

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 his appointment, a candidate, candidate-elect for, or incumbent of any elective public office.
BOARD REPORT REQUIREMENTS:	All actions and decisions to be filed in the office of the City Secretary. Copies of minutes sent to Council.
FUNCTIONS:	<p>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.</p> <p>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 provisions of Chapter 32 will result in unnecessary hardship, and so that the spirit of the Chapter shall be observed and substantial justice done.</p> <p>To authorize such variances from the terms of Chapter 32 as will not be contrary to the public interest upon receipt of papers transmitted by the Building Inspector pursuant to Article XX, Section 32-75 (Special Provisions 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.</p>
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 term)

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

Phone: 733-0215 (H)  
322-9813 (B)  
420-2694 (C)

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

Phone: 545-0291 (C)

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

Phone: 366-1037 (H)  
345-1811 (C)

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

Phone: 256-1938 (C)

**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 provisions 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 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, 2021  
Phone: 610-420-0812

Thomas Cofran  
203 Sunset Road  
Newark, DE 19711  
(Builder)  
Term Expires: August 31, 2020  
Phone: 368-7422

James F. Cloonan  
108 Briar Lane  
Newark, DE 19711  
(Civil Engineer)  
Term Expires: August 31, 2024  
Phone: 368-2379 (H)  
388-7601 (C)

Michael Chajes  
113 E. Main Street, Unit 410  
Newark, DE 19711  
Term Expires: August 31, 2023  
Phone: 455-0449 (H)  
690-1421 (C)

Matthew Savage  
216 Kells Avenue  
Newark, DE 19711  
(Professional Engineer)  
Term Expires: August 31, 2022  
Phone: 528-0785

William A. Anderson, Jr.  
1000 Fountainview Circle, Unit 301  
Newark, DE 19711  
(Alternate)  
Term Expires: August 31, 2024  
Phone: 803-0847 (C)

Alternate Vacancy Term Expires: August 31, 2025

**COMMUNITY DEVELOPMENT/REVENUE SHARING ADVISORY COMMITTEE**

- AUTHORITY:** Chapter 2, Art. VI, Sections 2-69 to 2-70, City Code (Ordinance No. 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 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 persons of low- and moderate-income.
- Specific objectives:
- Elimination and prevention 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 proposals 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 term)**

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

Phone: 728-4982 (H)  
463-1428 (C)

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

Phone: 559-4074 (C)

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

Phone: 379-2452 (C)

John Mateyko  
55 Sunset Road  
Newark, DE 19711  
District 4  
Term Expires: March 15, 2021

Phone: 645-2657 (H)

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

Phone: 690-4239 (C)  
Email: freemanwilliams@comcast.net

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

Phone: 690-8008 (C)  
455-1811 (H)

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

**Revised: November 17, 2020**

**COMMUNITY DEVELOPMENT/REVENUE SHARING ADVISORY COMMITTEE**

**MEMBERSHIP (Continued)**

Ted Elder  
100 Red Pine Circle  
Newark, DE 19711 At-Large  
Term Expires: March 15, 2022  
Phone: 453-1871 (H)

Nikki Lane  
306 North Twin Lakes Boulevard  
Newark, DE 19711  
Newark Housing Authority Representative  
Term Expires: March 15, 2022  
Phone: 367-4926 (C)

Dale Weiss  
3 Fountainview Drive  
Newark, DE 19713  
Business Community Representative  
Mayor's Appointment  
Term Expires: March 15, 2020  
Phone: 240-401-5911



**CONSERVATION ADVISORY COMMISSION**

AUTHORITY:	Chapter 2, Art. X, Sections 2-151 to 2-154, City Code (Ordinance No. 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**

John Mateyko  
55 Sunset Road  
Newark, DE 19711  
Appointed by Mayor  
Term Expires: March 15, 2023

Phone: 645-2657 (H)

Jean Hedrich  
9 Nightingale Circle  
Newark, DE 19711  
Appointed by Mayor  
Term Expires: March 15, 2024

Phone: 737-1843 (H)  
547-7196 (C)  
Email: cwildliferp@gmail.com

Robyn O'Halloran, Co-chair  
11 Wilbur Street  
Newark, DE 19711  
Appointment by Mayor  
Term Expires: March 15, 2022

Phone: 484-354-3766 (C)

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

Phone: 824-6916 (C)  
Email: hshuntley@gmail.com

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

Phone: 455-0449 (H)  
593-3123 (C)

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

Phone: 442-3654 (C)  
Email: odgreen16@gmail.com

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

Phone: 737-3878 (H)

District 5 Vacancy

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

Phone: 731-1430 (H)  
584-2835 (C)

**Revised: April 27, 2021**

## ELECTION BOARD

AUTHORITY:	Section 1002.2, Newark City Charter; Chapter 10, Article I, Sec. 10-1 through 10-8, City Code.
MEMBERSHIP:	Seven members.
APPOINTMENT:	Appointed by Council, with one member being 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  
113 Panorama Drive  
Newark, DE 19711  
At-Large  
Term Expires: January 15, 2022  
Phone: 366-8771 (H)

Richard T. Sylves, Ph.D.  
12 South Wynwyd Drive  
Newark, DE 19711  
District 1  
Term Expires: January 15, 2024  
Phone: 345-6876 (C)

Dean Moore  
44 Hawthorne Avenue  
Newark, DE 19711  
District 2  
Term Expires: January 15, 2024  
Phone: 455-1422 (H)

Timothy English  
45 Shull Drive  
Newark, DE 19711  
District 3  
Term Expires: January 15, 2022  
Phone: 598-7588 (C)  
838-1718 (H)

James M. Parks  
44 Townsend Road  
Newark, DE 19711  
District 4  
Term Expires: January 15, 2023  
Phone: 528-1504 (C)

Laura Meredith  
50 Fremont Road  
Newark, DE 19711  
District 5  
Term Expires: January 15, 2023  
Phone: 738-5054 (H)

David Redlawsk  
4 Fall Brooke Road  
Newark, DE 19711  
District 6  
Term Expires: January 15, 2022  
Phone: 861-6552 (H)  
319-400-1134 (C)

**Revised: January 27, 2021**

## BOARD OF ETHICS

AUTHORITY:	Chapter 2, Division 7, Board of Ethics, Sections 2-97 to 2-97.20, City Code.
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 member 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:	<p>To implement the Code of Ethics adopted by City Council for public officers and employees.</p> <p>To receive and initiate complaints of violations of the Code of Ethics.</p> <p>To hear and investigate complaints and transmit the findings to the Council or the City Manager.</p> <p>To render advisory opinions or interpretations with respect to the application of the Code of Ethics, either on request or on its own initiative.</p> <p>To propose revisions of the Code of Ethics to assure its continuing pertinence and effectiveness.</p>
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.

**Revised: April 14, 2021**

**BOARD OF ETHICS**  
MEMBERSHIP (Five-year term)

Vacancy  
District 1  
Term Expires: Vacant term to expire February 15, 2024  
(Subsequent terms will be for five years)

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

Phone: 302-290-9659  
Email: [williamhbriggs@aol.com](mailto:williamhbriggs@aol.com)

Vacancy  
District 4  
Term Expires: Vacant term to expire February 15, 2021  
(Subsequent terms will be for five years)

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)

Vacancy  
At-large  
Term Expires: Vacant term to expire February 15, 2025

**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

Phone: 366-0826

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

Phone: 528-0741

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

Email: emile.a.brown@gmail.com

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

Phone: 369-1520 (H)

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

Phone: 750-1180 (C)

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

Phone: 367-4926

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

Phone: 294-1622  
443-280-3495 (C)  
Email: ptillman2@gmail.com

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

Phone: 379-2815 (C)  
Email: decor815@hotmail.com

\*Governor's Appointment  
\*\*Mayor's Appointment



## PENSION REVIEW COMMITTEE

- AUTHORITY:** Newark City Code Chapter 2-98.4-Pension committee.
- 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.

**Revised: April 14, 2021**

**PENSION REVIEW COMMITTEE**  
**MEMBERSHIP (Two-year term)**

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  
13 Poplar Avenue  
Newark, DE 19713 City Resident  
Term Expires: June 30, 2021

## PLANNING COMMISSION

- AUTHORITY:** Newark City Code, Chapter 2, Sections 78 through 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.
- Conduct public hearings on zoning district classification changes.

**Revised: October 30, 2020**

**PLANNING COMMISSION (Continued)**

- FUNCTIONS:** 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.
- 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 term)

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

Phone: 381-5565  
Email: allison@allisonstine.com

Willard F. Hurd, Chair  
115 Lovett Avenue  
Newark, DE 19711  
District 2  
Term Expires: September 15, 2021

Phone: 302-981-2635  
Email: will.hurd.newark@gmail.com

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

Phone: 222-4337 (C)

Thomas Wampler  
39 East Park Place  
Newark, DE 19711  
District 4  
Term Expires: September 15, 2021

Phone: 230-6640 (C)

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

Phone: 737-2152 (H)

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

Phone: 737-1218 (H)  
668-8462 (C)

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

Phone: 302-588-6919 (H)  
Email: jenwallace@jwallace.com

**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 6 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 PM.

**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

Phone: 983-9087

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

Phone: 366-8029

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

Phone: 366-7000 (B)

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

Phone: 366-7000 (B)

University of Delaware Representative  
Term Expires: No expiration

**Revision: October 30, 2020**

**DOWNTOWN NEWARK PARTNERSHIP - NEWARK PARKING COMMITTEE - INACTIVE**

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

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

Phone: 366-7154 (B)

Fred Dingle  
205 Hullahen Drive  
Newark, DE 19711

Phone: 731-5200 (B)

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

Phone: 545-8541

John Brook  
22 Bridlebrook Lane  
Newark, DE 19711

Phone: 737-7050 (H)

Krista Milkovics  
26 Hanes Street  
Newark, DE 19711

Phone: 444-4071 Ext 111 (B)

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

Phone: 737-6205 Ext 18 (B)

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  
Newark Police Department  
220 South Main Street  
Newark, DE 19711

Phone: 366-7100 (B)

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

Phone: 366-7080 (B)

Ruth Mayer  
2821 Videre Drive  
Wilmington, DE 19808

Phone: 737-9146

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

**Revised: October 30, 2020**

**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 term)**

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

Phone: 456-3106 (H)

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

Phone: 731-4614 (H)

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