

# PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

## A G E N D A

**September 11, 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](mailto:Tmcdowell@dover.de.us)) should you wish to be recognized.*

### AGENDA ADDITIONS/DELETIONS

1. Proposed Ordinance Amendments - Appendix B - Zoning Ordinance
  - A. Article 6 – Off-Street Parking, Driveways and Loading Facilities, Section 1- Permitted Accessory Parking
  - B. Article 10 - Planning Commission, Section 2- Site Development Plan Approval
2. Presentations
  - A. YMCA of Delaware
  - B. Girls, Inc.
3. Explore Locations for Proposed Boys & Girls Club *(Referred to Staff by Committee July 10, 2007)*
4. Land Donation - Kesselring Property
5. Discussion - Use of Reciprocal Borrowing Funds
6. Updates
  - A. Puncheon Run Watershed Action Team Update
  - B. John W. Pitts Recreation Center
  - C. CDBG Action Plan Amendment *(Tabled by Committee August 14, 2007)*

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## **ACTION FORM**

<b>PROCEEDING:</b> Parks, Recreation & Community Enhancement Committee	<b>AGENDA ITEM NO.:</b>
<b>DEPARTMENT OF ORIGIN:</b> Planning & Inspections	<b>DATE SUBMITTED:</b> August 29, 2007
<b>PREPARED BY:</b> Ann Marie Townshend, Director	
<b>SUBJECT:</b> Zoning Amendments - Site Development Plan Approval and Residential Driveway Width	
<b>REFERENCE:</b> Dover Code, Appendix B – Zoning Ordinance, Article 10, Section 2 & Article 6, Section 1	
<b>RELATED PROJECT:</b> N/A	
<b>APPROVALS:</b> N/A	
<b>EXHIBITS:</b> Draft Ordinance Revisions	
<b>EXPENDITURE REQUIRED:</b> N/A <b>AMOUNT BUDGETED:</b> N/A	
<b>FUNDING SOURCE (Dept./Page in CIP &amp; Budget):</b> N/A	
<b>TIMETABLE:</b> <ul style="list-style-type: none"><li>• September 11, 2007 – Review by Parks, Recreation and Community Enhancement Committee</li><li>• September 17, 2007 – Public Hearing before Planning Commission</li><li>• October 8, 2007 – Public Hearing, Final Reading &amp; Final Action by City Council</li></ul>	
<b>RECOMMENDED ACTION:</b> The Committee should recommend approval of the proposed zoning text amendments.	

### **BACKGROUND AND ANALYSIS**

The Planning Staff is in the process of working on a number of zoning text amendments. These two amendments are essentially “clean-up” amendments to the *Zoning Ordinance*.

## **FIRST READING**

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

That Appendix B - Zoning Ordinance, Article 10 – Planning Commission, Section 2- Site Development Plan Approval be amended by inserting the text indicated in bold, red and deleting the text indicated in red strikethrough, as follows:

~~2.41 Presubmission conference. Prior to the submission of a site development plan, the applicant or his representative shall meet in person with the building inspector and the city planner with a sketch plan. The purpose of this conference shall be to discuss proposed uses or developments in order to determine, first, whether the site development plan application shall be submitted to the building inspector for consideration and review through his office or shall be referred to the planning commission. Site plans for new structures and building additions of 3,000 square feet or greater in floor area or with a total of 5,000 square feet of new or added impervious surface, or that is adjacent to residential properties shall be referred to the planning commission for consideration and review. If the application is to be referred to the planning commission, the applicant shall be informed within seven days of the presubmission conference meeting which elements listed in [sub] section 2.5 below will be useful in determination of conformity with the provisions and intent of this section, along with any other comments and suggestions intended to bring about conformity with the provisions and intent of this section.~~

**2.41 Presubmission conference. Prior to the submission of a site development plan, the applicant or his representative shall meet in person with the Planning Office and the City Planner with a sketch plan. The purpose of this conference shall be to discuss proposed uses or developments in order to determine, first, whether the site development plan application shall be submitted to the Planning Office for consideration and review as an Administrative Site Plan or shall be referred to the Planning Commission. Site Development Plans that shall be referred to the Planning Commission for consideration and review include the following:**

- a) Site Plans for new structures and building additions of 3,000 square feet or greater in floor area;**
- b) Site Plans with a total of 5,000 square feet or greater of new or added impervious surface, including new structures, or building additions;**
- c) Site Plans with site disturbance greater than 2000 square feet and is adjacent to residential properties.**

**If the application is to be referred to the Planning Commission, the applicant shall be informed at the pre-submission conference meeting which elements listed in sub section 2.5 below will be useful in determination of conformity with the provisions and intent of this section, along with any other comments and suggestions intended to bring about conformity with the provisions and intent of this section.**

**BE IT FURTHER ORDAINED THAT:**

That Appendix B - Zoning Ordinance, Article 6 – Off-Street Parking, Driveways and Loading Facilities, Section 1- Permitted Accessory Parking be amended by adding a new subsection 1.14, as follows:

1.14 The minimum width of a residential driveway shall be 9 feet.

## **ACTION FORM**

<b>PROCEEDING:</b> Parks, Recreation & Community Enhancement	<b>AGENDA ITEM NO.:</b> 09/11/2007
<b>DEPARTMENT OF ORIGIN:</b> Parks, Recreation & Library	<b>DATE SUBMITTED:</b> 08/23/2007
<b>PREPARED BY:</b> Zachery C. Carter	
<b>SUBJECT:</b> Land Donation – Kesselring Property	
<b>REFERENCE:</b> N/A	
<b>RELATED PROJECT:</b> Schutte Park & Puncheon Run Watershed	
<b>APPROVALS:</b> City Manager	
<b>EXHIBITS:</b> Site Map	
<b>EXPENDITURE REQUIRED:</b> N/A	<b>AMOUNT BUDGETED:</b> N/A
<b>FUNDING SOURCE (Dept./Page in CIP &amp; Budget):</b>	
<b>TIMETABLE:</b> October 2007	
<b>RECOMMENDED ACTION:</b> Staff recommends that City Council authorize the City Manager to accept this land donation of 12.91+/- acres of land from the developer of the Kesselring Planned Neighborhood Development.	

### **BACKGROUND AND ANALYSIS**

The City of Dover has been offered a land donation of 12.91 acres of land located in the Kesselring Planned Neighborhood Development. The land which is located adjacent to the lands of Schutte Park is designated as a conservation easement area on the plot plans with the Kesselring Farms Homeowners Association as owner of the land. The plan was approved by the Planning Commission.

The developer has offered to donate this land to the City of Dover and city staff supports this donation to the city. Staff supports city ownership for the following reasons:

1. Land would expand Schutte Park and provide us the ability to create a walking / bicycle path from the development to the John W. Pitts Recreation Center.
2. This is an important area for protection of the Puncheon Run Watershed. The head water of the Puncheon Run starts just west of this site. With ownership of the 12+ acres of property, the city would control the undeveloped land. Through this land donation the city will be able to protect the Puncheon Run Watershed, wild life habitat, and provide additional recreational opportunities for the residents of Dover.
3. If there are any flood control projects possible in the area then City ownership would make it easier to implement such controls.

## **ACTION FORM**

<b>PROCEEDING:</b> Parks, Recreation & Community Enhancement		<b>AGENDA ITEM NO.:</b> 09/11/2007
<b>DEPARTMENT OF ORIGIN:</b> Parks, Recreation & Library		<b>DATE SUBMITTED:</b> 08/23/2007
<b>PREPARED BY:</b> Zach Carter & Richard Thau		
<b>SUBJECT:</b> Use of Reciprocal Borrowing Funds		
<b>REFERENCE:</b> N/A		
<b>RELATED PROJECT:</b>		
<b>APPROVALS:</b> City Manager, Finance Director		
<b>EXHIBITS:</b>		
<b>EXPENDITURE REQUIRED:</b> Allocation \$605,962.25		<b>AMOUNT BUDGETED:</b> \$0
<b>FUNDING SOURCE (Dept./Page in CIP &amp; Budget):</b> N/A		
<b>TIMETABLE:</b> Immediately		
<b>RECOMMENDED ACTION:</b> Approval of staff recommendation for disbursement of Kent County Library Tax Fund balance of \$605,962.25 as listed below:  <ol style="list-style-type: none"><li>1) Deposit: \$554,088.25 to Library Reserve Fund earmarked for the construction of the new library.</li><li>2) Allocate \$30,174 to fund the development of a computer lab within the existing Library which will include purchase of 13 laptops, security cart, black/white printer, computer software and wireless access point / injector / antenna.</li><li>3) Allocate \$11,606 in funding to increase the hiring of security guards for the library from 20 hours per week to 36 hours per week.</li><li>4) Purchase digital microform system to replace current model that was purchased in 1998. Funding for this purchase is \$10,094.</li></ol>		

### **BACKGROUND AND ANALYSIS**

April 26, 1994 the Kent County Levy Court passed Ordinance 94-07 establishing a Library Tax District for all of the County outside the Town of Smyrna, City of Dover, City of Harrington, and the Milford Library Service Area.

With this Library Tax District a county-wide reciprocal borrowing program was created. Through this agreement the City of Dover was reimbursable at the rate of \$1.95 per circulation, for Kent County residents that live outside of the City of Dover for use of the Dover Public Library.

At the end of June 30, 2006 there was a balance of \$566,859.08 in the Library Tax Fund. Also the county estimated additional fund balance of \$199,019.02 for FY 07. This created a total Library Tax Fund balance of \$765,878.10.




In July 2007, the Levy Court approved to distribute the fund balance to all reciprocal borrowing participants using a distribution rate of \$2.65 instead of \$1.95 per book for Fiscal Years 2004, 2005, 2006 and 2007. From this new calculation, the City of Dover has received a check in the amount of \$605,962.25, as our reimbursement from the Library Tax Fund Balance.

Staff is recommending that \$554,088.25 be deposited in the Library Reserve Fund and the remaining \$51,874 be used for improvements to the existing library. This improvement would include purchasing additional laptops for the computer lab that was approved in this year's budget, replacement of digital microform system, and increasing the number of hours for security guards in the library.

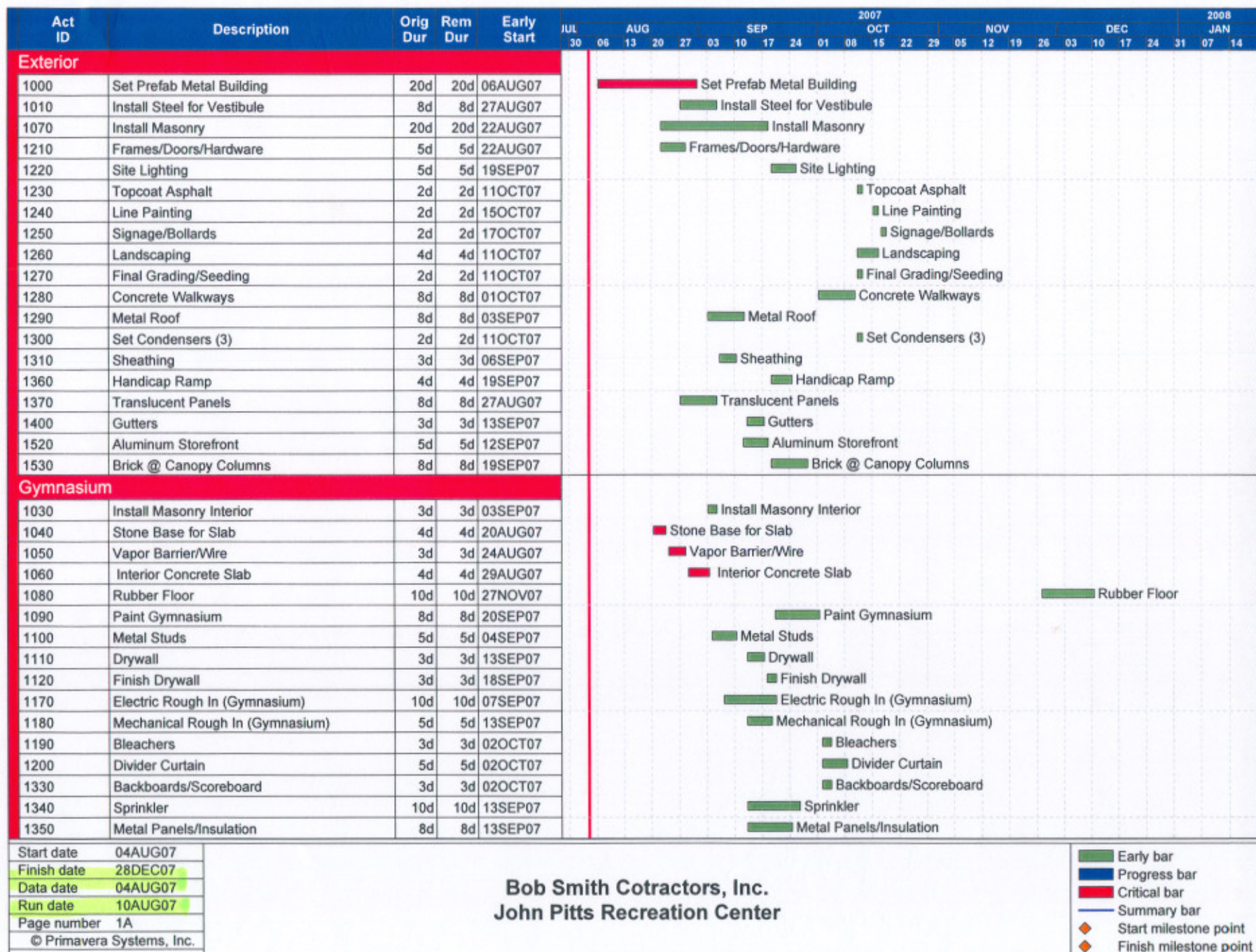
## **Parks, Recreation, and Community Enhancement Committee**

### **7. Updates**

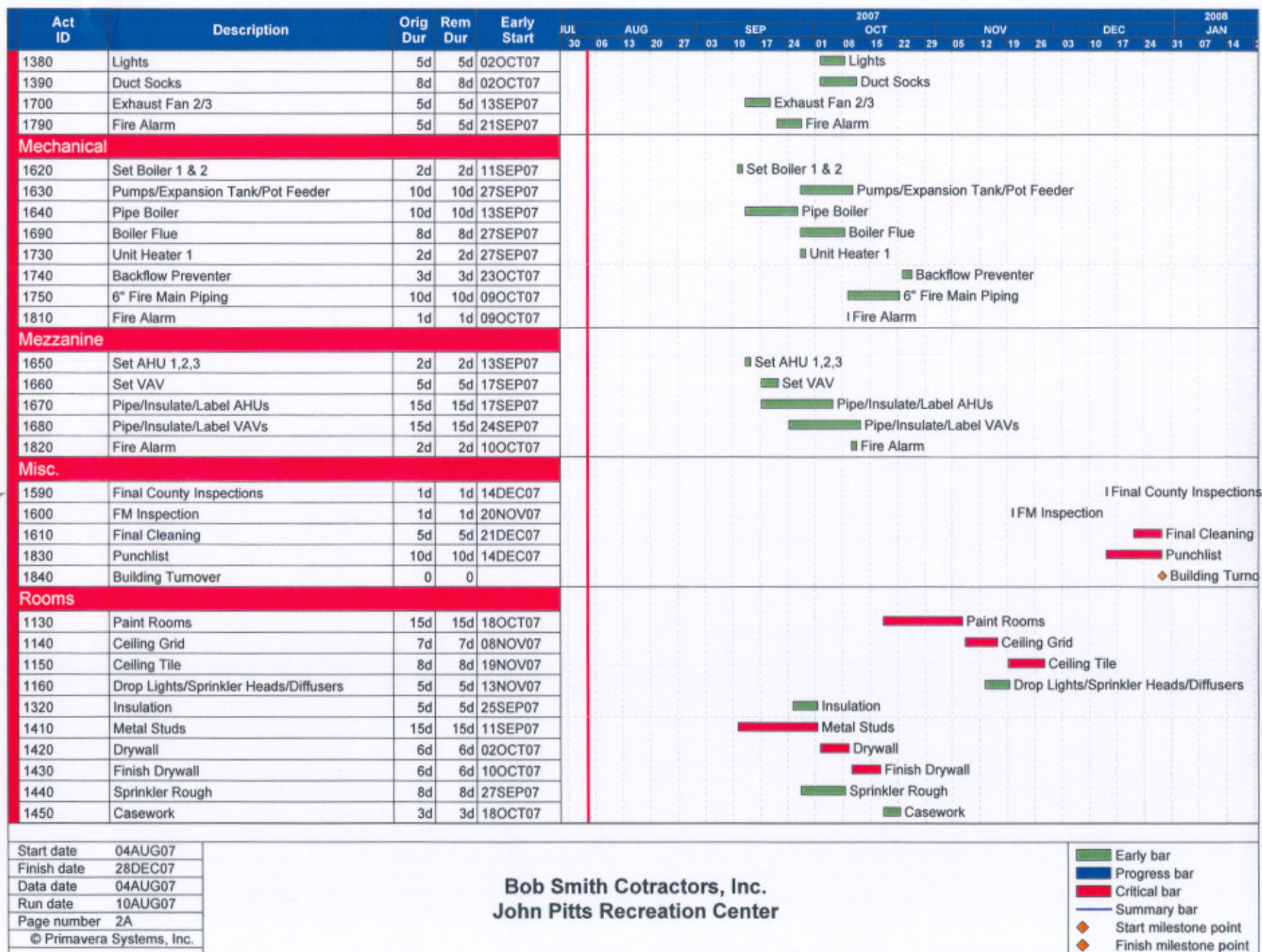
#### **B. John W. Pitts Recreation Center**

-  Progress meetings held on Aug 21<sup>st</sup> & September 4<sup>th</sup> with architect, city staff, and contractor.
-  Pre-fabricated metal building is going up.
-  Project continues to be moving on schedule for January 2008 opening.  
Construction Schedule attached.

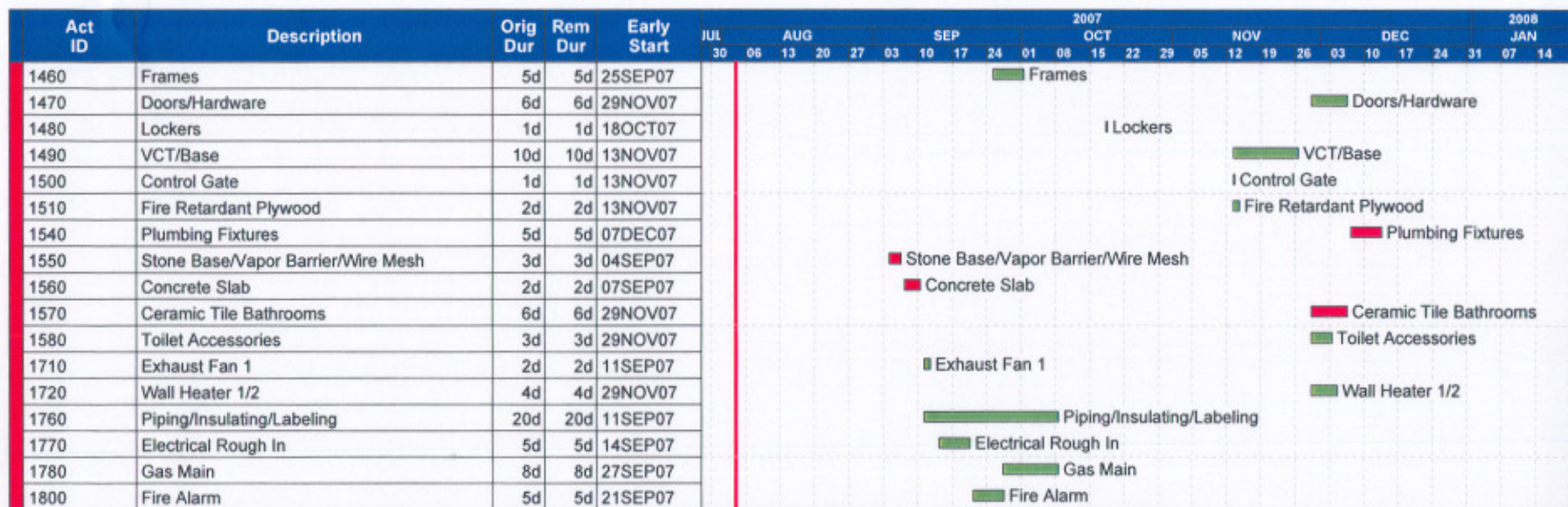












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**Bob Smith Cotractors, Inc.**  
**John Pitts Recreation Center**

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**Status of FY-2005 Program Funds Spent - Fiscal Year 7/1/05-6/30/06**

<b>2005 Grant Projects</b>	<b>Project Details</b>	<b>Total Grant</b>	<b>Funds Encumbered</b>	<b>Funds Expended</b>	<b>Unencumbered Balance</b>
City Facilities ADA Improvements	water fountains are being installed throughout city buildings.	\$35,000		\$34,275	\$725
*Housing Rehabilitation Program	5 rehabs completed	\$67,838		\$67,838	\$0
Microenterprise Assistance	underway	\$15,000		\$15,000	\$0
Dover Community Partnership, Inc.	city's portion for 219 Cecil rehab is completed.	\$46,000		\$46,000	\$0
<b>Total</b>		<b>\$163,838</b>		<b>\$163,113</b>	<b>\$725</b>

## \* Rehab Projects

1500 W. State College Road - completed

75 Mckee Road -completed

30 N. New Street -completed

649 Nimitz Road - completed

397 Post Blvd. - completed

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

<b>2006 Grant Projects</b>	<b>Project Details</b>	<b>Total Grant</b>	<b>Funds Encumbered</b>	<b>Funds Expended</b>	<b>Unencumbered Balance</b>
Home Ownership Assistance	Seven (7) First time homebuyers provided settlement assistance	\$86,283		\$83,168	\$3,115
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			\$67,479
RC & D Emergency Home Repairs	8 homes completed	\$25,000		\$25,000	\$0
Dover Community Partnership, Inc.	underway	\$25,000			\$25,000
Total		\$338,762		\$236,525	\$102,237

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