



**CITY OF DOVER PROPOSED ORDINANCE #2025-01**

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

3  
4 That *Dover Code of Ordinances*, Appendix C - Downtown Redevelopment, be amended by  
5 inserting the text indicated in bold, blue, italics, and deleting the text indicated in red, bold,  
6 italics strikethrough as follows:

7  
8 **ARTICLE I. INTENT**

9 The city council has deemed it to be in the best interests of the residents of the city and in  
10 furtherance of their health, safety and welfare to promote the redevelopment of downtown  
11 Dover. In order to promote the redevelopment, *the* council has determined that incentives in the  
12 forms of tax abatements, impact fee waivers and building permit caps should be offered.

13 ***ARTICLE II. DOWNTOWN DOVER PARTNERSHIP***

- 14 (a) *The Downtown Dover Partnership shall be established and duly incorporated under the*  
15 *not-for-profit corporation provisions of the Delaware General Corporation Law (8 Del. C*  
16 *§101 et seq.) for the purpose of fostering redevelopment within the target area.*
- 17 (b) *Certification of incorporation. The city solicitor, as incorporator of the company, shall*  
18 *prepare and cause, or amend, the certificate of incorporation to be filed with the secretary*  
19 *of State of Delaware, which certificate shall include those requirements set forth in 22*  
20 *Del. C. § 1504, as amended.*
- 21 (c) *Membership of company and board of directors. The management company shall be a*  
22 *corporation comprised of a board of directors established in accordance with the by-laws*  
23 *approved by the board of directors, provided that not less than five directors shall own a*  
24 *commercial property within the target area, or shall be the designee of such owner.*
- 25 (d) *Company reports. The management company shall file with the finance department and*  
26 *with the city clerk a quarterly financial report and shall also provide an annual operating*  
27 *report. The city shall annually review the performance of the management company and*  
28 *shall prepare for public inspection a report which certifies that the management company*  
29 *is in compliance with its enabling ordinance, its certificate of incorporation and bylaws,*  
30 *and the provisions of this appendix and 22 Del. C. Ch. 15 (22 Del. C. § 1501 et seq.); the*  
31 *management company is fiscally sound; and the management company has not*  
32 *discriminated against any person based upon race, sex, national origin, religion, age or*  
33 *disability.*

36 ARTICLE ~~IIII~~ IIII. DEFINITIONS

37 The following words, terms and phrases, when used in this ordinance, shall have the  
38 meanings ascribed to them in this article, except where the context clearly indicates a different  
39 meaning:

40 Section 1. Beneficiary of the incentives.

41 The *beneficiary of the incentives* shall include the person or artificial entity that receives the  
42 incentive and the owner of one-half or greater interest in an artificial entity that receives the  
43 incentive.

44 ~~Section 2. Downtown Dover Partnership.~~

45 ~~(a) The Downtown Dover Partnership shall be established and duly incorporated under the~~  
46 ~~not-for-profit corporation provisions of the Delaware General Corporation Law (8 Del. C.~~  
47 ~~§101 et seq.) for the purpose of fostering redevelopment within the target area.~~

48 ~~(b) Certification of incorporation. The city solicitor, as incorporator of the company, shall~~  
49 ~~prepare and cause, or amend, the certificate of incorporation to be filed with the secretary~~  
50 ~~of State of Delaware, which certificate shall include those requirements set forth in 22~~  
51 ~~Del. C. §1504, as amended.~~

52 ~~(c) Membership of company and board of directors. The management company shall be a~~  
53 ~~corporation comprised of not less than five members or directors respectively who either~~  
54 ~~own a commercial property within the district, or are the designee of such owner.~~

55 ~~(d) Company reports. The management company shall file with the finance department and~~  
56 ~~with the city clerk a monthly financial report and shall also provide an operating report~~  
57 ~~monthly. The city shall annually review the performance of the management company~~  
58 ~~and shall prepare for public inspection a report which certifies that the management~~  
59 ~~company is in compliance with its enabling ordinance, its certificate of incorporation and~~  
60 ~~bylaws, and the provisions of this appendix and 22 Del. C. ch. 15 (22 Del. C. §1501 et~~  
61 ~~seq.); the management company is fiscally sound; and the management company has not~~  
62 ~~discriminated against any person based upon race, sex, national origin, religion, age or~~  
63 ~~disability.~~

64 Section 2 ~~3~~ 3. Eligible project.

65 *Eligible project* shall mean a new construction or renovation *that meets the requirements of Article*  
66 *IV. Eligibility of this Appendix.:*

67 ~~(a) Is located within the target area; and~~

68 ~~(b) The fair market value of the materials to be used in and the labor to be performed on~~  
69 ~~the project exceeds the sum of \$15,000.00; and~~

70 ~~(c) Is for commercial, office, or a residential use; and~~

71 ~~(d) Conforms to the intent of this ordinance.~~

72 ~~In order for a residential use to be an eligible project, the object of the construction or~~  
73 ~~renovation must be a dwelling unit as defined in article 12 of the City of Dover zoning~~  
74 ~~ordinance [appendix B]. Construction or renovation of accessory buildings as defined in~~  
75 ~~article 12 of the City of Dover zoning ordinance [appendix B] shall not be eligible for~~  
76 ~~development incentives. Construction or renovation which constitutes ordinary replacement or~~  
77 ~~routine maintenance shall not qualify as an eligible project.~~

78 Section 3 ~~4~~. Target area.

79 *Target area* shall mean that part of the city more particularly described as follows:

80 Beginning at a point at the intersection of the centerlines *of North New Street and Clara*  
81 *Street south to the intersection of the centerlines of North New Street and Mary Street,*  
82 *east to the intersection of the center lines of North Governors Avenue and Mary Street*  
83 *south to the intersection of the centerlines of North Governors Avenue and Cecil Street,*  
84 *east to the intersection of the centerlines of Cecil and North State Streets, then continuing*  
85 *on the centerline of North State Street in a southerly direction to the intersection of the*  
86 *centerline of State Street and an extension of the centerline of Delaware Avenue, then*  
87 *continuing on the centerline and an extension of the centerline of Delaware Avenue in an*  
88 *easterly direction to the point of intersection of an extension of the centerline of Delaware*  
89 *Avenue and the St. Jones River, then following the centerline of the St. Jones River in a*  
90 *southerly direction to the point of intersection of the centerline of the St. Jones River and*  
91 *the southerly property line of ~~the property located at 631 South State Street lands now or~~*  
92 *~~formerly of the Catholic Diocese of Wilmington, being the site of Holy Cross Roman~~*  
93 *~~Catholic Church,~~ then proceeding in a westerly direction along said property line to the*  
94 *easterly right-of-way line of South State Street (U.S. Route 13-A), then crossing the right-*  
95 *of-way line of South State Street in a westerly direction and joining the centerline of Hope*  
96 *Street and proceeding in a westerly direction to the centerlines of Hope Street and South*  
97 *Governors Avenue, then proceeding in a southerly direction along the centerline of South*  
98 *Governors Avenue to the point of intersection of the centerlines of South Governors Avenue*  
99 *and Dover Street, then proceeding in a westerly direction along the centerline of Dover*  
100 *Street to the point of intersection of the centerlines of Dover Street and Westview Terrace,*  
101 *then continuing in a northerly direction on the centerline of Westview Terrace to the point*  
102 *of intersection of the centerline of Westview Terrace and New Burton Road, then*  
103 *proceeding in a northeasterly direction on the centerline of New Burton Road to the point of*  
104 *intersection of New Burton Road and West Street, then continuing in a northerly direction*  
105 *along the westerly right-of-way line of West Street to the point of intersection of the*  
106 *westerly side of the right-of-way of West Street and the northerly property line of ~~lands~~*  
107 *~~now or formerly the property located at 724 South West Street, Dover Rent-All, Inc.,~~ then*  
108 *continuing in a westerly direction along said property line to the point of intersection of said*  
109 *property line and the lands of ~~the railroad right-of-way Conrail Railroad,~~ then proceeding*  
110 *in a northerly direction along the easterly right-of-way line of ~~the railroad right-of-way~~*  
111 *~~Conrail Railroad~~ in a northerly direction to the point of intersection of the centerline of*  
112 *West North Street and then westerly along the centerline of West North Street to Clarence*  
113 *Street and north along the center line of Clarence Street to Slaughter Street, and west along*  
114 *the center line of Slaughter Street to Cherry Street and north along the center line of Cherry*  
115 *Street to the intersection with the center line of Lincoln Street, ~~west 122 feet to the~~*  
116 *~~southeast corner of the property at 826 Forest Street, north along the easterly border of~~*  
117 *~~said property, to Forest Street, northwest 287 feet to the intersection of the centerlines of~~*  
118 *~~Forest Street, Weston Drive, and West Division Street, north 508 feet along Weston Drive~~*  
119 *~~to the southern border of the property located at 200 Weston Drive, east 142 feet to the~~*  
120 *~~southeast corner of said property, north 538 feet to the southwest corner of the property~~*  
121 *~~located at 300 Ridgely Street, east along the southern border of said property 680 feet to~~*  
122 *~~the eastern side of the railroad right-of-way, north 359 feet to the edge western terminus~~*  
123 *~~of Mary Street, east to the intersection of the centerlines of North West Street and Mary~~*

124 *Street, east 27 feet to the western property line of the property located at 511 Mary Street,*  
 125 *then continuing north 403 feet along the western border of said property, east 430 feet*  
 126 *along the northern border of said property to North Queen Street, then north 346 feet to*  
 127 *the intersection of the centerlines of North Queen Street and Clara Street, and east to the*  
 128 *intersection of the centerlines of Clara Street and North New Street. to a point of*  
 129 *intersection with an extension of the westerly property line of lands now or of late of*  
 130 *Michael Nash, being the site of the former Diamond Ice Company, then proceeding in a*  
 131 *northerly direction along the westerly property line of the Nash property and in a line*  
 132 *extending to the intersection of the southerly property line of lands now or of late Paul T.*  
 133 *and Aiko Moore, and then northwesterly and then northerly along the southern and*  
 134 *western property line of the Moore property and extending north to an intersection with*  
 135 *the centerline of Lincoln Street, and then easterly along the centerline of Lincoln Street*  
 136 *to a point of intersection of an extension of the westerly property line of lands now or*  
 137 *formerly of Frank Moore et al., and then northerly along the western property of Frank*  
 138 *Moore et al. and extending to a point of intersection with the centerline of Forest Street,*  
 139 *then easterly along the centerline of Forest Street to a point of intersection with an*  
 140 *extension of the westerly property of the lands now or formerly of the Salvation Army,*  
 141 *and then northerly and easterly along the western and north property line of the*  
 142 *Salvation Army property to the point of intersection with lands now or of late Conrail*  
 143 *Railroad, then northerly along the westerly property line of Conrail Railroad and*  
 144 *extending to a point of intersection with the centerline of West Division Street, and then*  
 145 *easterly along the centerline of East Division Street to the intersection of the easterly*  
 146 *right-of-way line of Conrail Railroad, and then northerly along the easterly right-of-way*  
 147 *line of Conrail Railroad to the intersection of the right-of-way of Conrail Railroad and*  
 148 *the northerly property line of lands now or of late of Southern States Cooperative, Inc.,*  
 149 *then proceeding in an easterly direction a distance of 52.76 feet to the northeasterly*  
 150 *corner of the lands now or of late of Southern States Cooperative, Inc., then proceeding*  
 151 *in a southerly direction along the easterly property line of lands now or of late of*  
 152 *Southern States Cooperative, Inc., to the point of intersection of said property and the*  
 153 *centerline of Mary Street, then proceeding in an easterly direction along the centerline of*  
 154 *Mary Street to the point of beginning, being the point of intersection of the centerline of*  
 155 *Mary Street and North Governors Avenue, south along the centerline of North Governors*  
 156 *Avenue to the intersection of North Governors Avenue and Cecil Street, and west along*  
 157 *the center line of Cecil Street through the Wesley College Campus to the point of*  
 158 *intersection of Cecil Street and North State Street.*

#### 159 *Section 4. Downtown Development District*

160 *Downtown Development District High Priority Target Area* shall mean that *area within the*  
 161 *Target Area designated as such by the State of Delaware in accordance with 22 Del. C. Ch. 19*  
 162 *and part of the city* more particularly described as bounded by the street center lines as follows:

163 From the intersection of the centerlines of North *Governors Avenue New Street* and  
 164 *Mary Clara* Street south to the intersection of the centerlines of North *New Street*  
 165 *Governors Avenue* and *Fulton Mary* Street, east to the intersections of the center lines of  
 166 *Fulton Mary* Street and North *Governors Avenue State Street*, south to the intersection  
 167 of the centerlines of *South State Street North Governors Avenue* and *Fulton*  
 168 *Looekerman* Street, east *to the intersection of the centerlines of North State Street and*  
 169 *Fulton Street, south to the intersection of the centerlines of State Street and Division*

170 *Street, east to the intersection of the centerlines of Pennsylvania Avenue and Division*  
171 *Street, south to the intersection of the centerlines of Pennsylvania Avenue and Kings*  
172 *Highway, southwest to the intersection of the centerlines of Kings Highway and Reed*  
173 *Street, east 1,361 along the southern boundary property located at 89 Kings Highway*  
174 *SW to the westerly edge of Mirror Lake, south along the westerly edge of Mirror Lake*  
175 *to Loockerman Street 201 feet west of the intersection of the centerlines of*  
176 *Loockerman Street and Park Drive, west 1,386 feet along Loockerman Plaza, south*  
177 *282 feet to the northeast corner of the property located at 15 East North Street, west 36*  
178 *feet to the northwest corner of the property located at 15 East North Street, south 73*  
179 *feet long the westerly border of the property located at 15 East North Street to North*  
180 *Street, west 137 feet to the intersection of the centerlines of South State Street and*  
181 *North Street, east 73 feet to the northwest corner of the property located at 7 The*  
182 *Green, south 274 feet along the westerly edge of the property located at 7 The Green to*  
183 *The Green, 792 feet along the western portion of The Green to the intersection of the*  
184 *centerlines of South State Street and The Green, south 200 feet past the intersection of*  
185 *the centerlines of South State Street and Water Street to the northeast corner of the*  
186 *property located at 540 South State Street, west 787 feet along the northern border of*  
187 *the property located at 540 South State Street to South Governors Avenue, north 172*  
188 *feet to the intersection of the centerlines of South Governors Avenue and Water Street,*  
189 *west to the intersection of the centerlines of South Queen Street and Water Street,*  
190 *north to the intersection of the centerlines of South Queen Street and West North*  
191 *Street, west to the intersection of the centerlines of Clarence Street and West North*  
192 *Street, north to the intersection of the centerlines of Clarence Street and Slaughter*  
193 *Street, west to the intersection of the centerlines of Cherry Street and Slaughter Street,*  
194 *north to the intersection of the centerlines of Cherry Street and Lincoln Street, west*  
195 *122 feet to the southeast corner of the property at 826 Forest Street, north along the*  
196 *easterly border of said property, to Forest Street, northwest 287 feet to the intersection*  
197 *of the centerlines of Forest Street, Weston Street, and West Division Street, north 508*  
198 *feet along Weston Street to the southern border of the property located at 101 Weston*  
199 *Drive, east 142 feet to the southeast corner of the property located at 101 Weston Drive,*  
200 *north 538 feet to the southwest corner of the property located at 300 Ridgley Street, east*  
201 *along the southern border of property located at 300 Ridgley Street 680 feet to the*  
202 *eastern side of the railroad right-of-way, north 359 feet to the edge western terminus of*  
203 *Mary Street, east to the intersection of the centerlines of North West Street and Mary*  
204 *Street, east 27 feet to the western property line of the property located at 511 Mary*  
205 *Street, north 403 feet along the western border of the property located at 511 Mary*  
206 *Street, east 430 feet along the northern border of the property located at 511 Mary*  
207 *Street to North Queen Street, north 346 feet to the intersection of the centerlines of*  
208 *North Queen Street and Clara Street, and east to the intersection of the centerlines of*  
209 *Clara Street and North New Street. ~~202 feet and then south 172 feet and then west 36~~*  
210 *~~feet and south 73 feet, and west along the right-of-way of North Street for 136 feet, and~~*  
211 *~~then south 45 feet along the center line of State Street and then east 73 feet along the~~*  
212 *~~south right-of-way of North Street and then south 71 feet, and then west 11 feet and~~*  
213 *~~south six feet and west 20 feet and south 135 feet and west 8 feet and then south 22~~*  
214 *~~feet, then west following the centerline of The Green to the south intersection of the~~*  
215 *~~center lines of South State Street and The Green, south to West Water Street and south~~*

216 ~~218 feet and west 205 feet and southwest 41 feet and west 246 feet and north 102 feet~~  
217 ~~and west 103 feet and northwest 3 feet and west 40 feet and southwest 9 feet and west~~  
218 ~~44 feet and north to the intersection of South Governors Avenue and the centerline of~~  
219 ~~West Water Street and west to the intersection of the center lines of West Water Street~~  
220 ~~and South Queen Street, south along the center line of South Queen Street 541.11 feet~~  
221 ~~and then west to the center line of South West Street, and north to the intersection of~~  
222 ~~the center lines of West North Street and South West Street, and west to the~~  
223 ~~intersection of the center lines of West North Street and Clarence Street and north to~~  
224 ~~the intersection of the center lines of Clarence Street and Slaughter Street, and west~~  
225 ~~along the center line of Slaughter Street to Cherry Street and north along the center~~  
226 ~~line of Cherry Street to the intersection with the center line of Lincoln Street, and east~~  
227 ~~along the center line of Lincoln Street to the intersection of the center lines of Forest~~  
228 ~~Street and South West Street, and north along the center line of South West Street to~~  
229 ~~the intersection of the center lines of West Street and West Division Street, and west to~~  
230 ~~the east property line of the Norfolk Southern railroad track, and north along this~~  
231 ~~property line to the intersection with the center line of Mary Street, and west to the~~  
232 ~~intersection of the center lines of Mary Street and North Governors Avenue.~~

233 ~~(b) Expanded boundary approved by the Cabinet Committee on State Planning Issues,~~  
234 ~~effective February 1, 2024:~~

235 ~~(1) Beginning at the intersection of S. State Street and Looekerman Street and then~~  
236 ~~turning east 202 feet along the southern edge of Looekerman Plaza and then~~  
237 ~~turning north 110 feet to the northern edge of Legislative Avenue and then~~  
238 ~~following the northern edge of E. Looekerman Street 621 feet to the westerly edge~~  
239 ~~of the bridge crossing the St. Jones River at Mirror Lake and then following the~~  
240 ~~westerly edge of Mirror Lake to the boundary of lands of the State of Delaware~~  
241 ~~and then turning west and following the southern boundary of said state lands~~  
242 ~~until the intersection with Kings Highway and then west along the southern edge~~  
243 ~~of E. Reed Street to the original target area boundary and co-located with that~~  
244 ~~boundary south to the point of beginning.~~

245 ~~(2) Being that the boundary extension encompassing 14 acres is approved by the~~  
246 ~~Cabinet Committee on State Planning Issues.~~

247 ~~(3) Subject to the condition that no rebates will be granted for expansion of the gross~~  
248 ~~square footage of the building on parcel 2-05-07705-04-5200-00001 unless an~~  
249 ~~eligible project(s) mitigates future flood risks and improves the resiliency of the~~  
250 ~~site. Renovations to the existing building may be considered appropriate, at the~~  
251 ~~discretion of the Office of State Planning Coordination (OSPC) and the Delaware~~  
252 ~~State Housing Authority (DSHA).~~

253 ~~(4) The boundary extension set forth above shall be incorporated into the City of~~  
254 ~~Dover's GIS system as an amendment to the High Priority Target Area (a.k.a. the~~  
255 ~~Downtown Development District).~~

256

257

258

259 ARTICLE ~~IV~~ **III**. ELIGIBILITY260 *Section 1. Eligible Project*261 *Eligible projects shall include a new construction or renovation which:*

- 262 (a) *Is located within the target area; and*
- 263 (b) *The fair market value of the materials to be used in and the labor to be performed on*  
264 *the project exceeds the sum of \$5,000.00; and*
- 265 (c) *Is for commercial, office, or a residential use; and*
- 266 (d) *Conforms to the intent of this ordinance.*
- 267 (e) *In accordance with the agreement with the Delaware Office of State Planning*  
268 *Coordination and the Delaware State Housing Authority, no rebates will be granted*  
269 *for expansion of the gross square footage of the building on parcel 2-05-07705-04-*  
270 *5200-00001 (9 East Loockerman Street) unless an eligible project(s) mitigates future*  
271 *flood risks and improves the resiliency of the site. Renovations to the existing*  
272 *building may be considered appropriate, at the discretion of the Office of State*  
273 *Planning Coordination (OSPC) and the Delaware State Housing Authority (DSHA).*
- 274 (f) *In order for a residential use to be an eligible project, the object of the construction*  
275 *or renovation must be a dwelling unit as defined in article 12 of Appendix B -*  
276 *Zoning. Construction or renovation of accessory buildings as defined in article 12 of*  
277 *Appendix B - Zoning shall not be eligible for development incentives.*

278 Section 2 ~~1~~. Development incentive ineligibility.

279 An otherwise eligible project shall be ineligible for development incentives if:

- 280 ~~(a) An application for a building permit for the project was filed prior to the effective~~  
281 ~~date of this ordinance; or~~
- 282 ~~(b) Construction or renovation commenced prior to the effective date of this ordinance;~~  
283 ~~or~~
- 284 (a)(e) Issuance of the certificate of occupancy and/or the completion and finalization of  
285 the building permit occurs before the application for development incentives is  
286 received; or
- 287 (b)(d) The subject property is exempt from City of Dover real estate taxes, *except in*  
288 *cases where the property is owned by a non-profit organization constructing or*  
289 *renovating a dwelling unit to be transferred to non-tax-exempt homeowners; or*
- 290 (c)(e) The beneficiary of the incentives is delinquent on any of the obligations listed in  
291 *Dover Code, Chapter 1 - General Provisions, section 1-13(b).*

292 Section 3 ~~2~~. Revocation of eligibility.

293 The beneficiary of the incentives provided by this Appendix must remain current on all  
294 obligations due the city. If, at any time after the incentives have been granted, the beneficiary of  
295 the incentives becomes delinquent on any of the obligations listed in *Dover Code, Chapter 1-*  
296 *General Provisions, section 1-13(b)*, the city manager shall revoke the eligibility for any portion  
297 of the incentives not yet received by the beneficiary. Notice shall be given to such beneficiary in  
298 writing.

299

## 300 ARTICLE IV. DEVELOPMENT INCENTIVES

301 Eligible projects within the Target Area *and Downtown Development District* shall be  
302 eligible for the following development incentives:

303 Section 1. Waiver of permit fees.

304 Fees for building, plumbing, mechanical, and fire protection permits shall be waived for  
305 eligible projects. *Waivers do not apply to sign permits.*

306 Section 2. Waiver of impact fees.

307 Eligible projects shall qualify for city *water and wastewater* impact fee waiver of the cost of  
308 such fees *as established in Dover Code, Chapter 110, Article III and Article IV. The city*  
309 *cannot waive Kent County impact fees.*

310 Section 3. Abatement of property taxes on the value of improvement.

311 Eligible projects shall receive property tax waivers for a period not to exceed ten years so  
312 that improvements to the properties made in accordance with the intent of this ordinance will not  
313 be taxed for a period of time not to exceed ten years from the date of the making of the  
314 improvements. The said ten-year period will commence with the date of issuance of a *building*  
315 *permit final inspection or certificate of occupancy.*

316 Eligible projects within the ~~*High Priority Target Area*~~ *Downtown Development District*  
317 shall also be eligible for the following incentives:

318 *Section 4. Business license fee waiver.*

319 *Businesses that open within or relocate to the Downtown Development District on or after*  
320 *March 1, 2015, shall be eligible for a waiver of all city business license fees associated with the*  
321 *business for a period of three years. Eligible businesses are still required to obtain the*  
322 *required city business licenses.*

323 *Section 5. Rebate of the buyer's portion of the real estate transfer tax.*

324 ~~•~~ For properties which have transferred on or after March 1, 2015, the property owner shall be  
325 eligible for a rebate of the buyer's portion of the real estate transfer tax upon issuance of a  
326 certificate of occupancy, provided that a certificate of occupancy is issued for improvements to  
327 the property within five years of the payment of the real estate transfer tax.

328 ~~• *Businesses that open within or relocate to the high priority target area on or after*~~  
329 ~~*March 1, 2015, shall be eligible for a waiver of all city business license fees*~~  
330 ~~*associated with the business for a period of three years. Eligible businesses are still*~~  
331 ~~*required to obtain the required city business licenses.*~~

## 332 ARTICLE VI. ADMINISTRATION

333 The city manager and his/her staff shall develop the administrative procedures *and*  
334 *application forms* necessary to implement this ordinance. *If a potential beneficiary of the*  
335 *development incentives submits an application for incentives after a fee has been paid, except*  
336 *as otherwise provided in this appendix, the city will not issue a refund of fees paid. The city*  
337 *manager and his staff shall promulgate reasonable standards to be used in determining*  
338 *whether an eligible project shall receive development incentives and, if so, which incentives*  
339 *shall be granted. Administrative staff shall review applications for development incentives and*



340 ~~grant incentives to eligible projects. Applicants shall be notified of the action taken on their~~  
341 ~~applications by mail.~~

342 ARTICLE VII. - APPEALS

343 Applicants denied development incentives shall have the right to appeal the decision to the  
344 city council within 30 days from the date ~~that the notification was sent to the applicant of~~  
345 ~~mailing of the formal notification~~. Such appeal shall be in writing, signed by the owner of the  
346 property in question, and filed with the city clerk.

347

348 ARTICLE VIII. SEVERABILITY AND EFFECTIVE DATE

349 Section 1. Severability.

350 Should any section or provision of this ordinance be declared to be unconstitutional or  
351 otherwise invalid, such decision shall not affect the validity of the ordinance as a whole or any  
352 part thereof other than the parts so declared to be unconstitutional or invalid.

353 Section 2. Effective date.

354 This ordinance shall be effective as of January 1, 1991.

355

356 ADOPTED: \*

357

358

SYNOPSIS

359 The purpose of this ordinance is to codify the updated boundary of the Downtown Development  
360 District (DDD) approved by the State of Delaware. The amendments to Appendix C include:  
361 The description of the Downtown Dover Partnership (DDP) is moved from definitions to its own  
362 article. The description of the Board of Directors make-up references the DDP by-laws and  
363 maintains the requirement that at least five (5) members represent downtown property owners.  
364 It also reduces the frequency for the DDP to submit financial reports to City Council from  
365 monthly to quarterly and reduces the frequency of operational reporting from monthly to  
366 annually.

367 The ordinance moves the details of development incentive eligibility requirements from  
368 definitions to the article on eligibility. It modifies the “Target Area” to encompass the entire  
369 DDD area. It renames the “High Priority Target Area” to “Downtown Development District”  
370 and references the State designation. It modifies the DDD boundary to align with the updated  
371 DDD boundary approved by the State of Delaware (summer 2024).

372 The ordinance clarifies that the ineligibility of tax-exempt properties does not apply to non-  
373 profits building or renovating houses that will be transferred to non-tax-exempt owners. It also  
374 clarifies that the City cannot waive Kent County impact fees and that permit fee waivers do not  
375 apply to sign permits.

376

(SPONSORS:)

377

378 Actions History

379 02/10/2025 – Scheduled for First Reading – City Council

380 02/05/2025 – Proofreading Edits by Planning Staff

381 01/28/2025 – Introduction - Council Committee of the Whole/Legislative, Finance and

382 Administration