MEMORANDUM

Department of Planning & Inspections
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DATE: April 20, 2006

TO: Dover City Council

FROM: Ann Marie Townshend, AICP

SUBJECT: Recruitment for Vacant Planner Position

The fiscal year 2006 budget for the Department of Planning and Inspections included a line item for hiring a new Planner. The position was included in the budget with the understanding that the before recruiting, the Department would provide City Council with a summary of the responsibilities for the new position.

At the Parks, Recreation and Community Enhancement Committee meeting on April 11, I shared with the Committee our intent to hire a Planner to focus on redevelopment issues in the City, including plan review and researching and developing ordinances. At that meeting, I was request to provide City Council with a description of the responsibilities and experience for the position that we intend to fill.

A summary of the responsibilities is as follows:

Research and develop revisions to zoning ordinance to encourage redevelopment within the City;
Review proposals for development and redevelopment in the downtown area;
Work with Main Street, the Downtown Dover Development Corporation, and other partners with the City to provide technical expertise in redevelopment issues;
Meet with developers and landowners regarding redevelopment projects in the City.

A summary of the knowledge and experience necessary for this position include:

An understanding of the unique issues surrounding redevelopment of urban area;
Knowledge and experience with brownfield redevelopment;
Experience with developing ordinances;
Experience with applying zoning ordinances;
Experience using Geographic Information Systems.

Memo to Dover City Council
Re: Recruitment for Vacant Planner Position
April 20, 2006

In assessing the strengths and experience of existing staff, I have determined that Janelle Cornwell has the background and interest in serving as the Planner for redevelopment issues. The new Planner recruited will focus on new development issues. I believe that this staff addition and distribution of workload will allow the planning staff to better address and balance the issues surrounding development and redevelopment within the City of Dover.

If you have any questions, please contact myself or Scott Koenig.