



PLANNING & DEVELOPMENT
CITY OF NEWARK

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December 29, 2017

Mr. Scott Lobdell
slobdell@vcea.org

Dear Mr. Lobdell:

The City of Newark's Subdivision Advisory Committee has reviewed the annexation, rezoning, major subdivision plan you submitted for 46 Welsh Tract Road, Tax Parcels 11-009.00-033 and 11-009.00-033.

We have the following comments:

Electric Department

1. Electric service is available from the end of Crystal Court and/or Rock Lane.
2. Developer must pay for any modification needed at existing pole line at Crystal Court and/or Rock Lane.
3. The developer must pay for all pole relocations, including costs from DP&L and Verizon. Verizon owns the existing poles.
4. The developer must pay all costs for onsite material, labor and meters to feed the homes in the development. Costs to be determined.
5. Streetlights will be supplied only if the street will be City owned.
6. Developer is responsible for all trenching, backfilling, installation of 2 – 4" conduits for underground high voltage cables and conduit and cable for low voltage services.
7. Electric meters must be individually located on each unit. Adequate space for padmount transformer and above ground pedestals must be supplied and shown on the developers drawing to ensure no conflict with water and sewer lines. Electric utility equipment must be located behind the sidewalk. Concrete sidewalks to front doors must be shown on prints.

8. Developer must pay any costs needed to ensure the new smart meters will talk to the existing system as this development is very far from the backbone of the system.
9. A 5-foot easement will be required behind the sidewalk for Electric utility equipment.
10. The developer must pay all costs to DP & L in order for the City to take over the existing house and connect it to the City's electrical distribution system.

Parks and Recreation Department

1. Developer will be required to pay \$450 per unit for a total of \$9,900 for cash in lieu of land as per Chapter 27, Appendix VI of the Code of the City of Newark, Delaware.

Police Department

1. After reviewing the plans to this project, the only concern would be collisions (especially left turns out and in) are likely to increase in that area.

Planning and Development Department

Code Enforcement Division

1. Comments based on 2012 IBC;
2. The proposed buildings must meet all applicable Building and Fire Code requirements. Complete architectural, structural, plumbing, HVAC, electrical and fire protection drawings are required for review prior to permits. Building height and area will be determined by the type of construction. Sprinklers are required for all housing units;
3. The architectural plans will need to match the architectural rendering/elevations submitted for the project. Confirmation that the elevations will match the rendering will need to be done at the time of architectural plan review. Code recommends that draft floor plans be presented to avoid issues during site plan review;
4. Please indicate the fire hydrant locations on the site plan and provide a turning template to verify the turning radius will work for fire truck access. The main entrance shall meet the fire lane requirements. Separate curb stoops for fire service and domestic water will be required. In addition to the 2012 IFC, please consult the 2015 Delaware Fire Protection Regulations;

5. The proposed homes will need to meet the LEED standards as per 2012 IECC;
6. Site must comply with all Accessibility Standards;
7. Demolition permits will be required for any existing buildings. An environmental survey and report will be required for any building. Any underground tanks will need to be removed by a certified contractor;
8. Pre-construction meeting will be required. Proper protection of site and public required during construction. The sequence of construction to be prepared and submitted by a licensed professional engineer.

Fire Safety

1. Location of fire hydrants must be shown.
2. Main Entrances of Units shall be on street side.
3. Dwelling units must be fully sprinklered.
4. Fire Dept. turning radius and turn around to be reviewed.
5. Fire Lane to be marked properly.

Land Use Division

1. The plan shows about 21.2% lot coverage (by buildings) for the entire development. Sec. 32-13.(a)(1)(c) limits development lot coverage to 20%. This plan would require a 1.1% variance for maximum lot coverage of the total area to be developed.
2. The plan shows about 55.6% lot coverage (by buildings) for the interior townhome units. Sec. 32-13.(a)(1)(c) and Sec. 32-13. (C)(2) limit lot coverage to 40%. This plan would require a 15.6% variance for maximum lot coverage of the 14 interior lots.
3. The plan shows the interior lots are about 1,620 square feet. Sec. 32-13.(c)(1) requires lots to be 2,725 square feet for units in a row or group with two party walls. This plan would require a 1,105 square foot variance for minimum lot size for the 14 interior lots. Article XXVII, Site Plan Approval does allow for variances to lot size with a minimum lot size of 1,545 which the interior unit do exceed, but this development as submitted does not qualify for site plan approval. Site Plan Approval might be an option to consider for this development if it could be revised to meet the requirements provided in Article XXVII.

4. Plan does not include building height. Plan must include number of stories and the height of the proposed structures. Zoning Code allows maximum of 3 stories and 35 feet height.
5. The plan shows 15 foot side yards. Sec 32-13(c)(7)d requires 25 foot side yards for end units of row or group dwellings. This plan would require a 10-foot side yard variance for each of the 8 end units.
6. Plan does not indicate number of bedrooms or number of parking spaces provided. There appears to be one off-street parking space provided in the driveway of each unit, but plan does not include any details about garages if they exist. Plan must include number of bedrooms and details about garages if they exist.
7. Comp Plan V's Growth and Annexation Chapter include a Plan Goal and Action Item for Growth and Annexation (page 164) as follows: "Restrict growth to orderly annexations that protect the environment and minimize the financial burden on the city, residents, and businesses." Strategic issues include "Prioritizing environmental and financial sustainability when making annexation decisions." This proposal will need to be evaluated to determine if it does protect the environment and minimize financial burden on the City.
8. The Comp Plan also indicates "Residential, Low-Density may be acceptable with low impact on floodplains and wooded area." This property currently appears to be a little less than half wooded. The proposed development preserves about half of the existing wooded area, with the other half being converted to a storm water pond. This may not qualify as "low impact". The applicant has indicated that there is significant erosion in the drainage ditch/stream at the rear of this property. This is not in the flood plain, but perhaps work to mitigate the erosion may help move this project closer to "low impact on floodplains and wooded area" and "protecting the environment".
9. Applicant should be aware of Zoning Codes definition of building height. Height is not measured to top of roof, only to average height of roof.

Height of a building: The vertical distance from grade plane to the average height of the highest roof surface. The average highest roof surface is further defined as the midpoint between the highest roof eave and its highest roof ridge.

10. Future submissions should refer to project number PR#17-11-03.
11. Plan title should include Annexation, Rezoning, Major Subdivision.
12. Subdivision Plan needs to include landscaping plans.

13. It might be appropriate to consider either reducing the density or utilizing Site Plan Approval provided in Article 28 of City of Newark Zoning Code for this project to accommodate the lot size and coverage issues of the interior units. The width of this project will make it difficult to achieve the required lot size and coverage requirements for the interior units. The interior units are 20-feet wide and only need to be 16-feet wide. Adding a few feet in width will still not get the lots to the size and coverage requirements and the higher density of housing on the south side of the lot preserving the wooded area to the rear would be appropriate. Site Plan Approval might be justified with LEED certification, quality architecture, erosion mitigation, or woodland restoration.

Public Works and Water Resources Department

GENERAL SITE:

1. Add the project number "#17-11-03" to the plan.
2. What is the purpose of the small triangularly shaped parcel boundary at the entrance? Label all existing easements.
3. Sketch Plans shall include significant planimetric, topographic, and physical features. Significant planimetric feature would include existing utilities to be tied into.
4. Prior correspondence indicates utilities are to be connected at Rock Lane. Provide location and details for connection to City water and sewer. In addition to the water line on Rock Lane, an 8-inch DIP water main is available along Welsh Tract Road. Sanitary sewer connection locations are available on Rock Lane and approximately 500 feet east along Welsh Tract Road. The former would require a stream crossing and pump station while the latter would require work along a state-owned road. Utility easements will be required and should be shown on the future Subdivision Plans.
5. Will trash collection be private or provided by the City? Specify how refuse collection will be addressed.
6. Include the "Purpose of Plan" to the Site Data column. In general, explain what (if anything) is being removed and what is being proposed.
7. The names of all property owners of unsubdivided property within 200 feet of the extreme limits of the subdivision as their names appear in the tax records need to be shown on the plan. The property information may be provided in table form.

8. A list of all utility owners, including electric, gas, cable, etc. shall be added to the Data Column as part of the Subdivision Plan submission.
9. Parking rationale will need to be added to the Site Data column on the Cover Sheet.
10. One (1) bicycle parking spot is required for every five (5) parking spots required. Add the Bicycle parking rationale to the Site Data column. Additionally, provide the location of the proposed bike rack(s) on the plans.
11. The bike racks and rack layout will need to conform to the City of Newark Bicycle Plan and DelDOT Standard Construction Detail M-4 – “Bike Rack Layout Details”.
12. Provide existing topography, proposed contours, and additional spot elevations at high and low points, building corners, tops of structures and any other critical elevations to help determine surface water flow directions.
13. Show any existing trees on the property and specify their removal if applicable. See Parks and Recreation comments for more details.
14. A DelDOT “Letter of No Objection to Recordation” letter must be furnished to the City prior to CIP approval.

WATER & SEWER:

1. Show existing water mains and services pertinent to the project. Show proposed water main with individual domestic and fire services to each home and a meter pit on the domestic service line.
2. The proposed homes are required to have sprinkler systems. A separate fire service is required for each unit.
3. All fire and domestic water services shall have individual valves located at the edge of the right of way.
4. Water services to new construction are required to have Mueller Thermal-Coil meter pits and standard City meters and transmitters for sewer billing purposes. Show the meter pits on the plan and label them accordingly.
5. Any dead ends to the proposed main will need a 2” blow off.
6. The Developer shall provide a set of water system drawings in accordance with the State Department of Health Drinking Water Standards for their review and approval. A copy of the approval letter (Approval to Construct) shall be provided to the City prior to CIP approval. A copy of the “Approval to Operate” from the Department of Public Health shall be provided to the City prior to the issuance of any certificate of occupancy.

7. Provide the City of Newark with a signed and sealed copy of the Department of Public Health approved water as-built plans within 30 days of DPH approval. Delaware State Plane Coordinates shall be provided for all fittings, valves, bends and hydrants.
8. Provide size, material, and invert elevations for all proposed and existing sanitary sewer manholes, mains, and laterals. The existing sanitary manholes immediately upstream and downstream from the tie-in location will need to be shown on the plan.
9. Due to the location of the nearest sanitary sewer mains, it is likely that a low pressure sanitary sewer system will be required to convey sewer flows to the Rock Lane or Crystal Court.
10. What type of low pressure sanitary sewer system is proposed? Indicate the proposed pumps, pipe material, and force main size.
11. Proposed air releases for the force main shall be shown on the plans. Air release valves shall be provided on lines at all local high points along the force main profile and shall be located in an open bottom manhole.
12. Minimum effective storage for a residential simplex grinder pump shall be 50% of the average daily volume generated in a two (2) day period.
13. All force mains shall be appropriately sized based upon the design requirements for the pump station or grinder pump. All force mains four-inches (4") and larger shall be ductile iron pipe. Nonmetallic force main shall be AWWA C-900, minimum SDR18, or HDPE DR11 (directional drilling applications) when warranted by the application and approved by PWWR.
14. Provide a wastewater flow generation summary on the plan which shows existing and proposed average and peak wastewater flows using New Castle County Department of Special Services flow generation standards. Apartment and townhouse units with an occupancy greater than four unrelated tenants shall use a flow generation rate of 300 gallons per day. A peaking factor of 4 shall be used for all projects.
15. Projects that generate more than 2000 gallons per day average sewer flow require a DNREC "Construction of Wastewater Collection and Conveyance Systems" permit. Plans which do not meet the 2000 gallons per day threshold shall be submitted to DNREC but do not need to submit the accompanying permit application and review fee. A copy of the approved permit shall be provided to the City prior to CIP approval.
16. Provide the City of Newark with a signed and sealed copy of the DNREC approved sanitary sewer as-built plans within 30 days of DNREC approval. Delaware State Plane coordinates shall be provided for all manholes, lateral connections, and cleanouts. Diameter and depth shall be provided for all cleanouts.

17. Add the following notes to the plan:

- a. *"Any damage to the City storm sewer, water, or sanitary sewer infrastructure shall be repaired or replaced to the satisfaction of the Public Works and Water Resources Director."*
- b. *"Unused water and sewer services shall be terminated at the utility main unless a more suitable location is determined by the PWWR Department during construction."*
- c. *"The Developer shall pay the Sewage Treatment Plant (STP) fee prior to receiving a building permit." STP fee is determined by New Castle County at a rate of \$833.33 per Single Family Detached Dwelling. For 22 homes the fee would \$18,333.26.*
- d. *"The Developer shall pay fees associated with the new water meters prior to issuance of a building permit."*
- e. *"The Developer will be responsible for the installation of additional transmission equipment as necessary should the proposed building negatively affect the performance of the City's wireless meter reading system."*

STORMWATER:

1. The SAS checklist and SAR have not been submitted for review. The Sediment and Stormwater Program Project Application Meeting will need to be scheduled with the City's Planning and Design Engineer (Ethan Robinson, Phone: (302) 366-7000 Ext. 2108).
2. This is a redevelopment project that shall comply with the latest Delaware Sediment and Stormwater Regulations. As a redevelopment project, runoff reduction practices shall be employed to achieve a 30% reduction in the effective imperviousness based on the existing conditions.
3. Redevelopment projects that require a detailed Sediment and Stormwater Management Plan require NPDES permit coverage through submittal of a Notice of Intent (NOI). Proof of the NOI submission to DNREC will be required. There is no record of an NOI Project ID for this project. Add the NOI Program ID to the Plan.
4. Add a Limit of Disturbance line to the plans and list the limit of disturbance in the Site Data column in square feet and acres.
5. Show the proposed stormwater pipes and structures.
6. A soil investigation will be required to determine its suitability for potential stormwater Best Management Practices (BMPs).

This Subdivision Plan review is solely based upon the information and details provided in the submitted documents. Additional comments may be generated during any future submission or CIP phases.

I hope you find this information helpful. Should you have questions or need more information, please do not hesitate to contact me at 366-7000, extension 2040.

Sincerely,

A handwritten signature in blue ink that reads "Mary Ellen Gray". The signature is written in a cursive style with a large initial "M" and "G".

Mary Ellen Gray
Planning and Development Director

MEG/tf