



**CITY OF NEWARK  
DELAWARE**

October 2, 2019

**TO:** Mayor and Members of Council

**FROM:** Will Hurd, Planning Commission Chair   
Alan Silverman, Planning Commission Member<sup>1</sup> 

**RE:** **Planning Commission 2019 Annual Report and 2020 Work Plan**

The Planning Commission adopted the attached Planning Commission 2019 Annual Report and 2020 Work Plan at its regularly scheduled meeting on October 1, 2019. The Commission looks forward to working on 2020 Work Plan items during the next reporting period, given available time and resources.

Thank you.

AS/mv

Attachments:  
Planning Commission 2019 Annual Report  
Planning Commission 2020 Work Plan

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<sup>1</sup> Commissioner Alan Silverman was Chair of the Planning Commission from October 1, 2019 to September 30, 2019, and author of the 2019 Annual Report and 2020 Work Plan.

**CITY OF NEWARK  
DELAWARE**

**PLANNING COMMISSION  
2019 ANNUAL REPORT**

**About the Commission**

The Planning Commission makes recommendations to City Council concerning:

- Annexation
- Rezoning of Property
- Subdivision
- Development Approval
- Zoning Code and Subdivision Regulations Amendments
- Adoption and Amendment of Comprehensive Plans
- Demolition of Historic Buildings
- Municipal Capital Expenditures

The Commission also makes determinations on requests for off-street parking requirements waivers in the BB zoning district. The Commission's advice to the City Council, except in the case of parking waivers, is always in the form of a recommendation; City Council may also hear appeals of, review, modify or deny the commission's approval, disapproval, or approval with conditions of off-street parking waivers upon the recommendation of a member of Council, Planning and Development Director and/or the City Manager.

**Membership**

Six commissioners are nominated by City Council members from the districts they represent, and one at-large Commissioner is nominated by the Mayor, each for three-year terms. Nominations are subject to confirmation by majority vote of the Council.

Current Members:

Robert L. Stozek	District 1
Willard F. Hurd (Vice Chair)	District 2
Stacy McNatt	District 3
Tom Wampler (Secretary)	District 4
Alan Silverman (Chair)	District 5
Karl M. Kadar	District 6
Vacant	Member at Large

Also serving during this period were Planning Commission Secretary Frank McIntosh,

representing District 6, and Bob Cronin, Member at Large.

April 2, 2019 was Commissioner McIntosh’s last meeting. The position of Planning Commission Secretary was filled by Tom Wampler on May 7, 2019 and the appointment of Karl M. Kadar as Planning Commission representative for District 6 occurred on July 22, 2019.

September 4, 2019 was Commissioner Cronin’s last Commission meeting. The Member At Large position on the Planning Commission remains vacant as of the publication of the 2019 Annual Report.

**Executive Summary**

From October 1, 2018 – September 30, 2019, the Newark Planning Commission considered the following:

Annexations	-	1
Rezoning	-	5
Comp Plan Amendments	-	6
Major Subdivisions	-	8
Minor Subdivisions	-	2
Site Plan Approval Plans	-	6
Special Use Permits	-	2
Parking Waivers	-	1
Requests for Extension	-	0
Code Amendments	-	4

The Planning Commission approved the 2019 Work Plan on October 2, 2018. The 2019 Work Plan was forwarded to Council for their information on November 26, 2018. Discussions of the Planning Commission 2020 Work Plan occurred at the Commission’s meetings on July 30, 2019 and September 4, 2019.

The Planning Commission discussed potential changes to their Rules of Procedure at their meetings on February 5, 2019, March 5, 2019, April 2, 2019, and May 7, 2019. The changes, adopted at the May 7 meeting, include allowing a longer time limit for public comment, clarification on what constitutes a failed motion, annotation of agenda items to indicate ‘discussion,’ action,’ or ‘information,’ and the list of standard items to be included on each agenda.

During this period, members of the Planning Commission participated in some informational and training sessions. On December 4, 2018, the Commission heard a presentation by Special Counsel Max Walton, in conjunction with City Solicitor Paul Bilodeau, regarding the Chapter 32, Article XXVI Site Plan Approval provision of the City of Newark. At their meeting on April 2, 2019, the Commission heard a presentation from Planner Mike Fortner regarding the 2020 Census. Additionally, Commissioners Bob Stozek and Will Hurd attended FOIA training facilitated by

Special Counsel Max Walton on January 31, 2019, Commissioner Tom Wampler attended Institute for Public Administration-sponsored training sessions regarding Planning Your Community's Future (January 18, 2019), Land-Use Law, the Constitution, and Takings (February 15, 2019), Land-Use and Development Administration (March 1, 2019), and Advanced Land-Use and Development Administration (March 29, 2019), and Commissioner Will Hurd attended a seminar on Attainable Homes sponsored by the non-profit Chester County 2020 on August 21, 2019.

### **Planning Commission Activities 10/1/18 – 9/30/19**

A detailed description of the Commission's actions may be found below:

#### **Development Approvals**

On October 2, 2018, the commission reviewed the request for a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval for the property at 209-225 Haines Street. The plan proposed a rezoning from RD to RA, demolition of the existing buildings on the site and construction of a high-rise apartment with 24 units – 12 three-bedroom and 12 two-bedroom – with 22 garage parking spaces on the first floor. A Comp Plan amendment was required for a land-use designation change from low-density residential to high-density residential. At the request of the applicant, the Commission voted to table the project (6-0) until after the October 30, 2018 Planning Commission public workshop regarding potential changes to the Comprehensive Development Plan's future land-use designations and zoning. The project was subsequently reviewed by the Commission at their November 6, 2018 meeting.

On November 6, 2018, the land-use project for 209-225 Haines was brought back before the Commission after having been tabled at their meeting on October 2, 2018. On November 6, the Commission recommended approval of the Comprehensive Development Plan V changes from low-density to high-density (7-0), rezoning from RD to RA (4-3), and major subdivision with site plan approval plan (4-3). City Council subsequently approved the Comp Plan amendment (5-1), rezoning (5-1), and major subdivision with site plan approval (4-2) at their January 14, 2019 meeting.

Also at their November meeting, the Commission reviewed a Comprehensive Development Plan amendment and major subdivision with site plan approval plan for 83-105 New London Road and 36-42 and 41 Wilson Street, also known as Campus Walk II. The plan proposed demolition of existing structures along New London Road, relocation of an existing structure from New London Road to Wilson Street, and construction of 28 garden apartments on the parcels fronting New London Road. The Commission recommended approval of the Comp Plan amendment from residential low-density to residential high-density (6-1) and the major subdivision with site plan approval plan (4-3). At their meeting on January 28, 2019, City Council approved the Comp Plan amendment (5-1) and major subdivision with site plan approval (5-1).

On December 4, 2018, the Planning Commission reviewed plans for a rezoning, major subdivision with site plan approval, and special use permit for the property at 62 North Chapel Street. The plan proposed a rezoning from BL to BB and demolition of the existing office building at the site to construct a four-story apartment with parking on the ground floor and 18 two-bedroom apartment units on the floors above. As the proposed plan is for a parcel of less than one acre, the special use permit, required for apartments in the BB zoning district, was not reviewed by the Planning Commission, per Code Section 2-89(j). The Commission recommended approval of the rezoning (5-2) and major subdivision with site plan approval plan (4-3). City Council subsequently approved the rezoning (6-1), major subdivision with site plan approval plan (6-1), and special use permit (6-1) at their meeting on March 11, 2019.

No land use applications were considered in January.

At their meeting on February 5, 2019, the Planning Commission reviewed plans for a Comprehensive Development Plan amendment, rezoning, and major subdivision at 924 Barksdale Road. The plan proposed a rezoning from BL to AC and construction of a 115-suite and 137-bed assisted living and memory care facility. A Comp Plan amendment was required to change the land-use designation from commercial to high-density residential. The Commission recommended approval of the Comp Plan amendment (7-0), rezoning (7-0), and major subdivision plan (7-0). At their March 25, 2019 meeting, City Council approved the Comp Plan amendment (7-0), rezoning (7-0), and major subdivision (7-0).

Also in February, the Commission reviewed a Comprehensive Development Plan amendment, major subdivision with site plan approval plan, and special use permit for 100, 115, and 121 College Square. The plan proposed the redevelopment of the College Square Shopping Center to include demolition of portions of the existing shopping center and construction of new retail space and apartment buildings with 305 dwelling units. A Comp Plan amendment was required for a land-use designation change from commercial to mixed urban and a special use permit was required for fast food restaurant, cafeteria style restaurant, drive-in restaurant, and apartments at the density requested. The commission recommended approval of the Comp Plan amendment (7-0), major subdivision with site plan approval plan (7-0), and special use permit (7-0). Council subsequently approved the Comp Plan amendment (7-0), major subdivision with site plan approval plan (7-0), special use permit for a drive-in restaurant (6-1), and special use permit for fast food restaurant, cafeteria style restaurant, and apartments at the density requested (7-0) at their meeting on March 25, 2019.

On March 5, 2019, the Commission reviewed plans for a major subdivision with site plan approval, special use permit, and parking waiver for the property at 92 and 96 East Main Street, also known as the Green Mansion. The plan proposed to combine two parcels into one parcel, demolish the structure at 92 East Main Street, preserve and rehabilitate part of the historic portion of the structure at 96 East Main Street, and construct a mixed-use building that included a 7-story, 144-room hotel, commercial space, office space, and associated parking and accessory uses. A special use permit was required for a hotel in the BB zoning district, and a parking waiver was required for 40 spaces that were smaller than the required size. The Commission vote was

split for the major subdivision with site plan approval (3-3) and the special use permit (3-3), therefore the motions failed. The Commission approved the 40-space parking dimension waiver (4-2). At their meeting on March 25, 2019, City Council approved the major subdivision with site plan approval plan (5-2) and special use permit (5-2).

Also at their March meeting, the Commission reviewed a Comprehensive Development Plan amendment, rezoning, and major subdivision with site plan approval plan for 20-22 Benny Street. The plan proposed a rezoning from RD to RM, demolition of the existing structures on the site, and construction of nine garden apartments. A Comp Plan amendment was required for a land-use designation change from residential low-density to residential high-density. The Planning Commission recommended of the Comp Plan amendment (6-0), rezoning (6-0), and major subdivision with site plan approval (6-0). City Council subsequently approved the Comprehensive Development Plan amendment (6-0), rezoning (6-0), and major subdivision with site plan approval plan (5-1) at their April 22, 2019 meeting.

No land use applications were considered in the months of April and May.

On June 4, 2019, the Planning Commission reviewed the request for an annexation and rezoning for the property at 1089 Elkton Road. The applicant requested annexation and rezoning to RH (single-family detached) to connect the 7.40-acre parcel to the existing Newark Charter School campus and have both properties in the same jurisdiction. Also proposed to be rezoned from MOR (manufacturing office research) to RH (single-family detached) were two small parcels (0.54 and 0.07 acres) owned by Newark Charter School, adjacent to the parcel proposed for annexation, and already within City boundaries. The Commission recommended approval of the annexation and rezoning of 1089/1091 Elkton Road (6-0) and rezoning of the two smaller parcels (6-0). At their meeting on August 12, 2019, Council approved annexation and rezoning of 1089 and 1091 Elkton Road (6-0) and the rezoning of the two small parcels already owned by Newark Charter School at 0 Elkton Road (6-0).

The July 2, 2019 Planning Commission meeting was cancelled due to lack of a quorum.

On July 30, 2019, the Planning Commission reviewed the request for a minor subdivision at 18 North Street. The plan proposed to demolish the existing one-story apartment at the site and construct four three-story townhouse-style apartments similar to the existing units at the rear of the property. The Commission recommended approval of the minor subdivision (7-0). City Council approved the request for a minor subdivision (6-0) at their meeting on September 9, 2019.

Also on July 30, 2019, the Commission reviewed the request for a minor subdivision with site plan approval at 511 Valley Road. The applicant requested approval to demolish the single-family structure at the site, divide the existing parcel into two parcels, and construct a semi-detached structure consisting of two single-family homes that would replicate the architecture in the Briarcreek subdivision. The Commission recommended approval of the minor subdivision with

site plan approval (7-0) and City Council approved the project (6-0) at their meeting on August 26, 2019.

At their meeting on August 6, 2019, the Planning Commission reviewed the major subdivision at 321 Hillside Road, the former location of the University of Delaware John Dickinson Residence Hall Complex. The plan proposed the demolition of the existing buildings at the site, subdivision of the parcel into two lots, and construction of 91 two-, three-, and four-bedroom apartment units. A Comprehensive Development Plan amendment was needed to change the land use designation from University to Residential High Density for one parcel and Residential Low Density for the proposed second parcel. The Planning Commission recommended approval of the Comprehensive Development Plan amendment (5-1) and recommended not to approve the major subdivision (2-4), citing concerns about density and open space, among other things. City Council review and public hearing for the 321 Hillside Road Comprehensive Development Plan amendment and major subdivision is scheduled for October 14, 2019.

No land use applications were considered in September.

#### Code Amendments

No Code amendments were considered in the months of October and November.

On December 4, 2018, the Commission considered amendments to Chapters 27 and 32 regarding the removal of references to the Downtown Newark Partnership (DNP) from the City Code required due to the dissolution of the DNP. The Commission recommended approval of the amendments (7-0). The proposed amendments were considered by Council at their meeting on February 25, 2019 as part of a bill to sunset the DNP and form the Design Committee as a standing committee with the City. Members of Council had questions and concerns about the formation of the new Design Committee and the motion to sunset the DNP failed (0-6), to be brought back before Council, and Planning Commission, if needed, at a future date.

No Code amendments were considered in January, February, March, April, and May.

On June 4, 2019, the Commission considered amendments to Chapter 32 relating to the regulation of sidewalk cafes, patios, decks, balconies, and parklets in the downtown district to provide uniform design guidance for these public spaces. The Commission had previously discussed these amendments during the previous work plan period (May 1, 2018 and June 5, 2018) and forwarded them to Council for consideration. Council chose not to approve the amendments at their September 24, 2018 meeting and the Newark Design Committee submitted revised amendments to the Planning Commission on June 4, 2019. The Commission recommended approval of the revised amendments (5-1). This ordinance is scheduled to be heard at City Council on January 6, 2020.

The July 2 meeting was cancelled due to lack of a quorum and no Code amendments were considered in July.

On August 6, 2019, the Planning Commission considered amendments to Chapter 32 regarding Industrial zoning districts by including the uses allowed in the MOR (manufacturing office research) district into the ML (limited manufacturing) and MI (general industrial districts. As there are no properties in the City having an ML zoning designation, the proposed amendments also eliminated the ML zoning district. The Commission recommended approval of the amendments (6-0). City Council will consider the amendments to Chapter 32 regarding Industrial zoning districts at their meeting on October 14, 2019.

On September 4, 2019, the Commission considered amendments to the Zoning Code relating to Chapter 27, Appendix IV, Section V, Enforcement and Penalties to add fines issued either by the Alderman, the Code Official, and/or the Public Works and Water Resources Department as an enforcement remedy for the Sediment and Stormwater section of Code, add fines to a lien, and allow related fees and expenses to be added to the lien. The Planning Commission recommended approval of the amendments (7-0) and the ordinance will be placed on an upcoming City Council agenda.

#### 2019 - 2023 Capital Improvement Program

On October 16, 2018, the Planning Commission reviewed and considered the 2019-2023 Capital Improvement Program (CIP). The Commission forwarded the CIP to City Council with a favorable recommendation, and Council subsequently approved the CIP on November 5, 2018.

#### Parking Subcommittee

During this period, the Planning Commission continued the effort started in 2016 of working with Planning and Development Department staff to review and make recommendations regarding parking in the downtown district. On December 4, 2018, the Planning Commission considered the Planning and Development Department staff technical review of the Parking Subcommittee report approved by Council on June 25, 2018. The Commission recommended approval of the staff technical review and workplan strategy (7-0) and forwarded it to Council for consideration. At their meeting on January 14, 2019, Council deferred review of the parking workplan strategy and implementation plan due to the complexity and amount of information to be considered. Council recommended that a special meeting be held on March 26, 2019 for the purpose of a public hearing, including staff presentation, Parking Subcommittee presentation, Council discussion and public comment on the Parking Subcommittee parking strategy, staff technical review and implementation plan, at which time Council approved the staff technical review of the report and directed staff to move forward to implement the plan. The approved workplan included the hiring of a consultant to take on tasks described in the implementation plan. An RFP was advertised and posted to the City website and Council approved the recommendation to hire a consultant at their meeting on September 9, 2019. Any zoning or other regulatory changes proposed by staff will be reviewed through a public hearing process by the Planning Commission for their recommendation and forwarded to City Council for final consideration.

## Rezoning and Comprehensive Development Plan Amendments (Focus Areas)

During this period, the Planning Commission continued the review of rezonings and Comprehensive Development Plan amendments started during the 2018 Work Plan period. On October 30, 2018, Planning Commission held a public workshop regarding potential land-use and zoning changes for the eastern portion of the City (Focus Area 5). On January 2, 2019 and February 5, 2019, the Planning Commission discussed the Planning and Development Department staff proposal of a modified approach for the rezonings and Comprehensive Development Plan amendments whereby the focus areas would be articulated in Comprehensive Development Plan V as text amendments to be contemplated on a project-by-project basis. The Commission recommended approval of the proposal at their meeting on February 5, 2019 in order to allow staff to begin discussion of the amendments with the State of Delaware Office of State Planning Coordination and the scheduling of Preliminary Land Use Service (PLUS) review on March 27, 2019. Planning staff provided a debrief of the PLUS review at the April 2, 2019 Planning Commission meeting and brought the proposed amendments back before the Planning Commission on May 7, 2019 for review and consideration. No recommendation made at that time, but rather discussion of next steps for a public meeting with Council. A special meeting of Council was held on June 17, 2019 for the purpose of a public hearing, including a presentation by the Office of State Planning Coordination Director Constance Holland and City staff, followed by Council discussion, public comment and direction to City staff on Comp Plan V related to establishment of the four Focus Areas. Direction from Council was to not move forward but instead gather more information on the number of units analysis, perform deeper inspection on protection of properties in Focus Area 1, generate a future land-use map for future discussions, and pull out elements pertaining to student rentals in neighborhoods to reformulate of the recommendations. A continuation of this effort will be part of the coming year's work plan.

## Green Building Code Work Group

Planning Commission discussion of the rating system used to evaluate the energy conservation and efficiency standards that apply to development of all major subdivisions in the City began in June 2018. In July 2018, the Commission recommended in favor of the formation of a work group to review and discuss the City's LEED certification standards to identify and recommend revisions to the LEED ordinance. The work group consists of members of the Planning Commission, Conservation Advisory Commission, the DNP Design Committee, Planning and Code Enforcement staff, and citizens with an interest or expertise in green building and/or LEED. During this period, the Green Building Work Group met on November 27, 2018, December 18, 2018, January 22, 2019, February 26, 2019, March 26, 2019, May 21, 2019, June 25, 2019, July 23, 2019, August 27, 2019, and September 24, 2019. A continuation of this effort is expected to include a public workshop and presentation to the Planning Commission.

## Rental Housing Workgroup

The formation of the Rental Housing Workgroup was approved by City Council on October 8,

2018 in order to examine issues related to the high demand for student housing due to student growth, the management of rental housing, and to address the need for non-student rental housing and affordable housing. The workgroup consists of representatives from: University of Delaware; a landlord of multi-family housing; a representative from the Landlord's Association; developers of student housing; representatives from each District Council person and the Mayor; representatives from Newark Police Department and Planning and Development, including Code Enforcement; and a student representative from University of Delaware. Four subcommittees were formed to address specific concerns around the topics of University of Delaware student growth, rental permits, and non-student/affordable rental housing. During this period, the workgroup met on the following dates: April 30, 2019, June 26, 2019, and August 28, 2019; workgroup subcommittees met on May 14, 2019, May 16, 2019, June 11, 2019, June 13, 2019, August 13, 2019, and August 15, 2019; and a public meeting was held on July 25, 2019. The Planning Commission received an update on the work of the Rental Housing Workgroup at their meeting on September 4, 2019. A continuation of this effort will be part of the 2020 Work Plan, with an anticipated final presentation to City Council in late 2019 or early 2020.

#### Transportation Improvement District (TID) Process

Comprehensive Development Plan V recommended the development of a Transportation Improvement District (TID) for Newark to better provide the transportation improvements needed to support land development. City Council approved the formation of a committee to provide feedback and guidance on the Newark TID process on October 8, 2018. The TID Committee was formed and includes a wide range of stakeholders, including City staff, DeIDOT, WILMAPCO, New Castle County, University of Delaware, and citizen-appointees. During this period, the Committee has met on May 8, 2019, June 12, 2019, July 10, 2019, August 14, 2019, and September 11, 2019. A continuation of this effort will be part of the 2020 Work Plan.

#### Proposed New Uses for RM and RA Zoning Districts

During the 2018 Work Plan period and as a follow-up discussion to the Focus Area deliberations, the Planning Commission discussed the potential creation of a new multi-family zoning district to promote mixed, higher density, predominantly multi-family residential uses to encourage the redevelopment of existing neighborhoods currently containing mostly single-family rental properties on lots of varying size. At the January 2, 2019 Planning Commission meeting, Planning staff presented a new proposal to the Commission to add a conditional use of Urban Apartment to the RM and RA zoning districts. The main tenets of the use would include smaller lot size, setbacks dictated by the Building Code, reduced parking requirements and exemptions, and specific design requirements. The Planning Commission discussed the new proposal and provided Planning staff the direction to move forward with drafting up the requirements for the new use, to be brought back to the Planning Commission for further discussion. The Planning Commission continued their discussion of the proposed amendments at their meeting on April 2, 2019. The Commission will continue discussion of these new uses as part of the 2020 Work Plan.

## Planning Commission Submission Deadline Schedule

Given the level of proposed development in the City of Newark and staff resources, the recommendation was made by the Planning and Development Director to modify the Planning Commission Submission Deadline Schedule to extend the deadline to 120 days for all land development proposals. At their meeting on April 2, 2019, the Planning Commission concurred with the recommendation and approved the revised Submission Deadline Schedule.

AS/mv

**CITY OF NEWARK  
DELAWARE**

**PLANNING COMMISSION  
2020 WORK PLAN**

The Commission looks forward to working with Planning Staff on the following during the next reporting period given available time and resources:

1. Continue the review and consideration of land development projects according to the Planning Commission Submission Deadline schedule to make recommendations to Council.
2. Review and make recommendations on Code revisions related to the Planning Commission's Parking Subcommittee report and policy matrix timeline and costs as detailed in the Planning and Development Department document dated November 2, 2018 that was approved by Council on March 26, 2019 <https://newarkde.gov/ArchiveCenter/ViewFile/Item/5996> (consultant).
3. Review and make recommendations to Council on the Newark *Transportation Improvement District* Subcommittee recommendations prior to said recommendations going to City Council.
4. Consider amendments to the Comprehensive Development Plan V and zoning changes to facilitate redevelopment in certain areas of the City for student housing. Particular attention should be paid to the developer's role in stormwater capacity downstream. The map of these areas is attached (page 5).
5. Review and make recommendations on proposed organizational changes to Chapter 32 Zoning (consultant).
6. Review and make recommendations on revisions to the IECC as proposed by the Green Building Code Work Group.
7. Make recommendations as applicable on efforts described in the 2020 Planning and Development Land Use Staff Work Plan (attached).
8. Continue quarterly reporting on Work Plan.
9. Participate in training sessions as applicable and available.

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The following items will be considered only if the land use plans that are currently in-house for review do not move forward for whatever reason or if additional resources are afforded to the Planning Department:

1. Consider amendments to the Zoning and Subdivision Code regulations as they pertain to development plan submittal requirements.
2. Research and make policy recommendations on the differences between the City Code and New Castle County Code regarding annexations and why development want to annex into the City. This effort should include looking at the resource protections in City Code.
3. Research and make policy recommendations on a developer's role in stormwater capacity downstream of a development.
4. Research and make policy recommendations on the application of the existing Site Plan Approval process for areas involving redevelopment.

## 2020 Planning and Development Land Use Staff Planning Work Plan

During 2020, the Planning and Development Department has several areas of responsibility as defined by Code, determined by City management or City Council as well as determined by Department directives. In the area of Planning and Land Use, staff is responsible for the following activities as described below. The City Code mandated activity takes priority.

### Boards, Committees, and Meetings

- Planning Commission
- City Council
- Board of Adjustment
- Design Committee
- Community Development/Revenue Sharing Committee
- Newark Partnership Economic Enhancement Committee

### Land Use and Land Development Activities

- Implementation and maintenance of Comprehensive Development Plan V
- Interaction with the development community and city residents in dealing with zoning and land development codes
- Code Amendments
- Process Code-mandated responsibilities:
  - Annexations
  - Rezoning
  - Comprehensive Plan Amendments
  - Major Subdivisions
  - Minor Subdivisions
  - Site Plan Approval Plans
  - Special Use Permits
  - Parking Waivers
  - Requests for Extensions
- Other Code-mandated responsibilities
  - Subdivision Advisory Committee (SAC) administration
  - Building permit review
  - Flood plain review
  - Construction Improvement plan review
  - Review of variance applications

### Planning Related Major Initiatives

- Start on implementing the *Newark Sustainability Plan*.
- Continue to work with WILMAPCO on the *Newark Area Transit Study Project*.
- Provide staff support and guidance to the *Transportation Improvement District Subcommittee* for the City of Newark.
- Provide staff support and other assistance as appropriate to the *Rental Subcommittee* to examine the issue of rental housing in the larger context of the

growth of the University of Delaware and its impact on the City. Draft policy recommendations for consideration by the Planning Commission and City Council.

- Provide staff support and guidance to the Green Building Work Group to revise the LEED provisions in the Code.
- Participate in the Delaware State Housing Authority Analysis of Impediments to Fair Housing.
- Continue to work with the GIS staff and the GIS database to portray land use development information in a parcel-based format.
- Work with the consultant to review and make recommendations on proposed organizational changes to Chapter 32 Zoning.
- Review the Code and make recommended revisions to areas including but not limited to: industrial zoning, patio ordinance, alcohol code clarification for consideration by the Planning Commission and City Council.
- Continue to work on developing policy recommendations to address the student housing issue for consideration by the Planning Commission and City Council.
- Provide staff support and guidance to the Parking consultant.

#### **Other Regular Duties**

- Continue to implement the *Community Development Block Grant Program*
- Participation in WILMAPCO Technical Advisory Committee (TAC)
- Participation in WILMAPCO Public Advisory Committee (PAC)
- Participation in Bike Newark
- Managing Unicity Bus system
- Community Rating Service
- Buyer's Affidavit
- Zoning verification letters
- Responding to zoning and related planning inquiries (phone and walk-in)

#### **Planning Commission Support**

- Preparation of support material, background reports and information packets
- Public notification and posting requirements
- Administrative and secretarial support (Code-required)
- Transcription services
- Applicant interface
- Commission requests for data and information

**Continue to provide exemplary assistance to other City departments, Planning Commission and City Council.**

FOCUS AREAS

