AGENDA
CITY OF DOVER PLANNING COMMISSION
QUARTERLY WORKSHOP

Wednesday, February 23, 2011– 4:00 pm – City Hall Council Chambers

QUARTERLY WORKSHOP
Items for Discussion:

1. Presentation - Dover Transit Center Neighborhood Plan

2. Planning Commissioner Comments and Concerns

3. By-Laws
    a. Review of Existing By-Laws including Amendments adopted by Commission on 8/16/2010
    b. Discussion

4. Parliamentary Procedure

5. Department of Planning & Inspections Update
    a. Status of Ordinance Amendments
    b. Summary of 2010 Applications
    c. Other Project and Research Activities
        i. Update of *Zoning Ordinance,* Article 10. Planning Commission
        ii. Update on Planning Office 2011 Work Plan

6. Education and Training Opportunities
    a. APA Audio/Web Conference, March 16, 2011 at 4:00pm - 5:30pm on "Mitigating Hazards Through Planning" hosted at the Kent County Administration Building, Room 220. Sponsored by the DE APA Chapter and the Kent County Department of Planning.
    b. IPA Training Series
    c. Other Training Opportunities

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.

By-Laws of the Planning Commission

of the City of Dover

Objectives

Section 1 The objectives and purposes of the Planning Commission of the City of Dover, Delaware, are those set forth in Chapter 7, Title 22 of the Delaware Code annotated, and amendments, supplements, thereto, and those powers and duties delegated to the Planning Commission by the City Council of the City of Dover pursuant to state statute.

Powers, Duties and Procedures

Section 2 The duties, powers and procedures of the Planning Commission be as set forth in the following documents:

(a) The resolution f the City Council establishing such Planning Commission;
(b) The Building Zone Ordinance as to matters relating to amendments to site plan approval;
(c) The Subdivision Regulations as to the review and approval of subdivision plats;
(d) As to the regulations set forth herein for all other matters for which the Commission has the responsibility.

Officers

Section 3.1 The officers of the Planning Commission shall consist of a Chairman and Vice-Chairman.

Section 3.2 The Chairman shall preside at the meetings and hearings of the Planning Commission and shall have the duties usually conferred upon a presiding officer. He shall continue to exercise the prerogatives of an individual member of the Commission while performing the duties of presiding officer.

Section 3.3 The Vice Chairman shall be the presiding officer in the absence of the Chairman.

Recording and Corresponding Secretary

Section 4 The Commission shall appoint a Secretary who shall not be a member of the Commission or an officer, and shall have the following duties and responsibilities:

(a) Prepare agenda for all meetings with the Chairman and provide notice of meetings to Commission members.
(b) Keep minutes of all meetings, and record of the Commission.
(c) Act as agent for the Commission in receiving submissions, applications, correspondence, etc.
(d) Act as agent for the Commission in arranging for notice of public hearings and notifying interested parties of Commission actions as authorized by the Commission.

Official Records

Section 5 The City Clerk shall be the official custodian of the records of the Commission and shall make them available to the public as provided by law. He may designate the office of the Secretary of the Commission or the Planning Office as the place where such records shall be kept.

Elections of Officers

Section 6.1 The officers shall be elected by the Commission at the annual organization meeting which shall be the regular scheduled meeting in July of each year. Election of officers shall be held by secret ballot.

Section 6.2 A candidate receiving a majority vote of the entire membership of the Planning Commission shall be declared elected and shall serve for one year or until his or her successor shall take office.

Section 6.3 Vacancies in offices shall be filled by the Commission at any scheduled or special meeting.

Section 6.4 The Chairman and Vice Chairman shall be limited to three consecutive one-year terms. A former Chairman or Vice Chairman who has held three consecutive terms in such position may be elected to that position after vacating the position for a period of one year.

Meetings

Section 7.1 The Commission shall hold one public meeting during each calendar month.

Section 7.2 The monthly meeting date for the coming year shall be established by a majority of the Commission at its organization meeting of the year. The date of the public meeting can be changed during the year by a majority of the Commission

Section 7.3 The Commission will receive all applications concerning matters within its jurisdiction only at its public meetings. All times to be submitted for consideration at any public meeting shall be submitted in complete and final form for Commission consideration not less than thirty days prior to said meeting. No items submitted subsequent to this time shall be placed upon the Agenda except by a majority vote of the Commission members present at such meeting. The official date of receipt of any matter presented to the Commission shall be the date of the first public meeting at which such matter is received for consideration. Any maximum time periods established by the Zoning Ordinance or other local laws limiting the time for consideration of any matter by the Planning Commission shall commence on such date of the receipt.

Section 7.4 A majority of the membership of the Commission shall constitute a quorum. The Commission may act on any matter by a majority vote of such quorum.

Section 7.5 All formal votes to record the decision of the Commission on any matter referred to it shall be taken only by a quorum at a public meeting. By a majority vote of those members present the Commission may convene in executive session. However, all formal votes to record the Commission's decision shall only be taken during periods in which such meetings are open to the public.

Section 7.6 Special meeting may be called by the Chairman or by a majority of the Commission, providing that not less than 24 hours notice by writing or telephone is given to each member of the Commission. Such meetings shall be executive sessions at which no formal votes shall be taken.

Section 7.7 All public and special meetings shall be held in City Hall or other public facility with proper public notification.

Agenda

Section 8 The Secretary shall prepare the proposed Agenda for each public meeting, with the Chairman not less than ten days prior to the date of such meeting, and shall transmit a copy of the Agenda to each Commission member on such date of preparation. No items will appear on such proposed Agenda except those for which applications or written requests have been received not less than thirty days prior to the date of the public monthly meeting as set forth in Section 7 above. The Commission may amend the proposed Agenda by a majority vote of those members present.

Section 9.1 The order of business at public meetings shall be as follows:

(a) Roll Call.
(b) Adoption of Minutes of previous meetings.
(c) Approval of Agenda
(d) Communications
(e) Report of Officers and Committees
(f) Old Business
(g) New Business
(h) Referrals, Administrative Reviews, Petitions, Applications and Other Matters presented by the public.

Section 9.2 The order of business at special meetings shall be as determined by the Commission.

Section 9.3 At all meetings and hearings attended by the public, the Chairman shall make a brief statement indicating the nature of each item on the Agenda, except that in the case of petitions, applications and other matters presented by the public, such statement shall be made by the person introducing the matter.

Section 9.4 Minutes of all public and special meetings of the Commission shall form part of the records of the Commission and shall be available to the public when duly adopted by the Commission.

Committees

Section 10.1 There may be a Subdivision Committee appointed by the Chairman with the approval of the Commission at the annual organization meeting. It shall consist of three members who shall serve until the next annual meeting. The Chairman may make appointments to bring the committee to full strength in the event of temporary absence of committee members.

Section 10.2 Other Committees may be appointed by the Chairman from time to time with the approval of the Commission.

Public Hearings

Section 11.1 The Commission shall hold public hearings as required by statute and applicable ordinances of the City. In addition to those required by law, the Commission may at its discretion hold public hearing when it considers that such hearings will be in the public interest.

Amendments

Section 12 These By-Laws may be amended at any time by a majority vote of the entire membership of the Commission.

Adopted September 15, 1959
Amended November 17, 1975
Amended March 16, 1981
Amended March 19, 1981
Amended June 17, 1991
Amended January 25, 1995
Amended April 26, 1995
Amended August 16, 2010

City of Dover
Summary of Applications

Application Type	2002	2003	2004	2005	2006	2007	2008	2009					2010				
								Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
Board of Adjustment	13	9	17	18	25	38	20	2	2	6	5	15	4	4	2	5	15
Annexations	2	3	5	6	10	4	3	0	1	0	0	1	0	0	0	0	0
Conditional Use	2	8	8	9	8	7	14	4	0	2	2	8	0	2	1	2	5
Site Plans	37	37	33	39	49	66	43	5	7	6	11	29	6	9	12	6	33
Subdivisions	2	10	10	8	7	7	2	1	3	1	2	7	0	0	3	2	5
Rezoning	5	8	9	7	13	10	11	2	1	1	1	5	1	6	0	1	8
Miscellaneous	14	11	25	17	17	23	20	3	6	5	1	15	4	6	3	7	20
Unified Sign	1	2	0	1	0	1	3	0	0	1	0	1	0	0	0	0	0
Historic District Commission	6	11	7	2	9	7	4	0	0	1	3	4	2	3	2	4	11
TOTAL	**82**	**99**	**114**	**107**	**138**	**163**	**120**	17	20	23	23	**85**	17	30	23	27	**97**

UPCOMING

Audio/Web Conferences Training Series 2010-2011

Mark Your Calendars

Planning for Signs and Billboards in a Digital Age
October 13, 2010
4:00 p.m. – 5:30 p.m. ET
Kent County Administrative Complex
Rm. 220
The challenges to sign regulation are vigorous and ever evolving. So too, digital technology has introduced an entirely new layer of complexity. Learn what the federal study on digital signs and safety concluded. Gain insight into how communities are regulating signs to maintain character, meet contemporary needs, ensure safety, and meet legal standards. **Certification Maintenance CM |1.5**

Regulating Controversial Uses
November 10, 2010
4:00 p.m. – 5:30 p.m. ET
Kent County Administrative Complex
Rm. 220
As work and life change, planning and regulation need to be revised or even reconsidered to accommodate this change. Among the most challenging issues is permitted uses — what is and is not allowed. This program examines controversial uses, such as tattoo parlors, new uses such as mixed use, and unanticipated uses. Learn how to address these legally, sustain community, and accommodate appropriately the ever-evolving needs of residents, business and visitors.

Retrofitting Corridors
January 19, 2011
4:00 p.m. – 5:30 p.m. ET
Kent County Administrative Complex
Rm. 220
Streets are the building blocks of community. Many communities are redesigning corridors for multiple modes of transportation, better connections to adjacent neighborhoods, and addressing contemporary commercial needs. How can you revitalize an important asset in your community and adapt successfully to changing demands? Join urban designers, planners, and economic developers to learn how.
Certification Maintenance CM/1.5

Mitigating Hazards Through Planning
March 16, 2011
4:00 p.m. – 5:30 p.m. ET
Kent County Administrative Complex
Rm. 220
As more communities are affected by natural disasters from flood, fire, or earthquakes, the need for planning increases. Federal standards and programs are increasingly emphasizing the links between planning and hazard mitigation. In addition, some communities are using green recovery strategies and rethinking what rebuilding should be in light of a changing environment. Get your community ready and explore funding, tools, and unexpected opportunities.
...gency Management Agency
...CM/1.5

Audio/Web Conferences Training Series 2010-2011

2011 Planning Law Review
June 29, 2011
4:00 p.m. – 5:30 p.m. ET
Kent County Administrative Complex
Rm. 220

Mark Your Calendars

New judges on the U.S Supreme court and an active docket are reshaping constitutional law. The states continue to take the lead on climate change, but a backlash is mounting against voter referenda in a recessionary economy. Property rights and fairness, first amendment issues, and the proper role of government are examined is this up -to-the-minute review of the courts and legislations during the past year. Keep current and join our legal panel for this important discussion.
Certification Maintenance CM |1.5

Audio/Web Conference Training Series :

- Planning for Signs & Billboards in a Digital Age — c/o DE APA Chapter
- Regulating Controversial Uses — c/o County
- Retrofitting Corridors — c/o MPO
- Mitigating Hazards through Planning — c/o County
- 2011 Planning Law Review — c/o County



This session qualifies for certificate credit in the Academy for Excellence in Local Government Leadership, and the Delaware Planning Education Program (as **Planning 103**).

Basic Information

Thursday, March 24, 2011, from 9:00 a.m. to 12:00 noon
University of Delaware Paradee Center
69 Transportation Circle
Dover, Delaware

Registration fee: $45.00 / Registration deadline: March 17, 2011

Course Description and Details

This is primarily a hand-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 and how they are linked to municipal comprehensive plans. In-class exercises will provide an opportunity for participants will analyze and interpret a land-use and development code to formulate answers to typical land-use administration questions and to review development plans.

Course Instructors

Edward O'Donnell, AICP
Policy Scientist and Instructor
Institute for Public Administration
University of Delaware

Linda Raab, AICP
Planning Consultant
Institute for Public Administration
University of Delaware

Max Walton, Esq.
Parnter
Connolly Bove Lodge & Hutz
Wilmington, Del.

Please register for this and other Local Government Training events online at

www.ipa.udel.edu/events.html

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



This session qualifies for certificate credit in the Academy for Excellence in Local Government Leadership, and the Delaware Planning Education Program (as **Planning 104**).

Basic Information

Tuesday, April 26, 2011, from 9:00 a.m. to 12:00 noon
University of Delaware Carvel Research and Education Center
16483 County Seat Highway
Georgetown, Delaware

Registration fee: $45.00 / Registration deadline: April 19, 2011

Course Description and Details

This course will explore the concepts of community design, based upon the framework of the report *Better Models for Development in Delaware*. Discussion will focus on the integration of the comprehensive plan, subdivision and zoning codes, and community-design principles. Special attention will be given to compact, sustainable approaches to town and neighborhood design that maximize community and minimize sprawl. An in-class exercise involving the review of a community-design problem will engage participants in a demonstration of the skills needed to ensure the proper coordination of community-design principles with municipal-development goals.

Course Instructors

Linda Raab, AICP
Planning Consultant
Institute for Public Administration
University of Delaware

Constance Holland, AICP
Director, Office of State Planning Coordination
Office of Management and Budget
State of Delaware

Valerie Miller
Planner
Delaware State Housing Authority
State of Delaware

Please register for this and other Local Government Training events online at
www.ipa.udel.edu/events.html

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



This session qualifies for certificate credit in the Academy for Excellence in Local Government Leadership, and the Delaware Planning Education Program (as **Planning 205**).

Basic Information

Thursday, May 12, 2011, from 9:00 a.m. to 12:00 noon
University of Delaware Paradee Center
69 Transportation Circle
Dover, Delaware

Registration fee: $45.00 / Registration deadline: May 5, 2011

Course Description and Details

Your new Comprehensive Development Plan identifies the need to revise your codes to be more pedestrian- and mobility-friendly.

Why is it important, what does that mean, and how do you go about doing it?

This course will address the key components of walkable communities and considerations to maximize the advantages of transit.

Coverage of each component will include examples, specific dimensions and standards, and where and how to implement them.

Course Instructors

Linda Raab, AICP	William J. DeCoursey	Marcia Scott
Planning Consultant	Planner	Local Government Specialist
IPA, University of Delaware	IPA, University of Delaware	IPA, University of Delaware

Please register for this and other Local Government Training events online at
www.ipa.udel.edu/events.html

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