CITY OF DOVER PLANNING COMMISSION
QUARTERLY WORKSHOP
AGENDA
Wednesday, February 18, 2015 – 12:00 noon

City Hall Conference Room
15 Loockerman Plaza, Dover, Delaware

QUARTERLY WORKSHOP

Items for Discussion:

1. Planning Commissioner Comments and Concerns

2. Department of Planning & Inspections Update
    a. Summary of 2014 Applications and 2015 Applications

    b. Text Amendments Approved 2013-2014

    c. Research Activities
        i. Update on Research for Ordinance Amendments
        ii. Review of *2008 Comprehensive Plan*

    d. Current Studies and Projects
        i. Transportation Improvement District
        ii. Citywide Recreational Needs Assessment
        iii. Draft Bicycle Plan and Draft Pedestrian Plan for Dover
        iv. Certified Local Government Program Application
        v. Restoring Central Dover Community Plan

3. Delaware Downtown Development District Program – Designation for Dover

4. Education and Training Opportunities
    a. Delaware Planning Education Program by UD-IPA: Workshop Series
    b. APA Webcast Lecture: *Urban Design, Sustainability, and the Environment* on March 11, 2015 at 4:00pm, Kent County Administration Building

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 SESSION.

Agenda: Posted February 6, 2015 at 10:00am

City of Dover

Downtown Development District Incentives At a Glance…..

Construction projects and new businesses within Dover's Downtown Development District may qualify for a variety of incentives from the State of Delaware, Kent County, the City of Dover, and the Downtown Dover Partnership. This fact sheet is intended to provide basic information on the incentives and where you can get more information. Not all properties are eligible for all incentives, so to make sure you know which incentives apply to your property, contact the administering agency or the Dover Planning Office at (302) 736-7196. For more information about the State's Downtown Development District program visit http://www.stateplanning.delaware.gov/ddd/.

State of Delaware

Downtown Development District Grants

- Administered by Delaware State Housing Authority
- Up to 20% cash rebate for qualifying construction projects (capped at $1 million per property)
- For more information visit http://www.destatehousing.com/Developers/dv_ddd.php
- Call Penny Pierson at (302) 739-4263 with questions.

Neighborhood Building Block Fund

- Administered by the Delaware Economic Development Office
- Intended to support crime reduction, neighborhood revitalization, and economic development.
- For more information visit http://www.dedo.delaware.gov/BusinessServices/DowntownDelaware/nbbf.shtml?DowntownDelaware.

State Historic Preservation Tax Credits

- Administered by the Division of Historical and Cultural Affairs
- Assists with the preservation and rehabilitation of historic buildings
- For more information visit http://history.delaware.gov/preservation/taxcredit.shtml
- Call (302) 739-7400 with questions.

Kent County

- Kent County will match the State's Downtown Development District grant, up to $10,000.
- Contact Kent County Economic Development at (302) 678-3028.

City of Dover

- Waiver of City impact fees
- Waiver of building permit fees
- Abatement of property taxes on the value of improvements
- Waiver of new business license fees for three years (pending adoption of ordinance; effective March 1, 2015)
- Rebate of buyer's City Transfer Tax when Certificate of Occupancy is issued within five years of property transfer (pending adoption of ordinance; effective March 1, 2015)
- Transfer Tax waiver for owner-occupied homes for first-time buyers
- Abatement of property taxes for owner-occupied homes
- Historic Property Tax Credits for exterior
- For more information visit http://www.cityofdover.com/Dovers-Downtown-Development-District-210248/
- Call the Dover Planning Office at (302) 736-7196 with questions.

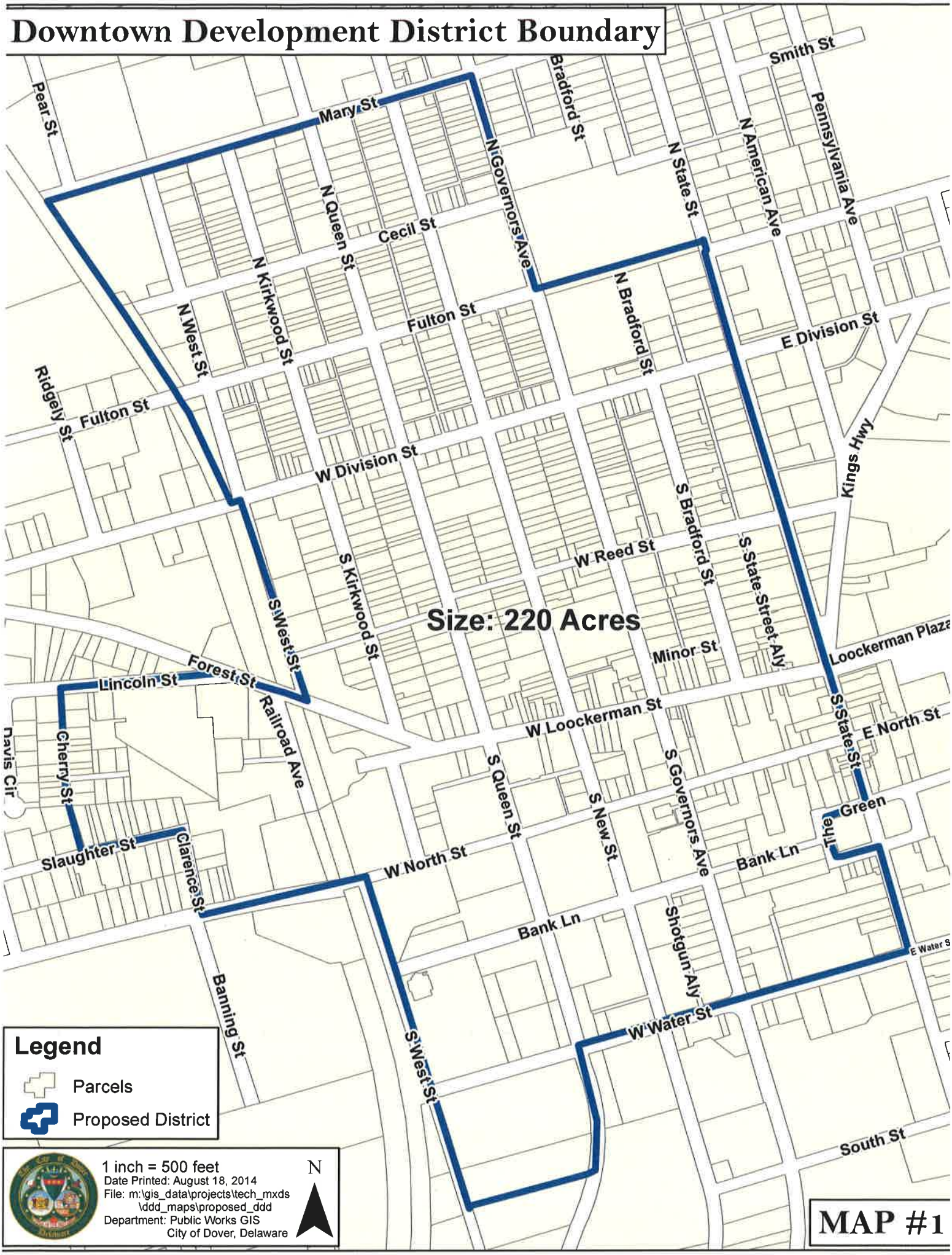
Downtown Dover Partnership

- The Downtown Dover Partnership will reimburse architectural expenses up to $5,000 for new or expanded businesses.
- The Downtown Dover Partnership administers a façade grant program to help business owners improve their storefronts.
- For information contact the Downtown Dover Partnership at (302) 678-2940.

I BELIEVE IN Dover

Downtown Development Districts
State of Delaware

Downtown Development District Boundary



Legend

- Parcels
- Proposed District

1 inch = 500 feet
Date Printed: August 18, 2014
File: m:\gis_data\projects\tech_mxds\ddd_maps\proposed_ddd
Department: Public Works GIS
City of Dover, Delaware

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MAP #1

For program details, please review the DDD Grant Guidelines found at http://destatehousing.com.

DOWNTOWN DEVELOPMENT DISTRICT (DDD)
DDD GRANTS: FREQUENTLY ASKED QUESTIONS

What is a DDD Grant?

Investors who make qualified real property investments in a Downtown Development District will be entitled to receive grants of up to 20% of the cost of their investments. DDD Grants are designed to spur investment and redevelopment in Downtown Development Districts, and are only available in DDDs. The DDD Grant program is modeled in part after a Virginia program that has been very successful in leveraging significant amounts of private investment in under-served areas.

Who administers the DDD Grant program – the city in which the DDD is located, or the State?

The DDD Grant program is administered at the State level by the Delaware State Housing Authority (DSHA). Anyone seeking to apply for a DDD Grant should apply directly with DSHA, not the municipality in which the DDD is located. For application information, see responses to the last two questions in this FAQ.

What types of projects may qualify for a DDD Grant?

Unlike similar incentives in other states, which are often limited to commercial and industrial projects, DDD Grants are available for a broad range of projects—including residential, mixed-use, commercial, and industrial projects within the boundaries of a DDD.

Who may qualify for a DDD Grant?

Grants are available to virtually anyone who makes qualified real estate improvements in a DDD. This could include for-profit builders and investors, nonprofit organizations, businesses, and even homeowners. However, governments are not eligible for DDD Grants.

What kind of activity is eligible for a DDD Grant?

For eligibility purposes, "qualified real property investments (QPRIs)" are capital expenditures, incurred after DDD designation, necessary for rehabilitation, expansion, or new construction. These are sometimes referred to as "hard costs." Examples include: exterior, interior, structural, mechanical, or electrical improvements; excavations; grading and paving; landscaping or land improvements; and demolition.

In addition, only investments in excess of $25,000 will qualify as "qualified real property investments." So if an investor makes $45,000 worth of qualified investments in a DDD, that investor would be entitled to a DDD Grant of $4,000, which is 20% of $20,000 (*i.e.*, the $45,000 total investment minus the $25,000 minimum investment).

How much has been allocated for the DDD Grant program so far?

$7,000,000.

How much grant funding can an investor receive?

Investors are eligible to receive 20% of their "hard costs" over the threshold, up to $500,000 per building or facility. DDD Grants in excess of $500,000 will be calculated at a lower rate up to an additional $500,000 for a maximum DDD Grant of $1,000,000.

Is there a limit on how much funding a building or facility may receive?

Yes. The DDD Grant is limited to $1,000,000 per building or facility within a 5-consecutive-year period starting with the year in which a grant is first awarded or reserved.

DDD GRANTS: FREQUENTLY ASKED QUESTIONS

How does the program incentivize larger, "transformational" projects?

During its outreach process in connection with this program, DSHA listened to stakeholders who stressed the importance of "transformational" projects in revitalizing communities. For that reason, all DDD Grant funds available, except for the Small Project Set-Aside discussed below, will be available for larger projects.

In addition, at the request of stakeholders, DSHA set the maximum DDD Grant award at $1,000,000 (for projects having qualified real property investments of $20,000,000 or more). Larger projects must first receive a Reservation in order to qualify for a DDD Grant.

Why is there a Reservation process?

DSHA reached out to our partners and learned that certainty of grant funds is a major factor in whether investors proceed in hard-to-develop areas. DSHA created the Reservation process to give investors assurance they will be funded once their project is complete.

How does the program ensure that small investors have fair access to DDD Grant funds?

To ensure that homeowners, small businesses, non-profit organizations, and other small investors have fair access to DDD Grant funds, DSHA has created a $1 million "Small Project Set-Aside." Eligible projects in this category include projects having a DDD Grant of no more than $50,000.

In addition, DSHA has set up a simpler, streamlined process for small projects. Unlike larger investors, small project applicants do not need a Reservation to receive a grant.

How does the program ensure that smaller DDDs have fair access to DDD Grant funds?

Half of the funds available for larger projects will be allocated based on each District's population. This "District Set-Aside" ensures that all DDDs have access to the funds as at least one large project from each DDD will be funded each year. Projects not funded through the District Set-Aside have a second opportunity to receive a Reservation through the "General Pool" (*i.e.*, the other half of the funds available for larger projects).

What if I am in a DDD that has more projects than funds available in the District Set-Aside?

When developing the program, DSHA wanted to ensure that, in cases where there are more projects than funding available, the highest quality projects would receive a DDD Grant. This is done by giving projects priority consideration when they meet additional state and local community objectives. Among others, these include projects that: (1) have been identified as "priority projects" by the city; (2) create permanent jobs; (3) expand housing opportunities; and (4) protect historic resources.

It is important to note that these objectives are only considered when there are more projects than funding available. If there are sufficient funds to fund all projects in that particular District's Set-Aside then all projects will receive a Reservation. If there are not sufficient funds, then Projects will have a second opportunity to receive a Reservation through the General Pool.

Where do I find information on how to apply for a grant?

Applications, forms and guidelines may be obtained from DSHA's website at http://DeStateHousing.com. **Projects seeking a Large Project reservation must apply by March 20, 2015. Small Project applications will be accepted on an ongoing basis.** For eligibility and general questions, contact DSHA toll-free at (888) 363-8808 or e-mail DDD@DeStateHousing.com.

UNIVERSITY OF DELAWARE

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Board of Adjustment Issues - Virtual Seminar ("Planning 206")
a workshop on two DVDs with supplementary data CD
Available for sale now! - $50

Order online | download order form - PDF

Planning Your Community's Future ("Planning 101")
This course will provide valuable information for all officials who take part in community planning and land-development matters. This session qualifies for certificate credit in the **Academy for Excellence in Local Government Leadership** and the **Delaware Planning Education Program**.

Jan. 16, 2015 | *Paradee Center* | *Dover, Del.*
9 a.m. to noon
Cost: $50

Register now | event flyer | registration deadline: January 12

Sussex Broadband Working Group
Hear updates on several broadband initiatives, discuss potential training activities related to municipal franchise agreements, and work on planning a forum to highlight issues and opportunities relative to high speed internet access in Sussex County. **View the draft agenda for the meeting.**

January 22, 2015 | Sussex County Emergency Operations Center
21911 Rudder Lane, Georgetown, DE 19947
1:00 to 3:00 p.m.

Confirm your attendance now.

Land-Use Law and Regulation ("Planning 102")
This course focuses on land-use law. Topics include basic principles governing land-use law, delegation of authority, due process, just compensation, and vested rights. This session qualifies for certificate credit in the **Academy for Excellence in Local Government Leadership** and the **Delaware Planning Education Program**.

February 13, 2015 | *Paradee Center* | *Dover, Del.*
9 a.m. to noon
Cost: $50

Register now | event flyer | registration deadline: February 9

Municipal Clerks Certificate Training Program
This 40-hour program consisting of six Friday sessions. Participation in this training over a three-year cycle satisfies the **International Institute of Municipal Clerks**'s educational requirements for the **Certified Municipal Clerk** designation.

Feb. 27, March 6, 13, 20 & 27, and April 10, 2015 | *Kent County Levy Court Building* | *Dover, Del.*
9 a.m. to 4:30 p.m.
Cost: $475

Register now | event page | registration deadline: February 18

Understanding & Marketing Your Local Economy ("Planning 212")
This new course focuses on gathering, analyzing, packaging, and reporting local economic data. The course will review key data sources, techniques for accessing and analyzing economic data, and approaches to sharing data with stakeholders such as elected officials, future residents, and site selectors. This session qualifies for certificate credit in the **Academy for Excellence in Local Government Leadership** and the **Delaware Planning Education Program**.

February 20, 2015 | *Paradee Center* | *Dover, Del.*
9 a.m. to noon
Cost: $50

Register now | event flyer | registration deadline: February 16

Land-Use and Development Administration ("Planning 103")
This is primarily a hands-on course designed to build the skills for administering and interpreting land-use regulations. Participants will be introduced to zoning, subdivision, and land-use codes. This session

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

March 13, 2015 | *Paradee Center* | *Dover, Del.*
9 a.m. to noon
Cost: $50

Register now | **event flyer** | registration deadline: March 9

Basic Mediation Training
A four-day training session offered by IPA's Conflict Resolution Program
April 22–23 & 29–30, 2015 | *Buena Vista Conference Center* | *New Castle, Del.*
9 a.m. to 4 p.m.

Cost: $825
(includes continental breakfast, lunch, beverages and materials)

Delaware Conflict Resolution Network members receive a $100 discount for this event. Call 302-831-8158 to register if you are a DCRN member.

Register now | **download workshop flyer** | registration deadline: April 1

Board of Adjustment Issues ("Planning 206")
The Board of Adjustment is an important quasi-judicial municipal body. This session will provide an overview of proper board composition; proper board procedures for conducting hearings and rendering decisions; variance standards; and an overview of appellate review standards for board actions. This session qualifies for certificate credit in the **Academy for Excellence in Local Government Leadership** and the **Delaware Planning Education Program**.

May 15, 2015 | *Paradee Center* | *Dover, Del.*
9 a.m. to noon
Cost: $50

Register now | **event flyer** | registration deadline: May 11

Creating a Flood Ready Community ("Planning 201")
This course reviews the multiple sources of flood risks to Delaware communities that can be addressed and mitigated through planning, codes, and ordinances. It covers floodplain requirements for municipalities and tools for adapting to flood risk. Sources of funding and technical assistance will also be presented. This session qualifies for certificate credit in the **Academy for Excellence in Local Government Leadership** and the **Delaware Planning Education Program**.

June 12, 2015 | *Paradee Center* | *Dover, Del.*
9 a.m. to noon
Cost: $50

Register now | **event flyer** | registration deadline: June 8

Institute for Public Administration • 180 Graham Hall • Newark, DE 19716 • USA
Phone: 302-831-8971 • Fax: 302-831-3488

City of Dover, Delaware
Summary of Applications

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

**Year to date 2/2/2015 including applications for February meetings of the Planning Commission, the Board of Adjustment and Historic District Commission.*

American Planning Association
Delaware Chapter

Chapter Sponsored Webcast - Lecture

Urban Design, Sustainability, and the Environment – March 11

- On-site at two locations: WILMAPCO, 850 Library Avenue, Suite 100, Newark, & Kent County Administration Complex, 555 Bay Road, Room 220, Dover
- Lecture: March 11, 2015 at 4:00-5:00pm
- Delve into key topics on the AICP Certified Urban Designer examination. See how environmental planning and sustainability goals fit into urban design. Look at the way urban designers address the built and natural environments, historic preservation, adaptive reuse, building retrofits, and more. Examine natural systems in the context of urban design, and learn how water, energy, habitats, biodiversity, and climate come into play. While this isn't an exam preparation program, it presents best contemporary practices that AICP CUD exam takers and other interested planners will want to know.

Summary of Ordinances 2013-2014
City of Dover, Delaware
To Date: January 8, 2015

File Number & Ordinance	Topic	Text Amendment	Action Date
MI-12-24 Ordinance #2013-01 Ordinance #2013-02	Update to AEOZ (Airport Environs Overlay Zone) per the AICUZ Study of 2010	*Zoning Ordinance* Article 3 Section 22 and Zoning Map	PC Public Hearing: February 19, 2013 CC Public Hearing: March 11, 2013 Adopted: March 11, 2013
MI-14-02 Ordinance #2014-05	Professional Offices added as conditional uses in RG-1 and RG-2 for areas of Governors Avenue and Route 8 with restrictions	*Zoning Ordinance* Article 3 Section 2.4(d)	Adopted: May 27, 2014
MI-14-03 Ordinance #2014-06	Light motor vehicle service as accessory use in SC-2 zone	*Zoning Ordinance* Article3 Section 17.32	Adopted after amendments: May 12, 2014
MI-14-08 Ordinance #2014-09	Updates to provisions for flood hazard areas (Coincides with new effective FIRM Maps)	*Dover Code of Ordinances*, Chapter 50 – Floods and Chapter 22 – Buildings and Building Regulations	Adopted: June 9, 2014 New FIRM Map Panels: Effective date July 7, 2014
MI-14-10 Ordinance #2014-08	Revisions to Commercial Zones: IO, C-1, C-1A, C-2, C-2A, C-3, C-4, CPO including uses and bulk standards Revisions to Site Development Plan process	*Zoning Ordinance* Article 3 Sections 10-16 and 26; Article 4 Sections 4.14 and 4.15; Article 10 Section 2; Article 12 Definitions	Adopted: July 14, 2014
MI-14-12 Ordinance #2014-18	Eliminates 40 ft. perimeter buffer requirement in PND Revisions to front and rear setbacks in PND (Retroactive to previously approved PND projects)	*Zoning Ordinance* Article 3 Section 24.62; Article 4 Sections 4.10 and 4.11	Adopted: October 27, 2014

Summary of Ordinances 2013-2014
City of Dover, Delaware
To Date: January 8, 2015

MI-14-13 Ordinance #2014-19	Added provisions to make it unlawful to sweep, blow, or otherwise discharge grass clippings to street, sidewalk, storm drains, & watercourses	*Dover Code of Ordinances,* Chapter 98-5(c)	Adopted: September 8, 2014
MI-14-14 Ordinance #2014-20	Revisions to requirements for Site Development Plan review by Planning Commission (related to impervious surface	*Zoning Ordinance* Article 10 Section 2.1	Adopted: October 13, 2014

- To Access the *Dover Code of Ordinances* visit www.cityofdover.com and click on "Municipal Code" button on the left side of homepage. Once of the Municode site: click of Part II – Code of Ordinances. The *Zoning Ordinance* is found as Appendix B: Zoning. Also on the City's website the text and status of Ordinances & Resolutions can also be viewed under the Government heading.

- The City of Dover Zoning Map is available online in a map book format as a pdf. See the Planning & Inspections Department page of www.cityofdover.com