

**TIMOTHY M. BOURCIER, AICP, JD**  
[bourciertm@yahoo.com](mailto:bourciertm@yahoo.com)

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116 South Potomac Street • Baltimore, Maryland 21224 • Cellular: (305) 720-7104

August 30, 2010

**VIA EMAIL**

Bryan Hall, Circuit Rider – Sussex County  
Delaware State Planning Coordination  
122 William Penn Street  
Dover, Delaware 19901  
[Bryan.Hall@state.de.us](mailto:Bryan.Hall@state.de.us)

**Re: Delmar 2010 Comprehensive Plan Revisions**  
**September 2010 PLUS Submittal**



Mr. Hall,

Please find the Town of Delmar's 2010 Comprehensive Plan revision for your review. Included with this letter is the PLUS application, and draft comprehensive plan and maps for PLUS review. We are submitting this application requesting to be heard by the PLUS committee during their regularly held September meeting.

Per our discussion, the plan includes the Maryland Water Resources Element (WRE) for reference to assist the state with the development of their Chesapeake Bay Tributary Strategy. We have also included the legal disclaimer in the situation the Delaware rules, when written, make any portion of the plan unconstitutional.

If you have any questions, please do not hesitate to contact me. Also, please call or email me to let me know the date of the PLUS hearing. Though I am no longer with Davis, Bowen and Friedel, Inc., I will be coordinating the completion of this project on their behalf.

I look forward to speaking with you in the near future.

Sincerely,

Timothy M. Bourcier, AICP, JD

Cc: Radhika Paruchuri – Davis, Bowen and Friedel, Inc.  
Sara Bynum-King – Town of Delmar  
William Hardin – Town of Delmar

# Preliminary Land Use Service (PLUS) Application Municipal Comprehensive Plans

Delaware State Planning Coordination

122 William Penn Street • Dover, DE 19901 • Phone: 302-739-3090 • Fax: 302-739-6958

Please complete this “PLUS application in its entirety. **All questions must be answered. If a question is unknown at this time or not applicable, please explain.** Unanswered questions on this form could lead to delays in scheduling your review. This form will enable the state staff to review the project before the scheduled meeting and to have beneficial information available for the applicant and/or developer at the time of review. If you need assistance or clarification, please call the State Planning Office at (302) 739-3090. Possible resources for completing the required information are as follows:

[www.state.de.us/planning](http://www.state.de.us/planning)  
[www.dnrec.state.de.us/dnrec2000/](http://www.dnrec.state.de.us/dnrec2000/)  
[www.dnrec.state.de.us/DNRECeis/  
datamil.delaware.gov](http://www.dnrec.state.de.us/DNRECeis/datamil.delaware.gov)  
[www.state.de.us/deptagri/](http://www.state.de.us/deptagri/)

**Preliminary Land Use Service (PLUS) Application  
Municipal Comprehensive Plans**

Delaware State Planning Coordination  
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<b>Name of Municipality: Town of Delmar</b>	
<b>Address:</b>  <b>100 S. Pennsylvania Delmar, Maryland 21875</b>	<b>Contact Person: Sara Bynum-King</b>
	<b>Phone Number: (302) 846-2664</b>
	<b>Fax Number: (410) 896-9055</b>
	<b>E-mail Address: townmgr.delmar@verizon.net</b>

**Date of Most Recently Certified Comprehensive Plan: \_\_2005\_\_**

<b>Information prepared by: Davis, Bowen and Friedel, Inc.</b>	
<b>Address:</b>  <b>One Plaza East; Ste. 200 Salisbury, Maryland 21801</b>	<b>Contact Person: Timothy M. Bourcier, AICP</b>
	<b>Phone Number: (305) 720-7104 - cell</b>
	<b>Fax Number: (410) 770-4515</b>
	<b>E-mail Address: bourciertm@yahoo.com</b>

<b>Maps Prepared by: Davis, Bowen and Friedel, Inc.</b>	
<b>Address:</b>  <b>One Plaza East; Ste. 200 Salisbury, Maryland 21801</b>	<b>Contact Person: Timothy M. Bourcier, AICP</b>
	<b>Phone Number: (305) 720-7104 - cell</b>
	<b>Fax Number: (410) 770-4515</b>
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**General Plan Approval Process**

- Step 1: Draft prepared by local government.**
- Step 2: Planning Commission and/or Legislative Body approves draft plan to send to PLUS.**
- Step 3: PLUS meeting, application submitted by 1<sup>st</sup> business day of the month for that month's meeting.**
- Step 4: State comments submitted to local government within 20 business days of meeting.**
- Step 5: Local government replies to state comments in writing and submits revised plan (if necessary) to the Office of State Planning Coordination (O S P C) for review.**
- Step 6: OSPC requires 20 working days to reply to revised plan. State sends a letter accepting changes or noting discussion items or if no changes are necessary see step 7.**
- Step 7: Certification letter will be sent within 10 business days of final submission to OSPC.**
- Step 8: The local jurisdiction shall adopt the plan as final following certification. Plan is effective on the date of adoption.**
- Step 9: A copy of the final document and written notification of adoption is to be sent to OSPC.**

# Preliminary Land Use Service (PLUS) Application Municipal Comprehensive Plans

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## Comprehensive Plan / Amendment Checklist<sup>1</sup>

Please check yes or no as to whether the following information has or has not been included in the comprehensive plan and indicate page numbers where information may be found.

<b>Public Participation</b>	<b>Yes</b>	<b>No</b>	<b>Page # / Sections</b>
Public Participation Summary and Results	X		3 (F)

<b>Population Data and Analysis</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Past Population Trends	X		7 (D)
Population Projections	X		8
Demographics	X		8 - 11
Position on Population Growth	X		17-18 (C)

<b>Housing</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Housing Stock Inventory	X		8, 11-12
Housing Pipeline		X	
Housing Needs Analysis	X		52 (ch.8)
Position on Housing Growth	X		52 (ch.8)
Affordable Housing Plan	X		52 (ch.8)

<b>Annexation</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Analysis of Surrounding Land Uses	X		17-18
Annexation Plan	X		17-18

<b>Redevelopment Potential</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Identification of Redevelopment Areas and Issues	X		20 (F)
Redevelopment Strategy	X		21
Community Development Strategy	X		20-23

<sup>1</sup> Please go to the following website for detailed checklist information:  
<http://www.state.de.us/planning/services/circuit.shtml>.

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<b>Community Character</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
History of the Town or City	X		4(B)
Physical Conditions	X		5-7(C)
Significant Natural Features	X		5-7(C)
Community Character	X		4 (Ch.1)
Historic and Cultural Resources Plan	X		37-39 (B)
Community Design Plan	X		64-70)
Environmental Protection Plan	X		34-37 (A)

<b>Land Use Plan</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Existing Land Use	X		16 (Ch. 3)
Land Use Plan	X		18-23 (D)

<b>Critical Community Development and Infrastructure Issues</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Review of Community Conditions	X		40 (Ch 6)
Inventory of Community Infrastructure	X		40 (Ch 6)
Inventory and Analysis of Community Services	X		40 (Ch 6)
Water and Wastewater Plan	X		40 (Ch 6)
Transportation Plan	X		24 (Ch 5)
Community Development Plan	X		16 (Ch 3)
Community Facilities Plan	X		40 (Ch 6)

<b>Intergovernmental Coordination</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Description of Intergovernmental Relationships	X		60-61 (B)
Intergovernmental Coordination Strategy	X		60-61 (B)
Analysis and Comparison of Other Relevant Planning Documents	X		61

<b>Economic Conditions</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Economic Base / Major Employers	X		10-11
Labor Market	X		10-11
Income and Poverty	X		9
Economic Development Plan	X		20-23

<b>Open Space and Recreation</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Inventory of Open Space and Recreation Facilities	X		46
Open Space and Recreation Plan	X		46-48

**Preliminary Land Use Service (PLUS) Application  
Municipal Comprehensive Plans**

Delaware State Planning Coordination

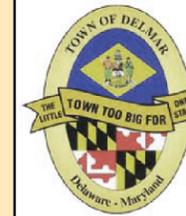
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<b>Implementation Strategies</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Evaluation of Current Codes and Ordinances	<b>X</b>		<b>61</b>
Zoning Map Revisions		<b>X</b>	
Zoning and Subdivision Code Revisions		<b>X</b>	
Implementation Plan	<b>X</b>		<b>60</b>
Coordination with Other Government Agencies	<b>X</b>		<b>60 (B)</b>

<b>Other State Programs, Policies, and Issues</b>	<b>Yes</b>	<b>No</b>	<b>Page #</b>
Total Maximum Daily Loads	<b>X</b>		<b>App. A</b>
Corridor Capacity Preservation Program	<b>X</b>		<b>25</b>
Agricultural Preservation Program		<b>X</b>	
Sourcewater Protection	<b>X</b>		<b>6, 36</b>

**Additional Comments:** The Zoning Map and revisions to the zoning ordinance were not included as part of this plan. The Zoning Map and Zoning Ordinance were recently revised in 2008. The Town will review the plan in accordance with the discussion in the Implementation Plan section of the Comprehensive Plan.

**Summary:** As with many communities, Delmar has seen substantial growth over the past ten years. There have also been a number of annexations that have not been fully developed. This Plan will help the Town in being prepared for future development of the Town by ensuring the proper community facilities and infrastructure exist, while community character and existing standards are maintained.



## Map 7: Transportation

### Legend

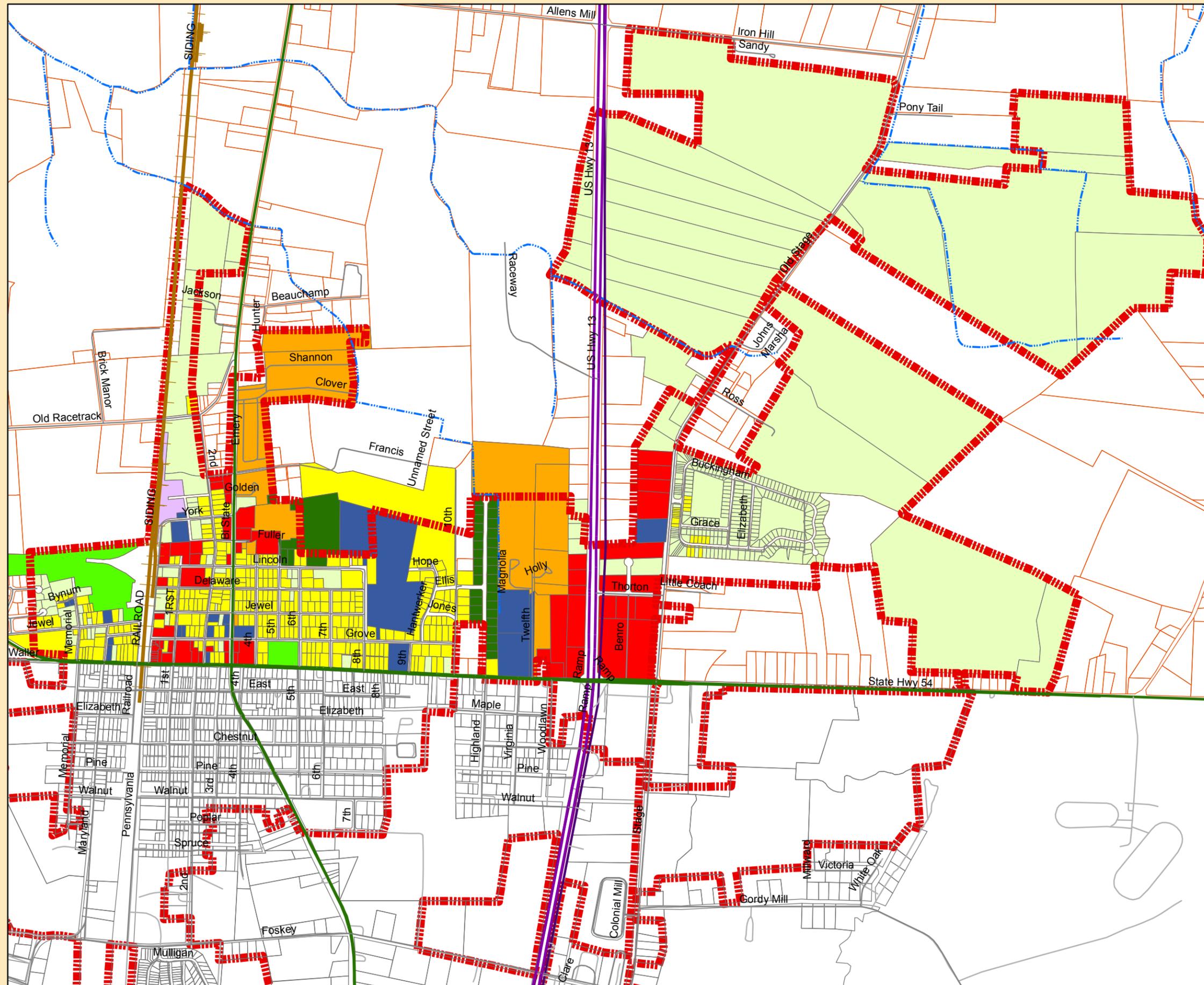
-  Town Boundary
-  Railroad Line
- Highway Class
  -  Interstate
  -  US Highway
  -  State Highway
  -  County Highway
  -  Off Interstate Business
  -  None

Source:  
 Town parcel data was supplied by the Town of Delmar.

0 1,500 3,000 Feet



This drawing has been prepared, in part, based on public-domain information furnished by others. While this information is believed to be reliable for planning purposes, DBF cannot verify its accuracy and, therefore, assumes no responsibility for any errors or omissions incorporated into it.





## Map 8: Hydric Soils

### Legend

-  Town Boundary
-  Hydric/ Partially Hydric Soils

Source:  
Town parcel data was supplied by the Town of Delmar.

0 3,000 6,000 Feet



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