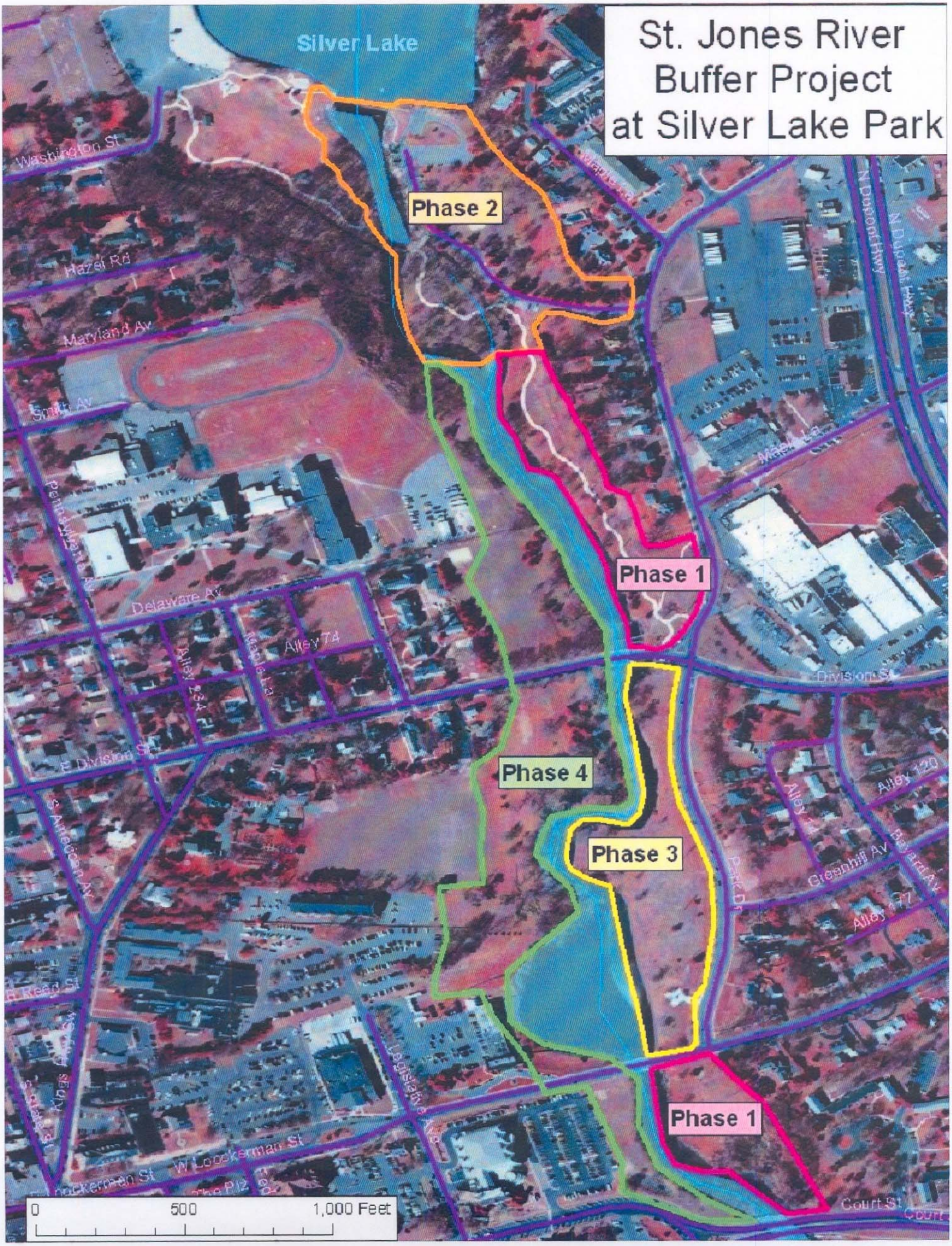

St. Jones River Buffer Project at Silver Lake Park
Silver Lake
Phase 2
Phase 1
Phase 4
Phase 3
Phase 1
Washington St
Hazel Rd
Maryland Av
Delaware Av
Alley 74
Division St
Alley 120
Greenhill Av
Alley 117
Court St
0
500
1,000 Feet

Scope of Services
Planting Design Services - St Jones River Riparian Buffers
Guided Path Planning & Garden Design
Contract Start Date: February 1, 2007

GENERAL PROJECT INFORMATION

The St. Jones River has been the subject of study by a Tributary Action Team, which is making recommendations to improve the health of the stream corridor. The segment of the St. Jones River from Silver Lake to Court Street has poor water quality and is subject to sedimentation and stream bank erosion. Most of this stretch runs through public land and is accessible to the public through Silver Lake Park. Many areas of the park are subject to occasional flooding.

The purpose of this project is to design a planted buffer along the river that will reduce storm water run-off, pollution, nutrients, sediment, and erosion. This buffer will improve recharge of ground water as well as water quality. Guided Path Planning & Garden Design will coordinate with Environmental Design (working under a separate contract with DNREC) to provide plans in electronic format. Because of the park's highly visible park and urban location, the overall planting scheme will have a more 'designed' look; as opposed to attempting to replicate the look of a natural area. Plantings will incorporate trees, shrubs and herbaceous materials to meet both environmental and aesthetic objectives. It is expected that much of the planting will be accomplished with community volunteers and support from City of Dover horticultural staff. The goal of this project is to educate the public and increase support for other riparian buffer projects in the area. The vision will be illustrated in a format suitable for public meetings and will include, but is not limited to, conceptual plans at 1:50 scale, photographs, and explanatory text.

This Scope of Services will detail project deliverables, timeline requirements and budgetary allowances. Additional objectives include reducing landscape maintenance, park beautification, and making the park less desirable for geese.

DNREC RESPONSIBILITIES

Additional services for the St Jones Riparian Buffers, (including but not limited to surveying and AutoCAD), shall be provided by DNREC through separate contracts with other vendors. Guided Path will coordinate with those vendors to complete this project in a timely fashion. In order to keep the project on schedule, it is expected that DNREC will provide feedback and information, as needed, in a timely fashion. If DNREC or the City of Dover has standard or preferred design details, these will be provided to Guided Path Planning & Garden Design.

Assumptions

1. All permits or approvals, if needed, will be handled by DNREC.
2. Stream bank restoration will be designed and implemented by others.
3. Field consultations and inspection services for installation of plants are not included in this contract, but may be provided for an additional fee if desired. Grading plans are not included as part of this contract.
4. This contract does not include surveying, computer aided drafting, installation, or maintenance services. Subsurface soil conditions will not be addressed as part of this contract including research, testing, exploration or remediation. Any soil information provided will be used for purposes of proper plant species selection only Subsurface soil conditions costs for surveying, computer aided drafting, installation, or maintenance services are not included in the budgeted contract total cost of $23,300.

DELIVERABLES

- The Overall Vision

- Plant list

Guided Path will develop a plant list using suitable trees already procured by the City of Dover, in addition to other, mostly native, woody and herbaceous species as suitable to existing and proposed conditions. Plants closest to the river will be selected for their value in stream bank stabilization. All species will be chosen for hardiness, minimal maintenance and all-year interest.

- Planting Plans: Four Phases

Because the entire area totals approximately 37 acres, planting design will be completed in four phases:

PHASE 1: The east bank of the St. Jones from the footbridge to Division Street, and the flood plain/wood lot between Loockerman and Court Streets

PHASE 2: The lakeside and dam area, and the east bank of the St. Jones from the dam to the footbridge

PHASE 3: The west bank of the St. Jones River including the ditch, Murphy School and Dover Central Middle School

PHASE 4: The St. Jones River between Division and Loockerman Streets, east bank and possibly part of west bank

Planting plans will indicate species location, common name, Latin name, spacing, sizes and quantities of plants. Specific cultivars may also be indicated as appropriate. Plans will be delivered in electronic format as stipulated by DNREC at a scale of 1:20. An estimate will be prepared to determine costs for additional plant materials.

- Design Details

It is anticipated that construction information will be needed for the following details:

1. Sidewalks into Silver Lake Park from Park Drive, between Loockerman and Court Streets, and possibly near Division Street. Guided Path is not responsible for crosswalks, pedestrian signals, or other details within the street right-of-way.
2. Elevated deck to provide fishing access along the St. Jones just below the dam, near the existing parking lot.
3. Planting details.

- Maintenance Manual

A document will be prepared outlining the maintenance tasks and schedule needed to maintain the plantings in the riparian buffer.

TASK SCHEDULE:

1. The Overall Vision and the Phase 1 Planting Plan **will require approximately 4 months from start to completion date** and can run somewhat concurrently. Although the Phase 1 plans may not be 100% completed in time for an April event, 50% of the plans will be completed to allow a public tree planting ceremony.

2. Phase 2 and 3 Planting Plans will be initiated following stream bank restoration activities, and it is anticipated that **these plans will each require approximately 6 months to complete.**

3. Phase 4 is anticipated to begin in 2008, following completion of dredging activities, and **will require approximately 6 months to complete**.

4. **Meetings:** Guided Path anticipates a total of five meetings will be needed for this project either with project staff or with the Tributary Action Team for the St. Jones River. Costs for these meetings have been included in the total project budget of $23,300. All billing, scheduling, and initiation of additional meetings (if needed,) which exceed project budget, shall be mutually agreed upon prior to their execution. No fees or billing shall be awarded for travel time and expenses for additional meetings.

Project start date by Guided Path will be predicated upon DNREC's receipt of approved funding.

PROJECT TIMELINE:

February 1, 2007 through December 30, 2008

BUDGET AND PAYMENT SCHEDULE:

- Project Cost and Invoicing

To achieve 100% completion, Guided Path anticipates that our design services for this project will not exceed $23,300. Costs include all anticipated expenses, including planned meetings, and a budget for reproduction expenses. However, all billing for additional drawing reproduction which exceed project budget, shall be mutually agreed upon prior to their reproduction.

Payment will be based upon receipt of invoices and the completion of the following project deliverables:

• Overall Project Vision and Plant List—not to exceed	$5,000
• Phase 1 Planting Plan and Design Details—not to exceed	$4,900
• Phase 2 Planting Plan — not to exceed	$3,300
• Phase 3 Planting Plan — not to exceed	$3,300
• Phase 4 Planting Plan — not to exceed	$5,300
• Maintenance Manual — not to exceed	$1,500
Total	$23,300

Total payment for this project shall not exceed $23,300
Accepted by: _____
Title: _____
Date: _____

April 9, 2007

Mr. George P. Beer, President
Delaware Valley Development Company
722 Yorklyn Road, Suite 350
Hockessin, DE 19707

Dear Mr. Beer:

The City of Dover offers our full support of the Delaware Valley Development Company's application for 2007 Housing Tax Credits for the revitalization of the Walker Woods Apartments.

There is an ever growing need for affordable, quality housing for lower income families. The rehabilitation of Walker Woods will definitely help fill that need, and make a significant and welcomed change for many local residents.

I am pleased to provide any administrative support that may be needed for this worthwhile project. If you require any additional information, please call my office at 736-7004 or contact me via email at sspeed@dover.de.us.

Sincerely,

STEPHEN R. SPEED
Mayor

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

That Appendix B - Zoning Ordinance, Article 3 – Section 10. Institutional and Office Zone be amended by inserting the text indicated in bold, red and deleting the text indicated in red strikeout, as follows:

Section 10. Institutional and office zone (IO).
10.1 *Uses permitted.* In an institutional and office zone, no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended, or designed to be used, in whole or in part, for any purpose, except the following:

10.11 Business, professional, or governmental offices, and research, design and development laboratories, located entirely within a building on the same lot therewith, including incidental clinics, cafeterias and recreational facilities for the exclusive use of company employees.

10.12 Public and institutional uses including hospitals, sanitariums for general medical care, medical clinics, libraries, police stations, courthouses, transit centers, motor vehicle storage and repair facilities accessory to a public or institutional use, schools, colleges and universities, places of worship, philanthropic and eleemosynary institutions, parks, playgrounds, public indoor recreation centers, civic centers, athletic fields and public utility rights-of-way and structures necessary to serve areas within the city.

10.13 Restaurants accessory to permitted uses located on the same lot.

10.14 Signs shall meet the regulations found in article 5, section 4, supplementary sign regulations.

~~10.15 Firearm ranges, prisons and correctional facilities, [and] public incinerators, as a conditional use, subject to the approval of the planning commission under the provisions of article 10, section 1.~~

10.15 Day Care Centers, provided they are established in accordance with all applicable State regulations pertaining to child care and provided that they are established and maintained in accordance with Article 5 Section 14 of this ordinance.

10.16 The following uses are permitted, conditional upon the approval of the planning commission in accordance with the procedures and subject to the general conditions set forth in Article 10, Section 10.1:

(a) Firearm ranges, prisons and correctional facilities.
(b) Public Incinerators
(c) Hotels and restaurants.

10.2 *Landscaping.* The entire lot, except for areas covered by buildings and surfaced as parking or service areas, shall be suitably landscaped.

10.3 *Ingress and egress.* Driveways shall be not less than 24 or more than 28 feet wide. There shall be no curb cuts or points of vehicular access to the lot, other than for such driveways.

10.31 *Off-street parking.* No parking lot shall be located within the minimum required front yard, nor between the street line and the principal building on the front side of the lot, except that parking lots shall be permitted between the street line and the principal building when all such parking lots are set back at least 100 feet from the street line. For properties which involve more than one street frontage, only that frontage which correlates to the property street address shall be considered the front side for purposes of this subsection. Off-street parking shall be provided in accordance with the provisions of article 4 and article 6 of this ordinance.

10.4 *Site illumination.* Exterior flood lighting or other illumination shall be shielded from the view of all surrounding properties and streets.

10.5 *Uses prohibited.* The following uses are prohibited:

10.51 Residences.

10.52 Manufacturing of any kind, other than that of laboratory prototypes.

10.53 Landfills, dumps, or bulk storage of manufactured or other products.

10.6 *Performance standards.* All uses are subject to performance standards as set forth in article 5, section 8.1.

10.7 *Site development plan approval.* Site development plan approval in accordance with article 10, section 2 hereof shall be required prior to the issuance of building permits for the erection or enlargement of all structures and prior to the issuance of certificates of occupancy for any change of use.

(Ord. of 10-24-1983; Ord. of 12-14-1992; Ord. of 7-12-1993, § 7; Ord. Of 4-25-1994; Ord. of 10-12-1998; Ord. of 7-10-2000; Ord. of 2-12-2001)

BE IT FURTHER ORDAINED THAT:

That Appendix B - Zoning Ordinance, Article 5 – Section 14. Day Care Facilities be amended by inserting the text indicated in bold, red and deleting the text indicated in red strikeout, as follows:

Section 14. Day care facilities.

14.1 *General.* In order to promote the development of quality child care outside of the home (day care facilities), the following two basic assumptions have been made:

14.11 The establishment of day care services and facilities, wherever there is a need, is a necessary public objective; and

14.12 Day care programs shall be treated as community facilities and shall be permitted to locate in any zoning district, provided that need has been demonstrated, state licensing requirements have been met and no physical hazard to children can be reasonably anticipated.

14.2 *Definitions.*

Day care facility. For the purposes of this ordinance, the facilities described furnishing care, supervision and guidance of a child or group of children unaccompanied by a parent or guardian, for periods of less than 24 hours per day shall be defined as follows:

14.21 ~~*Day care center*~~ ***Day Care Center***.

(a) Any place, other than an occupied residence, which receives children for day care or ~~group day care home~~ **Large Family Day Care Home**; and

(b) Any occupied residence which receives ~~12~~ **13** or more children for day care.

~~Such child care facilities~~ **Day Care Centers** shall be required to obtain conditional use approval by the planning commission in accordance with the procedures and subject to the general conditions set forth in ~~section 10.1~~ **Article 10** and to any specified requirement set forth in [sub]section 14.3 below~~.~~**, except in zoning districts where listed as a permitted use.**

14.22 ~~*Family day care home*~~ ***Family Day Care Home***. An occupied residence in which a person provides care for children other than his/her own family and the children of close relatives. Such care in a ~~*Family day care home*~~ **Family Day Care Home** is limited to that care given to six or fewer children. Such child care facility shall be permitted as an accessory use in all residential zones and shall be exempt from obtaining a conditional use permit and site plan approval.

14.23 ~~*Group day care home*~~ ***Large Family Day Care Home*****.** A facility which provides child care for more than six, but less than ~~12~~ **13** children. This care may be offered in a private home or in a property converted to the purpose of providing child day care. **This form of Day Care Facility requires the submission of a site plan application in accordance with the procedures and subject to Article 10 Section 2 of the *Zoning Ordinance*. If a Large Family Day Care Home is not to be located in an occupied residence, then a conditional use site plan application shall be required in accordance with Article 10 Section 1 of the *Zoning Ordinance*.**

14.3 *Zoning criteria.*

14.31 *Number of children.* Day care centers shall be limited to a maximum of 50 children in ~~zones R-8 through R-20 and a maximum of 100 children in all other zones~~ **all residential zones.**

14.32 *Outdoor play area.* Must meet the state requirement for day care centers.

14.33 *Off-street parking/loading.* One space per each adult attendant, plus one space for every ten children.

14.34 *Signs in all residential zones.* Signage shall be limited as follows:
(a) ~~*Family and group day care homes.*~~ ***Family Day Care Homes and Large Family Day Care Homes*** One wall-mounted sign limited to two square feet.
(b) ~~*Day care center*~~ **Day Care Center**. One sign, wall-mounted or freestanding, limited in area to 12 square feet. The planning commission shall consider the location of such sign as part of the conditional use review and may approve a lesser amount of sign area if deemed necessary by the commission to protect the general health, safety and welfare of the public in general and the residents of the immediate neighborhood in particular.

Signs in nonresidential zones. Day care centers within non-residential zoning districts shall be governed by the sign regulations in affect for the particular nonresidential zoning district in which the day care center is located.

14.35 *Licensing requirements.* ~~The day care center~~ **Day care facilities** must meet state standards, and a letter of approval from the state shall be submitted to the department of planning and inspections **prior to the issuance of a Certificate of Occupancy**.

Editor's note: The subsections of this section have been numbered by the editor to retain format.

BE IT FURTHER ORDAINED THAT:

That Appendix B - Zoning Ordinance, Article 6 – Section 3. Required Off-Street Spaces be amended by inserting the text indicated in bold, red and deleting the text indicated in red strikeout, as follows:

Section 3. Required off-street parking spaces.
3.1 *Schedule of requirements.* Accessory off-street parking spaces, open or enclosed, shall be provided for any lot as specified in article 4, zone bulk and parking regulations, and as specified below for each use in any zone. Any land which is developed as a unit under single ownership and control shall be considered a single lot for the purpose of these regulations.

TABLE INSET:

For:	At Least One Parking Space For Each
Places of worship, libraries and other public buildings	Two hundred square feet of floor area, but not less than one space for each five seats, where provided
Nursery school~~,~~ **or** kindergarten ~~or day care center~~	Adult attendant, plus one for every 20 children
Elementary or junior high school	Eight seats in main auditorium
High school, technical school, college or university	Five seats in main auditorium
Hospitals or sanitariums	Three beds
Roominghouses	Guestroom
Dormitories, fraternity and sorority houses	One space for every four sleeping rooms
Eating and drinking places	Five seats
Funeral directors	Two employees, plus five spaces for each chapel
Hotels and motels	Guestroom
Bowling alleys	One-half alley
Home occupation or professional office	Three spaces for each such use
Athletic fields, baseball, football or boxing stadiums and arenas; race tracks	Three seats
Golf courses	Per employee and four parking spaces for each hole
Golf or baseball driving range	One-half stall
Airports	per employee and for each two airplanes in storage

BE IT FURTHER ORDAINED THAT:

That Appendix B - Zoning Ordinance, Article 12 – Definitions b amended by inserting the text indicated in bold, red and deleting the text indicated in red strikeout, as follows:

Day care facility: For the purposes of this ordinance, the facilities described furnishing care, supervision and guidance of a child or group of children unaccompanied by [a] parent or guardian for periods of less than 24 hours per day shall be defined as follows:

(a) ~~*Day care center*~~ ***Day Care Center****:*

i. Any place, other than an occupied residence, which receives children for day care or ~~group day care home~~ **Large Family Day Care Home**; and

ii. Any place, including an occupied residence, which receives ~~12~~ **13** or more children for day care.

(b) ~~*Family day care home*~~ ***Family Day Care Home****:* An occupied residence in which a person provides day care for children other than his/her own family and the children of close relatives. Such care in a ~~family day care home~~ **Family Day Care Home** is limited to that care given to six or fewer children. Such child care facility shall be permitted as an accessory use in all residential zones and shall be exempt from obtaining a conditional use permit **and site plan approval**.

(c) ~~*Group day care home*~~ ***Large Family Day Care Home****:* A facility which provides child care for more than six, but less than ~~12~~ **13** children. This care may be offered in a private home or in a property converted to the purpose of providing child day care.

/jg

\\Dover_1\cityclerk\ClerksOffice\Attachments and Exhibits\Committee Attachments\2007\03-27-2006 PR&CE\4 - DayCare & IO Revisions.wpd

WHEREAS, the Mayor and Council of the City of Dover support the orderly, planned, and continued growth of the City of Dover and the necessity to comprehensively plan for such growth by virtue of sound planning practice, community input, and enforcement of the Zoning Ordinance; and

WHEREAS, the "Livable Delaware" Planning Program provides funding for activities of this type to assist municipalities in dealing with issues related to their development, transportation, land use regulations and planning to implement the goals and objectives of the "Livable Delaware" initiatives; and

WHEREAS, the City of Dover does not possess the total capital required to conduct the activity described herein.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Dover approves the submission of an application for funding through "Livable Delaware Assistance to Municipalities Counties Program" in the amount of $10,000 to aid in completion of the City of Dover Comprehensive Plan update for the year 2008.

ADOPTED: *

CITY COMMUNITY DEVELOPMENT PROJECTS

Homeowner Rehabilitation Assistance Program - Staff is requesting funding to rehabilitate 5 owner occupied homes within the city limits and bring them up to the City's Housing Code within a 12 month period.

This activity will serve 100% low to moderate income persons and meet the 2005 Consolidated Plan goal by preserving the existing housing stock in the City of Dover.

The waiting list currently has 20 applicants in which 5 are presently being served, and 7 or 8 additional applicants are expected to be serviced beginning the ladder part of May and early fall of 2007 with a 2006 carryover budget of $73,300 that has not been expended.

The maximum grant for rehabilitation of eligible owner occupied homes shall be up to $15,000 per unit and $10,000 per unit for manufactured homes that are on a permanent foundation. The average cost for recent rehabs has been between five and eight thousand dollars per unit leaving additional funding to service more applicants.

Requested Amount……$50,000

Housing Repairs Currently Underway

1. 397 Post Blvd. — Window replacements and lateral replacement
2. 1500 State College Rd. (Completed) — Roof replacement and replaced living room floor
3. 75 McKee Rd — Window replacements and plumbing
4. 30 N. New Street — Roof replacement and window replacements
5. 649 Nimitz Drive (Completed) — Window replacements and heating replaced

Properties to be completed in the Spring

1. 25 McKee Road
2. 2 Fieldstone Court
3. 630 River Road
4. 231 Kesselring Ave.
5. 612 N. West Street
6. 117 Hitching Post Drive
7. 127 Davis Circle
8. 817 Miller Drive

Homeownership Assistance Program - Funding will be used to provide downpayment or settlement assistance up to $10,000 for first time home buyers who purchase property in the City of Dover.

Some of the qualifications for this program require the buyer to complete a homeownership counseling program with a certified HUD Counselor, their first mortgage to be held by a bank approved by the program, and must meet the low to moderate income limits based on income and family size.

The original budget allocated for this program was $60,000 in FY06 with an additional $26,000 reallocated from previous uncommitted funds bringing the total funding amount to $86,000. Year to date, there have been 4 closings totaling $34,594 with a current balance of $51,688.

The current market for home sales has slowed down significantly in comparison to FY 05 where 8 first time home buyers purchased homes within 6 months of the program year.

Requested Amount……$40,000

City Facilities ADA Improvements – Staff is requesting funding to make the necessary ADA improvements to city owned facilities as part of the federal requirement that federally assisted buildings must be accessible. The following are a list of improvements with estimates received from Central Services for private contractors to complete the work:

City Hall

1. Convert men's bathroom in City Hall in front of the Caucus Room to a family bathroom **$13,000**
2. Install no slip treads to step surface and add rail to landing to steps in the Mayor Office **$ 2,000**

Weyandt Hall

1. Install no slip treads to surface in the stairway **$ 7,000**
2. Replace water coolers on all floors **$ 4,800**

Requested Amount……. $26,800

The total estimated time to complete this project is 6 months including the request for bids and completion of the entire project.

This activity received funding in FY 2004 and FY 2005 totaling $70,000. The following are a list of ADA improvements completed to city owned facilities

- Handicap sidewalks installed at Dover Park
- 6 automatic doors installed at Weyandt Hall
- 4 water coolers installed throughout city owned facilities
- Handicap ramp installed at Weyandt Hall
- Lowered counter tops that are accessible in Weyandt Hall
- Handicap accessible bathroom at Electric Plant

CDBG funds are the only financial resources available for this project.

ATTACHMENT #7
PR&CE Committee Meeting of 03/27/2007

FY 07 CDBG REVIEW PANEL WORKSHEET									
ACTIVITY	**AMOUNT REQUESTED**	**L/M BENEFIT** 25	**SEVERITY OF NEED** 20	**READINESS TO PROCEED** 20	**CLARITY OF PURPOSE** 10	**LEVERAGING** 15	**WORK PLAN** 5	**MANAGEMENT CAPACITY** 5	**TOTAL POINTS**
Housing Rehabilitation Assistance	$50,000 (Rec. $50,000)	25	20	20	10	1	5	3	84
Homeownership Assistance	$40,000 (Rec. $46,912)	25	10	10	10	1	5	3	64
ADA Improvements	$26,800 (Rec. $0)								0
RC & D Emergency Home Repairs	$25,000 (Rec. $25,000)	25	20	20	10	15	5	5	100
Delaware Valley Walker Woods	$150,000 (Rec. $0)	20	10	1	1	15	5	1	53
House of Pride Public Service up to 15%	$33,050 (Rec. $33,050)	25	20	20	10	1	5	1	82
Connections Public Service up to 15%	$25,000 (Rec. $11,698)	25	10	1	5	15	3	1	60
Tolano Anderson Rental Property Rehabilitation	$57,000 (Rec. $57,000)	25	20	20	10	8	5	3	91
Whatcoat Social Service Agency	$15,000 (Rec. $15,000)	25	20	20	10	15	3	1	94
Program Administration 20% of grant	$59,664								

Y:CDBG/FORMS/FY07CDBGREVIEWPANELWORKSHEET