redevelopment project at 1 South Bradford Street. I strongly encourage you to endorse the project with your approval.

Thank you for the opportunity to express my support for this commendable redevelopment project.

Sincerely,

Christine Hopkins

RECEIVED
MAY 4 - 2016
CITY OF DOVER
PLANNING & INSPECTIONS

PETITION TO AMEND TEXT of
Dover Code of Ordinances, *Land Subdivision Regulations* and *Zoning Ordinance*
Report to the
Dover Planning Commission
May 16, 2016

Proposed Changes:	Text Amendments to the following: • *Dover Code of Ordinances,* Chapter 98 – Street, Sidewalks, Storm Sewers and Other Public Places, Article I. – In General, Section 98-10 Speed Reduction Devices • *Land Subdivision Regulations*: Appendix A – Subdivisions, Article VI – Subdivision – General Requirements and Design Standards, Section A – Streets, Paragraph 1 • *Zoning Ordinance*: Appendix B: Zoning, Article 10 – Planning Commission, Section 2 – Site Development Plan Approval, 2.54 – Proposed Development
Summary of Amendment:	The proposed amendment would permit speed cushions on privately owned commercial property. It also defines speed bumps, speed cushions, and speed humps.
Ordinance Number:	Proposed Ordinance #2016-09 with Council Committee of the Whole/Safety Advisory and Transportation Committee Amendment #1 (CCW/SA&T#1)
File Number:	MI-16-05

The proposed text amendments were developed by the City Council Committee of the Whole/Safety Advisory and Transportation Committee following several meeting discussions and research by the Committee on the topic. This discussion was in response to inquiries from property and business owners regarding the prohibition of speed reduction devices. At its March 29, 2015 Meeting, the Committee recommended approval of the Proposed Ordinance with one amendment (Ordinance #2016-09 with CCW/SA&T#1).

As text amendments are proposed to the *Zoning Ordinance*, a Public Hearing and Recommendation by the Planning Commission is required. City Council will conduct a Public Hearing and take Final Action on the proposal at their meeting of June 13, 2016.

Planning Review and Recommendations:
The Planning Staff has reviewed the proposed Ordinance regarding speed reduction devices and offers the following revisions to the Ordinance. The recommended revisions aid in clarifying the requirements and/or limitations proposed regarding speed reduction devices and the concept to allow speed cushions on privately owned commercial property.

Staff Recommendation	Ordinance Lines	Proposed Revision	Reason/Notes
A	19	Revise "roadway" to "travel way"	Ordinance would allow speed cushions on private property. In the Land Subdivision Regulations, roadway is defined as a paved street or alley.
B	24-25	Remove reference to residential streets. Reword to note use is typically in locations where speed limits do not exceed 25 miles per hour.	Remove to avoid confusion on where speed humps are permitted.
C	26	Do not delete "private" street from listing.	Need to make the distinction between private street right-of-ways and private property.
D	29, 57, 100	Clarify the term "privately owned commercial property"	The terms 'private' and 'commercial' should be clarified.
E	29-32	A procedure for the review of a request for speed cushions must be developed.	A procedure for Permit or plan submission would also depend on if its existing development or a new development.
F	54-59	Statement should refer only to the limitations of speed reduction devices within the right-of-ways of City streets/alleys and the right-of-ways of private streets. Remove references to other locations on properties and the installation of speed cushions.	This Code section focuses on the design standards for "streets" as defined in the *Land Subdivision Regulations*.
G	97-102	Revise to list topic only: (P) Location of any speed reduction devices.	This section of Code focuses on the items to be depicted on a Site Plan. It does not include the requirements or limitations of the items as they are located elsewhere in the Code.
H	97-102	Add the details requirements and/or limitations to *Zoning Ordinance*, Article 6 – Off Street Parking, Driveways and Loading Facilities	Article 6 is the section of Code where details of the design requirements for parking lots, drive aisles, etc. located on properties are presented.
I	7-25	Add definitions to *Zoning Ordinance*, Article 12 – Definitions.	These are specialized terms not currently defined in the *Zoning Ordinance*.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: APRIL 27, 2016

CITY OF DOVER
Electric &
Public Works
Departments

APPLICATION: **TEXT AMENDMENT: SPEED BUMPS, SPEED CUSHIONS AND SPEED HUMPS**

FILE #: **MI-16-05**

REVIEWING AGENCY: **City of Dover Electric and Public Works Departments**

CONTACT PERSON: **Paul Waddell - Electric**
Jason A. Lyon, P.E. – Public Works

CONTACT PHONE #: **ELECTRIC - 302-736-7070 PUBLIC WORKS – 302-736-7025**

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS

ELECTRIC / WATER / WASTEWATER / STORMWATER / SANITATION / STREETS / GROUNDS

1. None.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

1. None

WATER / WASTEWATER / STORMWATER / SANITATION / STREETS / GROUNDS

1. The City of Dover Department of Public Works opposes the proposed Ordinance 2016-09 for the following reasons:
    - Speed bumps, humps and cushions present an operational hazard for our Department, both with respect to maintenance as well as during emergency snow removal operations.
    - Allowing speed reduction devices on private property would also be an issue for our Department, our sanitation division must access private property to collect trash. These devices would put unneeded stress on the vehicles and operators.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC / WATER / WASTEWATER / STORMWATER / SANITATION / STREETS / GROUNDS

1. None.

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

MI-16-05

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 05/04/16

CITY OF DOVER FIRE MARSHAL

APPLICATION: Text Amendment: Speed Bumps, Speed Cushions, and Speed Humps

FILE #: MI-16-05 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika, Deputy Fire Marshal PHONE #: (302) 736-4457

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY, AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESS BY THE APPLICANT:

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. **This office recommends keeping Fire Lanes clear and unobstructed in any way. This office would like the code to stay as is in regards to Fire Lanes and not allow any speed reduction devices.**

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):
2012 NFPA Life Safety Code (NFPA; National Fire Protection Association)
2009 IBC (International Building Code)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2012 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

***If you have any questions or need to discuss any of the above comments, please call the above contact person listed.**

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: April 27, 2016

D E L D O T

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APPLICATION: Text Amendment: Speed Bumps, Speed Cushions, and Speed Humps

FILE#: MI-16-05 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Jonathan T. Moore PHONE#: 760-2145

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THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY & STATE CODE REQUIREMENTS:

DelDOT has no comments regarding city & state code at this time.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

DelDOT has no recommendations at this time.

ADVISORY COMMENTS TO THE APPLICANT:

DelDOT has no advisory comments at this time.

If you have any questions or need to discuss any of the above comments, please call the above contact person and the planning department as soon as possible.

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2016-09
WITH COUNCIL COMMITTEE OF THE WHOLE/SAFETY ADVISORY AND TRANSPORTATION COMMITTEE AMENDMENT #1 (CCW/SA&T#1)
(CCW/SA&T Committee Amendment Indicated in Yellow Highlight)

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

That Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I. - In General, Section 98-10 - Speed Reduction Devices of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 98-10. - Speed reduction devices.

(a) ***Definitions*. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:**

> ***Speed bump* shall mean a transverse hump, generally designed as a rounded, raised pavement structure usually from two to six inches high and one to three feet from front to back, set into the surface of a street, parking lot, or driveway to slow the traffic. Their design generally dictates comfortable crossing speeds of five miles per hour or less so they are usually appropriate only for use where vehicle speeds are typically the lowest to begin with such as parking lots, private roads, and on some residential streets.**
>
> ***Speed cushion* shall mean a speed hump with an unraised path for fire trucks and ambulances through the hump. Speed cushions are devices designed as several small speed humps installed across the width of the road with spaces between them. They are generally installed in a series across a roadway resembling a split speed hump.**
>
> ***Speed hump* shall mean a raised area in the pavement surface, usually from three to four inches high and 10 to 12 feet from front to back, extending transversely across the travel way. The purpose of the length of a speed hump is to allow the entire vehicle to be on the hump at once before it descends the far side onto the pavement to reduce the likelihood that a vehicle will "bottom out" when going over the speed hump. Speed humps are typically applied to residential streets where speed limits do not exceed 25 miles per hour.**

(b) ***Prohibited*.** Any device used as a means of speed reduction on any city ~~**or private**~~ street, drive, parking lot, ~~**fire lane**~~ or any other driveable surface, which causes a change in elevation which may result in emergency equipment having to reduce speed during a time of emergency, is prohibited.

(c) ***Permitted*. Speed cushions may be installed on privately owned commercial property, at the owner's expense, following review by the Safety Advisory and Transportation Committee and approval by City Council. Any other type of speed reduction device on private commercial property within the City is prohibited.**

(d) *Installation and Design standards*. Installation and design standards for speed cushions shall be in accordance with the *Delaware Traffic Calming Design Manual*.

(Code 1981, § 7-4; Ord. of 5-26-1998)

BE IT FURTHER ORDAINED:

That Appendix A - Subdivisions, Article VI - Subdivision - General Requirements and Design Standards, Section A - Streets, Paragraph 1 of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

A. - Streets.

1. The layout, character, extent, width, grade and location of proposed streets shall be established with due regard to:
   (a) Public convenience and safety.
   (b) Proposed uses of the land to be served by said streets.
   (c) Proper relation and connection with, continuation and projection of streets to adjacent areas; whether these streets are existing, or proposed in another subdivision, in a neighborhood plan, in the development plan, or in the official map, as approved or adopted by the commission. Where existing or proposed streets are located on adjacent land, then the planning commission shall require street extensions at points in which the commission determines are suitable for future connections to adjacent developable lands on each side of the development.
   (d) Topography and other land features.
   ~~**(e) Speed bumps or dips for the purpose of slowing down traffic shall not be permitted on any streets.**~~
   (e) Speed reduction devices on any city or private street, drive, parking lot, ~~fire lane~~ or any other driveable surface, which causes a change in elevation which may result in emergency equipment having to reduce speed during a time of emergency, is prohibited. Speed cushions may be installed on privately owned commercial property, in accordance with Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I. - In General, Section 98-10 - Speed Reduction Devices.

BE IT FURTHER ORDAINED:

That Appendix B - Zoning, Article 10 - Planning Commission, Section 2 - Site Development Plan Approval, 2.54 - Proposed Development of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

2.54 Proposed development.
   (A) Existing buildings and other structures.
   (B) Location and width of all proposed streets and rights-of-way. ~~**Speed bumps or speed dips for the purpose of slowing down traffic on any street shall not be permitted.**~~
   (C) Location of all proposed structures, except one-family detached dwellings, and an indication of the total number of dwelling units.
   (D) Location and dimensions of all lot lines.
   (E) Building setback lines on all lots.
   (F) Location of all uses not requiring structures, including parks, playgrounds and other open space areas.

(G) Location and plans for any outdoor signs.
(H) Location, direction, power and time of use for any proposed outdoor lighting.
(I) The location, size and arrangement of proposed sidewalks, driveways, loading areas, off-street parking areas and other paved areas.
(J) Indication of the total amount of impervious surfaces and the development coverage.
(K) Any proposed changes in elevation of the site and elevations of all streets, parking areas, and building foundations. The datum to which all elevations, including existing contour elevations, refer shall be clearly indicated on the plan.
(L) Plans for surface drainage of the site. Such plans shall include stormwater run-off calculations and shall show the proposed method of accommodating the anticipated run-off.
(M) Any proposed below-ground or above-ground utilities and any contemplated public improvements, including road improvements, on or adjoining the property. Plans for such utilities and improvements shall indicate whether the developer, the city, or other agency will bear the financial responsibility for the construction, and which improvements are intended to be dedicated to the city.
(N) Proposed grading, screening and other landscaping, including types and locations of proposed street trees.
(O) Architectural elevation drawings or other graphic representations illustrating exterior building characteristics of proposed buildings and/or building additions that would be visible from the public right-of-way. Elevation drawings shall be drawn to scale and shall reflect major architectural elements such as exterior surface materials, windows, doors, columns, and wall-mounted signage. Elevation plans are intended to provide a general depiction of the physical appearance, massing and scale of the proposed construction.
(P) **Speed reduction devices on any city or private street, drive, parking lot, fire lane or any other driveable surface, which causes a change in elevation which may result in emergency equipment having to reduce speed during a time of emergency, is prohibited. Speed cushions may be installed on privately owned commercial property, in accordance with Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I. - In General, Section 98-10 - Speed Reduction Devices**.

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-09 CH 98 SPEED REDUCTION DEVICES\Proposed Ordinance #2016-09 w CCW-SA&T#1 - Ch 98, App A, and App B-First Reading.wpd

SYNOPSIS

The proposed amendments would permit speed cushions on privately owned commercial property.

(SPONSORS: HOSFELT AND COLE)

Actions History

04/11/2016 - Scheduled for First Reading/Referral - City Council
03/29/2016 - Introduction - Council Committee of the Whole/Safety Advisory and Transportation Committee meeting

DRAFT

City of Dover, Delaware
Summary of Applications

Application Type	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015					2016		
														Q1	Q2	Q3	Q4	Total	Q1	Q2	Total
Board of Adjustment	13	9	17	18	25	38	20	15	15	13	15	17	14	6	3	2	4	15	2	3	5
Annexations	2	3	5	6	10	4	3	1	0	0	1	3	0	0	0	1	0	1	1	2	3
Conditional Use	2	8	8	9	8	7	14	8	5	7	6	11	6	2	0	1	1	4	3	0	3
Site Plans	37	37	33	39	49	66	43	29	33	23	20	21	24	3	6	2	5	16	9	3	12
Subdivisions	2	10	10	8	7	7	2	7	5	2	2	6	5	0	2	0	0	2	0	0	0
Rezoning	5	8	9	7	13	10	11	5	8	6	2	3	4	1	1	1	1	4	3	1	4
Miscellaneous	14	11	25	17	17	23	20	15	20	17	24	22	14	6	4	2	2	14	3	2	5
Unified Sign	1	2	0	1	0	1	3	1	0	2	2	3	1	0	0	2	0	2	2	0	2
Historic District Commission	6	11	7	3	9	7	4	4	11	5	7	5	6	6	1	0	1	8	1	2	3
TOTAL	**82**	**99**	**114**	**108**	**138**	**163**	**120**	**85**	**97**	**75**	**79**	**91**	**74**	**24**	**17**	**11**	**14**	**66**	**24**	**13**	**37**

**Summary as of 4/30/2016 including applications for May meetings of the Planning Commission, Board of Adjustment and Historic District Commission.*

Professional Development and Training Opportunities for Local Government

offered through the

Institute for Public Administration at the University of Delaware

PLANNING 201

Creating a Flood Ready Community

May 20, 2016

9 a.m. to noon

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

Catered lunch and networking session will immediately follow the training, from noon-1 p.m.

University of Delaware Paradee Center

69 Transportation Circle
Dover, DE 19901

$50 Registration Fee
Includes lunch and refreshments

Registration Deadline
May 18, 2016

Three CM AICP credits will be available for participating American Planning Association professionals.

This course reviews the multiple sources of flood risks to Delaware communities that can be addressed and mitigated through planning, codes, and ordinances. It begins with an overview of flood risks, covers floodplain requirements for municipalities, and discusses statewide sea level rise adaptation recommendations applicable at the community level. Tools for adapting to flood risk and sources of funding and technical assistance will also be introduced.

COURSE TOPICS

- Identifying Community Flood Risks
- Assessing Vulnerability to Flooding
- Strategies for Reducing Flood Vulnerability
- Funding and Technical Assistance

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

COURSE INSTRUCTORS



Wendy Carey, PhD, CFM
Delaware Sea Grant
University of Delaware



Greg Williams
DNREC Flood Mitigation Program



Susan Love, AICP
DNREC Delaware Division of Energy and Climate

Dare to be first.

UNIVERSITY OF DELAWARE

COASTAL TRAINING PROGRAM
Delaware National Estuarine Research Reserve

Register for this and other training events online at

www.ipa.udel.edu/events.html

A limited number of registration fee waivers are available for municipal officials, based on financial need. Fees will be covered by the Delaware Coastal Training Program. To request a fee waiver, please email Kelly Valencik, Coastal Training Program Coordinator at kelly.valencik@state.de.us. All other registrations for this event must be submitted through IPA's online event-registration system.