PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

A G E N D A

November 13, 2007 - 12:00 Noon - Caucus Room - City Hall - City of Dover

Public comments are welcomed on any item and will be permitted at appropriate times. When possible, please notify the City Clerk (736-7008 or e-mail at Tmcdowell@dover.de.us) should you wish to be recognized.

AGENDA ADDITIONS/DELETIONS

1. Parks and Recreation/Open Space Plans - Review of Active Recreation Areas
   A. Stonebrook East Planned Neighborhood Design
   B. Stonebrook West Planned Neighborhood Design
   C. Blue Hen Apartments

2. Updates
   A. Puncheon Run Watershed Action Team Update
   B. John W. Pitts Recreation Center
   C. Planning and Funding for New Library
   D. CDBG Program
   E. 2008 Comprehensive Plan Update

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

DATA SHEET FOR RECREATION PLAN REVIEW

PARKS, RECREATION AND COMMUNITY ENHANCEMENT COMMITTEE
MEETING OF November 13, 2007

PLANNING COMMISSION MEETING OF November 19, 2007

Plan Title:	Stonebrook East – Planned Neighborhood Design Development SB-07-07
Plan Type:	Planned Neighborhood Design Development Plan Residential Subdivision – Active Recreation Plan
Location:	Northeast corner of McKee Road and Denneys Road
Tax Parcel:	Part of ED-05-056.00-01-01.00-000
Applicants/Owners:	Chartwell Homes, Inc. CLMS Development, Inc.
Total Site Area:	45.03 +/- acres
Proposed Use:	Planned Neighborhood Design Development (PND) – Residential Neighborhood with residential, community center, recreational areas, and open space areas 255 Residential Units 87 Town Houses 168 Garden Apartments
Zoning:	RM-1 (Medium Density Residence Zone)

Project Summary

This application is the Preliminary Subdivision Plan for the Planned Neighborhood Design Development (PND) project known as Stonebrook East. The Preliminary Subdivision Plan review is to permit the subdivision of 45.03 acres ± of land for 255 residential units, open space areas, community center, and street layout. The property is zoned RM-1 (Medium Density Residence Zone). The property is located at the northeast corner of McKee Road and Denneys Road, north of the Mill Creek Subdivision.

Open Space and Active Recreation Area Plan Summary:

The *Zoning Ordinance* requires an Open Space and Active Recreation Plan for all residential developments, projects and plans that come before the Planning Commission (Dover Code of Ordinances, Appendix B, Article 5 §10). As part of the current Preliminary Subdivision Plan

review process for this project, an Open Space and Recreation Area Plan for the Stonebrook East Planned Neighborhood Design Development outlines the recreation amenities for the project.

The overall Stonebrook Planned Neighborhood Design Development exceeds the minimum of 25% open space for a Planned Neighborhood Design Development by creating a series of open space areas, a community center, basketball court, swimming pool, gazebo, and children's play structure. The Stonebrook East PND provides 23.78 acres +/-, or 52.8% of the available land towards open space.

Based upon the number of residential dwelling units proposed (255 units), this subdivision is required to provide 1.609 acres +/- (70,088 S.F.) of open space designed to function as Active Recreation space. The Plan provides for 1.672 acres +/- (72,832 S.F.). The key components of the Active Recreation Area are:

- Community Center Area
  - Clubhouse: 2,500 S.F. building
  - Hard Surface Basketball Court: 84' x 50'
  - Swimming pool
  - Play Area for Small Children: 'Tot Lot' with Play Structure

- Community Park Area
  - Lawn Area: Benches and Open Green
  - Walking Path
  - Gazebo

Information provided on the Open Space and Recreation Areas is found on the following items: Parks and Recreation Plan set dated October 10, 2007 and Info-packet submission. The associated plan of C-07-01 Stonebrook East PND Conceptual Plan is on file in the Planning Office.

This recreational component must be reviewed by the Parks, Recreation, and Community Enhancement Committee for a recommendation prior to consideration of the Preliminary Subdivision Plan by Planning Commission.

The following table provides a summary of information presented in the submitted Plan (dated 10/10/2007) for the Active Recreation Area to be constructed:

	Required	**Provided on Plan**
Common Open Space in PND (Article 3 §24.61b)	Common Open Space equals a minimum of 25% of total site area. Useable open space following the area requirement of Active Recreation Area	Sheet C-201: Total Site Area = 45.03 acres Common Open Space Area = 23.78 acres total provided as 1.672 acres Active Recreation

		Area and 22.11 acres of Passive Open Space.
Active Recreation Area (Article 5 §10.16)	275 S.F. per dwelling unit or 0.5 acre, greater thereof 255 DU = 1.609 acres +/- (70,088 S.F.)	1.672 acres of Active Recreation Area
Active Recreation Amenities (Article 5 §10.15)	Accessible	Located adjacent to sidewalk system and central to the development.
Active Recreation Amenities (Article 5 §10.15)	Age Oriented to development	Clubhouse Building with pool facility, Tot lot with Play Structure Benches Gazebo Basketball Court
	Parking	On site parking provided for the Clubhouse building. Each dwelling unit has off-street parking. A variety of on-street parking options available. Also pedestrian access via sidewalk is available.
	Setbacks: 30 feet from residential lots and 25 feet from right-of-way for street	Structures are properly set-back.
	Landscaping	Tree plantings of deciduous, evergreen and ornamental trees. The Community Center Building and pool area incorporates other landscaping of shrubs and groundcovers/perennials.

Staff Recommendations:
The following are comments and recommendations from Staff of the Department of Planning & Inspections following review of the Active Recreation Area to be constructed and the overall Open Space (Plan dated 10/10/07).

1. Staff recommends approval of the Community Center Area, the Park Area and the associated amenities of club house, pool area, walking trail and gazebo, and hardtop court as the Active Recreation Areas for the Stonebrook PND. Staff recommends approval of the overall Open Space provided for the project. Recommendations suggested as conditions of this approval are listed below:
    a. Staff recommends the addition of bicycle racks adjacent to the Clubhouse

Building.

b. The community park area shows five 'Green Giant Arborvitae' trees which will obscure the view of the park from the street. These should be relocated.
c. Recommend that play structure be selected for the 5-12 age group.
d. An extension of the walking path must be made to the tot-lot area.
e. The materials for the walking path in the community park providing access to the gazebo should be concrete sidewalk.

2. Staff recommends the repositioning of the clubhouse such that it faces Charlton Drive or has a side yard facing Charlton Drive. This will provide visibility of the main entrance from a public street.

3. The following items should be included on the Plan to clarify the construction of the recreation area improvements:
   a. Provide a construction detail or specifications for the amenities such as the walking path construction including the width of the paths, hard court surface, etc.
   b. All street trees must be relocated to the individual lot (side of the sidewalk) and not within the grass strip between the curb and sidewalk.

4. Staff recommends that street intersections with adjoining sidewalks should be made barrier free for access and include crosswalk markings in order to delineate pedestrian connections to the open space and recreation areas.

5. Identify the type of lighting proposed. The placement of street light style lamp posts may be more appropriate for certain areas especially in the vicinity of the gazebo and play structure.

6. The lawn areas should be appropriately planted (seeded or sodded) and maintained for active recreational activities.

7. Identify location of curb cut/driveway depression to allow for maintenance/equipment access to the park area. Due to size of grass area, larger tractor size equipment may be utilized in the maintenance activities.

8. The applicant is reminded of the requirements for construction phasing of the recreation area as associated with the development of the residential units. (Zoning Ordinance, Article 5 §10.6)

   Article 5 §10.6 Construction Phasing. The recreation and open space areas shall be completed in a proportion equal to or greater than the proportion of residential dwelling units completed, except that one hundred (100) percent of the recreation and open space areas shall be completed prior to issuing building permits for the final twenty (20) percent of the dwelling units proposed. Building permits shall not be issued for dwelling units unless the requirements of this section are met.

9. There shall be provisions which insure that the common open space land shall continue as

such and be properly managed and maintained. The developer shall either retain ownership and responsibility for maintenance of such open land; or provide for and establish one (1) or more organizations for the ownership and maintenance of all common open space i.e. a Homeowners Association. The organization shall be responsible for maintenance, insurance and taxes on the common open space.

10. In the event, that major changes and revisions to the Preliminary Subdivision Plan which affect the Recreation Plan occur in the review process and finalization of the Plan resubmittal may be required for review by the Parks Recreation and Community Enhancement Committee or other agencies and commissions making recommendations in regards to the plan.

The Parks, Recreation, and Community Enhancement Committee shall submit to the Planning Commission a report detailing the recommendations as to the Recreation Area Plan and Conservation Easement dedication.

Attachments: Parks & Recreation Plan Set (Sheets C-201, L-101, L-102, L-103)
List of Amenities
Active Recreation Amenities (excerpt from Project Description Report)
Clubhouse (excerpt from Project Description Report)
Preliminary Cost Estimate

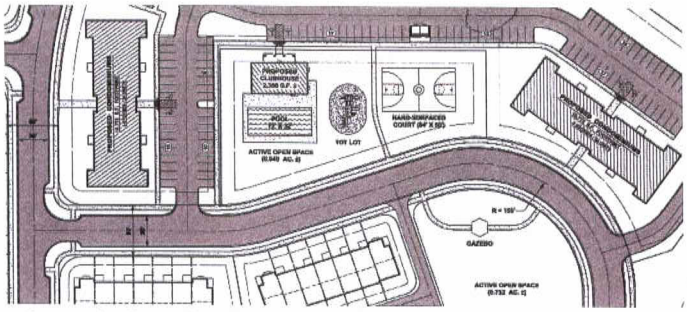
Report prepared by: Planning Staff - Michael Albert

List of Amenities – STONEBROOK EAST

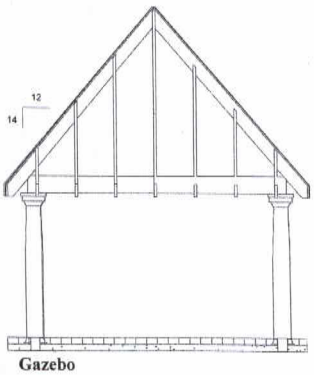
1. Playground Equipment – Tot Lot w/ engineered wood fiber surfacing
2. Hard Surfaced Basketball Court – 84' x 50' bituminous pavement
3. Proposed 2,500 s.f. ± Clubhouse – includes meeting and social rooms, office, kitchen area, men's and women's rest rooms.
4. Swimming Pool (72'x32' preliminary size) – Final size to be determined after consultations with pool industry representatives about occupant loading per s.f. of pool area.
5. Gazebo
6. Benches

COMMUNITY CENTER **Active Recreation Amenities**

In addition to the Community Center a pool, hard surface play court and tot lot playground will also be provided for the residents of Stonebrook East. The pool will be attached to the Community Center and serviced by bath facilities contained therein. A ¾ acre community park will be located across from the Community Center and will contain play area and a gazebo.



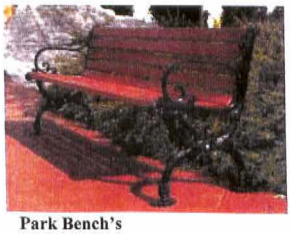
Community Center Site Plan



Gazebo



Play Structure



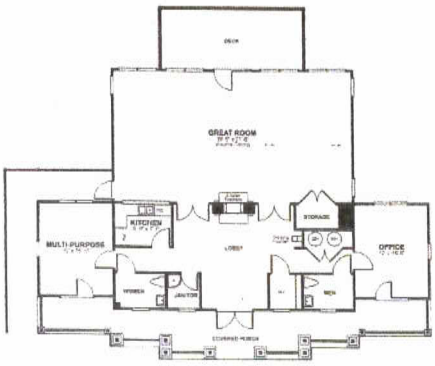
Park Bench's

COMMUNITY CENTER

Club House

A Community Center club house is planned for Stonebrook . The Stonebrook East community center is dedicated to the needs of the entire community both town home and condominium units, and will foster community pride and create a centralized place that residents can use for individual and organized activities and social occasions. It will be located within easy walking distance and be a center for swimming, socializing, fitness and fun. The club house will be of frame construction using clapboard siding, architectural columns and roof shingles will give the club a Craftsman's Style elevation. The club house will contain approximately 2500 square feet of finished space providing meeting and social space for residents' events.





PRELIMINARY COST ESTIMATE - STONEBROOK EAST

BMG PROJECT NO.: 2007068.00

ACTIVE RECREATION AMENITIES

ITEM	*UNIT*	*UNIT COST*	*QUANTITY*	*TOTAL COST*
POOL	S.F. (SURFACE AREA)	$ 60.00	2304	$ 138,240.00
DIVING BOARD & STAND	EA.	$ 2,000.00	1	$ 2,000.00
LADDERS	EA.	$ 600.00	1	$ 600.00
UNDERWATER LIGHTING	EA.	$ 800.00	3	$ 2,400.00
BUILDING	S.F.	$ 100.00	2500	$ 250,000.00
PAVEMENT SUBBASE - 6" DEEP	TON	$ 30.00	126	$ 3,780.00
PAVING - SURFACE COURSE-2.5" DEEP	TON	$ 75.00	52.5	$ 3,937.50
BASKETBALL HOOP	LS	$ 1,050.00	2	$ 2,100.00
STRIPING	LS	$ 500.00	1	$ 500.00
SIDEWALK / POOL DECK	S.F.	$ 4.90	2471	$ 12,107.90
GAZEBO	EA.	$ 8,500.00	1	$ 8,500.00
PLAYGROUND EQUIPMENT	EA.	$ 10,650.00	1	$ 10,650.00
PARK BENCH	EA.	$ 250.00	4	$ 1,000.00
TOTAL				**$ 435,815.40**

DATA SHEET FOR RECREATION PLAN REVIEW
Recreation Plan dated October 10, 2007

PARKS, RECREATION AND COMMUNITY ENHANCEMENT COMMITTEE
MEETING OF November 13, 2007

PLANNING COMMISSION MEETING OF November 19, 2007

Plan Title:	Stonebrook West Planned Neighborhood Design Option SB-07-06
Plan Type:	Planned Neighborhood Design Development Plan Residential Subdivision – Active Recreation Area
Location:	North side of West Denneys Road and west of McKee Road
Tax Parcel:	Part of ED-05-56.00-01-01.00-000
Site Area:	88.98 acres +/-
Owner:	Chartwell Homes, Inc. CLMS Development, Inc.
Proposed Use:	Planned Neighborhood Design Development (PND) Residential Neighborhood with residential, recreational, and open space areas Total of 199 dwelling units including: 44 Town Houses 66 Duplexes 89 Single Family Homes
Zoning Classification:	RM-1 (Medium Density Residence Zone)

Project Summary:
This Preliminary Subdivision Plan for a Planned Neighborhood Development on 88.97 acres +/- of land to be known as Stonebrook West. The subject property is located at the northwest corner of McKee Road and Denneys Road, east of the Carlisle Village subdivision and west of McKee Road. The applicant proposes the construction of a residential development consisting of 199 dwelling units. The proposed unit mix is 44 Townhouses, 66 Duplexes, and 89 Single Family Homes. The northern portion of the property consisting of approximately 21.3 acres located north of the Mudstone Branch (stream) is proposed to be retained by the owner.

Open Space and Active Recreation Plan Summary:
The Zoning Ordinance requires an Open Space and Active Recreation Plan for all residential developments, projects and plans that come before the Planning Commission (Dover Code of Ordinances, Appendix B, Article 5 §10). As part of the current Preliminary Subdivision Plan review process for this project, an Open Space and Recreation Area Plan for the Stonebrook West Planned Neighborhood Design Development outlines the recreation amenities for the project.

The overall Stonebrook West Planned Neighborhood Design Development exceeds the minimum of 25% open space for a Planned Neighborhood Design Development with over 50 acres of open space. The open space includes active recreation areas, woodlands, wetlands, flood plain areas, and the area adjacent to the Mudstone Branch. Based upon the number of residential dwelling units proposed (199 units), this subdivision is required to provide 1.25 acres +/- (54,725 S.F.) of open space designed to function as Active Recreation space. The Plan provides for 3.76 acres +/-. The key components of the Active Recreation Area are:

- Gazebo
- Benches
- Play Structure
- Basketball Court (84 ft x 50 ft)
- Open lawn areas
- Turf Playground (300 ft x 140ft)
- Walking Path

Information provided on the Open Space and Recreation Areas is found on the following items: Parks and Recreation Plan set dated October 10, 2007 and Info-packet submission. The associated plans of MI-06-10: PND Concept Plan for City Council Review dated July 24, 2006 and C-07-02 Stonebrook West PND Conceptual Plan are on file in the Planning Office.

This recreational component must be reviewed by the Parks, Recreation, and Community Enhancement Committee of City Council for a recommendation prior to consideration of the Preliminary Subdivision Plan by Planning Commission. The following table provides information from the submitted Plan (dated 10/10/2007):

	Required	**Provided**
Common Open Space in PND (Article 3 §24.61b)	Common Open Space equals a minimum of 25% of total site area. (22.245 acres required) Useable open space following the area requirement of Active Recreation Area	Sheet C-201: Total Site Area = 88.98 acres Common Open Space Area = 50.49 acres* total provided as 3.76 acres Active Recreation Area and 46.73 acres of Passive Open Space. *Believed to include residual land to be retained by owner not proposed for development.
Active Recreation Area (Article 5 §10.16)	275 S.F. per dwelling unit or 0.5 acre, greater thereof 199 DU = 54,725 S.F.(1.25 ac)	3.76 acres of Active Recreation Area
Active Recreation Amenities	Accessible	Walking path links to

(Article 5 §10.15)		sidewalk system of subdivision's internal streets. Crosswalks and accessible ramps provided for sidewalk/path connections
Active Recreation Amenities (Article 5 §10.15)	Age Oriented to development	Gazebo Benches Play Structure (age group not given) Basketball Court 84 ft x 50 ft Open lawn areas Turf Playground 300 ft x 140ft Walking Path
	Parking	On site parking provided for each dwelling unit. On-street parking is available on this segment of Alexandra Drive. Also pedestrian access to sidewalk and path system.
	Developed trail area counted toward area requirement.	Walking Path links the amenities and provides an active recreation opportunity.
	Setbacks: 30 feet from residential lots and 25 feet from right-of-way for street	Location of gazebo, play structure, and hard court surface in compliance.
	Landscaping	Tree plantings of deciduous, evergreen and ornamental trees and shrub plantings.

Staff Recommendations:
The following are comments and recommendations from Staff of the Department of Planning & Inspections following review of the Active Recreation Area to be constructed and the overall Open Space. (Plan dated 10/10/07):

1. Plan complies with the minimum acreage requirement for the Active Recreation Areas. The project plan also provides above the minimum 25% of total site area as Common Open Space.

2. Staff recommends approval of the general concept for the recreation area and its associated amenities of the gazebo, play structure (tot lot), hard court game surface, turf playground, and walking path as the Active Recreation Areas for the Stonebrook West PND. Recommendations suggested as conditions of this approval are listed below.
    a. Provide a paved path (revise path surface material) from the sidewalk into the

recreation area to access the gazebo and play structure area.
   b. Provide a paved path to the gazebo entrance from the walking path.
   c. Provide a paved path to the play structure area entrance from the walking path.
   d. Recommend that play structure be selected for the 5-12 age group.
   e. Adjust placement of at least one bench to be directly adjacent to the paved path.
   f. Relocate some of the proposed evergreen tree plantings along Alexandra Drive to other areas of the subdivision to provide better visibility of recreation area.

3. The following items should be included on the Plan to clarify the construction of the recreation area improvements:
   a. Provide a construction detail or specifications for the amenities such as the walking path construction including the width of the path, hard court surface, turf playground, etc.
   b. Consider redesign and relocation of the connection of the walking path to the sidewalk system. A second link to the walking path as you approach from the south near Markland Drive is suggested.
   c. All street trees must be relocated to the individual lot (side of the sidewalk) and not within the grass strip between the curb and sidewalk.

4. Identify the type of lighting proposed. The placement of street light style lamp posts may be more appropriate for certain areas especially in the vicinity of the gazebo and play structure.

5. The lawn areas should be appropriately planted (seeded or sodded) and maintained for active recreational activities.

6. Identify location of curb cut/driveway depression to allow for maintenance/equipment access to the park area. Due to size of grass area, larger tractor size equipment may be utilized in the maintenance activities.

7. The applicant is reminded of the requirements for construction phasing of the recreation area as associated with the development of the residential units. (*Zoning Ordinance*, Article 5 §10.6)

   > Article 5 §10.6 Construction Phasing. The recreation and open space areas shall be completed in a proportion equal to or greater than the proportion of residential dwelling units completed, except that one hundred (100) percent of the recreation and open space areas shall be completed prior to issuing building permits for the final twenty (20) percent of the dwelling units proposed. Building permits shall not be issued for dwelling units unless the requirements of this section are met.

8. There shall be provisions which insure that the common open space land including the active recreation areas shall continue as such and be properly managed and maintained. These provisions shall be in a form acceptable to the City of Dover. The developer shall either retain ownership and responsibility for maintenance of such open land; or provide

for and establish one (1) or more organizations for the ownership and maintenance of all common open space i.e. a Homeowners Association. The organization shall be responsible for maintenance, insurance and taxes on common open space and recreation facilities.

a. A note should be added to the Record Plan and other plan sheets indicating the responsible entity.
b. A note should be included on the Record Plan to indicate the Open Space areas.

9. In the event, that major changes and revisions to the Preliminary Subdivision Plan which affect the Recreation Plan occur in the review process and finalization of the Plan resubmittal may be required for review by the Parks Recreation and Community Enhancement Committee or other agencies and commissions making recommendations in regards to the plan.

The Parks, Recreation, and Community Enhancement Committee shall submit to the Planning Commission a report detailing the recommendations as to the active recreation facilities to be recommended and their location, related parking areas, and proposed landscaping.

Attachments: Recreation Plan Set C-201, L-101, L-102, and L-103
List of Amenities
Active Recreation Amenities (excerpt from Project Description Report)
Preliminary Cost Estimate

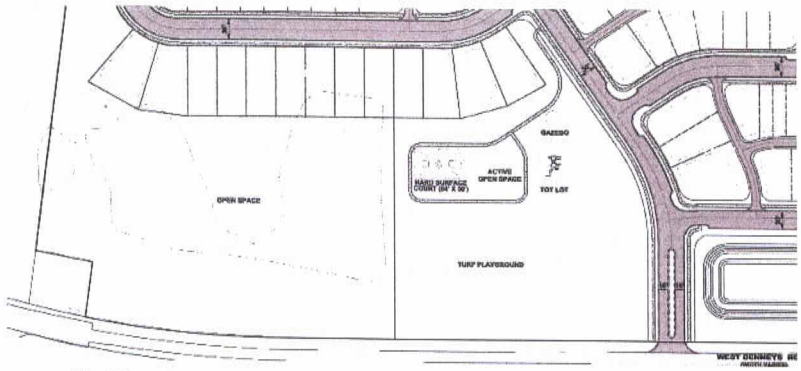
Report prepared by Planning Staff: Dawn Melson-Williams, AICP

List of Amenities – STONEBROOK WEST

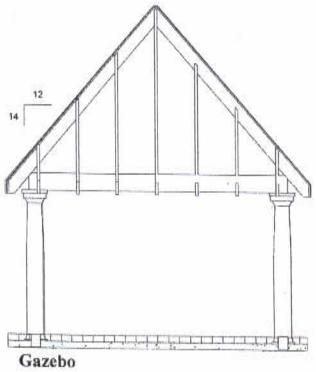
1. Playground Equipment – Tot Lot w/ engineered wood fiber surfacing
2. Hard Surfaced Basketball Court – 84' x 50' bituminous pavement
3. Turf Playground – 300' x 140'
4. Wood Chip Walking Path
5. Gazebo
6. Benches

ACTIVE RECREATION AMENITIES

The residents of Stonebrook West will be provided a hard surface play court, turf play area and tot lot play ground. A gazebo and park benches will create an inviting park like setting for the whole community to enjoy.



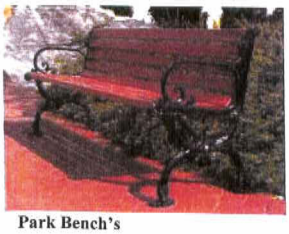
Site Plan



Gazebo



Play Structure



Park Bench's

PRELIMINARY COST ESTIMATE - STONEBROOK WEST

BMG PROJECT NO.: 2007068.00

ACTIVE RECREATION AMENITIES

ITEM	*UNIT*	*UNIT COST*	*QUANTITY*	*TOTAL COST*
PAVEMENT SUBBASE - 6" DEEP	TON	$ 30.00	126	$ 3,780.00
PAVING - SURFACE COURSE-2.5" DEEP	TON	$ 75.00	52.5	$ 3,937.50
BASKETBALL HOOP	LS	$ 1,050.00	2	$ 2,100.00
STRIPING	LS	$ 500.00	1	$ 500.00
GAZEBO	EA.	$ 8,500.00	1	$ 8,500.00
PLAYGROUND EQUIPMENT	EA.	$ 10,650.00	1	$ 10,650.00
PARK BENCH	EA.	$ 250.00	4	$ 1,000.00
WOOD CHIP WALKING PATH	S.F.	$ 0.27	4030	$ 1,088.10
TOTAL				**$ 31,555.60**

DATA SHEET FOR RECREATION PLAN REVIEW
Recreation Plan Dated October 5, 2007
PARKS, RECREATION AND COMMUNITY ENHANCEMENT COMMITTEE
MEETING OF November 13, 2007
Planning Commission Meeting of November 19, 2007

Plan Title:	Blue Hen Apartments (S-07-57)
Plan Type:	Site Plan: Active Recreation Area Plan
Location:	East of Bay Road behind the Blue Hen Corporate Center
Tax Parcel Number:	ED-05-077.00-01-01.00-000
Owner:	Blue Hen Apts., LLC
Site Area:	20.66 Acres +/-
Proposed Use:	Residential Development – 13 Apartment Buildings (Total 162 units)
Zoning:	RM-2 (Medium Density Residential Zone) AEOZ (Airport Environs Overlay Zone) Noise Zone A

Project Summary

The Blue Hen Apartments is being reviewed as a Site Development Plan. The subject property consists of one parcel of land totaling 20.66 acres +/-. The Site Plan is to permit the construction of thirteen (13) apartment buildings for a total of 162 units and a clubhouse building. The residential units consist of apartments.

Active Recreation Area Plan Summary:
As part of the Site Plan review process for this project, the applicant prepared a Conceptual Recreation Plan which illustrates how the Blue Hen Apartments development will provide recreation amenities in accordance with the design specifications described in Article 5, Section 10 of the *Zoning Ordinance*. The Plan indicates that 49,223 S.F. (1.13 ac +/-) of land would be reserved as Active Recreation Area. The Active Recreation Areas is in a central location on the site. The proposed amenities include a clubhouse with a swimming pool located directly behind it; a play area that contains a swing set, a play structure and two benches; and a basketball court.

The acreage and square footage of the proposed active recreation areas (play area with swing set, areas of green space around the pool, play area and basketball court) on the plan need to be identified.

This recreational component must be reviewed by the Parks, Recreation, and Community Enhancement Committee for a recommendation prior to consideration of the Site Plan by Planning Commission.

The following table provides information from the submitted Plan (dated 10/5/2007) for the Active Recreation Area to be constructed:

	Required	**Provided on Plan**
Active Recreation Area (Article 5 §10.16)	275 S.F. per dwelling unit or 0.5 acre, greater thereof 162 DU = 44,550 S.F. (1.022 ac) Requires 1.022 acres	Clubhouse, swimming pool, basketball court and play area = total of 49,223 S.F. (1.13 acres)
Active Recreation Amenities (Article 5 §10.15)	Accessible	Located at the center of the development with some access to the internal sidewalk system of the apartment complex.
Active Recreation Amenities (Article 5 §10.15)	Age Oriented to development	Clubhouse swimming pool play area equipment and basketball court.
	Parking	On site parking provided for each dwelling unit. A parking lot with 24 spaces is located on the east side of the clubhouse.
	Setbacks: 30 feet from residential lots and 25 feet from right-of-way for street	Clubhouse, swimming pool and amenity locations (basketball court and play area equipment) in compliance as required.
	Landscaping	None shown on the plan for the Active Recreation Area. The Landscape Plan for the project shows trees and landscaping around the swimming pool and play area.

Staff Recommendations:
The following are comments and recommendations from Staff of the Department of Planning & Inspections and the Parks & Recreation Department following review of the Active Recreation Area to be constructed.

1. The proposed plan meets the area requirements for the Active Recreation Area. The plan is required to provide 1.02 acres of Active Recreation Area and it is proposing 1.13 acres of Active Recreation Area.

2. Staff recommends approval of the swimming pool, clubhouse, and play area equipment

(provided age of proposed equipment) with the swing set, benches, and other play equipment.

3. The following items should be included on the Plan to clarify the construction of the recreation area improvements:
    a. A list of the proposed features needs to be provided on the Active Recreation Plan (i.e. the number of benches and the details of the items).
    b. Show tree planting locations on the Recreation Plan.
    c. Provide lighting around the play area.
    d. Indicate if the area around the play area is grass. If it is a walkway into the site is needed for accessibility.
    e. Lawn areas shall be appropriate planted (seeded or sodded) a maintained for active recreation activities.
    f. Indicate the location of the access points into the play area.

4. Staff recommends the plan provide intraconnectivity (a sidewalk) between the dwelling unit buildings to the clubhouse and other Active Recreation Areas.

5. Staff recommends providing a walking path around the site. This could be in place of the basketball court to add a feature less age reliant. The walking path would allow for connectivity from the residential development to the Blue Hen Corporate Center.

6. In the event, that major changes and revisions to the Site Plan occur in the finalization of the Site Plan contact the Department of Planning and Inspections. Examples include reorientation of building, relocation of site components like stormwater management areas, and increases in floor area. 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.

7. The applicant is reminded of the requirements for construction phasing of the recreation area as associated with the development of the residential units.

    > Article 5 §10.6 Construction Phasing. The recreation and open space areas shall be completed in a proportion equal to or greater than the proportion of residential dwelling units completed, except that one hundred (100) percent of the recreation and open space areas shall be completed prior to issuing building permits for the final twenty (20) percent of the dwelling units proposed. Building permits s

8. There shall be provisions which insure that the common open space land (including active recreation area) shall continue as such and be properly managed and maintained. The developer shall either retain ownership and responsibility for maintenance of such open land; or provide for and establish one (1) or more organizations for the ownership and maintenance of all common open space i.e. a Homeowners Association. The organization shall be responsible for maintenance, insurance and taxes on the common open space.

a. Add a note on the Site Plan regarding who is responsible for maintenance, insurance and taxes on the common open space.

The Parks, Recreation, and Community Enhancement Committee shall submit to the Planning Commission a report detailing the recommendations as to the Recreation Area Plan.

Attachments: Recreation Plan Sheet dated October 5, 2007.

Parks, Recreation, and Community Enhancement Committee

Updates

John W. Pitts Recreation Center

- Progress meetings held on October 16th & 23rd with architect, city staff, and contractor
- Exterior brick work is underway. 2/3 of interior wall studs have been installed and the rough electric work is being completed in the gym area.
- Project continues to move forward as scheduled for the January 2008 opening.
- Received a private donation in the amount of $25,000 for the project.

Planning and Funding for New Library

- The Dover Public Library was represented at the 2nd Annual Delaware Book Festival. Library issues brought to this public forum.
- Kent County Library Advisory Council met on November 5. Reciprocal borrowing and Anchor Library concept to be discussed with council members.
- The DE Council of Libraries members and representative members of Libraries involved in state construction funding requests attended a meeting wherein **t**he legislators had hearings on the Department of State recommended budget on November 8th at 9:00 a.m. in the Senate chambers in Legislative Hall.
- Library Building Project Outline of activity created. Timeline includes the development of the Dover Library New Building Committee which is set to meet November 15, 6 pm at the Library. Subcommittees involving public relations, building design, and fund raising to be created.

Status of FY-2006 Program Funds Spent - Fiscal Year 7/1/06-6/30/07

2006 Grant Projects	Project Details	Total Grant	Funds Encumbered	Funds Expended	Unencumbered Balance
Home Ownership Assistance	Seven (7) First time homebuyers provided settlement assistance	$86,283		$86,283	$0
Streets Project	Paving of sidewalks and curbs on South Kirkwood Street completed	$135,000		$128,357	$6,643
*Housing Rehabilitation Program	4 homes underway	$67,479		$19,211	$48,286
RC & D Emergency Home Repairs	8 homes completed	$25,000		$25,000	$0
Dover Community Partnership, Inc.	underway	$25,000			$25,000
ADA improvements	underway	$35,000		$34,519	$461
Total		$373,762		$293,370	$80,390

* Rehab Projects
27 Fieldstone Court
612 N. West Street
630 River Road completed
63 Mitscher Road

Status of FY-2007 Program Funds Spent - Fiscal Year 7/1/07-6/30/08

2007 Grant Projects	Project Details	Total Grant	Funds Encumbered	Funds Expended	Unencumbered Balance
Homeownership Assistance Program	One (1) first time homebuyer provided settlement assistance	$46,912		$4,948	$41,964
Housing Rehabilitation Program	Project scheduled to be underway January 2008	$50,000			$50,000
House of Pride	underway	$33,050		$3,600	$29,450
RC& D Emergency Home Repairs	underway	$25,000			$25,000
Connections Community Support	Pending hearing	$11,698			$11,698
Rental Rehab 301 W. Loockerman	underway	$57,000			$57,000
Whatcoat Shelter	underway	$15,000			$15,000
Total		$238,660		$8,548	$230,112

MEMORANDUM

Department Public Services – Planning & Inspections
P.O. Box 475
Dover, Delaware 19903
Phone: 302.736.7010 Fax: 302.736.4217

Date: November 7, 2007

To: City of Dover Parks, Recreation & Community Enhancement Committee

From: Ann Marie Townshend, AICP

RE: 2008 Comprehensive Plan Status Report

The following is an update on the Comprehensive Plan development process for the 2008 Comprehensive Plan.

- On November 6, 2007, Planning staff met (including Scott Koenig, Public Services Manager and Tracey Harvey, Community Development Manager) to discuss the process for the Comprehensive Plan. Chapter headings were identified and each chapter assigned to a staff person for coordination.

- The Planning Staff has been working on both staff assignments and Council Committee assignments for each chapter. A summary of this information will be presented to the Committee at its meeting on December 11, 2007.