

**CITY OF NEWARK
DELAWARE
BOARDS, COMMITTEES, & AUTHORITIES**

Appointed by Mayor and Council

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BOARD OF ADJUSTMENT

- AUTHORITY:** Newark City Code, Chapter 32, Zoning, Article XIX, Section 32-62 to 32-72; Delaware State Code, Title 22, Section 321 to 331
- MEMBERSHIP:** Five members.
- APPOINTMENT:** Four members appointed by Mayor with consent of Council; one member appointed by Mayor with consent of Council to serve as chairperson whose term shall be at the pleasure of the Mayor.
- TERM:** Four members, four years; chairperson, at pleasure of Mayor.
- PAY:** None.
- RESTRAINTS:** Members shall have knowledge and experience in urban and rural development problems. No member shall be, at the time of their appointment, a candidate, candidate-elect for, or incumbent of any elective public office.
- FUNCTIONS:** To hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by the Building Inspector in the enforcement of Chapter 32, Zoning, Newark City Code.
- To authorize, upon appeal in specific cases, such variances from the terms of Chapter 32, Zoning, as will not be contrary to the public interest where, due to special conditions, a literal enforcement of the provision of Chapter 32 will result in unnecessary hardship, and so that the spirit of the Chapter shall be observed and substantial justice done.
- To authorize such variances from the terms of Chapter 32 as will not be contrary to the public interest up on receipt of paper transmitted by the Building Inspector pursuant to Article XX, Section 32-75 (Special Provision Applicable to George Read Village), without the formality of an appeal; provided, however, that notice to all parties in interest shall be given in the same manner as upon hearing of an appeal.
- HEARING NOTICE:** Published in newspaper at least ten (10) days before date of hearing. Direct mail notice to applicant and counsel or representative of record and registered owners of next five properties adjoining or adjacent, in each direction, to the property upon which the appeal centers.
- MEETINGS:** Third Thursday of each month at 7:00 p.m.

BOARD OF ADJUSTMENT
MEMBERSHIP (Four-year terms)

Jeffrey Bergstrom, Chairperson
5 Darien Road
Newark, DE 19711-2046
Term: At-large

Christopher Rogers
12 E. Galloway Court
Newark, DE 19711
Term Expires: September 15, 2023

Mark Morehead
1 Swallow Circle
Newark, DE 19711
Term Expires: September 15, 2022

William Moore, Jr.
17 Squirrel Lane
Newark, DE 19711
Term Expires: September 15, 2021

Kevin Hudson
224 Dallam Road
Newark, DE 19711
Term Expires: September 15, 2024

BOARD OF BUILDING, FIRE, PROPERTY MAINTENANCE AND SIDEWALK APPEALS

- AUTHORITY: Newark City Code, Chapter 7.

- MEMBERSHIP: Five members and two alternates, one of whom shall be selected by membership to serve as chairperson.

- APPOINTMENT: Appointed by Mayor with consent of Council.

- TERM: Five-year terms.

- PAY: None.

- RESTRAINTS: None.

- BOARD REPORT REQUIREMENTS: None.

- FUNCTIONS: To decide upon appeals from a decision of a City official regarding the application and interpretation of Chapter 7 (Building), Chapter 14 (Fire), Chapter 17 (Property Maintenance) and Chapter 26 (Streets), Article III (Sidewalks). The application for appeal shall be based on a claim that the true intent of the Code or the rules legally adopted hereunder have been incorrectly interpreted, the provision of this Code do not fully apply, or an equally good or better form of construction is proposed. The Board shall not have the authority to waive requirements of the Code.

- HEARING NOTICE: To appellant or their representative. Agenda and notice posting shall be a minimum of seven (7) days in advance.

- MEETINGS: The Board meets upon notice of the chairperson within ten (10) days of the filing of an appeal or at stated periodic meetings if warranted by volume of work.

BOARD OF BUILDING, FIRE, PROPERTY MAINTENANCE AND SIDEWALK APPEALS
MEMBERSHIP (Five-year terms)

Matthew Van Rensler
415 Arbour Drive
Newark, DE 19713
(Professional Engineer)
Term Expires: August 31, 2026

Thomas Cofran
203 Sunset Road
Newark, DE 19711
(Builder)
Term Expires: August 31, 2020

James F. Cloonan
108 Briar Lane
Newark, DE 19711
(Civil Engineer)
Term Expires: August 31, 2024

Michael Chajes
113 E. Main Street, Unit 410
Newark, DE 19711
(Structural Engineer)
Term Expires: August 31, 2023

Matthew Savage
216 Kells Avenue
Newark, DE 19711
(Professional Engineer)
Term Expires: August 31, 2022

William A. Anderson, Jr.
1000 Fountainview Circle, Unit 301
Newark, DE 19711
(Alternate)
Term Expires: August 31, 2024

Alternate Vacancy Term Expires: August 31, 2025

COMMUNITY DEVELOPMENT/REVENUE SHARING ADVISORY COMMITTEE

- AUTHORITY:** Newark City Code, Chapter 2, Article VI, Sections 2-69 to 2-70, (Ordinance 16-24, 8/8/2016)
- MEMBERSHIP:** Eleven members: one from each District and five at-large (with at least one from Housing Authority, one from the business community, and one from non-profit).
- APPOINTMENT:** Six by Council from districts; five by Mayor with Council approval.
- TERM:** Three years.
- PAY:** None.
- RESTRAINTS:** None.
- BOARD REPORT REQUIREMENTS:** Recommendations to be submitted to Council for approval. Recommendations for funding agencies are submitted to Council for budget consideration via the Finance Department.
- FUNCTIONS:** Community Development: To consider requests for funding under Act for the development of viable urban communities by providing decent housing, suitable living environments, and expanding economic opportunities principally for person of low- and moderate-income.
- Specific objectives:
- Elimination and preventions of slums and blight;
 - Conservation and expansion of the nation’s housing stock;
 - Elimination of unhealthy and unsafe conditions;
 - Expansion and improvement of community services;
 - More rational utilization of land;
 - Reduction of the isolation of income groups;
 - Historic preservation;
 - Review findings of Housing Field Survey and evaluate same to make recommendations through the Planning Commission to Council;
 - Collect information to help determine what housing types are needed for elderly and low-income families.
- Revenue Sharing: The Committee sets applications and proposal guidelines for agencies applying for City Revenue Sharing funds. The Committee reviews proposal submitted by agencies, establishes public hearing decision making processes. Recommendations are forwarded to Council.
- MEETINGS:** Public hearing required. Other meetings on call of chairperson.

COMMUNITY DEVELOPMENT/REVENUE SHARING ADVISORY COMMITTEE
MEMBERSHIP (Three-year terms)

Mary K. Ferrero
148 Timberline Drive
Newark, DE 19711
District 1
Term Expires: March 15, 2022

Horacio D. Lewis
1000 Fountainview Drive, Suite 216
Newark, DE 19713
District 2
Term Expires: March 15, 2020

Susan Eggert
306 Apple Road
Newark, DE 19711
District 3
Term Expires: March 15, 2023

Cecilia LeDoyen
59 Madison Drive
Newark, DE 19711
District 4
Term Expires: March 15, 2024

Dr. Freeman L. Williams
1 Farm House Road
Newark, DE 19711
District 5
Term Expires: March 15, 2023

David Robertson
17 New Street, #7
Newark, DE 19711
District 6
Term Expires: March 15, 2019

Marcia Halio
43 Winslow Road
Newark, DE 19711
At-large
Term Expires: March 15, 2022

COMMUNITY DEVELOPMENT/REVENUE SHARING ADVISORY COMMITTEE
MEMBERSHIP (continued)

Kevin L. Smith
Habitat for Humanity of New Castle County
1920 Hutton Street
Wilmington, DE 19802
Non-profit Representative
Term Expires: March 15, 2020

Ted Elder
100 Red Pine Circle
Newark, DE 19711
At-large
Term Expires: March 15, 2022

Nikki Lane
306 North Twin Lakes Blvd.
Newark, DE 19711
Newark Housing Authority Representative
Term Expires: March 15, 2022

Dale Weiss
3 Fountainview Drive
Newark, DE 19713
Business Community Representative
Mayoral Appointment
Term Expires: March 15, 2020

CONSERVATION ADVISORY COMMISSION

- AUTHORITY:** Newark City Code, Chapter 2, Article X, Sections 2-151 to 2-154, (Ordinance 77-56, 11/14/77)
- MEMBERSHIP:** Nine members.
- APPOINTMENT:** Three appointed by Mayor and one appointed by each Councilmember. The Commission is to draw up its own rules of procedure and elect its own officers annually.
- TERM:** Three for three years, three for two years, and three for one year; succeeding terms to be three years.
- PAY:** None.
- RESTRAINTS:** None.
- BOARD REPORT REQUIREMENTS:** Shall file an annual report.
- FUNCTIONS:** To advise Council in the development, management and protection of its natural resources with appropriate consideration of Newark's human and economic resources.
- MEETINGS:** Shall meet at its own call. (Currently meetings are held on the second Tuesday of the month at 7:00 p.m.)

CONSERVATION ADVISORY COMMISSION
MEMBERSHIP (Three-year terms)

John Mateyko
55 Sunset Road
Newark, DE 19711
Mayoral Appointment
Term Expires: March 15, 2023

Jean Hedrich
9 Nightingale Circle
Newark, DE 19711
Mayoral Appointment
Term Expires: March 15, 2024

Mayoral Appointment Vacancy

Helga Huntley
114 Timberline Drive
Newark, DE 19711
District 1
Term Expires: March 15, 2022

Beth Chajes
113 East Main Street, #410
Newark, DE 19711
District 2
Term Expires: March 15, 2023

Andrew O'Donnell
10 Blue Jay Drive
Newark, DE 19711
District 3
Term Expires: March 15, 2024

Sheila Smith, Chair
90 Dallas Avenue
Newark, DE 19711
District 4
Term Expires: March 15, 2023

District 5 Vacancy

Mary Clare Matsumoto
205 LaSalle Way
Newark, DE 19711
District 6
Term Expires: March 15, 2022

DIVERSITY AND INCLUSION COMMISSION

- AUTHORITY:** Newark City Code, Chapter 2, Article XV, Sections 2-168 to 2-172, (Ordinance 21-12, Amendment I, 4/26/21)
- MEMBERSHIP:** Seven members.
- APPOINTMENT:** One appointed by Mayor and one appointed by each Councilmember.
- TERM:** Initial appointments of Mayor and Districts 3, 5, and 6 Councilmembers shall have terms that expire in even numbered years. Appointments by Councilmembers in Districts 1, 2, and 4 shall have terms that expire in odd numbered year. Thereafter, all terms shall be for two years.
- PAY:** None. Members shall be reimbursed for reasonable expenses subject to travel and reimbursement procedures of the City.
- RESTRAINTS:** A conflict of interest may exist when the interest or concerns of any member of the Diversity and Inclusion Commission may be seen as competing with the interest or policy of the Diversity and Inclusion Commission. Any possible conflict of interest shall be brought to the attention of the Diversity and Inclusion Commission by the member concerned. When any such conflict of interest is relevant to a matter requiring action by the Diversity and Inclusion Commission, the impacted member shall call such conflict to the attention of the Diversity and Inclusion Commission and shall not vote on the matter. When there is any doubt as to whether a conflict of interest exists, the Diversity and Inclusion Commission member shall seek the advice of the city solicitor or an advisory opinion from the City's Board of Ethics.
- BOARD REPORT REQUIREMENTS:** Shall keep summary minutes. Shall file an annual summary to Council in the first quarter of the following year.
- FUNCTIONS:** The Diversity and Inclusion Commission is to provide advice and recommendations to Council and City staff in regard to the following:
- Recommend strategies to achieve Newark's vision to be an inclusive community that embraces diversity and enables and supports different lifestyles by encouraging cooperation, tolerance and respect among and by all persons who come in contact with the City of Newark, including residents, students, visitors, employers and employees.
 - Assist the city and the community to eliminate and prevent all forms of discrimination, hate or bias.
 - Act as conduit for complaints in the area of diversity, equity and inclusion. Any related complaints about city staff will be transmitted to the city manager for investigation and follow-up in accordance with city policy.
 - Recommend methods to improve diversity recruitment and retention efforts at all levels of city government including council, boards/commissions, and staff.

DIVERSITY AND INCLUSION COMMISSION

(continued)

- Provide education regarding the community's overall diversity.
- Recommend effective strategies for improved public engagement and methods to remove or reduce barriers to improve access to city services for our diverse population.
- Recommend areas for investment where needs are greatest, addressing root causes of inequities and lack of access to more smartly allocate our public resources.
- Recommend opportunities for community partnerships as a strategy to better understand and address equity impacts throughout our city.
- Facilitate the building of relationships with under-served and underrepresented communities and serve as trusted messengers to the community at large.
- Prepare an annual report to council on the previous year's activities of the commission and the forthcoming year's goals.
- Perform such other duties as the mayor and/or city council may direct.

The Diversity and Inclusion Commission shall have the authority to form working groups or subcommittees on specific topics that can meet separately from the main commission and report back during regular meetings. These working groups and subcommittees may include additional people who are not appointed members of the Diversity and Inclusion Commission to add additional viewpoints or subject matter expertise. All working groups or subcommittees shall conform to Delaware FOIA regulations. The number of simultaneous working groups or subcommittees may be limited by the ability of staff to provide adequate administrative support.

MEETINGS:

Once each quarter-year at times and places of its choosing in compliance with the Delaware Freedom of Information Act and Section 2-5.1 of City Code. Four members shall constitute a quorum.

DIVERSITY AND INCLUSION COMMISSION

MEMBERSHIP: (Two-year terms after inaugural appointments expire)

Sasha Aber
714 Fiske Lane
Newark, DE 19711
At-large Mayoral Appointment
Term Expires: July 15, 2022

Marihelen Barrett
309 Meriden Drive
Newark, DE 19711
District 1
Term Expires: July 15, 2023

Jacob Higgins
4612 Haverford Place, Apt. 3
Wilmington, DE 19808
District 2
Term Expires: July 15, 2023

Tamesha Garnett
24 Cordele Road
Newark, DE 19711
District 3
Term Expires: July 15, 2022

Blaine A. Hackett
122 Lloyd Street
Wilmington, DE 19804
District 4
Term Expires: July 15, 2023

Annalisa Ekbladh
37 Lynn Drive
Newark, DE 19711
District 5
Term Expires: July 15, 2022

Patrick McCloskey
319 Latrobe Drive
Newark, DE 19702
District 6
Term Expires: July 15, 2022

ELECTION BOARD

AUTHORITY:	Newark City Charter, Section 1002.2; Newark City Code, Chapter 10, Article I, Sections 10-1 to 10-8
MEMBERSHIP:	Seven members.
APPOINTMENT:	Appointed by Council, with one member appointed from each of the six Districts and one at-large.
TERM:	Three-year terms.
PAY:	\$180.00 for each registration and Election Day.
RESTRAINTS:	Each member shall be a citizen of the United States and shall have resided within the geographical boundaries of the City for one year next preceding their appointment. Mayor and members of Council shall not be eligible for appointment to the Board.
BOARD REPORT REQUIREMENTS:	Certification of the results of the election to each person elected and to the Council.
FUNCTIONS:	Conducts all elections and referendums. Has full power and authority to make and adopt rules to carry out the purposes of the Code, the Charter, and the Constitution and laws of the State of Delaware. Shall establish guidelines which shall enumerate the duties of the Board and election officials and the procedures for implementing them. Any member of the Election Board shall be deemed qualified to administer oaths as required by the provisions of the Code regarding absentee registration and absentee voting.
MEETINGS:	The Board shall meet annually on the last Saturday in January and organize by electing one of its members president.

ELECTION BOARD
MEMBERSHIP: (Three-year term)

Sydney Goldberg, Chair
113 Panorama Drive
Newark, DE 19711
At-large
Term Expires: January 15, 2022

Richard T. Sylves, Ph. D.
12 South Wynwyd Drive
Newark, DE 19711
District 1
Term Expires: January 15, 2024

Dean Moore
44 Hawthorne Avenue
Newark, DE 19711
District 2
Term Expires: January 15, 2024

Timothy English
45 Shull Drive
Newark, DE 19711
District 3
Term Expires: January 15, 2022

James M. Parks
44 Townsend Road
Newark, DE 19711
District 4
Term Expires: January 15, 2023

Laura Meredith
50 Fremont Road
Newark, DE 19711
District 5
Term Expires: January 15, 2023

David Redlawsk
4 Fall Brooke Road
Newark, DE 19711
District 6
Term Expires: January 15, 2022

BOARD OF ETHICS

- AUTHORITY:** Newark City Code, Chapter 2, Division 7, Board of Ethics, Sections 2-97 to 2-97.20
- MEMBERSHIP:** Seven members.
- APPOINTMENT:** Appointed by Council, with one member being appointed from each of the six Districts and one at-large.
- TERM:** Upon reorganization, members representing the at-large and District 5 positions will have five-year terms; members representing Districts 1 and 6 will have four-year terms; the member representing District 2 will have a three-year term; the member representing District 3 will have a two-year term; and the member representing District 4 will have a one-year term. The subsequent terms of each member of the Board shall be five years. Each member shall serve until their successor is appointed.
- PAY:** None.
- RESTRAINTS:** No members shall sit on the Board concerning any matter which directly or indirectly concerns their own interests.
- BOARD REPORT REQUIREMENTS:** Transmit findings of investigation to City Council or the City Manager.
- FUNCTIONS:**
- To implement the Code of Ethics adopted by City Council for public officers and employees.
 - To receive and initiate complaints of violations of the Code of Ethics.
 - To hear and investigate complaints and transmit the findings to the Council or the City Manager.
 - To render advisory opinions or interpretations with respect to the application of the Code of Ethics, either on request or on its own initiative.
 - To propose revisions of the Code of Ethics to assure its continuing pertinence and effectiveness.
- MEETINGS:** Shall meet at its own call or at the request of the City Council or the City Manager. Four members shall constitute a quorum. Complete minutes shall be kept of the proceedings.

BOARD OF ETHICS
MEMBERSHIP (Five-year terms)

Gene Niland
812 Kenyon Lane
Newark, DE 19711
At-large
Term Expires: February 15, 2025

Robert Kennedy
13 Kayser Court
Newark, DE 19711
District 1
Term Expires: February 15, 2024

Vacancy
District 2
Term Expires: Vacant term to expire February 15, 2023
(Subsequent terms will be for five years)

William H. Briggs
10 MacDuff Court
Newark, DE 19711
District 3
Term Expires: February 15, 2022

James R. Creque, III
13 Madison Drive
Newark, DE 19711
District 4
Term Expires: February 15, 2026

Vacancy
District 5
Term Expires: Vacant term to expire February 15, 2025

Vacancy
District 6
Term Expires: Vacant term to expire February 15, 2024
(Subsequent terms will be for five years)

NEWARK HOUSING AUTHORITY

- AUTHORITY:** Delaware State Code, Title 31, Chapter 43.
- MEMBERSHIP:** Seven members.
- APPOINTMENT:** Four appointments by Mayor; three appointments by Governor.
- TERM:** The terms are for three years with no limit in how many terms a member can serve.
- PAY:** None.
- RESTRAINTS:** All Board members must be residents of the City of Newark with one member being a participant in a program administered by the Authority.
- BOARD REPORT REQUIREMENTS:** Minutes submitted monthly to Council.
- FUNCTIONS:** The Newark Housing Authority's (NHA) primary function is to provide rental assistance with Federal Funds received from the U.S. Department of Housing and Urban Development (HUD) in administering two Federal Programs within the City limits of Newark, Delaware to qualifying families. The NHA owns and manages rental units offered to tenants who qualify under the Low-Income Public Housing Program and provides Housing Choice Vouchers to eligible participants for use in the private sector. Although both programs have their own set of reporting requirements, the NHA is evaluated annually by HUD to determine ongoing compliance in administering these programs.
- Historical Legislation of Public Housing**
United States Housing Act of 1937
- The Housing Act of 1937 is responsible for the birth of federal housing program initiatives. This act was originally intended to provide financial assistance to states and cities for public works projects, slum clearing, and the development of affordable housing for low-income residents.
- Housing Act of 1949**
- The Housing Act of 1949 established a national policy of "a decent home and suitable living environment for every American family."
- All other powers and obligations outlined in Title 31, Chapter 43, *Del. C.*
- MEETINGS:** Second Wednesday of each month. Special meetings on call of the chairperson.
- MISSION:** The Mission of the Newark Housing Authority is to provide safe, decent, sanitary housing for low- to moderate-income families, the elderly, and persons with disabilities. The Newark Housing Authority will manage resources efficiently, consistent with the highest ethical standards and free from discrimination. The Newark Housing Authority will seek to empower residents and clients to reach self-sufficiency and to make the transition to non-subsidized housing.

NEWARK HOUSING AUTHORITY
MEMBERSHIP (Three-year term)

Marene Jordan
Executive Director
313 E. Main Street
Newark, DE 19711

Donna Shand*
60-102 Welsh Tract Road
Newark, DE 19713
Term Expires: August 13, 2021

Emile A. Brown*
2 Shenandoah Drive
Newark, DE 19711
Term Expires: August 13, 2021

Lloyd Harris *
65 Thompson Circle
Newark, DE 19711
Term Expires: August 13, 2021

Marguerite Ashley**
52 Kells Avenue
Newark, DE 19711
Term Expires: January 15, 2022

Nikki Lane**
306 N. Twin Lakes
Blvd. Newark, DE
19711
Term Expires: January 15, 2022

Paul Tillman**
110 Trout Stream Drive
Newark, DE 19711
Term Expires: February 10, 2023

Denise Forman Gaines**
1125 Old Cooches Bridge Road
Newark, DE 19713
Term Expiration: October 12, 2023

PENSION REVIEW COMMITTEE

- AUTHORITY:** Newark City Code, Chapter 2, Division 7, Newark Pension Plan, Section 2-98.4
- PURPOSE:** Internal administration of the plan and to advise and assist council in meeting its mandate as fiduciaries of the plan to direct and monitor the investment management of plan assets. The committee will report to and be subject to council.
- DUTIES:** The specific duties of the pension committee are outlined as part of the Amended Pension Plan for Employees of City of Newark, Delaware as adopted by council ordinance.
- MEMBERSHIP:**
- Permanent members are:***
- City Manager
 - Deputy City Manager will serve as chair
 - Finance Director shall serve as vice chair of the committee.
 - Deputy Finance Director shall serve as an alternate voting member in the absence of any permanent voting member.
 - Investment consultant (non-voting)
- Four voting members are appointed as follows:***
- An active member of the American Federation of State, County and Municipal Employees, AFL-CIO and its Local Union No. 1670 (“AFSCME”) appointed by AFSCME leadership.
 - An active member of the Communication Workers of America Local 1036 (“CWA”) leadership.
 - An active member of Fraternal Order of Police Lodge No. 4 (“FOP”) appointed by FOP leadership.
 - One city resident shall be appointed by the mayor with council’s approval.
 - If and when there is no longer an active member from the union groups above, then that voting member shall be replaced with a city resident appointed by the mayor with council’s approval.
- TERM:** All terms shall be for two years. Active employees shall be appointed by their respective bargaining units in writing to the committee chair. Upon the expiration of a term of appointment, a member shall serve until his/her successor has been duly appointed. Reappointment to the committee shall be permitted.
- STAFF:** The Finance Department shall provide staff and related services to the committee under the supervision of the City Manager. Other City Departments may from time to time assist the Committee under the supervision of the City Manager in cooperation with the Finance Department.
- MEETINGS:** The Committee shall meet a minimum of two times per year at times and places of its choosing. Summary minutes shall be kept of all Committee meetings.
- FUNCTIONS:** Internal administration of the plan and to advise and assist Council in meeting its mandate as fiduciaries of the plan to direct and monitor the investment management of plan assets. The committee will report to and be subject to Council.

PENSION REVIEW COMMITTEE
MEMBERSHIP (Two-year terms)

Tom Coleman
City Manager
220 South Main Street
Newark, DE 19711

Devan Hardin, Chair
Chief Human Resources Officer
220 South Main Street
Newark, DE 19711

David Del Grande, Vice Chair
Finance Director
220 South Main Street
Newark, DE 19711

Jill Hollander
Deputy Finance Director
220 South Main Street
Newark, DE 19711
Alternate

Investment Consultant (non-voting) AFSCME Local 1670

One Representative as designated by the union

FOP Lodge 4
One Representative as designated by the union

CWA Local 1036
One Representative as designated by the union

Susan K. Poley
City Resident
13 Poplar Avenue
Newark, DE 19713
Term Expires: June 30, 2023

PLANNING COMMISSION

- AUTHORITY:** Newark City Code, Chapter 2, Article VIII, Sections 2-78 to 2-90; Newark City Charter, Section 901; Delaware State Code, Title 22, Sections 701 to 711.
- MEMBERSHIP:** Seven members.
- APPOINTMENT:** One member from each district and one member at-large, subject to confirmation by City Council.
- TERM:** Three-year terms.
- PAY:** None. Reimbursement for actual and necessary expenses incurred while on official business as approved by Council.
- RESTRAINTS:** Members shall be qualified by reason of education, experience and familiarity with the City. Each member shall be a resident of the numbered district from which appointed.
- BOARD REPORT REQUIREMENTS:** On or before October 1 of each year, work program to be prepared for coming fiscal year; to include necessary Planning Commission expenses to cover program to be submitted to City Council. Submit to Council all recommendations and advisements on planning subjects.
- FUNCTIONS:** Advise Council, after considering advice of Planning and Development Director, on zoning, land subdivision, floodplain, the Comprehensive Development Plan, the Official Map of the City, proposed ordinances concerning land use and development, urban renewal, expenditures for capital improvements where such improvements refer to a matter covered by the Comprehensive Plan or the Official Map, and such other planning subjects referred to it by City Council or the City Manager. All such recommendations shall be submitted to Council within a time specified by Council and prior to the public hearing by Council on the proposed ordinance where applicable.
- Study and recommend, after considering advice of Planning and Development Director, legislation for civic development as will facilitate the prevention and relief of congestion of population and of traffic, better control of fire hazard, better distribution of areas and of buildings for purposes of residence, manufacturing, trade, and transportation, the preservation of natural and historical features of the City, the beautifying thereof, the coordination of transportation facilities, the best method of financing and assessing the cost of public improvements, or any other matter relating to a coordinated civic development in the City.
- Recommend, after considering advice of Planning and Development Director, building, floodplain or zoning amendments to Building Code and/or Zoning Code, regulating height, location, and ground areas of buildings and structures and the division of the City into districts or zones based upon height, ground areas, and use of all buildings and structures.

PLANNING COMMISSION

(continued)

Conduct public hearings on zoning district classification changes.

Study all applications for approval of land subdivision, conduct conferences and hearings necessary to make such plans acceptable to them. Make recommendations to Council, after considering advice of Planning and Development Director, regarding revisions of Subdivision Regulations.

Conduct public hearings on annexation proposals and make recommendations to Council.

FUNCTIONS:

All questions concerning the location or acceptance of any public place, playground, parkway, street, avenue, highway, square, park, or of the design, acceptance or location of any bridge, viaduct, street or park fixtures or structures, or any public building (including a public library) or works of art proposed to be erected either wholly or partly by public or private funds, and as related to the implementation of the Comprehensive Development Plan, shall be referred to the Planning Commission by the Council for recommendation to Council within a time specified by Council.

Conducts public hearings and makes determinations on all requests for off-street parking requirement waivers. Appeals to parking waiver determinations are reviewed by City Council. Council may also review, modify, or deny the planning commission's approval, disapproval, or approval with conditions upon the recommendation of a member of Council, Planning and Development Director and/or the City Manager.

HEARING NOTICE: Agenda to be published at least fifteen days prior to public hearing or business meeting in a newspaper of general circulation in the City.

MEETINGS: First Tuesday of each month at 7:00 p.m. May hold executive session as a part of regular or business meeting. May hold informal meetings provided no business is done.

PLANNING COMMISSION
MEMBERSHIP (Three-year terms)

Allison Stine
283 Dallam Road
Newark, DE 19711
District 1
Term Expires: September 15, 2023

Willard F. Hurd, Chair
115 Lovett Avenue
Newark, DE 19711
District 2
Term Expires: September 15, 2024

Stacy McNatt, P.E.
7 Braemar Drive
Newark, DE 19711
District 3
Term Expires: September 15, 2022

Mark Serva
240 Orchard Road
Newark, DE 19711
District 4
Term Expires: September 15, 2024

Alan Silverman
23 Wakefield Drive
Newark, DE 19711
District 5
Term Expires: September 15, 2023

Karl Kadar
218 Walker Way
Newark, DE 19711
District 6
Term Expires: September 15, 2023

Jennifer Wallace
272 W. Chestnut Hill Road
Newark, DE 19711
At-large
Term Expires: September 15, 2022

BOARDS AND COMMISSIONS REVIEW COMMITTEE – INACTIVE

AUTHORITY:	Ad hoc committee established by Council on March 17, 2014
MEMBERSHIP:	Seven members
APPOINTMENT:	Seven members: one appointed by Mayor, and six members appointed by Council Members by Council District.
TERM:	To the sunset of the Committee.
PAY:	None
RESTRAINTS:	Members must reside in the District that the individual has been appointed to represent.
BOARD REPORT REQUIREMENTS:	The Committee must submit reports to council as boards and commissions are evaluated.
FUNCTIONS:	To review the City's Boards and Commissions and make recommendations to Council.
MEETINGS:	Meetings to be held on the fourth Tuesday of each month at 7:00 p.m.

BOARDS AND COMMISSIONS REVIEW COMMITTEE- INACTIVE
MEMBERSHIP

Rebecca Powers, Chairperson
703 Lehigh Road
Newark, DE 19711
Term Expiration: Sunset of the Committee
District: At Large

John D. Morgan
908 Kenilworth Avenue
Newark, DE 19711
Term Expiration: Sunset of the Committee
District: 1

Jo Anne Barnes
3000 Fountainview Circle, Apt 414
Newark, DE 19713
Term Expiration: Sunset of the Committee
District: 2

Christopher Laird
829 Lehigh Road
Newark, DE 19711
Term Expiration: Sunset of the Committee
District: 3

Roberta Sullivan
228 Orchard Road
Newark, DE 19711
Term Expiration: Sunset of the Committee
District: 4

Maria P. Aristigueta
77 Hidden Valley Drive
Newark, DE 19711
Term Expiration: Sunset of the Committee
District: 5

M. Howland Redding
13 Creek Bend Court
Newark, DE 19711
Term Expiration: Sunset of the Committee
District: 6

DOWNTOWN NEWARK PARTNERSHIP - INACTIVE

- AUTHORITY:** Newark City Code, Chapter 2, Article IV, Administration
- MEMBERSHIP:** No less than nine members. Permanent members: Mayor (or designee); City Manager (or designee); University of Delaware representative. One retail business owner; one restaurant owner; one commercial landlord; one cultural arts representative; one resident; one member of the Parking Committee.
- APPOINTMENT:** By Mayor, with approval of Council. Chair and Vice-Chair selected from among its business and/or corporate members, both of whom shall serve three-year terms.
- TERM:** Initial appointment of one owner of a Main Street business, the one at-large member, and the member from a major corporation shall be appointed for three-year terms; the owner of a Main Street property, the member from the Newark Post, the member from a bank with a branch in Newark, and the member representing a Newark resident with special interest in downtown shall be appointed for two-year terms; all other members shall be appointed for one-year terms. Thereafter, all terms shall be for three years.
- PAY:** None.
- RESTRAINTS:** None.
- BOARD REPORT REQUIREMENTS:** None.
- FUNCTIONS:** Downtown Newark shall, in general, encompass all properties located between Library Avenue and South Main Street and between the CSX Railroad right-of-way and Delaware Avenue. Advise Council on matters requiring Council action concerning the economic improvement and enhancement of downtown Newark. May also advise Council on matters requiring action concerning the economic improvement and enhancement of the city at-large.
- Economic improvement and enhancement shall refer to the promotion of business, business recruitment and retention, commercial and residential incentive programs, promotion of public events, coordination and communication among entities involved in downtown projects, and activities including merchants, city, and university, downtown off-street parking, downtown transportation improvements, public relations, downtown beautification, and the management of the affairs of the Partnership. In addition, the Partnership shall periodically evaluate Partnership programs. The Partnership's purpose, however, shall not include those purposes and duties established in this chapter for the Planning Commission. The Partnership may carry out other duties as required by Council.
- MEETINGS:** At the call of the chairperson. Must meet at least once each quarter.

DOWNTOWN NEWARK PARTNERSHIP - INACTIVE
MEMBERSHIP (Staggered initially, then three-year terms)

Gianmarco Martuscelli
158 E. Main Street
Newark, DE 19711
Term Expires: June 30, 2019
(Main Street Restaurant Owner)
At-Large

Term Expires: (Parking Committee) At-Large

Marge Hadden
45 Sunset Road
Newark, DE 19711
Term Expires: June 30, 2020
(Resident)
At-Large

Harold Prettyman IV (Ben)
175 S. Main Street
Newark, DE 19711
Term Expires: June 30, 2018
(Commercial Landlord)
At Large

Richard Hanel
211 E. Cobblefield Court
Newark, DE 19713
Term Expires: June 30, 2020
(Retail Business Owner)
At-Large

Linda Majewski
118 Rustic Drive
Newark, DE 19711
Term Expires: June 30, 2019
(Cultural Arts Representative)
At-Large

Tom Coleman, City Manager
220 South Main Street
Newark, DE 19711
Term Expires: No Expiration

Jerry Clifton City of Newark
220 South Main Street
Newark, DE 19711
Term Expires: No Expiration

University of Delaware Representative Term Expires: No expiration

DOWNTOWN NEWARK PARTNERSHIP – NEWARK PARKING COMMITTEE - INACTIVE

(Three-year terms all expiring January 15, 2017; appointed by Mayor)

Marvin Howard, Administrator
220 South Main Street
Newark, DE 19711

Fred Dingle
205 Hullahen Drive
Newark, DE 19711

Joseph McCoy
Catherine Rooney's
102 E. Main Street
Newark, DE 19711

John Brook
22 Bridlebrook Lane
Newark, DE 19711

Krista Milkovics
26 Hanes Street
Newark, DE 19711

Heather Dunigan (WILMAPCO)
850 Library Avenue, Suite 100
Newark, DE 19711

Steven Hudson
114 W. Mill Station
Newark, DE 19711

Richard S. Rind, Director of Parking & Transportation Services
University of Delaware
147 Perkins Student Center
Newark, DE 19716

Lt. William Hargrove, NPD
220 South Main Street
Newark, DE 19711

David Del Grande, Finance Director
220 South Main Street
Newark, DE 19711

Ruth Mayer
2821 Videre Drive
Wilmington, DE 19808

Jim Grimes, Sr.
Assistant Director of Public Safety
7 Confluence Court
Newark, DE 19711

PERSONNEL REVIEW COMMITTEE - INACTIVE

- AUTHORITY: Newark City Code, Chapter 2, Sections 2-96.4 thru 2-96.13.
- MEMBERSHIP: Three members, one designated by Mayor as chairperson.
- APPOINTMENT: By Mayor with consent of majority of Council.
- TERM: Three years.
- PAY: None.
- RESTRAINTS: Residents of the City of good repute, not Council Members.
- BOARD REPORT REQUIREMENTS: Opinions shall be filed with the City Secretary who shall transmit same to Mayor and Council.
- FUNCTIONS: Publicly hear and determine the facts surrounding the suspension or removal by the City Manager of any supervising official of the various departments of the City.
- MEETINGS: As requested or required at the discretion of the Committee.

PERSONNEL REVIEW COMMITTEE - INACTIVE
MEMBERSHIP (Three-year terms)

Victor Bernstein
416 Douglas D. Alley Drive
Newark, DE 19713
At-Large
Term Expires: July 15, 2016

Ronald L. Gardner
8 Farm House Road
Newark, DE 19711
Term Expires: July 15, 2015

Mr. John Hornor
113 E. Main Street, #401
Newark, DE 19711
Term Expires: July 15, 2015