CITY OF DOVER PLANNING COMMISSION
AGENDA
Monday, June 19, 2017– 7:00 P.M.
City Hall Council Chambers
15 Loockerman Plaza, Dover, Delaware

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

ADOPTION OF MINUTES OF REGULAR MEETING of May 15, 2017

ADOPTION OF MINUTES OF QUARTERLY WORKSHOP of May 17, 2017

COMMUNICATIONS & REPORTS

1) Reminder: The next Planning Commission regular meeting is scheduled for MONDAY, July 17, 2017 at 7:00pm in the City Council Chambers.

2) Reminder: The Planning Commission Quarterly Workshop is tentatively scheduled for WEDNESDAY, July 19, 2015 at 12:00 noon in the City Hall Conference Room.

3) Update on City Council Actions

4) Update from Planning Office
    a. Review of *Zoning Ordinance* Objectives for Plan Consideration

OPENING REMARKS CONCERNING DEVELOPMENT APPLICATIONS

OLD BUSINESS

1) Requests for Extensions of Planning Commission Approval: None

NEW DEVELOPMENT APPLICATIONS

1) S-17-14 Dover Dialysis Center at 107 Mont Blanc Boulevard - Public Hearing and Review of a Site Development Plan application to permit construction of a 10,000 S.F. one-story office building and associated site improvements. 6,500 S.F. of the building to be used as a medical office and the remaining 3,500 S.F. is to be reserved for future commercial/professional office tenants. The property is zoned CPO (Commercial and Professional Office Zone) and subject to the COZ-1 (Corridor Overlay Zone). The property is located between Mont Blanc Boulevard and Saulsbury Road south of Walker Road. The owner of record is CCD Properties LLC and the equitable owner is MRMS Associates II, LLC. Property Address: 107 Mont Blanc Boulevard. Tax Parcel: ED-05-067.19-04-49.00-000. Council District 1. *Waiver Request: Elimination of Bicycle Parking.*

2) S-17-15 Dover Station at 655 West North Street – Public Hearing and Review of a Site Development Plan application to permit construction of a 20,000 S.F. two-story office

building and a 6,000 S.F. group home as well as associated site improvements. This project adds to the existing development at 645 West North Street and will share site access. The property is zoned IO (Institutional and Office Zone) and is located on the north side of West North Street east of Clarence Street. The owner of record is Faithworks, LLC. Property Address: 655 West North Street. Tax Parcel: ED-05-076.12-04-08.00-000. Council District 4. *Waiver Requested: Reduction of Loading Spaces, Partial Elimination of Opaque Barrier (Fence Component) and Alternative Format of Opaque Barrier. This property was the subject of Site Development Plan Application S-07-37 for a similar development, granted Final Approval in May 2008; construction was not commenced and the plan subsequently expired. This property is also associated with Site Development Plan Application S-06-40, granted Final Approval in July 2007, for development of the adjacent property at 645 West North Street.*

3) S-17-16 Eden Hill Farm TND - Professional Office, Medical and Financial District: Revised Implementation Plan – Public Hearing and Review of a Revised Implementation Plan for the Professional Office, Medical and Financial District component of the Traditional Neighborhood Design project known as Eden Hill Farm. The District is located on two parcels of land consisting of 25.47 +/- total acres. The Revision is for the area east of Banning Street (known as Lot 2B) consisting of 7.33 +/- acres. The proposed overall plan for the District consists of six buildings, parking areas, open space areas, and the street layout. The parcel is zoned TND (Traditional Neighborhood Design Zone) and is located at the southeast corner of West North Street and Banning Street. The owner of record is Dover Medical Properties LLC. The property area is unaddressed. Tax Parcels: ED-05-076.00-01-13.05-000 and ED-05-076.00-01-13.02-000. Council District 2. *This Revised Plan is to supersede the initial Implementation Plan, S-06-26 Eden Hill Farm - TND Professional Office, Medical and Financial District, reviewed by the Planning Commission during 2006 with its conditional approval granted August 2006. Phases 1 and 2 of development were subject to plans S-06-42 and S-16-16.*

4) S-17-12 Capital Station Dover at 50 North DuPont Highway (Revised) – Public Hearing and Review of a Site Development Plan application to permit construction of 65,000 S.F. of commercial development to be known as Capital Station, at the northwest corner of North DuPont Highway and Division Street and also adjacent to Maple Parkway. The development is proposed to include a 24,197 S.F. retail and restaurant multi-tenant building, a 6,625 S.F. retail and restaurant multi-tenant building, a 6,100 S.F. retail or restaurant building, a 6,080 S.F. restaurant building, and a 21,998 S.F. grocery store. Related site improvements include demolition of the former Playtex factory and provision of parking, landscaping, and pedestrian and bicycle facilities for the shopping center. The property is zoned SC-1 (Neighborhood Shopping Center Zone) and subject to the SWPOZ (Source Water Protection Overlay Zone – Tier 1: Secondary Wellhead Protection Area). The owner of record is Capital Station Dover LLC. Property Address: 50 North DuPont Highway. Tax Parcel: ED-05-077.06-01-02.00-000. Council District: 2. *Waivers Requested: Partial Elimination of Sidewalk, Reduction of Arterial Street Buffer, and Floodplain Requirement to Reduce Impervious Area. This property was the subject of Site Development Plan S-14-03 Watertower Place aka "Tower Commons" granted conditional approval by the Planning Commission on April 21, 2014; construction was not commenced and the plan subsequently expired.*

NEW BUSINESS

1. Update on Project Research for *Zoning Ordinance* Text Amendments

ADJOURN

THE AGENDA ITEMS MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

Posted Agenda: posted June 9, 2017

CITY OF DOVER PLANNING COMMISSION
MAY 15, 2017

The Regular Meeting of the City of Dover Planning Commission was held on Monday, May 15, 2017 at 7:00 PM with Chairman Mr. Tolbert presiding. Members present were Mr. Roach, Ms. Edwards, Mr. Holt, Mr. Baldwin, Dr. Jones, Mrs. Welsh, Ms. Maucher and Mr. Tolbert. Mr. Holden was absent. (Mr. Holden arrived at 7:03 PM)

Staff members present were, Mr. Dave Hugg, Mrs. Dawn Melson-Williams, Mr. Eddie Diaz, Mr. Jason Lyon, Mrs. Tracey Harvey and Mrs. Kristen Mullaney. Also present was Mr. Isaac Morris, Mr. C.B. Cloud, Mr. Troy Adams, Mr. Michael Maupin, Mr. David Kuklish and Ms. Michele Wright.

APPROVAL OF AGENDA

Mr. Holt moved to approve the agenda as submitted, seconded by Dr. Jones and the motion was unanimously carried 9-0.

APPROVAL OF THE PLANNING COMMISSION MEETING MINUTES OF MARCH 20, 2017

Mrs. Welsh moved to approve the Planning Commission Meeting minutes of March 20, 2017, seconded by Ms. Maucher and the motion was unanimously carried 9-0.

COMMUNICATIONS & REPORTS

Mrs. Melson-Williams welcomed Mr. Dave Hugg. He has joined the City as the Interim Director of Planning and Community Development. He will be with us for a few months and he has certainly had fun so far.

Mrs. Melson-Williams stated that the Planning Commission Quarterly Workshop is scheduled for Wednesday, May 17, 2017 in the City Hall Conference Room beginning at noon. Please let Staff know if you plan on attending.

Mrs. Melson-Williams stated that the next Planning Commission meeting is scheduled for Monday, June 19, 2017 at 7:00pm in the City Council Chambers.

Mrs. Melson-Williams provided an update on the regular City Council and various Committee meetings held on March 27, 2017, April 10, 2017, April 24, 2017 and May 8, 2017.

Mrs. Melson-Williams stated that there is a training opportunity called "Planning 201 – Creating a Flood Ready Community" that is scheduled to be held on Friday, May 19, 2017. It's one in a series of planning education elements that the Institute for Public Administration at the University of Delaware has been conducting. If anyone is interested in attending, please let Staff know in the next couple of days and they will see if there are any seats available for that training session.

OPENING REMARKS CONCERNING DEVELOPMENT APPLICATIONS

Mrs. Melson-Williams presented the audience information on policies and procedures for the

meeting.

OLD BUSINESS

1) Requests for Extensions of Planning Commission Approval:
   A. S-15-05 North Street Mini Storage at 1351 West North Street – Request for a one-year extension of the Planning Commission approval granted on May 18, 2015 of a Site Development Plan to construct a self-storage facility consisting of three (3) buildings totaling 108,940 S.F. to include an office building and two (2) storage buildings with 519 units, and associated site improvements. The property is zoned IPM (Industrial Park Manufacturing Zone). The property is located on the north side of West North Street east of Mifflin Road and west of Commerce Way. The owner of record is RES-Data, LLC and SSS-Data, LLC c/o Dean Pletz. Property Address: 1351 West North Street. Tax Parcel: ED-05-076.14-01-07.00-000. Council District 1. Waivers Approved: Elimination of Curbing, Elimination of Opaque Barrier Requirement.

Representatives: None

Mrs. Melson-Williams stated that this is a request for an extension of a Planning Commission Site Plan approval that was granted in May 2015. From that initial date, they have two years to finalize their plan and commence construction. This project has not moved through that process as of yet so they are seeking an additional one year extension that would grant that approval through the end of May 2018. There is some possibility of a new property owner who's looking to pick up the project so there has been some recent inquiry as to the status of this plan. There is no public hearing related to this request for extension.

Mr. Holt questioned if there was to be a new owner on this property will there be any changes in the plan? Responding to Mr. Holt, Mrs. Melson-Williams stated that she believes that they are evaluating that. If there are significant enough changes then there is the potential that the application would need to be re-filed for Planning Commission review. If there are minor changes, some of them can be handled administratively through the plan review approval process that they have yet to finish.

Mr. Holt moved to approve S-15-05 North Street Mini Storage at 1351 West North Street for a one year extension, seconded by Dr. Jones and the motion was unanimously carried 9-0.

NEW DEVELOPMENT APPLICATIONS

1) Z-17-03 Lands of Most Worshipful Prince Hall Grand Lodge at 1408, 1412, and 1416 College Road – Public Hearing and Review for Recommendation to City Council for rezoning of three parcels located on the southeast side of College Road. The properties are zoned R-8 (One Family Residence Zone) and the proposed zoning is IO (Institutional and Office Zone). The owner of record is The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc. Property Addresses: 1408 College Road, 1412 College Road, and 1416 College Road. Tax Parcels: ED-05-067.14-01-47.00-000, ED-05-067.18-01-11.00-000, and ED-05-067.18-01-09.00-000. Council District 4. Ordinance

#2017-05. *For this zoning map amendment, the First Reading was completed on April 24, 2017. Public Hearing before the Planning Commission is scheduled for May 15, 2017 and Final Reading/Public Hearing is scheduled before City Council for June 12, 2017.*

Representatives: Mr. Isaac Morris, The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc; Mr. C. B. Cloud, The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc.

Mrs. Melson-Williams stated that this is an application for rezoning. It does involve three properties on College Road, specifically the addresses of 1408, 1412 and 1416. In the aerial that is presented on the screen, the property is pretty much right in the center of the picture. There is kind of a large square white roof and then a surrounding paved area that leads to College Road. It is an application of three parcels and the three parcels total 4.48 acres. It is currently the location of a membership club and its associated parking lot and the proposed use is to continue as the same (a membership club with the associated parking lot). The present zoning of the three parcels is R-8 (One Family Residence Zone) and the proposed zoning classification is IO (Institutional and Office Zone). This property was identified as part of the study of non-conforming uses in residence zones that the Planning Office has been conducting over the past year in response to a City Council request. This property has the opportunity to seek rezoning in order to come into compliance with that non-conforming issue. Currently, the use as the membership club would not be something that is a conforming use under the R-8 (One Family Residence Zone). The three properties in particular are three of the four that are owned by The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc. The main lodge building is on the property that is addressed 1412 College Road. The parcel addressed 1408 College Road is basically un-developed. It is the lawn area that is adjacent to the driveway leading to the parking lot. The property as 1416 College Road includes a portion of the building's parking lot. The lodge is in ownership of a fourth parcel of land which is a large triangular wooded piece that has no street frontage; however, it is not proposed for rezoning. It's used as an open space area.

Surrounding this area is a lot of different residential zoning; however, the *Comprehensive Plan* shows this area as an Institutional land-use classification which clearly allows the property to be rezoned to IO (Institutional and Office Zone). Even at the time of the *Comprehensive Plan* in 2008 that was anticipated. The other two parcels at 1408 and 1416 College Road are shown in the *Comprehensive Plan* as Residential Medium Density. Typically, the zoning classification of IO (Institutional and Office Zone) would not fit that land use category; however, they explored the opportunity of those two parcels to be recognized as what is termed a "Minor Variation" from the Land Development Plan in the *Comprehensive Plan.* A Minor Variation is an application for rezoning that while it is inconsistent with the City's *Comprehensive Plan* it is where the non-conformity is of a minor and relatively insignificant nature. There are specific conditions that must be met in order for it to be considered a Minor Variation. Staff did that review and determined that it does fit to be designated a Minor Variation and by letter of April 21, 2017 the Office of State Planning Coordination concurred with that decision that the two smaller parcels would be considered a Minor Variation of the *Comprehensive Plan* and thus eligible to also be rezoned to the IO (Institutional and Office Zone) category.

The existing and proposed use as a membership club would continue to be permitted in the IO

(Institutional and Office Zone). It would be classified as a place of public assembly. The recommendation of Planning Staff is to support the Rezoning request from R-8 (One Family Residence Zone) to IO (Institutional and Office Zone) for all three parcels. They note that the Planning Commission makes a recommendation and City Council is the final determination of a Rezoning application. The Development Advisory Committee Report continues with the information from the participating agencies. The City Electric Department and Public Works Department have no objection to the Rezoning. They do add some advisory comments should any re-development be anticipated. The Fire Marshal's Office has no objection to the Rezoning and they note that the Fire Marshal's Office conducts annual fire and life safety inspections at the property and that the building is sprinklered and has a hood suppression system related to kitchen activities. DelDOT had no comments and the Kent Conservation District also had no objection to the Rezoning of these parcels.

Mr. Holden questioned if R-8 (One Family Residence Zone) under a conditional use would allow the current use of this property? Responding to Mr. Holden, Mrs. Melson-Williams stated that it would. The R-8 (One Family Residence Zone) allows for a "private membership club" but it would be subject to conditional use review for the application. That is certainly a path forward that could be pursued. Staff felt that because of the size of the property and the *Comprehensive Plan* that rezoning it to IO (Institutional and Office Zone) was most appropriate and since the *Comprehensive Plan* obviously anticipated that. The other two smaller parcels of land really are part of the larger operation of the building itself. The parking lot is partially on one lot and the other one is clearly lawn area and would be subject to fairly substantial setbacks for any kind of development activity should anything be proposed in the future.

Ms. Maucher questioned what the activity was on the property in 2008 when the *Comprehensive Plan* was created? Responding to Ms. Maucher, Mrs. Melson-Williams stated that she believes that it was still the Lodge facility. It has been there for some time. We can certainly hear from the representatives that may have a little more background on the history of its establishment there.

Mr. Morris stated that he is the Deputy Grand Master of The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc. which makes him second in charge. Mr. Cloud is managing the building from day to day. This facility was specifically for The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc and we have several other chapters of the Order of Eastern Stars as well as different lodges that meet in that building regularly. They have all types of functions there and they try to keep this within a strictly business and private thing. In 2008, it was owned by a group of fellows that happened to be Masons but they operated the building a little differently. They no longer do that and when they purchased this property in April 2015, they basically closed the bar. They close down by 11 PM and they don't have loud music. There is no outside activity except once a year for their annual picnic which is on a Sunday or unless someone wants to use the small area for marriage which they have had requests for. They are in the process of updating the building; providing new heating systems and new electrical repairs that were neglected before and they are going to beautify the whole area including a new parking lot. The parking lot is going to be paved in June and they plan to be here for a while. They had another building in Wilmington, DE and they sold that building and purchased this building. Part of that building (purchase) was a facility on Reed Street and they sold that building to a developer who has built townhouses at that

location. They are planning on being a respectable and honorable resident in that area, realizing that there are people who live in that area as well.

Mr. Tolbert questioned if they purchased the building in 2015? Responding to Mr. Tolbert, Mr. Morris stated yes, they purchased the building in April 2015 from The Square Club Inc.

Mr. Tolbert stated that the building was owned by the Masons at that time as well. Responding to Mr. Tolbert, Mr. Morris stated no; it was owned by people who were Masons but it wasn't controlled by The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc. The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of the State of Delaware, Inc controls all Prince Hall Masons.

Dr. Jones stated that as she was doing some reading and she sees that Staff has made a recommendation without the benefit of hearing the comments from surrounding land owners and residents. Responding to Dr. Jones, Mrs. Melson-Williams stated yes, that is a standard note that they include in all Rezoning applications. The fact is that there is a public hearing that occurs before the Planning Commission where there may be public testimony in regards to the application as well as in front of City Council where there is another public hearing.

Dr. Jones stated that tonight would be that night. Responding to Dr. Jones, Mrs. Melson-Williams stated that tonight would the night to hear from members of the public in regards to the application.

Mr. Tolbert opened a public hearing and after seeing no one wishing to speak, closed the public hearing.

Dr. Jones moved to recommend approval to City Council for Z-17-03 Lands of Most Worshipful Prince Hall Grand Lodge at 1408, 1412, and 1416 College Road to change the zoning from R-8 (One Family Residence Zone) to IO (Institutional and Office Zone), seconded by Mr. Holt and the motion was carried 9-0 by roll call vote. Mr. Holden voting yes; as it follows the 2008 Comprehensive Plan and there is no public concern over the matter. Mr. Roach voting yes; it makes sense since the three parcels are already being interchanged as far as with the existing uses of the main one so we might as well make them all IO (Institutional and Office Zone). Ms. Edwards voting yes; based on the previous statements as well as the fact that it will bring it in to compliance with the current Zoning Ordinance. Mr. Holt voting yes; as it fits in with the City of Dover Comprehensive Plan. Mr. Baldwin voting yes; because of the 2008 Comprehensive Plan and there are no rebuttals from the neighborhood. Dr. Jones voting yes; for all of the for mentioned reasons and she looks forward to the changes and the beautification that's coming in that area. Mrs. Welsh voting yes; for all of the comments as far as the zoning classification and the compliance of the rezoning of the three parcels. Ms. Maucher voting yes; for the reasons previously stated. Mr. Tolbert voting yes; the application will bring the applicant in compliance with the Ordinance and he thinks that is very necessary at this point.

2) SB-17-01 Minor Subdivision Plan at 749 West North Street – Public Hearing and Review of a Minor Subdivision Plan application to permit subdivision of a 23,144 S.F. lot into three (3) new lots of approximately 7,400 S.F. +/- each. The property is zoned RG-1 (General

Residence Zone) and is located on the north side of West North Street east of Minima Street. The owner of record is MauTiste, LLC. Property Address: 749 West North Street. Tax Parcel: ED-05-076.12-03-59.00-000. Council District 4.

Representatives: Mr. Troy Adams, Mountain Consulting; Mr. Michael Maupin, Mautiste Investment Group

Mrs. Harvey stated that this Minor Subdivision Plan proposes to create three parcels of land from the existing 23,000 SF ± parcel of land. This request will subdivide the land into three parcels of approximately 7,400 SF each. The property is zoned RG-1 (General Residence Zone). The property is located on the north side of West North Street and east of Minima Street and the address is 749 West North Street. The owner of record is MauTiste, LLC.

Three dwellings will be constructed on the individual lots and they will meet the required setbacks for the RG-1 (General Residence Zone) per the requirements for Article 4, Section 4.2. The proposed dwellings are one story single family detached homes that would include front entrance steps and a porch for each home. The submitted plan shows an existing sidewalk along the West North Street frontage. West North Street is a DelDOT road. The plan shows an existing curb cut in front of proposed Lot 2. Curb cuts will need to be installed in the frontage of Lot 1 and Lot 3. Staff recommends connecting a sidewalk from the house from entry porch and steps to the paved driveway.

Mr. Roach stated that this property is literally in his back yard so he wasn't sure if it would be a conflict of interest to be involved in the voting as it pertains to this application. Responding to Mr. Roach, Mrs. Melson-Williams questioned if he received the notice that he was within 200 FT of the property?

Mr. Roach stated that they are not that close. Responding to Mr. Roach, Mrs. Melson-Williams stated that if he were that close then he would need to recuse himself but it has been noted for the record that it's in his neighborhood.

Mr. Holt questioned if these houses would have basements? Responding to Mr. Holt, Mrs. Harvey stated no.

Mr. Tolbert stated that the renderings show that the houses sit pretty high off of the ground. Responding to Mr. Tolbert, Mr. Adams stated that when the houses are built they will be built to normal elevation above existing grade to blend with the existing homes that are already in this location.

Mr. Tolbert stated that they looked high off the ground. A lot of modular homes and manufactured homes they don't have a basement either but they don't sit that high off the ground. Responding to Mr. Tolbert, Mr. Maupin stated that these houses are going to mirror exactly what is there. They are stick built, not modular. He is the developer that bought the Square Club lot and did the development that was mentioned during the last application. Their whole mission in Dover is to create new opportunities for housing development for homeownership. These three houses will conform to that.

Mr. Tolbert asked if they are practically finished with the development on Reed Street. Responding to Mr. Tolbert, Mr. Maupin stated yes, they are about one month away. He is very pleased with how they are blending.

Mr. Roach questioned if the houses are going to look like the houses that were built on the other end of North Street that's closer to the entrance of Eden Hill? Responding to Mr. Roach, Mr. Maupin stated yes.

Mr. Roach stated that the townhouses on Reed Street look nice and are a great addition.

Mr. Holt stated that he noticed a note that Staff mentioned a connecting sidewalk from the front entry of the house to the paved driveway. He thinks that it would be a real added attraction. Responding to Mr. Holt, Mr. Adams stated that this was also discussed at the DAC meeting. On the plan set, there are one or two houses that show a disconnect between the driveway and the front set of stairs to enter the house. they won't be literally having new sidewalk constructed from the existing sidewalk up to the front door. They are just going to make sure that they can walk up the driveway and walk to the front stepS of the home.

Mr. Roach questioned if a Traffic Study had been conducted? As they have already discussed, North Street is busy during the day and it's difficult to get out of the residences. Is there an idea of the increase in traffic due to these new houses? Responding to Mr. Roach, Mr. Maupin stated that typically there are two cars per household. DelDOT has seen this set of plans and they are good with it. They had to make some adjustments to some entrances but that was about it. A Traffic Study wasn't really required.

Mr. Roach questioned if the homes would be income based or just standard homeownership? Responding to Mr. Roach, Mr. Maupin stated that these houses are market rate prices. Although they have not set a price yet, they will do the normal due diligence to see what the standard market rate is. There is no assistance tied to them. They are located outside of the Downtown Dover Development so there will be no grants available.

Mrs. Harvey stated that she would like to add that the City of Dover has a homeownership assistance program where they provide up to $20,000 to first time home buyers. These houses would be eligible since they are located within city limits of Dover.

Mr. Holden stated that in looking at the renderings there was a floor plan. On the floor plan, the back right corner had a room that didn't look like it had a door on it. He is curious about what that room was. Responding to Mr. Holden, Mr. Maupin stated that it should be the third bedroom.

Mr. Holden stated that it shows a five foot closet that opens into the master and at back right corner that's behind bedroom three doesn't show a door. Responding to Mr. Holden, Mr. Maupin stated that it's a closet for bedroom three.

Mr. Adams stated that Mrs. Harvey's overview of the project is correct and they agree with and intend to comply with the DAC comments.

Mr. Maupin stated that the lots conform to all of the setbacks and lot density and lot size. They are taking a large lot and making it into three conforming lots which will mirror the exact layout and elevations of the existing houses.

Mr. Tolbert opened a public hearing and after seeing no one wishing to speak, closed the public hearing.

Mrs. Welsh moved to approve SB-17-01 Minor Subdivision Plan at 749 West North Street, seconded by Ms. Maucher and the motion was carried 9-0 by a roll call vote. Mr. Holden voting yes; the proposed subdivision complies with the lot dimensioning and other requirements and it will be an added benefit to this neighborhood to have homeowners on this parcel. Mr. Roach voting yes; he thinks that taking an empty lot and turning it into an opportunity for someone to become a homeowner will be great and he loves those houses. Ms. Edwards voting yes; for the reasons previously stated. Mr. Holt voting yes; he thinks it's an asset to the community. They are nice looking homes and he thinks that they will improve the neighborhood. Mr. Baldwin voting yes, for the reasons previously stated. Dr. Jones voting yes, for the reasons mentioned. Mrs. Welsh voting yes, for all of the reasons that were stated in the motion. Ms. Maucher voting yes; it's a good project. Mr. Tolbert voting yes; the houses that are going to be built are an asset to the community and having seen work that the developer has done before, he has confidence that it will be a great site when he is finished.

3) S-17-13 Longhorn Steakhouse at 505 North DuPont Highway – Public Hearing and Review of a Site Development Plan to permit construction of a 5,842 S.F. Longhorn Steakhouse restaurant and related site improvements. The project site is part of the Capital Commons development and predominately located on a separate 24,257 S.F. parcel. The property is zoned C-4 (Highway Commercial Zone) and is located at the northeast corner of North DuPont Highway and Townsend Boulevard. The owner of record is Dover, DE Retail LLC c/o TLM Realty Corp. and the project developer is the Darden Corporation. Property Address: 505 North DuPont Highway. Tax Parcel: ED-05-068.09-01-35.00-00. Council District 3. *This application is associated with Site Development Plan S-16-02 Capital Commons, granted conditional approval by the Planning Commission in February 2016 and Final Plan approval in May 2016. Site Development Plan S-16-23 Panera Bread, granted conditional approval in November 2016 and Final Plan approval in April 2017, is similarly associated with S-16-02.*

Representatives: Mr. David Kuklish, Bohler Engineering; Ms. Michele Wright, LDRA for RARE Hospitality

Mrs. Melson-Williams stated that this is a Site Plan application for the other pad site at the project known as the Capital Commons. Initially in 2016 for Capital Commons, they saw that application that made site improvements and then allowed for the re-development of the old K-Mart building into two retail tenant spaces for Burlington and Big Lots. In November of 2016, the Planning Commission saw the northern pad site which came through as a Panera Restaurant and they are moving dirt at that location. This brings us to the southern pad site. It is actually a separate parcel of land for the most part that's addressed as 505 North DuPont Highway. It was a previous location of a bank that was demolished almost one year ago. This evening it is coming

before the Commission as a Site Plan for a restaurant. That specific restaurant is a Longhorn restaurant. The building size is 5,842 SF. The parcel itself is just over 24,000 SF but there are improvements on the main Capital Commons parcel related to parking improvements and connecting the corner into the site that's already there. The property is zoned C-4 (Highway Commercial Zone) which clearly allows for restaurant uses. The Captial Commons site is actually where all the access to the restaurant pad will come from. The entrance that was improved from Townsend Boulevard to that T right angle intersection will be utilized as one way to enter to then circulate to the restaurant site as well as the existing site entrance to the property that's just north of the Panera construction location that leads into the whole Capital Commons site overall.

The rendering shown focuses more on the restaurant site itself. The restaurant is pushed to the corner. The main entrance faces west which means it faces DuPont Highway. Parking for the facility runs along the north elevation of the building and then you also have the expanse of the existing parking lot of the shopping center. There is an additional construction area of parking to the east of the restaurant site. The east side of the restaurant building is also kind of where the service elements happen for loading and drop off as well as their dumpsters being directly off the back of the building in an enclosed compound area. Parking for a restaurant is based on a seat count and for the seat count in this restaurant it would require a total of fifty-four (54) parking spaces. Those parking spaces are provided on the parcel itself and within the expanded parking area that's east of the building; then the balance will be part of the larger shared parking area of Captial Commons. Staff did do the calculations and the overall Capital Commons shopping complex does continue to meet the parking requirements of both the restaurant buildings and the retail that exists on that parcel so parking is not an issue here.

The plan includes bicycle parking; there is a rack that's proposed near the new entrance. There is the existing shared use path along DuPont Highway which after it turns the corner on Townsend Boulevard becomes a sidewalk. There are connecting sidewalks leading to the building and then also the opportunity to make the connection to the main retail building on the overall site as well.

There are no waivers specific to this application. There were several that were approved with the Capital Commons project that allowed for a reduction in the arterial street buffer from thirty feet down to twenty feet. This project continues to satisfy that requirement. There are some minor areas of depressed curb which are allowed for either access to handicapped parking as well as some stormwater management related to this site.

They are proposing tree plantings on the site as shown on the plan. The architecture plan shows the image of what would be facing DuPont Highway. The second image is the elevation that faces Townsend Boulevard. It's a one-story building and there are a number of different levels to the roof. There are some areas of flat roofs; there are pitched roofs and there are canopy elements and awnings that repeat themselves on the building. All four elevations of the building are very dynamic. They are seeing the use of stone as well as different colors of EFIS (a kind of stucco appearance) for the building itself.

The DAC Report continues with the comments from the Planning Staff. There are some minor plan fixes to be completed. Moving on with the other agencies, they will be working with Public

Works in regards to the locations of their water and sewer connections as well as the City's Electric Department. The Fire Marshal's Office has noted the various fire protection needs for the site which involve fire lanes. It is a building that will be required to be sprinklered and they are working with them as to the locations of fire hydrants to serve the site. DelDOT has actually issued a Letter of No Contention because it will allow them to utilize the existing entrances to the site. There are no new entrances added specifically to the restaurant parcel itself. The Kent Conservation District will be working with them in regards to what is called a Non-residential Standard Plan approval should they be in compliance with the overall plan that was established for stormwater on a regional basis for the Capital Commons project itself.

Mr. Tolbert stated that the one concern that he has is parking because there are already two popular retail stores on that site and now there will be two restaurants on the site as well. Responding to Mr. Tolbert, Mrs. Melson-Williams stated that she can tell them that for the overall site by their calculations of two restaurants and the size of the retail building, the complex is required to have three hundred seventy-eight (378) parking spaces. All three plans together will provide a total of four hundred seven (407) parking spaces. They exceed the minimum requirement but are still within the maximum parking allowable. Probably what you are seeing now is a lot of people parking in front of the main retail building but there is also the parking area that is adjacent to Townsend Boulevard on the south end of the main retail building.

Mr. Kuklish stated that he has no additions or changes and agrees with the overview.

Mr. Tolbert opened a public hearing and after seeing no one wishing to speak, closed the public hearing.

Mrs. Welsh moved to approve S-17-13 Longhorn Steakhouse at 505 North DuPont Highway, seconded by Ms. Edwards and the motion carried 9-0 by roll call vote. Mr. Holden voting yes; due to Staff comments and conformance with Code. Mr. Roach voting yes; he thinks it's a beautiful building and in the words of Mr. Tolbert, it doesn't have a flat roof. It looks like a really good addition to the area. Ms. Edwards voting yes; she thinks it will be a great addition to the City of Dover and it will also provide additional employment opportunities. Mr. Holt voting yes; he thinks it's a nice looking building and just looking at it makes him ready to go to dinner. It does meet all specifications. Mr. Baldwin voting yes; for the reasons previously stated. Dr. Jones voting yes; it's a welcomed addition to Dover. Mrs. Welsh voting yes; it's a great project and the installation will complete this whole shopping center area quite nicely. Ms. Maucher voting yes; for the reasons previously stated. Mr. Tolbert voting yes; this is a great improvement to that site. They have transformed that site and he is anxious to see it when it's all completed.

NEW BUSINESS

Meeting adjourned at 8:02 PM.

Sincerely,

Kristen Mullaney
Secretary

- **MINUTES of**
  Planning Commission Quarterly Workshop Meeting
  Of May 17, 2017

    - The Quarterly Workshop Meeting Minutes of May 17, 2017 are still being prepared. These Meeting Minutes will be distributed to the Planning Commission via email and at the June 19, 2017 meeting for review.

    - Adoption of the Minutes will be considered at the June 19, 2017 meeting of the Planning Commission.

Review of *Zoning Ordinance* Objectives for Plan Considerations

As part of a series of refinements to the format of the Development Advisory Committee Report, there is now a section that focuses on the objectives when considering and acting on a Site Development Plan.

In the Planning Office portion of the DAC Report, there is a section now titled "RECOMMENDED ADDITIONAL CONSIDERATIONS TO MEET CODE OBJECTIVES." It replaces the section previously referred to as "RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES." This section will include the Staff's Recommendations on all waiver requests and other items which focus on meeting the intent and objectives of the *Zoning Ordinance.*

The objectives for consideration are outlined in the *Zoning Ordinance.* The following is the code excerpt from the *Zoning Ordinance:*

Zoning Ordinance

Article 2. Site Development Plan

2.2 *Objectives.* In considering and acting upon site development plans, the public health, safety and welfare, the comfort and convenience of the public in general and of the residents of the immediate neighborhood in particular shall be taken into consideration and appropriate conditions and safeguards may be prescribed as may be required that the results of approval may, to the maximum extent possible, further the expressed intent of this ordinance and the accomplishment of the following objectives in particular:

2.21 Maximum safety and convenience of vehicular, transit, bicycle, and pedestrian traffic by ensuring that all proposed and impacted streets, driveways and walkways are adequate, but not excessive in number, adequate in width, grade, alignment, capacity, and visibility, and suitably located, particularly with respect to their connections with public streets.

2.22 The provision of adequate access to all proposed structures, equipment, or material on the site for fire, ambulance, police, and other emergency services.

2.23 The provision of adequate off-street parking to accommodate the vehicles of persons connected with or visiting the use and to obviate the parking of such vehicles in public streets.

2.24 A site layout (including the location, power, direction, and time of any outdoor lighting of the site) which would have no adverse effect upon adjacent properties.

2.25 Landscaping of the site in a manner which is in character with that generally prevailing in the neighborhood and which provides reasonable screening, at all seasons of the year, of all playgrounds, parking areas, and service areas from the view of adjacent residential properties and streets.

2.26 In applicable cases, a drainage system and layout which would afford the best solution to any drainage problems.

2.27 Ensure that large scale development projects involving extended construction periods are planned and implemented in accordance with an approved site development master plan.

2.28 Consideration shall be given to the physical orientation and architectural characteristics of proposed buildings, the relationship of proposed buildings to existing buildings and to other proposed buildings, and their contributions to the overall image of the immediate vicinity by considering the building and architectural design guidelines as set forth in article 5, section 19. Design characteristics of proposed buildings and building additions shall not detract or devalue existing buildings in the immediate vicinity.

(A) If the planning commission determines that the proposed physical orientation and architectural characteristics of the proposed buildings do not meet the intent and objectives of this section, then the planning commission shall refer the proposal to the architectural review oversight subcommittee for review and comment.

(B) The subcommittee shall meet and review the proposal with the applicant, and return its comments to the planning commission by the next regularly scheduled meeting.

(C) The architectural review oversight subcommittee shall be appointed by the commission at its annual meeting, and membership shall consist of two planning commission members, and two design professionals with experience in construction, and the mayor or the mayor's designee. Two alternate design professionals with experience in construction shall also be appointed.

City of Dover

DATA SHEET FOR SITE PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF June 7, 2017

PLANNING COMMISSION MEETING OF June 19, 2017

Plan Title:	Dover Dialysis Center at 107 Mont Blanc Boulevard, S-17-14
Plan Type:	Site Development Plan
Location:	Between Mont Blanc Boulevard and Saulsbury Road south of Walker Road
Tax Map #:	ED-05-067.19-04-49.00-000
Owner:	CCD Properties LLC
Applicant:	MRMS Associates II, LLC
Site Area:	1.29 acres +/-
Zoning:	CPO (Commercial and Professional Office Zone) and COZ-1 (Corridor Overlay Zone)
Prior Use:	Vacant
Proposed Use:	Medical office and future commercial/professional office
Building Area:	10,000 S.F.
Off Street Parking:	Required – 34 spaces (maximum 42 by code) Proposed – 34 spaces
Sewer & Water:	City of Dover
Waivers Requested:	Reduction of Bicycle Parking

City of Dover Planning Office

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: June 7, 2017

APPLICATION: Dover Dialysis Center at 107 Mont Blanc Boulevard

FILE #: S-17-14 REVIEWING AGENCY: City of Dover Planning

CONTACT PERSON: Eddie Diaz, Planner I PHONE #: (302) 736-7196

I. PLAN SUMMARY

Review of a Site Development Plan application to permit construction of a 10,000 S.F. one-story office building and associated site improvements. 6,500 S.F. of the building is to be used for a medical office tenant and the remaining 3,500 S.F. is to be reserved for future commercial/professional office tenants. The property is zoned CPO (Commercial and Professional Office Zone) and subject to the COZ-1 (Corridor Overlay Zone). The property is located between Mont Blanc Boulevard and Saulsbury Road south of Walker Road. The owner of record is CCD Properties LLC and the equitable owner is MRMS Associates II, LLC. Property Address: 107 Mont Blanc Boulevard. Tax Parcel: ED-05-067.19-04-49.00-000. Council District 1.

II. PROJECT DESCRIPTION

The Site Plan proposes a 10,000 S.F. building divided into a 6,500 S.F. medical office section and a 3,500 S.F. commercial/professional office section. It appears that the currently proposed tenant of the medical office section is American Renal Associates, operating what they plan to call the Dover Dialysis Center. Tenant(s) are not known yet for the commercial/professional office section.

The property has street frontage on Saulsbury Road to the east and Mont Blanc Boulevard to the west. The building is located along the Saulsbury Road frontage, and the building's parking lot is located along the Mont Blanc Boulevard frontage. Site access is from an existing curb cut access point on Mont Blanc Boulevard. Use of an existing cross-access connection to the Kids' Cottage property adjacent to the north is also proposed.

The site is planted with a variety of trees in the interior and around the edges of the site. Hedge screening is proposed along Mont Blanc Boulevard for the benefit of one-family residences across the street in the Four Seasons neighborhood. Some stormwater management is proposed on site, in grass areas along the edges; however, it is likely that most of the site's stormwater will be handled by the stormwater management pond immediately adjacent to the south of the site.

III. ZONING REVIEW

CPO Zoning District

The project's currently proposed uses for medical offices and commercial/professional offices are permitted in the CPO Zoning District. According to *Zoning Ordinance,* Article 3 §26.1, permitted uses in the CPO Zone are limited to business, professional, or governmental offices; banks; medical laboratories; and drive-in facilities accessory to any permitted use.

The submitted architectural elevations show a retail use substituted for the commercial/professional offices. According to *Zoning Ordinance,* Article 3 §26.2, a retail use would only be permitted in the CPO Zone as a conditional accessory use. A proposal for retail would have to be heard at a future meeting of the Planning Commission as a Conditional Use Application. It would have to be shown in such application that the proposed retail is clearly associated with, or operated for the benefit of, the office uses on site, rather than operated as an entirely separate tenant.

COZ-1: Corridor Overlay Zone

The purpose of the Corridor Overlay Zone (Article 3 §27) is to promote superior development and a high quality built environment along the City of Dover's urban corridors. Because of this it sets standards for landscaping and architectural design in excess of those required by underlying zoning districts, and sets bulk standards which supersede those outlined in the *Zoning Ordinance,* Article 4. Saulsbury Road is the corridor adjacent to this site.

The requirements of the Corridor Overlay Zone are laid out in Article 3, §27 of the *Zoning Ordinance*. The following requirements of the COZ have been met:

- §27.61(a): The front yard setback for properties along Saulsbury Road is required to be between 40 feet and 50 feet. The building is set back about 45 feet from Saulsbury Road. The building also meets the minimum 10-foot front yard setback for Mont Blanc Boulevard (required by *Zoning Ordinance,* Article 4 §4.15).

- §27.62: Buildings must be situated on the property so that the longest side of the building is arranged parallel and square to the roadway. The building meets this requirement.

- §27.63(a): No parking is provided between the building and Saulsbury Road.

- §27.63(c)(i): The number of parking spaces versus islands and medians, and the sizing thereof, meet the requirements of the COZ.

- §27.63(c)(ii): Landscaped buffer areas of at least 12 feet in width are provided between the building and adjacent parking lot and drive areas. 6-foot sidewalks are also provided in these buffer areas.

- §27.64(d): Cross access is provided to the Kids' Cottage property to the north.

- §27.64(e): The site entrance is more than 10 feet away from adjacent commercial property to the north.

- §27.66: The building complies with the allowable number of stories and allowable building height in the COZ.

- §27.67(a): The proposal meets the requirement that 25% of the lot consist of landscaped open space. As shown 28.6% of the lot is open space.

- §27.67(b): Street frontages are required to have a landscaped open space 25 feet in depth, measured from the curb line, and to provide one tree per fifty (50) feet of frontage. The landscaping and tree planting requirement for this location has been met for both the Saulsbury Road frontage and the Mont Blanc Boulevard frontage (see Landscape Plan discussion).

- §27.67(c) Non-frontage lot lines adjacent to nonresidential uses are required to have a landscaped open space 5 feet in width minimum of 5 feet of landscaped open space is required along the north and south lot lines, which adjoin non-residential uses. These landscaped open areas have been provided. The provisions of this subsection also require tree planting requirements of 1 tree per 75 feet of perimeter. These tree planting requirements are met (see Landscape Plan discussion).

- §27.69: The building has architectural features meeting the requirements of the COZ (See Building Architecture discussion).

IV. PARKING SUMMARY

According to *Zoning Ordinance* Article 4 §4.15, off-street parking in the CPO zone must be provided at a rate of one (1) space per 300 square feet of floor area or one (1) space per employee, whichever is greater. The number of employees to be employed on site is unknown. Article 6 §3.1 of the *Zoning Ordinance* also specifies a parking requirement specific to medical offices which is also one (1) space per 300 square feet of floor area. The parking requirement based on the building square footage would be 34 spaces. The proposed parking lot would have exactly 34 spaces.

Bicycle Parking

Bicycle parking is required at a ratio of one space for every twenty parking spaces. If the site is to be served by 34 parking spaces, two (2) bicycle parking spaces are required. The Site Plan as proposed does not feature any bicycle parking spaces.

Waiver Request: Reduction of Bicycle Parking

In accordance with *Zoning Ordinance* Article 6 §3.10, the Planning Commission may waive the requirement for bicycle parking if it is demonstrated that bicycle parking would not be appropriate for safety reasons or due to the nature of the use of the site. A waiver request has been submitted for consideration.

V. SITE CONSIDERATIONS

Traffic Circulation

Two-way circulation is provided within the building parking lot. There is also a one-way drive aisle loop that goes underneath the port-cochere for patient drop-off. The site vehicular entrance

is at a distance from the building, but provides easy access to the parking lot.

Sidewalks/Pedestrian Circulation

The site is served by an existing 6-foot wide multi-use path along Saulsbury Road and a 5-foot wide sidewalk along Mont Blanc Boulevard. The proposed plan would also provide pedestrian paths from both street frontages to the building, and provide pedestrian cross-access to the property to the north at the vehicular cross-access location. The building is surrounded by a perimeter sidewalk and landscape area, with sidewalk access to the building through the landscape area at locations that will be finalized as the building architecture is finalized.

Lighting

The Site Plan as submitted does not yet propose locations for new light poles. For commercial uses, lighting is required to be 1.5 footcandles at grade.

Dumpsters

Based on the building's office use and the 10,000 S.F. floor area, two dumpsters are required. The two provided dumpsters are located near the southwest corner of the site and the method of trash collection appears to be front load. The method of loading must be confirmed. The applicants must ensure that the dumpsters are sufficient to meet the trash collection and recycling needs of the site.

VI. BUILDING ARCHITECTURE

The applicant has provided renderings showing the elevations of the building. Due to the site's location in the Corridor Overlay Zone, the front elevation, known as the "corridor elevation," is subject to special requirements under the zoning. Corridor elevations are required to include several features, including functioning windows; a primary entrance door; a primary entrance feature; and either landscaping integrated into the building design concept, architectural or urban design elements linking adjacent structures, or architectural relief.

The architectural requirements of the Corridor Overlay Zone have been satisfactorily met. The building has functioning windows on the front facade (east elevation) for the interior spaces, taking up proportionately appropriate amounts of wall space. A primary entrance door is provided for each of the two main sections of the building, and the sidewalk from Saulsbury Road serves as an effective entrance walk. The building exhibits architectural relief, with a watertable separating two different kinds of brick on the façade, cast stone sills, PVC trim, and canvas awnings on the windows, and a PVC fascia just below the roof line.

The other three facades of the building are similarly articulated. The west elevation facing the parking lot features a port-cochere over the patient drop-off aisle. The signage locations proposed are not evaluated as part of Site Development Plan Review, but are noted here to be in places that would complement the building architecture.

VII. TREE PLANTING AND LANDSCAPE PLAN

The submitted plan set includes a concept for the Landscaping Plan. The total lot area is 1.29 acres (56,315 S.F.); based on this area, 19 trees are required to meet the tree density requirements of the site. The applicant proposes to meet this requirement with twenty new deciduous and five new evergreen trees for a total of 25 trees, species yet to be determined. The trees are proposed

to be distributed around all four property lines of the site as well as within the parking lot islands.

Article 3 §27.67(b) specifies that lots in the Corridor Overlay Zone must have a landscaped open space of at least 25 feet in width along the street frontage, measured from the back of the curb. This space has been landscaped as required along both the Saulsbury Road and Mont Blanc Boulevard frontages. The COZ also requires at least one tree per 50 linear feet of frontage be planted along the frontages; four (4) trees are planted along each of the 200-foot frontages so that trees are planted at a rate of one tree per 50 feet.

At least one tree per 75 feet is also required on nonfrontage perimeters. For the northern property line, seven (7) trees are provided along the 282-foot property line for a rate of one tree per 40.3 feet. For the southern property line, five (5) trees are provided along the 280-foot property line for a rate of one tree per 56 feet.

Parking Lot Screening

Screening is required for the parking lot because it is across from residential uses along Mont Blanc Boulevard (*Zoning Ordinance,* Article 5 §7.23 and Article 6 §5.43). This screen must consist of a thick hedge located along a line drawn parallel to the street, at a distance at least twenty (20) feet therefrom. Most of this requirement is fulfilled by the evergreen hedge shown on the plan. A number of evergreen shrubs near the site entrance and the dumpster also contribute to meeting this requirement. A continuation of the hedge or some additional shrubs may be needed at the very northern end of the parking lot.

VIII. CITY AND STATE CODE REQUIREMENTS

The subject proposal has been reviewed for code compliance, plan conformity, and completeness in accordance with this agency's authority and area of expertise. The following items have been identified as elements which need to be addressed by the applicant:

1) Two (2) bicycle parking spaces shall be provided for the site in accordance with the requirements of the *Zoning Ordinance* unless a waiver is granted by the Planning Commission. A waiver request has been submitted for review.

2) An additional pedestrian cross-access location is recommended, but not required, near the northeastern corner of the building, so that sidewalk will connect across an approximately 7 to 12-foot gap between sidewalk in front of the building and sidewalk in front of the adjacent day care center use. See the sidewalk connections between Kids Cottage and Delaware Guidance Services on the two properties to the north.

3) Refurbishment of the existing multi-use path along Saulsbury Road may be required in accordance with DelDOT requirements.

4) Provision of lighting for the site at 1.5 footcandles at grade is required.

5) Sheet C 2.0 (Site Plan):
   a. Please correct the scale label from 1" = 30' to 1" = 20'.
   b. Please ensure two location maps are provided, one at a scale of 1,200 feet to the inch and

one at a scale of 400 feet to the inch.

c. Please add a note to the plan indicating who will bear financial responsibility for construction of new utilities. If any new utilities are to be dedicated to the City, this must also be indicated on the plan.
d. Please indicate on the plan whether trash collection is to be front load or side load.
e. In the data column, please add the name and address of the equitable owner (MRMS Associates II, LLC).
f. In the data column, please remove "retail" from the proposed uses. This application is not a Conditional Use Application to allow for accessory retail. A separate application must be submitted to the Planning Commission to permit such a use.
g. In the general notes column, please check items D and G to see if they are supposed to be part of the current application.
h. On the plan drawing, please correct the 15-foot rear yard setback to a 10-foot front yard setback.

6) Landscape Plan:
   a. Please extend the hedge or plant more shrubs so that the northernmost row of parking spaces is screened from Mont Blanc Boulevard.
   b. Please provide a tree protection detail for existing trees and vegetation on the adjacent properties to the north and south.
   c. Please provide a written and graphic scale on the plan (currently 1' = 20").
   d. Please provide a tree summary table indicating the number of new trees of each species to be provided, along with sizing (caliper) information.
   e. In the project information box, please provide the current owner (CCD Properties LLC) as well as the equitable owner (MRMS Associates II, LLC).
   f. In the landscape requirements box, please indicate the total square footage of the site (56,315 SF) and correct the required number of trees to 19.
   g. On the plan drawing, please delineate the required landscape buffers in addition to the building setbacks. The landscape buffers are five (5) feet on the north and south, measured from the property lines, and 25 feet on the east and west, measured from the back of the street curb.
   h. Please check to ensure that all trees will be planted a minimum of ten feet away from all underground utilities. The tree at the northern end of the western parking island may be too close to proposed utility lines.

7) Please provide one or more detail sheets depicting required site details, including but not limited to bike racks, dumpsters, site lighting, stormwater and sewer utility details, etc.

8) Any Erosion & Sediment Control Plans and Stormwater Management Plans granted approval by the Kent Conservation District must reflect the Site Plan layout and design conditionally approved by the Planning Commission and be in compliance with the *Zoning Ordinance* and technical review requirements of other agencies.

9) The Final Plan set must include notes documenting any action taken by the Planning Commission with regard to requested waivers, and must list any additional conditions of approval.

IX. RECOMMENDED ADDITIONAL CONSIDERATIONS TO MEET CODE OBJECTIVES

In accordance with the *Zoning Ordinance*, Article 10 §2.2, the Planning Commission in considering and acting upon Site Development Plans may prescribe appropriate conditions and safeguards so that the public health, safety, and welfare, the comfort and convenience of the public in general, and the residents of the immediate neighborhood in particular shall be taken into consideration. These safeguards may to the maximum extent possible further the expressed intent of the *Zoning Ordinance* and the accomplishment of several objectives in particular listed in subsections 2.21 to 2.28.

1) Waiver Request: Reduction of Bicycle Parking: In accordance with subsection 2.21 related to safety and convenience of vehicular, transit, bicycle, and pedestrian traffic, staff recommends **denial** of the request to eliminate bicycle parking**.** Staff concurs with the applicant that bicycles are not an appropriate means of transportation for patients going to the site, and acknowledges that bicycling may cause some medical hygiene concerns for staff treating those patients as well. However, bicycling may be appropriate for the other, possibly non-medical tenants who will be occupying the building, whose identities are not yet known.

   Staff also notes that office policies could address the applicants' concerns about who uses the bicycle parking. The Dialysis Center could tell their patients and employees not to bike to the office, leaving the bicycle parking free for use by visitors to the other tenants.

2) To further subsection 2.28 related to architectural characteristics of proposed buildings, Staff recommends that any outside HVAC Equipment be designed to minimize impact on adjacent property owners, be adequately screened from public view, and minimize overall visible impact. Consideration must also be given to equipment placement in proximity to loading areas and public facades of the buildings. It appears that the building's equipment has been designed to meet these guidelines.

Other agencies may recommend additional considerations to meet code objectives in accordance with their areas of expertise. Action on all considerations identified in this section and by other agencies is at the discretion of the Planning Commission.

X. ADVISORY COMMENTS TO THE APPLICANT

1) The Planning Commission should act upon any Waiver Requests as part of any motion to approve this Site Plan, or as a separate motion if necessary. Note: The recommendations are at the discretion of the Planning Commission. The Commission may approve or deny waiver requests.

2) In the event that major changes and revisions to the Site Development Plan occur in the finalization of the Plan, contact the Planning Office. Examples include reorientation of the building, relocation of site components like stormwater management areas, and increases in floor area count. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other agencies and

commissions making recommendations in regards to the plan.

3) In the event that there are changes to the architecture, building footprint, layout or square footage of the building contact the Planning Office. These changes may require review by the Planning Commission.

4) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.

5) Following Planning Commission approval of the Site Development Plan, the Plan must be revised to meet all conditions of approval from the Development Advisory Committee or as otherwise noted.

6) For building new construction, the requirements of the building code and the fire code must be complied with. Consult with the Chief Building Inspector and City of Dover Fire Marshal for these requirements. The resolution of these items may impact the site design including such items as building dimensions and height, building openings, and fire protection needs, etc.

7) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate Site Plan approvals, Pre-Construction meetings, site inspections and permits are required.

8) Construction may have an effect on adjacent property owners. Any work requiring street closing or rerouting of residents or visitors should be coordinated as to offer the least amount of inconvenience.

9) The applicant shall be aware that Site Plan approval does not represent a Sign Permit, nor does it convey permission to place any sign on the premises. Any proposed site or building identification sign may require a Sign Permit from the City of Dover prior to placement of any such sign in accordance with *Zoning Ordinance* Article 5 §4.

10) The applicant shall be aware that Site Plan approval does not represent a Building Permit and associated construction activity permits. A separate application process is required for issuance of a Building Permit from the City of Dover.

If you have any questions or need to discuss any of the above comments, please call the project contact person or the Planning Office as soon as possible.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: MAY 31, 2017

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **Dover Dialysis Center at 107 Mont Blanc Boulevard**

FILE #: **S-17-14**

REVIEWING AGENCY: **City of Dover Electric and Public Works Departments**

CONTACT PERSON: **Paul Waddell - Electric**
Jason A. Lyon, P.E. – Public Works

CONTACT PHONE #: **Electric - 302-736-7070 Public Works – 302-736-7025**

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS

ELECTRIC

1. The roadway and curbing must be in.
2. The right-of-way must be within 6" of final grade.
3. The property corners must be staked.
4. Owner is responsible for locating all water, sewer, and storm sewer lines.
5. Owner is responsible for installing all conduits and equipment pads per the City of Dover Engineering Department specifications.
6. Owner is responsible for site and/or street lighting.
7. Meter locations will be determined by City of Dover Engineering Department.
8. Load sheets and AutoCAD compatible DXF or DWG diskettes of site plans, including driveways, are required prior to receiving approved electrical construction drawings.
9. Any relocation of existing electrical equipment will be engineered by the City of Dover Electric Department. Developer may be required to perform a quantity of the relocation. Any work performed by the City of Dover will be at the owner's expense.
10. Prior to construction, owner is responsible for granting an easement to the City of Dover Electric Department. Easement forms will be furnished and prepared by the City of Dover Electric Engineering Department.
11. Fees will be assessed upon final site plans. The owner will be responsible for fees assessed prior to construction. Owner is required to sign off plans prepared by the Electric Department.
12. Must maintain 10' clearance around all electrical equipment, unless pre-approved by the City of Dover Electric Engineering Department.
13. Prior to the completion of any/all designs and estimates, the owner is responsible for providing the Electric Engineering Department with a physical address of the property.
14. All Engineering and design for Dover Electric will be engineered upon final approved plans. All Engineering work will be furnished by the City's Electric Engineering Department.

WATER

1. All water utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
   a. Hydrant connections by the contractor are prohibited. This method may not be utilized during any phase of the project.
   b. Any existing water lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Public Works specifications and requirements.
   c. The site contractor shall contact the City of Dover Public Works Construction Manager at (302) 736-7070 prior to the start of construction. A representative from the City of Dover Department of Public Works must observe and approve all City owned water and sanitary sewer interconnections and testing. All water taps must be performed by a City of Dover approved contractor. The proposed location for the water connection may need to be adjusted in the field due to conditions of the existing main. Possible conditions that would require tapping relocation include proximity to pipe joints, other taps, concrete encasements, conflict with other utilities, and the like. Test holes must be performed by the contractor to determine the best tapping location. The City of Dover will not be held responsible for field conditions requiring adjustment of the tapping location or for any work required by the contractor to make an appropriate and lawful connection.
3. The size, type, and location of all proposed and existing water lines and valves must be shown on the plan.
4. Water usage projections (peak demand or plumbing fixtures) must be submitted to our office to correctly determine the size of the domestic and irrigation (if applicable) water meter for the proposed building. These projections must be submitted prior to approval so the meter size can be placed on the final site plan. The proposed water meter must be installed in a pit per City of Dover requirements and manufacturer's recommendations. Also, a dual check valve is required downstream of the meter.
5. The domestic service, fire main connection and valves must be clearly shown for each building. A valve must be installed at the tee to isolate combined fire and domestic water service to the building from the water loop. Typically this valve is installed at the tee or an acceptable distance from the building. A valve must be provided on the domestic water service, which must be tapped off of the combined eight-inch (8") fire/domestic service outside of the building. The domestic water tap and valve should be as close to the building as possible. Typically, the domestic tap and valve are located within five feet (5') to ten feet (10') of the building. A blow up detail of this layout is recommended.
6. Provide a construction detail for the proposed restraining system for the fire main located within the buildings. The Department of Public Works will test and inspect all fire mains to a blind flange located inside the buildings. The blind flange with tap is used for hydrostatic pressure testing (200 psi for two (2) hours) and dechlorination. The flange must be restrained in the direction of the pipe entering the facility. A pipe entering horizontally through a wall sleeve shall be restrained with rods through the wall. A pipe entering vertically through a slab shall be restrained through the floor to the ninety degree (90°) bend and thrust block. All rods shall be a minimum of ¾" all thread. All pipes through walls and slabs must be Class 52 cement lined ductile iron pipe. Confirm particulars to meet this requirement with mechanical designer.
7. A curb stop shall be located on the property line for the water service.

WASTEWATER

1. All wastewater utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
   a. Any existing sanitary sewer lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Public Works specifications and requirements.
   b. Part II, Chapter 180, Article III, Section 180-10 of the Code of Kent County requires that "no person shall discharge or cause to be discharged any stormwater, surface water, uncontaminated groundwater, roof runoff, subsurface drainage, uncontaminated noncontact cooling water or unpolluted industrial process waters to any

sanitary sewer", this shall include condensate. Sec. 110-231 of the City of Dover Code defines storm sewer as "…any system used for conveying rain water, surface water, condensate, cooling water or similar liquid wastes, exclusive of sewage." The contractor, developer, owner and designers shall ensure during construction that no illegal discharges to the sanitary sewer system are created with the site improvements.

3. The size, length, slope, type and flow directions must be shown on all existing and proposed sanitary sewer lines. Rim and invert elevations must be labeled on all sanitary structures, including cleanouts.
4. Cleanouts must be installed on sanitary sewer laterals within five feet (5') of the building, one foot (1') outside of the right-of-way and at all bends. Any cleanout located within a traffic bearing location shall be installed with a heavy duty cast iron frame and cover to prevent damage to the cleanout and lateral.
5. Sizing (flow) calculations must be submitted for the proposed force main (other than for single-family dwellings) showing that velocity and all other requirements are met.
6. The minimum size of all sanitary sewer laterals shall be six-inch (6").
7. If kitchen facilities are proposed a minimum 1,000 gallon, two chamber grease trap, meeting all Kent County ordinance requirements, must be provided. A construction detail for the proposed grease trap, as well as the proposed location, must be provided on the plan.

STORMWATER

1. Final site plan approval will not be granted until a copy of the approved Stormwater/Erosion and Sediment Control Plan from Kent Conservation District is submitted to our office.
2. The size, length, slope, type and flow directions must be shown on all existing and proposed storm sewer lines. Rim and invert elevations must be labeled on all stormwater structures.

STREETS

1. Final site plan approval will not be granted until a copy of the approved plan, signed by DelDOT is submitted to our office.

SANITATION / GROUNDS

1. None

GENERAL

1. All existing utilities shall be adjusted to final grade in accordance with current City of Dover requirements and practices. This must be included as a note on the plan.
2. Trees shall not be planted within ten-feet (10') of underground utilities.
3. The final site plan must be submitted in the following compatible digital formats:
   a. AutoCAD 2004 (.dwg format).
   b. Adobe Reader (.pdf format).

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

1. Owner must give the City of Dover Electric Department three (3) months notice prior to construction. Owner is responsible for following the requirements outlined in the City of Dover's Electric Service Handbook. The handbook is now available on the website at the following link: http://www.cityofdover.com/departments/electric/documents/.

WATER / WASTEWATER / STORMWATER / SANITATION / STREETS / GROUNDS / GENERAL

1. None

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. None

WATER

1. The City of Dover water system is available to this site. The developer is responsible for all costs associated with extending and providing service to the proposed development.
2. Prior to plan approval, the water system plans must be submitted to the Division of Public Health, Office of Drinking Water for review and approval. The owner/developer will be responsible for providing all completed forms and plan sets to the City of Dover as required for submission to the Office of Drinking Water. Plans will not be submitted to the Office of Drinking Water until review has been completed by our office.
3. Hydrant flow testing is currently only performed during the spring and fall. The applicant must call the Department of Public Works directly to schedule these tests. This applies to both existing hydrants as well as those proposed for the site.
4. Water impact fees may be required for this proposed site plan.

WASTEWATER

1. The City of Dover sanitary sewer system is available to this site. The developer is responsible for all costs associated with extending and providing service and capacity to the proposed development.
2. Prior to plan approval, the sanitary sewer system plans may be required to be submitted to the DNREC, Division of Water Resources, Surface Water Discharges Section for review and approval. The owner/developer is responsible for providing all application fees, completed forms and plan sets directly to DNREC.
3. Wastewater impact fees may be required for this proposed site plan.

STORMWATER / GROUNDS

1. None.

STREETS

1. Staff strongly encourages the proposed concrete sidewalk that connects the parking lot to Mont Blanc Boulevard be relocated to connect at the end of the existing sidewalk.

SANITATION

1. This site shall be served by a private solid waste removal company; this note shall be placed on the site plan.

GENERAL

1. The applicant is advised that depending upon the size of the existing water service and sanitary sewer lateral to be abandoned, flowable fill may be required.
2. Construction plans will not be reviewed by our office unless all previous comments have been clearly addressed within the plan set and accordingly identified within an itemized response letter and with the Water/Wastewater Initial Plan Submission Checklist, which can be obtained from the following website: https://imageserv9.team-logic.com/mediaLibrary/198/WaterWastewaterHandbookFinal_1.pdf, page 88.

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

S-17-14

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: May 31, 2017

CITY OF DOVER FIRE MARSHAL

APPLICATION: Dover Dialysis Center 107 Mont Blanc Boulevard

FILE #: REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika, Fire Marshal PHONE #: (302) 736-4457

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY, AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESS BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. Proposed building is Office/Medical .

2. Building Access shall be no further than 50 feet from a primary entrance, where buildings are provided with an automatic sprinkler system installed in accordance with NFPA 13, access shall be no further than 100 feet from the primary entrance. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 3)

3. Parking shall be prohibited in front of the primary entrance for a width of not less than 1.5 times the width of the door(s) or for 10 feet, whichever is greater. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.2)

4. Perimeter access shall be dependent on use and clearly shown on the plans. Perimeter Access minimum width shall be 15 feet measured from the face of the building at grade with a maximum slope of ten percent (10%). Plantings and utility services (includes condenser units, transformers, etc.) shall be permitted within the perimeter access, and shall not interfere with emergency services fire ground operations. If a physical barrier (fence, pond, steep slope, etc) prevents access, that portion of the building perimeter shall not be included in the calculation of Percent of Perimeter Access. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 3)

5. Fire lanes shall depend on use of the proposed building. Fire lanes are required to be 24 feet wide and run along the front of the building as determined by the primary entrance(s). In cases where there is more than one primary entrance(s), each shall be served by a fire lane even if this exceeds the percentage as required. The closest edge of fire lanes shall not be located closer than ten (10) feet to the exterior wall and the closest edge of fire lanes shall not be located further than 50 feet from the exterior wall if one or two stories in height; 40 feet if three or four stories in height, or

30 feet if over four stories in height. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5)

6. Where parking is located between the building and the fire lane, parking shall not be located closer than 15 feet to the exterior wall. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.4.1)

7. All Fire Lanes shall be marked as follows: both the inner and outer edges of the fire lane shall be marked, where curbs are present, the top and face of the curb shall be painted yellow, where no curbs are present, a four inch (4") solid yellow demarcation line shall mark the edge(s) of the fire lane. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 7)

8. The specific color yellow shall be the uniformly accepted yellow as utilized by State of Delaware Department of Transportation (DelDOT). Only vivid and durable paint shall be used and shall be suitable for street surfaces

9. Fire lane signs shall be located as follows: see Figure 5-16 – Approved Sign For Marking Fire Lanes, fire lane signs shall be spaced at 150 foot intervals maximum, all fire lane signs shall be located no less than six feet (6') and no higher than eight feet (8') above the pavement, signs shall be placed at each end of the fire lane, and signs shall face all oncoming traffic. Where parking is not restricted roadway markings shall utilize the words "FIRE" and "LANE" in lieu of fire lane signs, and shall conform to the specifications of 7.6. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 7)

10. Where overhangs, canopies, balconies, or any other building or site features must project over any fire lane, an unobstructed vertical clearance of not less than 13'-6" above the fire lane shall be provided and the portion of the building perimeter which contains overhangs, canopies, balconies, or any other building features shall not apply towards the fire lane accessibility requirements of Section 4.0, Table 5-1 in this chapter. (6.8.4) (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.8)

11. Multiple Access Roads shall be provided when a fire department access road (fire lane) is determined by the Fire Marshal to be impaired by vehicle congestion, condition of terrain, climatic conditions, or other factors that could limit access such as placement of fire hose from fire equipment.

12. Speed Reduction Devices must be approved, please see City of Dover Ordinance 98-10 in reference to this process.

13. All fire hydrants shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation. All fire hydrants shall have minimum of four inch (4") solid yellow demarcation lines to define specific areas, where fire hydrants are located along a curb line with permitted parking, the area between the fire hydrant and the street or fire lane shall be stenciled with four inch (4") demarcation lines and the words "NO PARKING", demarcation lines shall be measured from the center line of the fire hydrant and extend for a distance 15 feet on both sides. Where fire hydrants are located in parking lots or other areas susceptible to blockage by parked vehicles they shall be treated as follows: fire hydrants shall be protected in all directions for a distance of seven feet (7') with barriers or curbing, Minimum four inch (4") diameter steel bollards filled with concrete and marked yellow shall be installed at the outermost corners of the fire hydrant demarcation area. The minimum height of the bollard shall be 36 inches above the finished grade of the adjacent surface, and the

steamer connection of all fire hydrants shall be positioned so as to be facing the edge of the street, or traffic lane. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 6, 2)
The owner is responsible if the hydrant is private.

14. Hydrant barrels shall be provided with reflective material, such as paint, durable for highway/roadway markings or a reflective tape of a minimum of 2" in width around the barrel under the top flange, hydrant bonnets shall be color coded based on the following criteria: class AA 1500 GPM - painted light blue, class A 1,000 GPM -1499 GPM - painted green, class B 500 - 999 GPM - painted orange, class C 250 - 499 GPM - painted red, class D under 250 GPM - painted black. (2015 Delaware State Fire Prevention Regulations 703, Chapter 3. 4)
The owner is responsible if the hydrant is private.

15. Fire Alarm System required per occupancy code requirements.
Fire alarm in place of assembly. *Fire alarm required.* Any new occupancy or new portion of an occupancy determined to be a place of assembly by the fire marshal, and is capable of receiving an occupant load of 75 persons or greater, shall be required to install a fire alarm in accordance with NFPA codes governing the installation of fire alarms and the National Electrical Code. *Fire alarm system required.* Any existing occupancy or portion of an existing occupancy determined to be a place of assembly by the fire marshal, and is undergoing renovations in excess of 50 percent of the assessed value of the building and is capable of receiving an occupant load 75 persons or greater or is being enlarged to receive an occupant load of 75 persons or greater, shall be required to install a complete fire alarm system in accordance with NFPA codes governing the installation of fire alarms and the National Electrical Code. *Public mode audible requirements.* To ensure that audible public mode signals are clearly heard by occupants of a structure, they shall have a sound level at least 15 decibels (dB) above the average ambient sound level or five decibels (dB) above the maximum sound level having a duration of at least 60 seconds, whichever is greater, measured five feet (1.5m) above the floor in the area required to be served by the system using the A-weighted scale dBA. In the event the stated requirement cannot be met a shunt trip relay/switches shall be the approved method of meeting the intent of this section of the Code. (City Code of Ordinances 46-171)

16. Sprinkler system required. System is to be monitored by an approved Fire Alarm System. This chapter shall apply to all buildings, structures, marine vessels, premises, and conditions which are modified by more than 50% after the effective date of these Regulations. The 50% figure shall be calculated utilizing the gross square footage of the building, structure, marine vessel, premises and conditions as to arrive at the correct application.
17.
18. Fire Department Connection is to be a 5 inch stortz connection on a 30 degree elbow located within 50 feet of main entrance. Access to the Fire Department Connection must be clear unobstructed access as defined by the AHJ.

19. Parking and/or obstructions shall be prohibited in front of fire department connections for a distance measuring from the center line and extending four feet on both sides. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.4)

20. Fire Department Connection to be located within 300 feet of fire hydrant, measured as hose would come off the fire equipment.

21. All standpipe and sprinkler connections shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation. All standpipe and sprinkler connections shall have minimum of four inch (4") solid yellow demarcation lines to define specific areas, Solid yellow demarcation lines shall be measured from the center line of the connection and extend for a distance of four feet (4') on both sides, and where parking is allow between the building and the street or fire lane the solid yellow demarcation lines shall extend from the end of the sidewalk surface to the street or fire lane (Markings shall not be required on the sidewalk surface). All fire department connections (standpipe and sprinkler) shall have a minimum 12" x 18" sign that reads FIRE DEPT. CONNECTION, sign lettering shall be a minimum of 3 inches (3") in height with red scotchlite letters on white scotchlite background. The sign shall be clearly visible from the fire lane or roadway, and signs using NFPA international symbols shall be an acceptable alternative. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 6, 3)

22. The installation of natural gas and LP gas meters, regulators, valves, and LP gas bottles shall be protected from impact damage by impact protection. Natural gas and LP gas meters, regulators, and valves located inside structures shall have impact protection, except when located in separate protected utility rooms. *Dimensions of bollards.* Bollards shall be a minimum of six-inch diameter filled with concrete. The bollard shall be set into the ground at a depth of at least 36 inches (three ft.) embedded in concrete at a minimum of 18 inches surrounding the bollard. The bollards must be a least 48 inches (four ft.) in height above the finish grade elevation. Any deviation of the stated requirements must be approved by the fire marshal and/or chief building inspector. The above dimensions shall serve as the requirement for installation; however the fire marshal and/or chief building inspector shall have the authority to require more stringent dimensions to fit the needs of devices warranting impact protection. *Color of bollards.* Bollards should be of the following colors; yellow, amber or orange. All colors shall be of fluorescent or have a reflective coating. Any deviation of the stated requirements must be approved by the fire marshal and/chief building inspector. (City of Dover Code of Ordinances, 46-4)

23. A lock box (Knox) containing any and all means necessary for fire department access shall be provided at the following occupancies: any occupancy that contains a fire alarm signaling system that is monitored off-site, or any occupancy that contains an automatic sprinkler system. (2015 Delaware State Fire Prevention Regulations 705, Chapter 5, 2.4)

    Secured key systems. When required; exemption. A secured key system shall be required for any new or existing building where a fire alarm or sprinkler system is being installed. It shall be the responsibility of the owner or occupant to keep a set of keys in the secured key box that are current to the locks of the protected occupancy. Buildings with 24-hour staffing or guard service shall be exempt from this subsection. *Location.* The secured key system shall be located as close to the main entrance as possible. Should the building design not allow the secured key system to be located by the main entrance, the fire marshal and fire chief shall come to an agreement as to an alternate location for the key box. A secured key system, once installed, shall not be obstructed from view or obstructed by any means that would delay the fire department access to the box. *Required keys.* Keys to be secured in the key box shall include keys to all points of ingress or egress, whether on the interior or exterior of the building, and keys to locked mechanical rooms, electrical rooms, elevator rooms, fire alarm and sprinkler controls and any area protected by automatic fire detection. Keys to individual residential apartment units are not required. *Ordering responsibility.* It shall be the responsibility of the general contractor to order the key box for new buildings. It shall be the responsibility of the owner or tenant to order the key box for existing buildings. *Installation before testing.* No acceptance test for sprinklers or fire alarms shall be conducted before the installation of a key box. (City Code of Ordiances 46-127)

24. All required means of egress shall have an exit discharge consisting of a non-slip surface, and leading to and terminating at a public way.

25. Project to be completed per approved Site Plan.

26. Full building and fire plan review is required.

27. Construction or renovations cannot be started until building plans are approved.

28. Fire alarm systems, fire suppression systems, hoods, and hood suppression systems require a fire permit from the Fire marshal's Office. This work cannot be started until the permit is approved.

29. Building cannot be occupied by the public until a Certificate of Occupancy is obtained.

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. If patients are not capable of self-preservation during the time of an emergency, a fire alarm and sprinkler system may be required. Please contact this office to discuss.
2. Please contact Dave Wilson with the State Fire Marshal's office if CMS will require approval and or inspection

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):
2015 NFPA 1 Fire Code (NFPA; National Fire Protection Association)
2015NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)
2013 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)
2013 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)
2009 IBC (International Building Code)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2015 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

***If you have any questions or need to discuss any of the above comments, please call the above contact person listed.**

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: May 31, 2017

D E L D O T

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APPLICATION: Dover Dialysis Center at 107 Mont Blanc Boulevard
FILE#: S-17-14 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Jonathan T. Moore PHONE#: 760-2145

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THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY & STATE CODE REQUIREMENTS:

DelDOT has no comments regarding city & state code at this time.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

DelDOT has no recommendations at this time.

ADVISORY COMMENTS TO THE APPLICANT:

This project should be submitted to DelDOT for a formal review. Prior to its submittal, a meeting request should be submitted through the Planning Development Coordination Application (PDCA) to discuss this project's requirements. More information can be found on our website: http://www.deldot.gov/information/business/subdivisions/

This project will need to connect the internal sidewalk to frontage shared-use path. The shared use path along the frontage road may be required to be upgraded depending upon its current width and condition

This project should contact DART and see if a bus stop will be needed at this location. The contact person for this is Tremica Cherry and her phone number is (302)576-6065.

This project will need to show their stormwater management on site and prove that they are not conveying any additional flows to the State's right-of-way.

KENT CONSERVATION DISTRICT

800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 •(302) 741-260

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
June 2017

APPLICATION: Dover Dialysis Center **FILE #: S-17-14**

REVIEWING AGENCY: *Kent Conservation District*

CONTACT PERSON: *Jared C. Adkins, P.E.* **PHONE #:** *741-2600 ext.3*

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

Source: Delaware Sediment and Stormwater Regulations, Kent County Ordinance 14-02

CITY AND STATE CODE REQUIREMENTS:

1. As the disturbance for this site will exceed 5,000 square feet, a detailed sediment and stormwater management plan must be reviewed and approved by our office prior to any land disturbing activity (i.e. clearing, grubbing, filling, grading, etc.) taking place. The review fee and a completed Application for a Detailed Plan are due at the time of plan submittal to our office. Construction inspection fees based on developed area and stormwater facility maintenance inspection fees based on the number of stormwater facilities are due prior to the start of construction.
2. The following notes must appear on the record plan:
   - The Kent Conservation District reserves the right to enter private property for purposes of periodic site inspection.
   - The Kent Conservation District reserves the right to add, modify, of delete any erosion or sediment control measure, as it deems necessary.
   - A clear statement of defined maintenance responsibility for stormwater management facilities must be provided on the Record Plan.

ADVISORY COMMENTS TO THE APPLICANT:

1. Stormwater management of this property (Lot 4) was included in the overall stormwater design for the Four Seasons Subdivision. Therefore only an erosion and sediment control plan will be required.
2. As a part of the Four Seasons Subdivision, Lot 4 is responsible for 12.5 percent of the cost of maintenance and repairs to the Stormwater Maintenance Areas. This community recently joined the Kent County Stormwater Maintenance District (SWMD). In the case of mixed use developments such as this one, (residential and commercial sharing a stormwater system) the annual fee is $28 for each residential unit and $32.50 per equivalent dwelling unit for the commercial portion. The equivalent dwelling units for this lot will be determined at the time of plan submission based on actual impervious area.
3. A letter of no objection to recordation will be provided once the detailed Sediment and Stormwater Management plan has been approved.

AMERICANRENAL
associates

June 6, 2017

City of Dover
Planning and Zoning Department

Re: Dover Dialysis Center
107 Mont Blanc Boulevard

This letter is in response to the City of Dover's request for bicycle parking for our patients and staff. We hope you will consider a waiver to provide bicycle parking based on the following:

Patients – the dialysis center will be a 12 station clinic serving outpatient end stage renal dialysis patients. These patients are typically transported to the clinic using ride-share transportation or families may drop them off. Since the treatment is typically 3-4 hours, the transportation company and/or family do not remain on site. Patients are typically not healthy enough to bicycle dialysis center for treatment and are advised not to exercise prior to or after a treatment. We would not want our patients to be encouraged to bicycle to and from their treatment by seeing a bicycle rack in front of the clinic.

Staff – since our staff are patient care staff and nursing staff, cleanliness and infection control are critical in attending to our patients. For a medical center of this nature having a bicycle rack for staff is not prudent given the nature of our operations. At our other clinics in Delaware, staff do not transport to and from the clinic by bicycle.

We hope that you understand the nature of our particular occupancy and operations, and are able to grant a waiver in our specific case.

Sincerely,

Kent Reisenauer

Kent Reisenauer, Vice-President
kreisenauer@americanrenal.com
American Renal Associates
978-998-5220

City of Dover

DATA SHEET FOR SITE PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF June 7, 2017

PLANNING COMMISSION MEETING OF June 19, 2017

Plan Title:	Dover Station at 655 West North Street: Office Building and Group Home Facility, S-17-15
Plan Type:	Site Plan
Property Location:	North side of West North Street east of Clarence Street
Property Address:	655 West North Street
Tax Parcel:	ED-05-076.12-04-08.00-000
Property Area:	2.1676 acres+-
Owner:	Faithworks, LLC.
Building Areas:	Office Building: 20,000 SF Group Home Facility: 6,000 SF
Proposed Property Use:	Offices Group Home Facility
Off Street Parking:	Required – 87 parking spaces Proposed – 97 parking spaces
Sewer & Water:	City of Dover
Zoning Classification:	IO (Institutional and Office Zone)
Waivers Requested:	Reduction in Loading Spaces Partial Elimination of Opaque Barrier (Fence Component) Opaque Barrier Alternative Format

City of Dover Planning Office

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: June 7, 2017

APPLICATION: Dover Station at 655 West North Street, Dover: Office Building and Group Home Facility

FILE #: S-17-15 REVIEWING AGENCY: City of Dover Planning

CONTACT PERSON: Dawn Melson-Williams, AICP PHONE #: (302) 736-7196

I. PLAN SUMMARY:

This is a Site Development Plan application to permit construction of a 20,000 S.F. two-story office building and a 6,000 S.F. group home as well as associated site improvements to be known as Dover Station. This project adds to the existing development at 645 West North Street and will share site access. The property is zoned IO (Institutional and Office Zone) and is located on the north side of West North Street east of Clarence Street. The owner of record is Faithworks, LLC. Property Address: 655 West North Street. Tax Parcel: ED-05-076.12-04-08.00-000. Council District 4.

Downtown Dover's West Side Area

This project area is located within Downtown Dover's West Side Area. The *Strategic Development Plan for the West Side* (dated August 2000) outlines a strategy for physical changes and economic approaches to redevelop and improve properties in the area immediately west of Downtown Dover. In the area west of the railroad tracks, the Plan suggested infrastructure improvements, a complex of buildings, associated parking, and stormwater management. Specifically, in the area of this subject application, the Plan identified reuse of the old Ice Plant building (now demolished) and a second building also close to West North Street with parking located to the north of the buildings and to the east adjacent to the railroad tracks. To the west of the subject site, the extension of Clarence Street to the north to connect to Forest Street was proposed to upgrade the transportation infrastructure. Recommended design guidelines from the Study state that "new buildings could clearly look modern yet be sensitive to the overall architectural themes of Dover" and notes considerations for building massing, setbacks, and orientation specific to this area. The Study also discusses other urban design features and pedestrian amenities such as sidewalks, street trees, and architectural lighting.

Previous Applications

There was a previous application for the now adjacent parcel to east of the subject site that included a Site Plan and a Minor Subdivision (S-06-40 Building on Lands of Dover Station LLC). The application permitted a day care center and subdivided the one parcel into two parcels placing the day care center development on a separate parcel of land. Site Plan S-06-40 was granted Final Plan approval in July 2007 and the development of the adjacent property 645

West North Street was completed; it is the location of the day care center Kidz Ink.

Then the current subject property was proposed for development with Site Development Plan Application S-07-37 Dover Station LLC Lot 1: Office Building to be located at 655 West North Street. The Planning Commission originally approved Application S-07-37 on August 20, 2007 with a one-year extension granted in August 2008. The Site Plan was granted Final Approval in May 2008; however, since construction was not commenced by August 31, 2009 the plan approval expired. Application S-07-37 did include a Lot Line Adjustment Plan: Parcel Consolidation (Record Plan) which was recorded to combine three (3) parcels consisting of 1.1168 acres ±, 0.4649 acres ± and 0.5859 acres ± of land into one parcel of land consisting of 2.1676 ± acres (the current subject property). This created the subject parcel which has frontage on North Street and Clarence Street.

Brownfields Site

This property is identified as a DNREC - SIRS BF Site DE-1110 Former Dover Ice Plant. Redevelopment of the property is subject to specific requirements related to development activities due to its status as a Brownfield. There is a Settlement Agreement dated June 5, 2017 regarding this site under the provisions of the Hazardous Substance Cleanup Act between DNREC and Faithwork. LLC. (A copy of the document is available in the Planning Office, Application File S-17-15). The property is also adjacent to DNREC – SIRS BF Site DE-1334 Former Chesapeake Supply Co. and DNREC – SIRS HSCA Sites DE-0320 F C Supply and DE-1213 Dover – West Side (B).

II. PROJECT DESCRIPTION

This Plan proposes the development of the T-shaped parcel that has frontage on West North Street and Clarence Street. The development consists of a two-story office building of 20,000 SF fronting West North Street and a second two-story 6,000 SF building for a group home facility. The project is adjacent to an existing day care center building and shares parking lot access. The subject property is adjacent to several residential properties on the west and northwest. To the northeast is a vacant tract of land zoned IO.

III. ZONING REVIEW

IO Zoning District

The property is zoned IO (Institutional and Office Zone) and subject to the regulations of *Zoning Ordinance,* Article 3 Section 10 and Article 4 Section 4.15. The proposed use of the larger building is offices. The IO zone allows business, professional and governmental offices as permitted use. The second building is proposed as a group home. The applicant submitted a letter describing the intended group home use as a dormitory style building with areas for sleeping, bathrooms, and areas for a kitchen, dining room, common area, office rooms and medical services. The IO zoning district allows for emergency shelters and transitional housing as defined per *Zoning Ordinance,* Article 12. Definitions. See definition of emergency shelter

- Emergency shelter: a facility providing temporary housing to homeless or transient persons in a dormitory style settling; such facility may also provide or facilitate other social services including counseling and vocational training.

IV. PARKING SUMMARY

The parking requirement for I-O (Institutional and Office Zone) is based on a rate of one parking space per 300 square feet of floor area. For the office building of 20,000 S.F., a total of sixty-

seven (67) parking spaces would be required. With information describing the group home facility as dormitory style building, the parking required for dormitories is a minimum of one parking spaces per three beds. The group home facility is described as serving 16 individuals; thus requiring a minimum of six (6) parking spaces. It is noted that based on the parking rate for IO, the group home building would require twenty (20) parking spaces. This results in a parking requirement of 87 parking spaces for the site. The Plan is shows ninety-two (92) parking spaces (97 spaces are listed in data column) including four (4) handicap spaces. The overall site as currently shown appears to exceed the overall parking requirement but is within the maximum allowable.

Waiver Request: Elimination of Requirement for Loading Space

The office building is required to provide one (1) loading space. No loading space is labeled on the plan. The applicant is requesting a waiver from the required one (1) loading space. A written request for the elimination of the loading space has been submitted for consideration by the Planning Commission.

Bicycle Parking

The minimum bicycle parking is one (1) bike space for every twenty (20) regular vehicle parking spaces. Based on the ninety-two (92) parking spaces shown, at least four (4) bicycle parking spaces are required for the site. A bicycle parking rack is shown at each building for compliance.

V. SITE CONSIDERATIONS

Entrance

The Site Plan continues to show an entrance from W. North Street as constructed with the development of the day care center (Site Plan S-06-40). This W. North Street shared site entrance is subject to conditions established by DelDOT (See Notes on Sheet TS-1) and the entrance is intended to be temporary until other offsite road projects occur with ultimately the site access is established off Clarence Street. As the signalization of the West North Street/Clarence Street/Banning Street intersection has been implemented, the entrance at W. North Street must be vacated and closed.

This Site Plan also shows the proposed site entrance off Clarence Street leading to the internal drive aisle network of the parking lot areas serving all buildings including the proposed and the existing day care center. There is not an internal "street" network rather just drive aisles. The relocation of the site entrance to Clarence Street is intended to improve traffic circulation in this area just west of the railroad corridor.

Sidewalks

Sidewalks are required along all street frontages of a site (*Zoning Ordinance*, Article 5 Section 18). There is existing sidewalk on the W. North Street property frontage. The entrance design of the Clarence Street entrance may require implementation of some segments of sidewalk. The plan does not indicate sidewalks along Clarence Street. The applicant will be required to reconstruct any existing curb and sidewalks where site improvements/entrance changes are proposed i.e. removal of North Street entrance. A sidewalk connection is shown from W. North Street into the site.

Curbing
The upright curbing for the parking lots and drive aisles is required the requirements of Article 6 Section 3.6(b) of the *Zoning Ordinance*. This curb type appears to be utilized throughout the site layout.

Wetlands & Tar Ditch (Meeting House Branch)
The Tar Ditch (Meeting House Branch) crosses through the project site. It is an open channel/ditch for a portion its length and then is piped underground across the adjacent day care center property as it continues east. There is a City of Dover drainage easement over it and areas associated with it have been delineated as wetlands. *Zoning Ordinance*, Article 5 §11 outlines limitations of construction in wetland areas. Wetland areas of 0.25 acres in size are subject to setback requirements; the size was not identified on the plan.

The application has identified that they are pursuing a jurisdictional determination from the Army Corps of Engineers regarding the wetlands area and will be seeking a Subaqueous Lands Permit in order to establish underground piping of the ditch to enable construction of the drive aisles and parking areas.

Dumpsters
The location of the Dumpsters (with enclosure) shown the site near the ditch. The office building requires two Dumpsters based on its size. Additional information in necessary to determine the Dumpster requirement for the group home building. The masonry construction materials proposed for the dumpster enclosure should be similar to the exterior of the principal building. If all the Dumpster pads required by Code are not needed a Dumpster pad may be reserved and shown on the plan as reserved. The construction of the dumpster pad and enclosure would only be required if in the future it was determined to be necessary by the Planning Director.

Signage
A separate sign permit application is required to be submitted for review prior to the installation of signage on the property pertaining to the buildings/site.

VI. BUILDING ARCHITECTURE

Elevation Drawings were submitted for the buildings. The office building is proposed as a two story building with what appears to be a flat roof with taller parapets at key entry locations. The building elevations do not appear to match the building footprint shown on the Site Plan drawing (in terms of entry locations). The building includes the exterior finishes of masonry watertable segments and vertical features with a majority of the walls in another material. The roof line is accented by a heavy cornice detailing with small pitched roofs (awnings) at entry doors. The group home facility is also a two story building with the exterior finishes of a stone veneer watertable, fiber cement siding, large multi-light windows, and a standing seam metal roof. There are projecting canopies over the entry locations.

VII. TREE PLANTING AND LANDSCAPE PLAN

The submitted plan includes the Landscaping details. Based on the total 94,420 S.F. area for the project site, a total of thirty-two (32) trees would be required. The Landscape Plan is providing a mixture of thirty-two (32) deciduous trees meeting the required number of trees per the *Zoning Ordinance*. The deciduous trees include Red Sunset Maple, Tuscarora Red Crepe Myrtle, Red

Jade Weeping Crabapple and Willow Oak. Additionally, a number of evergreen trees are proposed to meet the opaque barrier landscape buffer as the site abuts residential uses.

Opaque Barrier
Waiver Requested: Partial Elimination of Opaque Barrier (Fence Component)
Waiver Requested: Alternative Format of Opaque Component
The *Zoning Ordinance* requires a buffer between a residential use and a non-residential use (Article 5 Section 7.2). The buffer has two components: an opaque barrier consisting of a wooden fence, a masonry wall or an earthen berm and a landscape component. For this project, a buffer is required for the area along the west property line and northwest property lines of the parcel. The plan shows a fence along the west property line which leads from near W. North Street and continues north wrapping around to the west to the site entrance from Clarence Street. The opaque barrier component (fence) is limited to four feet in height in the front yard setback. The plan also provides the landscape component in the format of evergreen trees (San Jose Holly trees) along the residential areas of the site with the exception on the channel area of the Tar Ditch (Meeting House Branch).

The opaque barrier requirement (wooden fence, masonry wall or earthen berm etc.) is not shown in the northwest portion of the site; however, a written waiver request was submitted requesting to eliminate the fence in this area. The written waiver request also notes the fence height changes for placement of the fence in the alternative format being proposed (shown on the plan) for the opaque barrier which places the fence rather than the landscaping adjacent to the residential properties.

VIII. CITY AND STATE CODE REQUIREMENTS:

The subject proposal has been reviewed for code compliance, plan conformity, and completeness in accordance with this agency's authority and area of expertise. The following items have been identified as elements which need to be addressed by the applicant:

1) A written description of the proposed use, function, and activities of the group home was received. For the purposes of the Zoning Ordinance, the facility is considered an "emergency shelter" which is an allowable use in the IO zone. This information was necessary to confirm the type of facility which has implications on its building construction and associated site design.

2) The loading space requirement shall be complied with unless a waiver is granted by the Planning Commission for the elimination of the loading space. A written waiver request has been submitted for consideration by the Planning Commission.

3) The applicant shall comply with the opaque barrier (i.e. wooden fence, masonry wall or earthen berm) requirement and its landscape component format unless a waiver is granted by the Planning Commission. The Planning Commission may only waive the opaque barrier portion of the buffer; the continuous 6-foot-tall landscape component shall be planted along all residential boundaries. A written waiver request has been submitted for consideration by the Planning Commission on the following items.
    a. Consideration of elimination of the opaque barrier (fence, wall or berm) component in the northwest portion of the site.

b. Consideration of an alternative format of the opaque barrier and the landscape component in order to place the fence closest to the residential properties.

4) Title Sheet, Sheet TS-1:
   a. Clarify specific uses to be listed as "Proposed Use."
   b. Add note regarding authorization and permits as related to the wetland area to be filled.
   c. Update number of parking spaces; the plan drawing shows 92 spaces.
   d. Update the reference to the correct publication date for the ANSI Standards.
   e. Provide a second location map at 1" =1200' scale.
   f. General Notes: Ensure Notes #3, 13, 23, etc. reference the current editions of such documents.

5) Sheet SD-1, Existing Conditions:
   a. Provide right-of-way width of Clarence Street.
   b. Clarify if the right-of-way dedication along W. North Street has already occurred or is newly proposed. Also, adjust location of the 10-foot front yard setback.
   c. Identify the size of the wetland area on this property. Wetlands of a specific size are subject to setbacks of development activity.
   d. Clarify line labeled as Access Easement. Is it a previous property line?

6) Site Plan, Sheet SD-2 and Grading Plan SD-3:
   a. Show plans to remove the existing site entrance from W. North Street. This can be a separate Phase to be implemented following completion of the Clarence Street site entrance.
   b. The building footprint does not match the schematic building architecture.
   c. Construction activities in the existing City of Dover drainage easement will require specific authorization and review.
   d. Identify depth of proposed parking spaces.
   e. It appears Temporary Construction Easements will be necessary in several areas as construction and grading impacts adjacent properties.

7) Utility Plan, Sheet UP-1:
   a. There are potential conflicts with the existing overhead electric line and the proposed construction. The City of Dover Electric Department will advise as to electric service and system changes.
   b. The type of group home facility may require that the building have a sprinkler system.

8) Landscape Plan, LS-1:
   a. Ensure tree planting locations and landscaping maintain the required spacing distances or access provisions from utility lines, fire hydrants, etc. Also, ensure the trees can be planted in the proposed locations as several trees appear to be in the slope/channel of the Tar Ditch/Meeting House Branch.
   b. Identify height of opaque barrier fencing. It is limited to four feet in height within the front yard setbacks.
   c. Add to the Plant List, the following trees: JV and BN.

d. Provide details of evergreen tree planting.

9) Clarify which building elevations are depicted in the Schematic Architectural Elevations sheets.

10) The development of the wetland areas is subject to specific authorizations and permits. This documentation must be submitted prior to Final Site Plan approval.

11) A copy of the Settlement Agreement regarding the requirements or limitation on redevelopment of this Brownfield Site was received for reference. Also add the locations of any monitoring wells on the site. Approvals of the redevelopment project will also be necessary from the appropriate regulatory section of DNREC.

12) The Plan set will need to be updated to reflect any changes recommended or approvals or waivers granted by the Planning Commission.

13) Ensure barrier free access ramps are installed at all intersections of sidewalks with the parking areas.

14) Provide details of site elements.

15) Any Sediment & Stormwater Management Plans granted approval by the Kent Conservation District must reflect the Site Plan layout and design conditionally approved by the Planning Commission and be in compliance with the Zoning Ordinance and technical review requirements of other agencies.

16) Any signage (freestanding and wall signage) is subject to a separate Sign Permit application and review process per the City's Sign Regulations of the *Zoning Ordinance*, Article 5 §4.

IX. RECOMMENDED ADDITIONAL CONSIDERATIONS TO MEET CODE OBJECTIVES:

In accordance with the *Zoning Ordinance*, Article 10 §2.2, the Planning Commission in considering and acting upon Site Development Plans may prescribe appropriate conditions and safeguards so that the public health, safety, and welfare, the comfort and convenience of the public in general, and the residents of the immediate neighborhood in particular shall be taken into consideration. These safeguards may to the maximum extent possible further the expressed intent of the *Zoning Ordinance* and the accomplishment of several objectives in particular listed in subsections 2.21 to 2.28.

1) Waiver Request: Loading Space: In accordance with subsection 2.21 related to safety and convenience of vehicular, transit, bicycle, and pedestrian traffic, Staff recommends approval of the elimination of the one (1) loading space required for the office building. The applicant has indicated that the scale of deliveries to the building will not require a loading space.

2) Waiver Requests: Partial Elimination of Opaque Barrier (Fence Component) and Opaque

Barrier Alternative Format: In accordance with subsection 2.25 related to landscaping, Staff recommends approval of the elimination of the fence in the northwest portion of the site as the landscaping of trees will satisfy the buffer needs next to what is currently vacant land. Staff also recommends approval of the alternative format of the opaque barrier which will place the fence adjacent to the developed residential area and the landscaping on the project side. This allows greater ease of maintenance of the tree plantings.

3) Pedestrian Connections: In accordance with subsection 2.21 related to safety and convenience of vehicular, transit, bicycle, and pedestrian traffic, Staff recommends the following pedestrian access improvements:
   a) Create sidewalk connections from the northwest parking areas into the site.
   b) With the closure of the site entrance from W. North Street, evaluate the ability to relocate the sidewalk connection leading from the frontage sidewalk into the site to better align the sidewalk adjacent to the west elevation of the office building.

4) Architecture: To further subsection 2.28 related to architectural characteristics of proposed buildings, Staff recommends that any outside HVAC Equipment be designed to minimize the impact on adjacent property owners, adequately screened from public view and the overall visible impact especially on the public facades of the buildings.

Other agencies may recommend additional conditions and safeguards in accordance with their areas of expertise. All Recommendations Suggested as Conditions of Approval to Meet Code Objectives may be accepted or rejected by the Planning Commission.

X. ADVISORY COMMENTS TO THE APPLICANT:

1) Prior to redevelopment, an assessment of the existing environmental conditions of the property should be undertaken to identify these issues and the strategy for clean-up or environmental remediation as necessary. This area has a history of use for industrial activities. The location of monitoring wells if any on the site should be noted on the plan.

2) The Planning Commission should act upon the request for waivers as part of any motion regarding this project application, or as a separate motion as necessary. Note: All waivers are at the discretion of the Planning Commission. The Commission may approve or deny waiver requests.

3) In the event, that major changes and revisions to the Site Plan occur in the finalization of the Site Plan contact the Planning Office. Examples include reorientation of or size changes of the buildings, relocation of site components, any additional cross-access easements to connect to Railroad Avenue right-of-way, etc. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other agencies and commissions making recommendations in regards to the plan.

4) Following Planning Commission approval of the Site Plan, the Plan must be revised to meet all conditions of approval from the Development Advisory Committee or as otherwise noted. A Check Print must be submitted for review by Planning Office Staff. Upon determination that the Plan is complete and all agency approvals have been

received, copies of the Plan may be submitted for final endorsement.

5) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.

6) For building new construction, the requirements of the building code and the fire code must be complied with. Consult with the Chief Building Inspector and City of Dover Fire Marshal for these requirements. The resolution of these items may impact the site design including such items as building dimensions and height, building openings, and fire protection needs, etc.

7) The applicant/developer shall be aware that prior to any development or ground disturbing activities on the site the appropriate site inspections and permits are required. This includes activities to clean-up existing vegetation, the import of fill dirt, etc.

8) Construction may have an effect on the adjacent property owners and other areas of the existing site. Any work requiring the closing or rerouting of visitors to adjacent properties should be coordinated as to offer the least amount of inconvenience to the adjacent property owners.

9) The applicant shall be aware that Site Plan approval does not represent a Sign Permit, nor does it convey permission to place any sign on the premises. Any proposed site or building identification sign may require a Sign Permit from the City of Dover prior to placement of any such sign in accordance with Zoning Ordinance Article 5 §4.

10) The applicant shall be aware that Site Plan approval does not represent a Building Permit and associated construction activity permits. A separate application process is required for issuance of a Building Permit from the City of Dover.

If you have any questions or need to discuss any of the above comments, please call the above contact person and the Planning Department as soon as possible.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: MAY 31, 2017

CITY OF DOVER Electric & Public Works Departments

APPLICATION: Dover Station at 655 West North Street

FILE #: S-17-15

REVIEWING AGENCY: City of Dover Electric and Public Works Departments

CONTACT PERSON: Paul Waddell - Electric
Jason A. Lyon, P.E. – Public Works

CONTACT PHONE #: Electric - 302-736-7070 Public Works – 302-736-7025

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS

ELECTRIC

1. The roadway and curbing must be in.
2. The right-of-way must be within 6" of final grade.
3. The property corners must be staked.
4. Owner is responsible for locating all water, sewer, and storm sewer lines.
5. Owner is responsible for installing all conduits and equipment pads per the City of Dover Engineering Department specifications.
6. Owner is responsible for site and/or street lighting.
7. Meter locations will be determined by City of Dover Engineering Department.
8. Load sheets and AutoCAD compatible DXF or DWG diskettes of site plans, including driveways, are required prior to receiving approved electrical construction drawings.
9. Any relocation of existing electrical equipment will be engineered by the City of Dover Electric Department. Developer may be required to perform a quantity of the relocation. Any work performed by the City of Dover will be at the owner's expense.
10. Prior to construction, owner is responsible for granting an easement to the City of Dover Electric Department. Easement forms will be furnished and prepared by the City of Dover Electric Engineering Department.
11. Fees will be assessed upon final site plans. The owner will be responsible for fees assessed prior to construction. Owner is required to sign off plans prepared by the Electric Department.
12. Must maintain 10' clearance around all electrical equipment, unless pre-approved by the City of Dover Electric Engineering Department.
13. Prior to the completion of any/all designs and estimates, the owner is responsible for providing the Electric Engineering Department with a physical address of the property.
14. All Engineering and design for Dover Electric will be engineered upon final approved plans. All Engineering work will be furnished by the City's Electric Engineering Department.

WATER

1. All water utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
    a. Hydrant connections by the contractor are prohibited. This method may not be utilized during any phase of the project.
    b. Any existing water lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Public Works specifications and requirements.
    c. The site contractor shall contact the City of Dover Public Works Construction Manager at (302) 736-7025 prior to the start of construction. A representative from the City of Dover Department of Public Works must observe and approve all City owned water and sanitary sewer interconnections and testing. All water taps must be performed by a City of Dover approved contractor. The proposed location for the water connection may need to be adjusted in the field due to conditions of the existing main. Possible conditions that would require tapping relocation include proximity to pipe joints, other taps, concrete encasements, conflict with other utilities, and the like. Test holes must be performed by the contractor to determine the best tapping location. The City of Dover will not be held responsible for field conditions requiring adjustment of the tapping location or for any work required by the contractor to make an appropriate and lawful connection.
3. The size, type, and location of all proposed and existing water lines and valves must be shown on the plan.
4. Water usage projections (peak demand or plumbing fixtures) must be submitted to our office to correctly determine the size of the domestic and irrigation (if applicable) water meter for the proposed buildings. These projections must be submitted prior to approval so the meter size can be placed on the final site plan. The proposed water meter must be installed in a pit per City of Dover requirements and manufacturer's recommendations. Each meter shall be installed in a meter pit, located in a non-traffic bearing location (including pedestrian). Also, a dual check valve is required downstream of the meter.
5. The domestic service, fire main connection and valves must be clearly shown for each building. A valve must be installed at the tee to isolate combined fire and domestic water service to the building from the water loop. Typically this valve is installed at the tee or an acceptable distance from the building. A valve must be provided on the domestic water service, which must be tapped off of the combined eight-inch (8") fire/domestic service outside of the building. The domestic water tap and valve should be as close to the building as possible. Typically, the domestic tap and valve are located within five feet (5') to ten feet (10') of the building. A blow up detail of this layout is recommended.
6. Provide a construction detail for the proposed restraining system for the fire main located within the buildings. The Department of Public Works will test and inspect all fire mains to a blind flange located inside the buildings. The blind flange with tap is used for hydrostatic pressure testing (200 psi for two (2) hours) and dechlorination. The flange must be restrained in the direction of the pipe entering the facility. A pipe entering horizontally through a wall sleeve shall be restrained with rods through the wall. A pipe entering vertically through a slab shall be restrained through the floor to the ninety degree (90°) bend and thrust block. All rods shall be a minimum of ¾" all thread. All pipes through walls and slabs must be Class 52 cement lined ductile iron pipe. Confirm particulars to meet this requirement with mechanical designer.
7. Please connect the proposed water service that will serve the 6,000 square foot building to the water stub that is existing.

WASTEWATER

1. All wastewater utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
    a. Any existing sanitary sewer lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Public Works specifications and requirements.

b. Part II, Chapter 180, Article III, Section 180-10 of the Code of Kent County requires that "no person shall discharge or cause to be discharged any stormwater, surface water, uncontaminated groundwater, roof runoff, subsurface drainage, uncontaminated noncontact cooling water or unpolluted industrial process waters to any sanitary sewer", this shall include condensate. Sec. 110-231 of the City of Dover Code defines storm sewer as "…any system used for conveying rain water, surface water, condensate, cooling water or similar liquid wastes, exclusive of sewage." The contractor, developer, owner and designers shall ensure during construction that no illegal discharges to the sanitary sewer system are created with the site improvements.

3. The size, length, slope, type and flow directions must be shown on all existing and proposed sanitary sewer lines. Rim and invert elevations must be labeled on all sanitary structures, including cleanouts.
4. Cleanouts must be installed on sanitary sewer laterals within five feet (5') of the building, one foot (1') outside of the right-of-way and at all bends. Any cleanout located within a traffic bearing location shall be installed with a heavy duty cast iron frame and cover to prevent damage to the cleanout and lateral.
5. Sizing (flow) calculations must be submitted for all sanitary sewer laterals (other than for single-family dwellings) showing that velocity and all other requirements are met.
6. The minimum size of all sanitary sewer laterals shall be six-inch (6").
7. If kitchen facilities are proposed a minimum 1,000 gallon, two chamber grease trap, meeting all Kent County ordinance requirements, must be provided. A construction detail for the proposed grease trap, as well as the proposed location, must be provided on the plan.
8. The sanitary sewer lateral connection shall not be made at a manhole, unless impractical.
9. Please remove the "Relocated SMH" from the plan, there is no need to relocate the manhole.

STORMWATER

1. Final site plan approval will not be granted until a copy of the approved Stormwater/Erosion and Sediment Control Plan from Kent Conservation District is submitted to our office.
2. Please provide approval from DNREC sub-aqueous division for work related to the existing ditch.
3. Please provide approval, if applicable, from the Army Corps of Engineers, regarding the ditch work.
4. The size, length, slope, type and flow directions must be shown on all existing and proposed storm sewer lines. Rim and invert elevations must be labeled on all stormwater structures
5. Please remove the discharge pipe that enters the ditch, please connect this pipe to the proposed underground storage system.
6. The City will require an access point through this property to access the ditch within the existing easement. The access point must be flat. Additionally, a flat location must be provided adjacent to the improvements within the ditch for equipment to be staged.
7. Please remove any proposed trees from the existing ditch.
8. Please provide a larger junction box, with an access point at the connection between the three (3) stormwater pipes in the ditch.
9. Please install a safety grate at the proposed inlet pipe within the ditch.
10. Please remove the proposed location of the dumpster enclosure, it is located within the ditch boundary.
11. The proposed underground storage system is in direct conflict with the existing sanitary sewer main, please revise.

STREETS

1. Final site plan approval will not be granted until a copy of the approved entrance plan, signed by DelDOT is submitted to our office.
2. Provide spot elevations at the proposed entrances on Maple Parkway, positive drainage must be provided.

SANITATION / GROUNDS

1. None.

GENERAL

1. All existing utilities shall be adjusted to final grade in accordance with current City of Dover requirements and practices. This must be included as a note on the plan.
2. Trees shall not be planted within ten-feet (10') of underground infrastructure.
3. Please provide profiles for all utility crossings throughout the site.
4. Please revise the existing easement language to exclude private services from being maintained by the City of Dover.
5. The final site plan must be submitted in the following compatible digital formats:
   a. AutoCAD 2004 (.dwg format).
   b. Adobe Reader (.pdf format).

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

1. Owner must give the City of Dover Electric Department three (3) months notice prior to construction. Owner is responsible for following the requirements outlined in the City of Dover's Electric Service Handbook. The handbook is now available on the website at the following link: http://www.cityofdover.com/departments/electric/documents/.

STREETS

1. Please provide a signing and striping plan at the entrance to Clarence Street.
2. Please provide an asphalt tie-in detail for the proposed work within Clarence Street.
3. Provide a sight distance triangle for the entrance onto Clarence Street.
4. Please provide truck turning radius diagrams for review.

WATER / WASTEWATER / SANITATION / GROUNDS / GENERAL

1. None.

STORMWATER

1. Grading is proposed on the adjacent property to the east, please provide proof that said property owner is allowing this work to occur.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. Due to the proposed design, we would have to place the existing overhead distribution electric underground at the owner's expense. The design shows existing overhead distribution electric lines in the parking lot and the landscaping plan shows large trees under the same electric lines.

WATER

1. The City of Dover water system is available to this site. The developer is responsible for all costs associated with extending and providing service to the proposed development.
2. Prior to plan approval, the water system plans must be submitted to the Division of Public Health, Office of Drinking Water for review and approval. The owner/developer will be responsible for providing all completed forms and plan sets to the City of Dover as required for submission to the Office of Drinking Water. Plans will not be submitted to the Office of Drinking Water until review has been completed by our office.
3. Hydrant flow testing is currently only performed during the spring and fall. The applicant must call the Department of Public Works directly to schedule these tests. This applies to both existing hydrants as well as those proposed for the site.
4. Water impact fees may be required for this proposed site plan.

WASTEWATER

1. The City of Dover sanitary sewer system is available to this site. The developer is responsible for all costs associated with extending and providing service and capacity to the proposed development.
2. Prior to plan approval, the sanitary sewer system plans may be required to be submitted to the DNREC, Division of Water Resources, Surface Water Discharges Section for review and approval. The owner/developer is responsible for providing all application fees, completed forms and plan sets directly to DNREC.
3. Wastewater impact fees may be required for this proposed site plan.

STORMWATER / GROUNDS / STREETS

1. None.

SANITATION

1. This site shall be served by a private solid waste removal company, this note shall be inserted on the plans.

GENERAL

1. The applicant is advised that depending upon the size of the existing water service and sanitary sewer lateral to be abandoned, flowable fill may be required.
2. Construction plans will not be reviewed by our office unless all previous comments have been clearly addressed within the plan set and accordingly identified within an itemized response letter and with the Water/Wastewater Initial Plan Submission Checklist, which can be obtained from the following website: https://imageserv9.team-logic.com/mediaLibrary/198/WaterWastewaterHandbookFinal_1.pdf, page 88.

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

S-17-15

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: May 31, 2017

CITY OF DOVER FIRE MARSHAL

APPLICATION: Dover Station at 655 W North St

FILE #: REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Matthew Brown, Fire Marshal PHONE #: (302) 736-4457

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY, AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESS BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. Proposed buildings do not have a specified use.

2. Building Access shall be no further than 50 feet from a primary entrance, where buildings are provided with an automatic sprinkler system installed in accordance with NFPA 13, access shall be no further than 100 feet from the primary entrance. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 3)

3. Parking shall be prohibited in front of the primary entrance for a width of not less than 1.5 times the width of the door(s) or for 10 feet, whichever is greater. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.2)

4. Perimeter access shall be depend on building use and clearly shown on the plans. Perimeter Access minimum width shall be 15 feet measured from the face of the building at grade with a maximum slope of ten percent (10%). Plantings and utility services (includes condenser units, transformers, etc.) shall be permitted within the perimeter access, and shall not interfere with emergency services fire ground operations. If a physical barrier (fence, pond, steep slope, etc) prevents access, that portion of the building perimeter shall not be included in the calculation of Percent of Perimeter Access. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 3)

5. Fire lanes will be determined upon use of the proposed building. Fire lanes are required to be 24 feet wide and run along the front of the building as determined by the primary entrance(s). In cases where there is more than one primary entrance(s), each shall be served by a fire lane even if this exceeds the percentage as required. The closest edge of fire lanes shall not be located closer than ten (10) feet to the exterior wall and the closest edge of fire lanes shall not be located further than 50 feet from the exterior wall if one or two stories in height; 40 feet if three or four stories in

height, or 30 feet if over four stories in height. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5)

6. Where parking is located between the building and the fire lane, parking shall not be located closer than 15 feet to the exterior wall. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.4.1)

7. All Fire Lanes shall be marked as follows: both the inner and outer edges of the fire lane shall be marked, where curbs are present, the top and face of the curb shall be painted yellow, where no curbs are present, a four inch (4") solid yellow demarcation line shall mark the edge(s) of the fire lane. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 7)

8. The specific color yellow shall be the uniformly accepted yellow as utilized by State of Delaware Department of Transportation (DelDOT). Only vivid and durable paint shall be used and shall be suitable for street surfaces

9. Fire lane signs shall be located as follows: see Figure 5-16 – Approved Sign For Marking Fire Lanes, fire lane signs shall be spaced at 150 foot intervals maximum, all fire lane signs shall be located no less than six feet (6') and no higher than eight feet (8') above the pavement, signs shall be placed at each end of the fire lane, and signs shall face all oncoming traffic. Where parking is not restricted roadway markings shall utilize the words "FIRE" and "LANE" in lieu of fire lane signs, and shall conform to the specifications of 7.6. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 7)

10. Where overhangs, canopies, balconies, or any other building or site features must project over any fire lane, an unobstructed vertical clearance of not less than 13'-6" above the fire lane shall be provided and the portion of the building perimeter which contains overhangs, canopies, balconies, or any other building features shall not apply towards the fire lane accessibility requirements of Section 4.0, Table 5-1 in this chapter. (6.8.4) (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.8)

11. Emergency access to rear building areas compliant with City of Dover Code (Article 5-Supplementary Regulations, Section 17); all four stories and greater buildings require 24ft fire lane at the rear. All two to three story apartment structures require an 18ft Secondary Fire Lane at the rear. All townhouses (3-8 units) with no fire protection require a 16ft alley at the rear.

12. Multiple Access Roads shall be provided when a fire department access road (fire lane) is determined by the Fire Marshal to be impaired by vehicle congestion, condition of terrain, climatic conditions, or other factors that could limit access such as placement of fire hose from fire equipment.

13. Street width shall be in accordance with City of Dover Code of Ordinances, Article VII, Section A. 13, 24 feet wide with no parking, 30 feet wide with parking on one side, or 36 feet wide with parking on both sides Or 24 feet wide with no parking, 28 feet wide with parking on one side, or 34 feet wide with parking on both sides Any dead end road more than 300 feet in length shall be provided with a turn around or cul-de-sac as outlined in the 2015 Delaware State Fire Prevention Regulations 705,chapter 5, 2.3.

14. Speed Reduction Devices must be approved, please see City of Dover Ordinance 98-10 in reference to this process.

15. All fire hydrants shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation. All fire hydrants shall have minimum of four inch (4") solid yellow demarcation lines to define specific areas, where fire hydrants are located along a curb line with permitted parking, the area between the fire hydrant and the street or fire lane shall be stenciled with four inch (4") demarcation lines and the words "NO PARKING", demarcation lines shall be measured from the center line of the fire hydrant and extend for a distance 15 feet on both sides. Where fire hydrants are located in parking lots or other areas susceptible to blockage by parked vehicles they shall be treated as follows: fire hydrants shall be protected in all directions for a distance of seven feet (7') with barriers or curbing, Minimum four inch (4") diameter steel bollards filled with concrete and marked yellow shall be installed at the outermost corners of the fire hydrant demarcation area. The minimum height of the bollard shall be 36 inches above the finished grade of the adjacent surface, and the steamer connection of all fire hydrants shall be positioned so as to be facing the edge of the street, or traffic lane. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 6, 2)
The owner is responsible if the hydrant is private.

16. Hydrant barrels shall be provided with reflective material, such as paint, durable for highway/roadway markings or a reflective tape of a minimum of 2" in width around the barrel under the top flange, hydrant bonnets shall be color coded based on the following criteria: class AA 1500 GPM - painted light blue, class A 1,000 GPM -1499 GPM - painted green, class B 500 - 999 GPM - painted orange, class C 250 - 499 GPM - painted red, class D under 250 GPM - painted black. (2015 Delaware State Fire Prevention Regulations 703, Chapter 3. 4)
The owner is responsible if the hydrant is private.

17. Fire Alarm System required per occupancy code requirements.
Fire alarm in place of assembly. *Fire alarm required.* Any new occupancy or new portion of an occupancy determined to be a place of assembly by the fire marshal, and is capable of receiving an occupant load of 75 persons or greater, shall be required to install a fire alarm in accordance with NFPA codes governing the installation of fire alarms and the National Electrical Code. *Fire alarm system required.* Any existing occupancy or portion of an existing occupancy determined to be a place of assembly by the fire marshal, and is undergoing renovations in excess of 50 percent of the assessed value of the building and is capable of receiving an occupant load 75 persons or greater or is being enlarged to receive an occupant load of 75 persons or greater, shall be required to install a complete fire alarm system in accordance with NFPA codes governing the installation of fire alarms and the National Electrical Code. *Public mode audible requirements.* To ensure that audible public mode signals are clearly heard by occupants of a structure, they shall have a sound level at least 15 decibels (dB) above the average ambient sound level or five decibels (dB) above the maximum sound level having a duration of at least 60 seconds, whichever is greater, measured five feet (1.5m) above the floor in the area required to be served by the system using the A-weighted scale dBA. In the event the stated requirement cannot be met a shunt trip relay/switches shall be the approved method of meeting the intent of this section of the Code. (City Code of Ordinances 46-171)

18. Sprinkler system required. System is to be monitored by an approved Fire Alarm System. This chapter shall apply to all buildings, structures, marine vessels, premises, and conditions which are modified by more than 50% after the effective date of these Regulations. The 50% figure shall be calculated utilizing the gross square footage of the building, structure, marine vessel, premises and conditions as to arrive at the correct application.

Places of assembly shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13 when the following apply: All new indoor places of assembly with an occupant load of 150 persons or greater. Any interior renovations of 50 percent or more to an existing place of assembly with an occupant load greater than 150 persons. Any additions or increase in interior size to an existing place of assembly that would create an occupant load of 150 persons or greater. Places of assembly where alcohol is served for consumption on the premises shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13 when the following apply: All new indoor places of assembly with an occupant load of 100 persons or greater and where alcohol will be served for consumption on the premises. Any interior renovation of 50 percent or more to an existing place of assembly with an occupant load greater than 100 persons and where alcohol will be served for consumption on the premises. Any additions or increase in interior size to an existing place of assembly which would create an occupant load of 100 persons or greater and where alcohol will be served for consumption on the premises. New educational occupancies of 5,000 square feet or greater shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13. (City of Dover Code of Ordinances 46-162)

19. Fire Department Connection is to be a 5 inch stortz connection on a 30 degree elbow located within 50 feet of main entrance. Access to the Fire Department Connection must be clear unobstructed access as defined by the AHJ.

20. Parking and/or obstructions shall be prohibited in front of fire department connections for a distance measuring from the center line and extending four feet on both sides. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.4)

21. Fire Department Connection to be located within 300 feet of fire hydrant, measured as hose would come off the fire equipment.

22. The installation of natural gas and LP gas meters, regulators, valves, and LP gas bottles shall be protected from impact damage by impact protection. Natural gas and LP gas meters, regulators, and valves located inside structures shall have impact protection, except when located in separate protected utility rooms. *Dimensions of bollards.* Bollards shall be a minimum of six-inch diameter filled with concrete. The bollard shall be set into the ground at a depth of at least 36 inches (three ft.) embedded in concrete at a minimum of 18 inches surrounding the bollard. The bollards must be a least 48 inches (four ft.) in height above the finish grade elevation. Any deviation of the stated requirements must be approved by the fire marshal and/or chief building inspector. The above dimensions shall serve as the requirement for installation; however the fire marshal and/or chief building inspector shall have the authority to require more stringent dimensions to fit the needs of devices warranting impact protection. *Color of bollards.* Bollards should be of the following colors; yellow, amber or orange. All colors shall be of fluorescent or have a reflective coating. Any deviation of the stated requirements must be approved by the fire marshal and/chief building inspector. (City of Dover Code of Ordinances, 46-4)

23. Every house, building or structure used or intended for use as living quarters or as a place for conducting business, and having any wall facing or abutting any public or private street or alley, shall have displayed on that wall, in legible, easily read characters which are of contrasting color to the background, the proper street number for such house, building, or structure in accordance with the following: *One-family and two-family residential structures, height, t*he number shall measure a minimum of four inches in height, *location, t*he number shall be placed on the house above or to the left or right of the front entrance, *color, t*he number shall be contrasting to the background color, A*rabic numerals, a*ll numbers shall be Arabic numerals. *Multiple-family dwellings, measurements, t*he number shall measure a minimum of six inches when identifying individual apartments with

exterior doors, and 12 inches when identifying buildings with apartment complexes where there are two or more buildings not assigned street addresses. Individual buildings with street addresses shall have numbers measuring six inches, *location, n*umbers shall be placed either in the center of the building or on the street end of the building so as to be visible from either the public or private street or from the parking lot, *color, n*umbers shall be contrasting to the background color, *Arabic numerals, a*ll numbers used shall be Arabic numerals. *Commercial, industrial and office buildings, height, t*he numbers shall measure a minimum of 12 inches in height, *location generally, n*umbers shall be placed either in the center of the building or on the street end of the building so as to be visible from either the public or private street or from the parking lot, *property line or driveway, s*hould the building be located far enough from a public or private road so that the numbers are not clearly visible from the street, then the street address shall also be posted on the property at or near the property line or driveway to said building, *color; each building, n*umbers shall be contrasting to the background color and shall be placed on each building in the complex, *Arabic numerals, a*ll numbers used shall be Arabic numerals, *Shopping centers.* Shopping centers consisting of two or more stores shall have a tenant or suite number affixed to the front of the tenant space and on the outside of the rear door which corresponds with that tenant space. Numbers shall measure six inches in height. (City of Dover Code of Ordinances, 98-344)

24. A lock box (Knox) containing any and all means necessary for fire department access shall be provided at the following occupancies: any occupancy that contains a fire alarm signaling system that is monitored off-site, or any occupancy that contains an automatic sprinkler system. (2015 Delaware State Fire Prevention Regulations 705, Chapter 5, 2.4)

    Secured key systems. When required; exemption. A secured key system shall be required for any new or existing building where a fire alarm or sprinkler system is being installed. It shall be the responsibility of the owner or occupant to keep a set of keys in the secured key box that are current to the locks of the protected occupancy. Buildings with 24-hour staffing or guard service shall be exempt from this subsection. *Location.* The secured key system shall be located as close to the main entrance as possible. Should the building design not allow the secured key system to be located by the main entrance, the fire marshal and fire chief shall come to an agreement as to an alternate location for the key box. A secured key system, once installed, shall not be obstructed from view or obstructed by any means that would delay the fire department access to the box. *Required keys.* Keys to be secured in the key box shall include keys to all points of ingress or egress, whether on the interior or exterior of the building, and keys to locked mechanical rooms, electrical rooms, elevator rooms, fire alarm and sprinkler controls and any area protected by automatic fire detection. Keys to individual residential apartment units are not required. *Ordering responsibility.* It shall be the responsibility of the general contractor to order the key box for new buildings. It shall be the responsibility of the owner or tenant to order the key box for existing buildings. *Installation before testing.* No acceptance test for sprinklers or fire alarms shall be conducted before the installation of a key box. (City Code of Ordiances 46-127)

25. All required means of egress shall have an exit discharge consisting of a non-slip surface, and leading to and terminating at a public way.

26. All new passenger elevators in a building shall be provided with a car sized to accommodate an ambulance cot 24 inches (609 mm) by 84 inches (2133 mm) in its horizontal open position. Where two or more new passenger elevators are located in a single hoist way and serve all or the same portion of the building, only one elevator car that provides a car sized to accommodate an ambulance cot 24 inches by 84 inches in its horizontal position for each hoist way shall be

required. Elevator cars required to comply with 15.1 or 15.2 shall be identified by the international symbol for emergency medical services (star of life). The symbol shall be not less than 3 inches (76 mm) in height and shall be placed inside on both sides of the hoist way door frame. Firefighter recall keys shall be provided in a manner acceptable to the local fire department. (2015 Delaware State Fire Prevention Regulations 705, Chapter 1, 15)

27. Buildings over 25,000 Sq. Ft are to have radio performance testing done by Delaware State Communications prior to Final CO. This must be scheduled in advance with Delaware State Communications.

28. Project to be completed per approved Site Plan.

29. Full building and fire plan review is required.

30. Construction or renovations cannot be started until building plans are approved.

31. Fire alarm systems, fire suppression systems, hoods, and hood suppression systems require a fire permit from the Fire marshal's Office. This work cannot be started until the permit is approved.

32. Building cannot be occupied by the public until a Certificate of Occupancy is obtained.

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. Contact this office with regards to the use of building 2
2. Fire Apparatus access needs to be discussed if the North St entrance is to close.

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):
2015 NFPA 1 Fire Code (NFPA; National Fire Protection Association)
2015NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)
2013 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)
2013 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)
2009 IBC (International Building Code)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2015 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

***If you have any questions or need to discuss any of the above comments, please call the above contact person listed.**

KENT CONSERVATION DISTRICT

800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 •(302) 741-260

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
June 2017

APPLICATION: Dover Station **FILE #: S-17-15**

REVIEWING AGENCY: *Kent Conservation District*

CONTACT PERSON: *Jared C. Adkins, P.E.* **PHONE #:** *741-2600 ext.3*

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

Source: Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

1. As the disturbance for this site will exceed 5,000 square feet, a detailed sediment and stormwater management plan must be reviewed and approved by our office prior to any land disturbing activity (i.e. clearing, grubbing, filling, grading, etc.) taking place. The review fee and a completed Application for a Detailed Plan are due at the time of plan submittal to our office. Construction inspection fees based on developed area and stormwater facility maintenance inspection fees based on the number of stormwater facilities are due prior to the start of construction.
2. The following notes must appear on the record plan:
   - The Kent Conservation District reserves the right to enter private property for purposes of periodic site inspection.
   - The Kent Conservation District reserves the right to add, modify, of delete any erosion or sediment control measure, as it deems necessary.
   - A clear statement of defined maintenance responsibility for stormwater management facilities must be provided on the Record Plan.
3. A soils investigation in the proposed Stormwater facility area(s) is required to determine impacts of the seasonal high groundwater level and soils for any Best Management Practice (BMP) design.
4. A SAS (Stormwater Assessment Study) submittal and pre-application meeting are required unless waived.

ADVISORY COMMENTS TO THE APPLICANT:

1. This site is located in the Tar Ditch (Meeting House Branch) watershed which experiences significant downstream flooding. The previously approved plan for this site provided for over management of runoff including the 100-year storm to prevent worsening that flooding.
2. The previously plan approval has expired and will need to be resubmitted under the 2014 Delaware Sediment and Stormwater Regulations. However due to the over management of the previous stormwater management approach, it is likely that the plan can be reapproved without significantly altering the design.
3. Although the site is not mapped as a floodplain area, the applicant should be aware that the Tar Ditch (Meeting House Branch) that passes through this site is prone to flooding and consideration should be given to the finished floor elevation of the 6,000 sf building.
4. Confirmation of wetland permits necessary to fill in and pipe the existing waterway will be required prior to stormwater plan approval.
5. A letter of no objection to recordation will be provided once the detailed Sediment and Stormwater Management plan has been approved.

LARSON
ENGINEERING GROUP INC.
CIVIL ENGINEERING & LAND PLANNING

June 7, 2017

Ms. Dawn Melson-Williams
City of Dover Planning
P. O. Box 475
Dover, DE 19903

RE: DOVER STATION

Dear Dawn,

This letter is to follow up your DAC comment looking for clarification of the proposed use of the 6000 sq.ft. Group Home shown on the plans we recently submitted for the above mentioned project.

The Group Home that is planned for the site located at 655 W. North Street is being designed as an Emergency Shelter for United States Military Veterans. The Emergency Shelter will be a two-story, dormitory style facility capable of housing up to 16 homeless Military Veterans. The building will include sleeping areas, five bathrooms, kitchen, dining room, common area, counseling room, admin/ staff area and a medical services area. The Emergency Shelter will incorporate on site counseling services for the Veterans. In addition, social services, vocational training and permanent housing transition assistance will be facilitated.

Please review this information and call me if you have any questions.

Sincerely,

LARSON ENGINEERING GROUP, INC.

Douglas J. Liberman
Vice President

LARSON
ENGINEERING GROUP INC.
CIVIL ENGINEERING & LAND PLANNING

May 5, 2017

RECEIVED
MAY 5 - 7:17
CITY OF DOVER
PLANNING & INSPECTIONS

Ms. Dawn Melson-Williams
City of Dover Planning
15 Loockerman Street
Dover, DE 19901

RE: DOVER STATION – LOADING SPACE WAIVER REQUEST

Dear Dawn:

We would like to request a waiver of Article 6, Section 4.22 to reduce the required loading space from 1 to 0. The proposed office use will not require large truck deliveries other than overnight packages; therefore, not necessitating a defined loading space. A delivery vehicle such as this can park along the building without completely blocking the drive aisle, allowing traffic to still circulate the site.

Please review this request and call me if you have any questions.

Sincerely,

LARSON ENGINEERING GROUP, INC.

Douglas J. Liberman
Vice President

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LARSON
ENGINEERING GROUP INC.
CIVIL ENGINEERING & LAND PLANNING

May 5, 2017

Ms. Dawn Melson-Williams
City of Dover Planning
15 Loockerman Street
Dover, DE 19901

RE: DOVER STATION – WETLANDS

Dear Dawn,

The plan for the above mentioned site shows filling a small portion of the existing delineated wetlands on the site. We have discussed this with DNREC and are pursuing a permit to allow this to happen. The wetlands do not show up on the State wetland maps and are not shown as a Blue line stream. We will have to file for a Jurisdictional Determination with the U. S. Army Corps of Engineers. After receiving that we will have to file a Subaqueous Lands Section B permit with DNREC. These two items will take about 60 days to receive.

Please review this and let me know if you have any questions.

Sincerely,

LARSON ENGINEERING GROUP, INC.

Douglas J. Liberman
Vice President

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LANDSCAPE ARCHITECTURAL SERVICES, L.L.C.

Matthew T. Spong, R.L.A. ASLA
Trisha Sawicki, ASLA

City of Dover
Planning Commission
C/O City of Dover Planning Dept.
P.O. Box 475
The Plaza
Dover DE 19903
Attention: Dawn M Williams, AICP

June 6, 2017

RE: Dover Station LLC
Phase #2
File #S-15-5

Dear Dawn,
I am writing on behalf of my client Larson Engineering ,Inc to ask the Planning Commission to consider the following waiver for this project when reviewing the site plan at your meeting.
Partial Opaque Barrier Waiver – This plan proposes a partial waiver from Article 5- Section 7.2 of the city of Dover Code, ,that requires an opaque barrier and landscape screen when parking adjoins residentially zoned/used land.

We are requesting a waiver from the opaque barrier component of these requirements on the northwest and north property lines along the lands of tax parcel #05-76.12-031.000.

The reason for this request is because the existing vegetation on the adjacent properties will be supplemented by the proposed 11 evergreen trees buffer and 3 Canopy trees this will make the opaque barrier unnecessary.

Additionally, please note the opaque barrier being provided with the landscape buffer along the west property line will need to step-down from the required 6'-0" height to 4'-0" for the last 25' of fence where it meets the property line at West North Street, since the City of Dover Code does not allow a 6' high fence in front yard areas.
This waiver request was recommend by the Planning Staff when this project was previously submitted in August 2007

Please contact me if you have any questions or need additional information about this request.

With Best Regards,

Matthew T. Spong, R.L.A., A.S.L.A., Principal
X.C. Mr. Doug Liberman, Vice President, Larson Engineering

P.O. Box 293, Dover, DE 19903 phone: 302-284-4578 fax: 302-284-0301
e-mail: matt@las-llc.net website: www.las-llc.net

City of Dover

DATA SHEET FOR Revised IMPLEMENTATION PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF June 7, 2017

PLANNING COMMISSION MEETING of June 19, 2017

Project:	Eden Hill Farm – Traditional Neighborhood Design: Professional Office, Medical & Financial District Revised Implementation Plan S-17-16
Associated Plans:	Eden Hill Farm TND, Z-05-03 Professional Office, Medical and Financial District Implementation Plan, S-06-26 POMF District Administrative Site Plan Phase 1: Buildings 1 and 2, S-06-42 POMF District Administrative Site Plan Phase 2: Building 4 – Medical Office Building, S-08-33 (superseded by S-16-16) POMF District Administrative Site Plan Phase 2: Building 4 – Eden Hill Skilled Nursing Facility, S-16-16
Plan Type:	Traditional Neighborhood Design Implementation Plan (Revised)
Location:	Located on south side of West North Street on the west and east sides of Banning Street
Tax Parcels:	ED-05-076.00-01-13.02-000 ED-05-076.00-01-13.05-000
Area of TND:	272.04 acres +/-
Area of POMF District:	25.47 acres +/-
Zoning:	TND (Traditional Neighborhood Design Zone)

City of Dover Planning Office

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C MEETING DATE: June 7, 2017

APPLICATION: Eden Hill Farm – Traditional Neighborhood Design: Revised Implementation Plan for Professional Office Medical & Financial District

FILE#: S-17-16 REVIEWING AGENCY: City of Dover Planning

CONTACT PERSON: Dawn E. Melson-Williams, AICP PHONE#: 736-7010

I. PLAN SUMMARY:

This submission is for Review of a REVISED Implementation Plan for the *Professional Office, Medical and Financial District* component of the Eden Hill Farm Traditional Neighborhood Design project. The District is located on two parcels of land consisting of 25.47 total acres +/-. The Revision is for the area east of Banning Street (known as Lot 2B) consisting of 7.33 acres +/-. The proposed overall plan for the District consists of six buildings, parking areas, open space areas, and the street layout. The parcels are zoned TND (Traditional Neighborhood Design) and are located at the southeast corner of West North Street and Banning Street.

This Revised Implementation Plan is to supersede the initial Implementation Plan S-06-26 Eden Hill Farm TND – Professional Office, Medical and Financial District reviewed by the Planning Commission during Spring 2006 with its conditional approval granted August 2006.

The following Report provides background on the Traditional Neighborhood Design process to date for the Eden Hill Farm TND and as specifically related to the *Professional Office, Medical and Financial District.* The Report then focuses on a review of this Revised Implementation Plan submission of May 2017 for the POMF District. (*Plan Review of Revised Plan version dated April 28, 2017).

Previous Applications:

The Implementation Plan for the *Professional Office, Medical and Financial Distric*t of the Eden Hill Farm TND was reviewed as application S-06-26 with the Planning Commission granting conditional approval on August 22, 2006 and Final Plan approved granted on October 2, 2007. Approval of the Administrative Site Plan (S-06-42) for Phase 1 of the project was a component of the October 2, 2007 approval. See also Chart of Application Reviews and Approvals that follows.

II. ZONING REVIEW

Traditional Neighborhood Design Zone Process

The *Zoning Ordinance*, Article 3, Section 28 outlines the requirements for the Traditional Neighborhood Design Zone (TND) including the development criteria and procedure. The first

step of the Traditional Neighborhood Design Zone is an application for rezoning to TND which includes review of a Master Plan. The subject property Eden Hill Farm has achieved the zoning classification of TND (Traditional Neighborhood Design) and approval of the General Overall Master Plan. Next reviews of the Implementation Plans for each District of the TND for compliance with the approved General Overall Master Plan occur. Then is review of Administrative Site Plans for individual building development or Subdivision Plans for recordation of lots. The Administrative Site Plan review is intended to ensure compliance of each phase with the overall Implementation Plan. This process is described in the *Zoning Ordinance*, Article 3 §28.43.

TND (Traditional Neighborhood Design Zone)

The types of permitted uses with the Traditional Neighborhood Design Zone are outlined in Article 3 §28.5. Listed below are the uses which are allowed in the Professional Office, Medical and Financial District.

***Zoning Ordinance*, Article 3**

28.51 Uses allowed in all areas of the TND:

28.511 All residential uses, accessory uses, and conditional uses currently permitted in the residential zones of the City identified in Article 3, Sections 1, 2, 3, 4, 5, 6, 7 and 9. Proposed conditional uses shall be identified in the application to the Planning Commission.

28.512 Accessory dwelling units in conjunction with detached single-family houses. A maximum of one accessory dwelling unit shall be permitted in conjunction with a detached single-family house.

28.513 Open space.

28.514 Civic uses including, but not necessarily limited to:

a) Government buildings;
b) Education buildings;
c) Libraries;
d) Meeting halls;
e) Museums;
f) Recreational facilities;
g) Places of Worship;
h) Other cultural, civic or social use as designated on the approved Implementation Plan.

28.53 *Professional office, medical, and financial district:* Additional uses permitted in this district include the following, subject to the requirements set forth in subsection 28.7:

28.531 *Business, professional, and government offices, banks, philanthropic or not-for-profit offices, and financial institutions.* Drive through banks shall be allowed if they are of superior design and screening consistent with the intent of the TND zone.

28.532 *Medical and dental offices including clinics, laboratories, and hospital services.* Drug stores, eye wear sales, and similar medical related retail uses, along with luncheonettes or delicatessens shall be allowed if designed as an accessory use or tenant space in a medical office building.

28.533 Nursing or extended care facilities offering overnight accommodations.

It is noted that the types of residential uses allowed include single (one) family detached dwellings, duplexes, multiplex buildings, townhouses, multiple dwellings, and apartments

(garden, mid-rise, and high-rise apartments) as defined in the *Zoning Ordinance*, Article 12 Definitions. However, the POMF District does not propose any residential uses with this plan.

III. PROJECT DESCRIPTION – EXISTING IMPLEMENTATION PLAN

Eden Hill Farm TND: Previous Application Reviews and Plan Approvals

The following provides a summary of the project review process to date for the Eden Hill Farm TND and the Professional Office Medical & Financial District of the TND.

Date	Application Number	Plan Type	Action	Description
June 20, 2005	Z-05-03	Rezoning Application	Planning Commission recommendation of approval for rezoning to TND	Rezoning to TND including acceptance of the General Overall Master Plan and the Master Comprehensive Development Standards Manual (Pattern Book) with its Addendum of 6/9/05 for the project in accordance with the conditions of approval outlined in the Development Advisory Committee (DAC) comments
July 22, 2005	Z-05-03	Rezoning Application	City Council approval of rezoning to TND	Property rezoned to TND with General Overall Master Plan and Pattern Book
August 22, 2006	S-06-26	Implementation Plan – POMF District	DAC: Planning Commission Approval	Implementation Plan and Pattern Book Amendments
2007	S-06-26	Record Plan – POMF District	Staff Approval; Record Plan recorded 9/11/07	Record Plan
October 2, 2007	S-06-42	Administrative Site Plan: Phase 1	Staff and Agency Review and approval	Phase 1 of District: Construction of Eden Hill Medical Center Building (Building 1 and Building 2 with shared entrance) – Buildings constructed; Banning Street constructed and dedicated as City Street
October 2, 2007	S-06-42	Pattern Book	Approved 10/2/2007	POMF District Pattern Book – 5th Edition dated 8/6/2007
2008-2009	S-08-33	Administrative Site Plan: Phase 2	Staff and Agency Review and approval 4/20/09	Phase 2 of District: Proposed Building 4 – No action taken to construct
2016	S-16-16	Administrative Site Plan: Phase 2 (new)	Staff and Agency Review and Approval; Planning Commission	Phase 2 of District: Proposed Building 4 as Skilled Nursing Facility; under construction currently
Current Submission May 2017	**S-17-16**	**Revised Implementation Plan –POMF District**	**DAC May-June 2017; Planning Commission review pending in June**	**Revised Implementation Plan – Sheet Submission of Concept Plan: Revisions to area on east side of Banning Street Pattern Book Amendment pg. 26**

POMF DISTRICT SUMMARY

The *Professional Office, Medical and Financial District* is a component of the Traditional Neighborhood Design project known as Eden Hill Farm. It is located in the northeast portion of the overall TND site and consists of a series of multi-story buildings and is linked to the overall internal street network and pedestrian network. The Implementation Plan for the District consists of buildings, parking areas, open space areas, and the street layout. The *Professional Office, Medical, and Financial District* includes of a series of nine buildings and associated site improvements. Previously, there were revisions to the street layout from the original layout presented in the Rezoning Master Plan. (See Site Plan Sheet SP-1 from Application S-06-42 for the current POMF District Implementation Plan). The Implementation Plan for the *POMF District* received Planning Commission approval on August 22, 2006 and Final Plan approval October 2, 2007.

The *District* has a main street known as Banning Street, sidewalks, pedestrian network, parking options, and landscaping. This *Professional District* area is connected to the existing road network via the West North Street intersection with Banning Street and via a roundabout from West North Street known as the Garrett House Circle.

The *POMF District* Plan proposed a series of nine buildings totaling 359,883 S.F. and a possible parking garage (with 300 spaces). The buildings are limited to a maximum footprint of 40,000 S.F. The Phasing Plan for the *Professional Office, Medical, and Financial District* depicts a series of six phases. Phase 1 of the project consisting of two buildings (Buildings 1 and 2) with a central connection building element was constructed in 2007-2008; it is known as Eden Hill Medical Center. A previous Administrative Site Plan was submitted for Phase 2 as application S-08-33 for a medical office building; however, it was not constructed and was later superseded by Administrative Site Plan S-16-16 for construction of Skilled Nursing Facility (Building 4). This Phase 2 Building of a three-story Skilled Nursing Facility of 65,000 SF is currently under construction.

Comprehensive Development Standards Manual (Pattern Book)

The approved Comprehensive Development Standards Manual (Final Pattern Book) for the Eden Hill Farm *Professional Office, Medical and Financial District* was approved in October 2007. This document is entitled *Eden Hill Farm Professional Office, Medical, and Financial District* Pattern Book 5th Edition dated August 6, 2007. Copies of this document are on file in the Planning Office.

The Implementation Comprehensive Development Standards Manual (Pattern Book) consists of a written and graphic description of the owner/developer's proposed approach to each of the items listed in *Zoning Ordinance,* Article 3 §28.84. The purpose of the Pattern Book is to set the standards and guidelines for the design, construction, and maintenance of the land and buildings specifically in the *POMF District* acting as a portion of the code requirements for physical character of the development. Any development within the *POMF District* must comply with the Pattern Book.

IV. PROJECT DESCRIPTION – PROPOSED REVISIONS

REVISED Implementation Plan 2017 for Professional Office, Medical & Financial District, S-17-16 (Revision – Concept Plan dated 4/28/2017):
This application is for the Review of a Revised Implementation Plan of the *POMF District* component of the Traditional Neighborhood Design project known as Eden Hill Farm. This proposed Revised Plan is presented on two plan sheets.

The overall plan for the Revised *POMF District* depicts the development areas for specific buildings and the associated elements such as the street and pedestrian networks, on-street parking areas, stormwater management (pond location), and open space areas. The *POMF District* area continues to be proposed to be connected to the existing nearby road network as previously identified with the key entry points from West North Street via Banning Street and a connection to the Garrett House Circle.

The following chart summarizes the revisions to the Plan layout with the *POMF District* proposed by this 2017 Revised Implementation Plan.

S-17-16 Eden Hill Farm Traditional Neighborhood Design: Professional Office, Medical & Financial District – Revised Implementation Plan

Revision Topic	Proposed Revisions	Current Approved Implementation Plan of 2006
Change of Phases (Number and Size)	Total of 5 Phases, each includes a building and parking area. The order of area development for each phase revised.	Total of 6 Phases, each included a building and parking area.
Building Number and Size	Changes in footprint, size and number of buildings. Revisions to in Phase 3 Building and Phase 5 Building. Overall total of 6 buildings.	A total 9 buildings and a parking garage were proposed.
Improvements at Banning Street Intersection	Proposed addition of dedicated right turn lanes from W. North Street onto Banning Street and from Banning Street onto W. North Street (going east).	The signalized intersection of Banning Street with West North Street (and Clarence Street) is existing.
East Side Access & Parking Lot Design	Consolidation of east side access to one entrance point from Banning Street, elimination open space area, and reconfiguration of adjoining parking lot areas.	One-way entry/exit traffic loop around open space on east side of Banning Street. It was the connection to multiple parking lot areas.
Parking Calculation	Revised Plan indicates a parking rate of one parking space per 300 SF of floor area. Plan continues to provide	The Implementation Plan S-06-26/S-06-42 identifies that the parking calculation for the POMF District to be one parking space

	pedestrian access via sidewalks and Walking Trail.	per 250 S.F. floor area of building (it states as per Pattern Book but exact reference was not found). A parking rate based on use accepted for Building 4 – Skilled Nursing Facility (S-16-16). A TND project is intended to be walkable and pedestrian friendly; this project includes sidewalks and multi-modal options as well.
Community Walking Trail	A portion of the Community Walking Trail has not been constructed south of the stormwater management pond. The phase for its completion is not indicated; Applicant noted it would be in Phase 5.	The Implementation Plan and approval of Phase 1 (Building 1 and 2) identified that the construction of the Community Walking Trail segment within the POMF District would be required prior to the Certificate of Occupancy for Phase 2: Building #4; however, the requirement for construction was delayed to a future phase. There are other segments of this Community Trail network in other project areas of the TND.

Revised Implementation Comprehensive Development Standards Manual – Amendment to Landscape Guidelines

With this submission, one proposed change to the Implementation Comprehensive Development Standards Manual (Pattern Book) - POMF District was submitted. Specifically, an amendment to page 26 – Section D.5 Landscape Guidelines. The Pattern Book includes landscape buffer requirements for parking and service areas when adjacent to roadways. This buffer when adjacent to major roadways is be 30 feet in width and include a berm and tree plantings. The applicant is proposing an alternative to this required screening.

- *Amendment to Section D.5 Landscape Guidelines: Screening in the form of fencing, landscaping or masonry wall can be used in lieu of 30 feet buffer adjacent to major roadway.*

V. LANDSCAPE PLAN and OPEN SPACE

The Revised Implementation Plan is required to meet the provisions of the *Zoning Ordinance* for Landscape Guidelines and Tree Planting and Preservation (Article 5 §11 and 15) at a minimum. The *POMF District* area does not include existing woodland areas. The area subject to the Tree Density requirements equals 25.47 acres. Therefore, the project will require a minimum of 370 trees to meet the Tree Density requirements. The currently approved Implementation Plan shows new tree plantings (exceeding the minimum requirement) as a mix of deciduous, evergreen, and ornamental trees to be located as street trees, within open spaces area, and as part of individual

building and parking lot area development. A Revised Landscape Plan was not submitted. Each Phase's Administrative Site Plan will need to provide the details of the landscape and tree plantings for that phase.

The overall Eden Hill Farm TND exceeds the minimum of 25% open space by creating a community walking trail area, parks, and greens throughout the site and large open space/park area in the southwest portion of the site. The existing historic house of Eden Hill Farm and its tree allees (entrance drives) are preserved within a large public open space area. Focusing on the *POMF District* area, an open space area known as Charles Ridgely Green is central to the District west of Banning Street. On the eastern portion of the District near the railroad corridor is part of the overall Walking Trail system. The Pattern Book also outlines landscaping guidelines for buffer areas adjacent to North Street and requirements for plantings near buildings.

VI. CITY AND STATE CODE REQUIREMENTS:

The subject proposal has been reviewed for code compliance, plan conformity, and completeness in accordance with this agency's authority and area of expertise. The following items have been identified as elements which need to be addressed by the applicant:

1) The Revised Implementation Plan and Comprehensive Design Standards Manual (Pattern Book) will need to be amended to reflect any changes recommended or approvals by the Planning Commission.

2) The following are items of the *Professional Office, Medical and Financial District Revised Implementation Plan Set* identified for correction:
   a) Ensure Plan sheet includes entire District. The east and western edge of the District are clipped off in the drawing.
   b) Create summary data column for the POMF District with general property data, parking information and requirements, summary of building information, and any other general notes pertaining to the overall District. Planning Staff can provide guidance for this plan items.
   c) Number the Buildings in Phases 3 and 5. Consider renumbering building in Phase 4.
   d) Identify timeframe for completion of the Community Walking Trail segment.
   e) Identify footprint and building size for Building 3 in Phase 4.

3) The Comprehensive Design Standards Manual (Pattern Book) for the *POMF District* is required to be updated to reflect the various approvals by the Planning Commission.
   a) Create replacement Pattern Book pages for any approved amendments.
   b) Clarify that the amendment for screening of parking and service areas through the use of fencing, landscaping or masonry wall (without a buffer area of 30 feet) is intended for the Banning Street corridor. The buffer/screening requirements per road/street types may need to be clarified.
   c) Create a Pattern Book amendment related to the parking space requirement to clearly establish the rate calculation. Also consider providing an opportunity for consideration of a parking rate related to building occupancy type/use.

4) The following additional information to be provided with future plan set submissions for the *POMF District*:

a) Provide Entrance Plans/details of street connection improvements for the turn lane improvements at the Banning Street intersection with West North Street.
b) Provide entrance designs for central site entrance on the east side of Banning Street.
c) Administrative Site Plans for each Phase.

5) The Landscape Plan with each Administrative Site Plan (per Phase of development) will need to be updated related to the revised layouts and open space area designs.

6) The developer must coordinate with the City's Department of Public Works and DelDOT regarding the redesign of the approaches (turns lanes) to the intersection of Banning Street with West North Street.

7) Provide information on any agreements established regarding responsibilities for construction, dedication, maintenance, etc. for areas with the TND project such as circulation aisles, walking paths, open spaces, landscaping, stormwater management, etc.

8) A separate Record Plan may need to be submitted if changes are proposed to easements for utilities, cross access, etc. or related to right-of-way dedications for street improvements.

VII. RECOMMENDED ADDITIONAL CONSIDERATIONS TO MEET CODE OBJECTIVES:

In accordance with the *Zoning Ordinance*, Article 3 §28.1 Purpose and Intent of the Traditional Neighborhood Design (TND) zone (Article 3 §28.423) and in accordance with the *Zoning Ordinance*, Article 10 §2.2, the Planning Commission in considering and acting upon Implementation Plans for a TND may prescribe appropriate conditions and safeguards so that the public health, safety, and welfare, the comfort and convenience of the public in general, and the residents of the immediate neighborhood in particular shall be taken into consideration. These safeguards may to the maximum extent possible further the expressed intent of the *Zoning Ordinance* and the accomplishment of several objectives in particular listed in subsections 2.21 to 2.28.

1) The proposed revisions shown in the 2017 Revised Implementation Plan (Concept Plan – Version of 4/28/2017) for the *POMF District* are to be evaluated for compliance with the intent of the Eden Hill TND Master Plan. All proposed revisions strive to develop a walkable and pedestrian friendly, economically viable professional and commercial development in proximity to where people live. This District is to provide a range of professional, medical, and financial office space (with an opportunity to incorporate residential uses).

2) In response to the objectives focusing on traffic modes and patterns, off- street parking, landscaping, and architectural characteristics, the Staff recommends approval of each proposed Implementation Plan Revisions (as previously summarized in the Chart on pages 6-7) with any additional conditions as listed below:
    a. Change of Phases (Number and Size): Allow the order of development of the phases to be flexible. Changes in the order of phases can be a minor, clarifying amendment to the Implementation Plan to be reviewed by the City Planner (Article 3 §28.433).

b. Building Number and Size: The buildings remain subject to the footprint size limitation of 40,000 SF per building (Article 3 §28.762).
c. Improvements at Banning Street Intersection: This project to design and implement designated turn lanes for traffic approaching the West North Street intersection with Banning Street is recommended for implementation prior to the completion of the next phase of development in the *POMF District*.
d. East Side Access & Parking Lot Design: The consolidation to one entry point for the east side will alleviate confusion with what was previously proposed as a one-way traffic movement at Banning Street and the existing one-way traffic pattern on the west side of Banning Street surrounding the Charles Ridgely Green.
e. Parking Calculation: This will formally establish the parking rate calculation; however, Staff recommends the addition of the opportunity for the parking rate for a specific building also to be evaluated based on the occupancy/use.
f. Community Walking Trail: This is a part of the overall opportunities for pedestrian and bicycle travel among areas of the TND and the broader regional shared-use path and sidewalk networks. This should be evaluated for completion with each submission for development of a phase.

3) In response to the objectives focused on landscaping and the location of off-street parking (Article 3 §28.764), clarify that the Pattern Book amendment for screening of parking and service areas through the use of the options of fencing, landscaping or masonry wall (without a buffer area of 30 feet) is intended for use along the Banning Street (Type 8 Road) corridor. The buffer/screening requirements per road/street types may need to be clarified as W. North Street is a different type.

Other agencies may recommend additional considerations to meet code objectives in accordance with their areas of expertise. Action on all consideration identified in this section and by other agencies is at the discretion of the Planning Commission.

VIII. ADVISORY COMMENTS TO THE APPLICANT:

1) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.

2) If Planning Commission approval is granted to the proposed Revised Implementation Plan concept, the Implementation Plan and Pattern Book must be revised to meet all conditions of approval from the Development Advisory Committee or as otherwise noted. These documents must be submitted for review by applicable Departments and agencies as part of the Administrative Review/Check Print Review process.

3) In the event, that major changes and revisions to the Revised Implementation Plan occur in the finalization of the plan or associated Pattern Book addendum contact the Department of Planning and Inspections. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other commissions making recommendations in regards to the plan.

4) Each Phase of the *POMF District* is subject to review through the Administrative Review of Site Development Plans in accordance with *Zoning Ordinance,* Article 3 §28.43 and referenced sections. Prior to the submission of plans for each project phase, a Pre-Application meeting with the Planning Office will be require.

5) For building new construction, the requirements of the building code and the fire code must be complied with. Consult with the Chief Building Inspector and City of Dover Fire Marshal for these requirements. The resolution of these items may impact the site design including such items as building dimensions and height, building openings, and fire protection needs, etc.

6) The applicant/developer shall be aware that prior to any ground disturbing activities or start of construction activities on the site the appropriate plan approvals, site inspections, Pre-Construction meetings, and permits are required.

7) Staff notes that a Memorandum of Understanding (MOU) or Agreements are in place to address topics such as responsibilities for construction, dedication, and maintenance of specific components of the Eden Hill Farm TND.
    a. There is a Stormwater Management Agreement signed January 23, 2007 between DelDOT and Dover Medical Properties, LLC.
    b. An Infrastructure Improvement Agreement dated June 2007 pertaining to the TND Residential District also outlines a number of items related to the overall Eden Hill Farm TND development that will require participation by the owners of the POMF District including nearby road segments.

8) The applicant shall be aware that Revised Implementation Plan approval does not represent a Building Permit, Sign Permits and associated construction activity permits. A separate application process is required for issuance of a Building Permit from the City of Dover.

If you have any questions or need to discuss any of the above comments, please call the above contact person and the Planning Office as soon as possible.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: MAY 31, 2017

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **Eden Hill Farm TND: Professional Office, Medical and Financial District – Revised Implementation Plan**

FILE #: **S-17-16**

REVIEWING AGENCY: **City of Dover Electric and Public Works Departments**

CONTACT PERSON: **Paul Waddell - Electric**
Jason A. Lyon, P.E. – Public Works

CONTACT PHONE #: **Electric - 302-736-7070 Public Works – 302-736-7025**

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS

ELECTRIC

1. The roadway and curbing must be in.
2. The right-of-way must be within 6" of final grade.
3. The property corners must be staked.
4. Owner is responsible for locating all water, sewer, and storm sewer lines.
5. Owner is responsible for installing all conduits and equipment pads per the City of Dover Engineering Department specifications.
6. Owner is responsible for site and/or street lighting.
7. Meter locations will be determined by City of Dover Engineering Department.
8. Load sheets and AutoCAD compatible DXF or DWG diskettes of site plans, including driveways, are required prior to receiving approved electrical construction drawings.
9. Any relocation of existing electrical equipment will be engineered by the City of Dover Electric Department. Developer may be required to perform a quantity of the relocation. Any work performed by the City of Dover will be at the owner's expense.
10. Prior to construction, owner is responsible for granting an easement to the City of Dover Electric Department. Easement forms will be furnished and prepared by the City of Dover Electric Engineering Department.
11. Fees will be assessed upon final site plans. The owner will be responsible for fees assessed prior to construction. Owner is required to sign off plans prepared by the Electric Department.
12. Must maintain 10' clearance around all electrical equipment, unless pre-approved by the City of Dover Electric Engineering Department.
13. Prior to the completion of any/all designs and estimates, the owner is responsible for providing the Electric Engineering Department with a physical address of the property.
14. All Engineering and design for Dover Electric will be engineered upon final approved plans. All Engineering work will be furnished by the City's Electric Engineering Department.

WATER / WASTEWATER / STORMWATER / STREETS / SANITATION / GROUNDS

1. Our office has no objection for the revised implementation plan.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

1. Owner must give the City of Dover Electric Department three (3) months notice prior to construction. Owner is responsible for following the requirements outlined in the City of Dover's Electric Service Handbook. The handbook is now available on the website at the following link: http://www.cityofdover.com/departments/electric/documents/.

WATER / WASTEWATER / STORMWATER / STREETS / SANITATION / GROUNDS

1. Should this site be redeveloped, which includes modifications to the use, the applicant / developer will be responsible for all costs associated with providing the appropriate meter / service / main to this site based upon the use including any necessary system upgrades or extensions. The appropriateness and adequacy of water and sewer services and meters will be assessed at that time. (Please note that each water meter registered with the City of Dover must have a separate service line.) Should the existing water and sanitary sewer services no longer be required based upon the proposed use, they must be properly abandoned at the mains in accordance with all City of Dover Department of Public Works standards and specifications.
2. Any redevelopment shall adhere to the City of Dover Water/Wastewater Handbook and the Specifications, Standards & Procedures for City of Dover Public Works requirements.
3. Please note that renovations and or change of use projects must ensure that the water and wastewater service is brought up to current requirements. This may include relocating the water meter outside or changing service line sizes. Please ensure you schedule a meeting with the Department of Public Works during the planning phase for this site. Additional impact fees may apply for future development.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. None

WATER / WASTEWATER / STORMWATER / STREETS / SANITATION / GROUNDS

1. None

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

S-17-16

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: May 31, 2017

CITY OF DOVER FIRE MARSHAL

APPLICATION: Eden Hill Farm TND

FILE #: REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Matthew Brown, Fire Marshal PHONE #: (302) 736-4457

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY, AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESS BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. Proposed building is Business.

2. Building Access shall be no further than 50 feet from a primary entrance, where buildings are provided with an automatic sprinkler system installed in accordance with NFPA 13, access shall be no further than 100 feet from the primary entrance. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 3)

3. Parking shall be prohibited in front of the primary entrance for a width of not less than 1.5 times the width of the door(s) or for 10 feet, whichever is greater. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.2)

4. Perimeter access shall be clearly shown on the plans. Perimeter Access minimum width shall be 15 feet measured from the face of the building at grade with a maximum slope of ten percent (10%). Plantings and utility services (includes condenser units, transformers, etc.) shall be permitted within the perimeter access, and shall not interfere with emergency services fire ground operations. If a physical barrier (fence, pond, steep slope, etc) prevents access, that portion of the building perimeter shall not be included in the calculation of Percent of Perimeter Access. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 3)

5. Fire lanes shall be shown on the plans of the proposed building. Fire lanes are required to be 24 feet wide and run along the front of the building as determined by the primary entrance(s). In cases where there is more than one primary entrance(s), each shall be served by a fire lane even if this exceeds the percentage as required. The closest edge of fire lanes shall not be located closer than ten (10) feet to the exterior wall and the closest edge of fire lanes shall not be located further than 50 feet from the exterior wall if one or two stories in height; 40 feet if three or four stories in

height, or 30 feet if over four stories in height. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5)

6. Where parking is located between the building and the fire lane, parking shall not be located closer than 15 feet to the exterior wall. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.4.1)

7. All Fire Lanes shall be marked as follows: both the inner and outer edges of the fire lane shall be marked, where curbs are present, the top and face of the curb shall be painted yellow, where no curbs are present, a four inch (4") solid yellow demarcation line shall mark the edge(s) of the fire lane. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 7)

8. The specific color yellow shall be the uniformly accepted yellow as utilized by State of Delaware Department of Transportation (DelDOT). Only vivid and durable paint shall be used and shall be suitable for street surfaces

9. Fire lane signs shall be located as follows: see Figure 5-16 – Approved Sign For Marking Fire Lanes, fire lane signs shall be spaced at 150 foot intervals maximum, all fire lane signs shall be located no less than six feet (6') and no higher than eight feet (8') above the pavement, signs shall be placed at each end of the fire lane, and signs shall face all oncoming traffic. Where parking is not restricted roadway markings shall utilize the words "FIRE" and "LANE" in lieu of fire lane signs, and shall conform to the specifications of 7.6. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 7)

10. Where overhangs, canopies, balconies, or any other building or site features must project over any fire lane, an unobstructed vertical clearance of not less than 13'-6" above the fire lane shall be provided and the portion of the building perimeter which contains overhangs, canopies, balconies, or any other building features shall not apply towards the fire lane accessibility requirements of Section 4.0, Table 5-1 in this chapter. (6.8.4) (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.8)

11. Emergency access to rear building areas compliant with City of Dover Code (Article 5-Supplementary Regulations, Section 17); all four stories and greater buildings require 24ft fire lane at the rear. All two to three story apartment structures require an 18ft Secondary Fire Lane at the rear. All townhouses (3-8 units) with no fire protection require a 16ft alley at the rear.

12. Multiple Access Roads shall be provided when a fire department access road (fire lane) is determined by the Fire Marshal to be impaired by vehicle congestion, condition of terrain, climatic conditions, or other factors that could limit access such as placement of fire hose from fire equipment.

13. Street width shall be in accordance with City of Dover Code of Ordiances, Article VII, Section A. 13, 24 feet wide with no parking, 30 feet wide with parking on one side, or 36 feet wide with parking on both sides Or 24 feet wide with no parking, 28 feet wide with parking on one side, or 34 feet wide with parking on both sides Any dead end road more than 300 feet in length shall be provided with a turn around or cul-de-sac as outlined in the 2015 Delaware State Fire Prevention Regulations 705,chapter 5, 2.3.

14. Speed Reduction Devices must be approved, please see City of Dover Ordinance 98-10 in reference to this process.

15. All fire hydrants shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation. All fire hydrants shall have minimum of four inch (4") solid yellow demarcation lines to define specific areas, where fire hydrants are located along a curb line with permitted parking, the area between the fire hydrant and the street or fire lane shall be stenciled with four inch (4") demarcation lines and the words "NO PARKING", demarcation lines shall be measured from the center line of the fire hydrant and extend for a distance 15 feet on both sides. Where fire hydrants are located in parking lots or other areas susceptible to blockage by parked vehicles they shall be treated as follows: fire hydrants shall be protected in all directions for a distance of seven feet (7') with barriers or curbing, Minimum four inch (4") diameter steel bollards filled with concrete and marked yellow shall be installed at the outermost corners of the fire hydrant demarcation area. The minimum height of the bollard shall be 36 inches above the finished grade of the adjacent surface, and the steamer connection of all fire hydrants shall be positioned so as to be facing the edge of the street, or traffic lane. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 6, 2)
The owner is responsible if the hydrant is private.

16. Hydrant barrels shall be provided with reflective material, such as paint, durable for highway/roadway markings or a reflective tape of a minimum of 2" in width around the barrel under the top flange, hydrant bonnets shall be color coded based on the following criteria: class AA 1500 GPM - painted light blue, class A 1,000 GPM -1499 GPM - painted green, class B 500 - 999 GPM - painted orange, class C 250 - 499 GPM - painted red, class D under 250 GPM - painted black. (2015 Delaware State Fire Prevention Regulations 703, Chapter 3. 4)
The owner is responsible if the hydrant is private.

17. Fire Alarm System required per occupancy code requirements.
Fire alarm in place of assembly. *Fire alarm required.* Any new occupancy or new portion of an occupancy determined to be a place of assembly by the fire marshal, and is capable of receiving an occupant load of 75 persons or greater, shall be required to install a fire alarm in accordance with NFPA codes governing the installation of fire alarms and the National Electrical Code. *Fire alarm system required.* Any existing occupancy or portion of an existing occupancy determined to be a place of assembly by the fire marshal, and is undergoing renovations in excess of 50 percent of the assessed value of the building and is capable of receiving an occupant load 75 persons or greater or is being enlarged to receive an occupant load of 75 persons or greater, shall be required to install a complete fire alarm system in accordance with NFPA codes governing the installation of fire alarms and the National Electrical Code. *Public mode audible requirements.* To ensure that audible public mode signals are clearly heard by occupants of a structure, they shall have a sound level at least 15 decibels (dB) above the average ambient sound level or five decibels (dB) above the maximum sound level having a duration of at least 60 seconds, whichever is greater, measured five feet (1.5m) above the floor in the area required to be served by the system using the A-weighted scale dBA. In the event the stated requirement cannot be met a shunt trip relay/switches shall be the approved method of meeting the intent of this section of the Code. (City Code of Ordinances 46-171)

18. Sprinkler system required. System is to be monitored by an approved Fire Alarm System. This chapter shall apply to all buildings, structures, marine vessels, premises, and conditions which are modified by more than 50% after the effective date of these Regulations. The 50% figure shall be calculated utilizing the gross square footage of the building, structure, marine vessel, premises and conditions as to arrive at the correct application.

19. Fire Department Connection is to be a 5 inch stortz connection on a 30 degree elbow located within 50 feet of main entrance. Access to the Fire Department Connection must be clear unobstructed access as defined by the AHJ.

20. Parking and/or obstructions shall be prohibited in front of fire department connections for a distance measuring from the center line and extending four feet on both sides. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.4)

21. Fire Department Connection to be located within 300 feet of fire hydrant, measured as hose would come off the fire equipment.

22. All standpipe and sprinkler connections shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation. All standpipe and sprinkler connections shall have minimum of four inch (4") solid yellow demarcation lines to define specific areas, Solid yellow demarcation lines shall be measured from the center line of the connection and extend for a distance of four feet (4') on both sides, and where parking is allow between the building and the street or fire lane the solid yellow demarcation lines shall extend from the end of the sidewalk surface to the street or fire lane (Markings shall not be required on the sidewalk surface). All fire department connections (standpipe and sprinkler) shall have a minimum 12" x 18" sign that reads FIRE DEPT. CONNECTION, sign lettering shall be a minimum of 3 inches (3") in height with red scotchlite letters on white scotchlite background. The sign shall be clearly visible from the fire lane or roadway, and signs using NFPA international symbols shall be an acceptable alternative. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 6, 3)

23. Standpipes shall be provided in all areas and buildings as required in the codes and standards listed in Regulation 701 as well as the following areas or buildings: In all Class A and Class B places of assembly and institutional occupancies two (2) stories or 25 feet in height or over, In any building over three (3) stories, In any building over 35 feet in height, In any building that has a floor above the first floor over 10,000 square feet gross floor area, In all buildings where the 1st floor exceeds 60,000 gross square feet, a Class I horizontal standpipe system installed in accordance with the applicable codes and standards listed in Regulation 701 of these Regulations shall be provided. All standpipe systems shall be installed in accordance with the applicable codes and standards listed in Regulation 701.The standpipe system shall be carried up with each floor and shall be installed and ready for use as each floor progresses. Standpipes shall not be more than one floor below the highest forms of staging, The 2½-inch of hose connections on Class I systems shall be provided in the following locations, At the highest intermediate landing between floor levels in every required exit stairway, Where intermediate landing are not provided, hose connections shall be permitted to be located at the main floor landings in exit stairways when approved by the authority having jurisdiction, Where the local fire department has the capability of providing the required pressure, hydraulically designed standpipe systems in fully sprinklered, non-highrise buildings shall be designed to provide the required waterflow rate. A sign shall be provided at each landing, in all interior stairways, designating the floor level. (2015 Delaware State Fire Prevention Regulations 702, Chapter 4, 2)
Fire department connections. Unless otherwise approved by the fire marshal, fire department connections shall be on the street side of the building and shall be located and arranged so that hose lines can be readily and conveniently attached to without interference from any nearby obstructions as defined by the fire marshal's office. Fire department connections shall be a five-inch Storz. Fire department connections shall be within 300 feet of an approved City of Dover Fire Hydrant and within 50 feet of the main entrance of the structure it serves. All fire department connections shall be not less than three feet nor more than five feet in height above

finished grade. The fire marshal shall have the authority to require more stringent requirements when deemed necessary. (City of Dover Code of Ordinances 46-162)

24. The installation of natural gas and LP gas meters, regulators, valves, and LP gas bottles shall be protected from impact damage by impact protection. Natural gas and LP gas meters, regulators, and valves located inside structures shall have impact protection, except when located in separate protected utility rooms. *Dimensions of bollards.* Bollards shall be a minimum of six-inch diameter filled with concrete. The bollard shall be set into the ground at a depth of at least 36 inches (three ft.) embedded in concrete at a minimum of 18 inches surrounding the bollard. The bollards must be a least 48 inches (four ft.) in height above the finish grade elevation. Any deviation of the stated requirements must be approved by the fire marshal and/or chief building inspector. The above dimensions shall serve as the requirement for installation; however the fire marshal and/or chief building inspector shall have the authority to require more stringent dimensions to fit the needs of devices warranting impact protection. *Color of bollards.* Bollards should be of the following colors; yellow, amber or orange. All colors shall be of fluorescent or have a reflective coating. Any deviation of the stated requirements must be approved by the fire marshal and/chief building inspector. (City of Dover Code of Ordinances, 46-4)

25. A lock box (Knox) containing any and all means necessary for fire department access shall be provided at the following occupancies: any occupancy that contains a fire alarm signaling system that is monitored off-site, or any occupancy that contains an automatic sprinkler system. (2015 Delaware State Fire Prevention Regulations 705, Chapter 5, 2.4)

    Secured key systems. When required; exemption. A secured key system shall be required for any new or existing building where a fire alarm or sprinkler system is being installed. It shall be the responsibility of the owner or occupant to keep a set of keys in the secured key box that are current to the locks of the protected occupancy. Buildings with 24-hour staffing or guard service shall be exempt from this subsection. *Location.* The secured key system shall be located as close to the main entrance as possible. Should the building design not allow the secured key system to be located by the main entrance, the fire marshal and fire chief shall come to an agreement as to an alternate location for the key box. A secured key system, once installed, shall not be obstructed from view or obstructed by any means that would delay the fire department access to the box. *Required keys.* Keys to be secured in the key box shall include keys to all points of ingress or egress, whether on the interior or exterior of the building, and keys to locked mechanical rooms, electrical rooms, elevator rooms, fire alarm and sprinkler controls and any area protected by automatic fire detection. Keys to individual residential apartment units are not required. *Ordering responsibility.* It shall be the responsibility of the general contractor to order the key box for new buildings. It shall be the responsibility of the owner or tenant to order the key box for existing buildings. *Installation before testing.* No acceptance test for sprinklers or fire alarms shall be conducted before the installation of a key box. (City Code of Ordiances 46-127)

26. All required means of egress shall have an exit discharge consisting of a non-slip surface, and leading to and terminating at a public way.

27. All new passenger elevators in a building shall be provided with a car sized to accommodate an ambulance cot 24 inches (609 mm) by 84 inches (2133 mm) in its horizontal open position. Where two or more new passenger elevators are located in a single hoist way and serve all or the

same portion of the building, only one elevator car that provides a car sized to accommodate an ambulance cot 24 inches by 84 inches in its horizontal position for each hoist way shall be required. Elevator cars required to comply with 15.1 or 15.2 shall be identified by the international symbol for emergency medical services (star of life). The symbol shall be not less than 3 inches (76 mm) in height and shall be placed inside on both sides of the hoist way door frame. Firefighter recall keys shall be provided in a manner acceptable to the local fire department. (2015 Delaware State Fire Prevention Regulations 705, Chapter 1, 15)

28. Buildings over 25,000 Sq. Ft are to have radio performance testing done by Delaware State Communications prior to Final CO. This must be scheduled in advance with Delaware State Communications.

29. Project to be completed per approved Site Plan.

30. Full building and fire plan review is required.

31. Construction or renovations cannot be started until building plans are approved.

32. Fire alarm systems, fire suppression systems, hoods, and hood suppression systems require a fire permit from the Fire marshal's Office. This work cannot be started until the permit is approved.

33. Building cannot be occupied by the public until a Certificate of Occupancy is obtained.

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. No other specific comments for site plan. Additional comment may be made with individual building review.

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):
2015 NFPA 1 Fire Code (NFPA; National Fire Protection Association)
2015NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)
2013 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)
2013 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)
2009 IBC (International Building Code)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2015 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

***If you have any questions or need to discuss any of the above comments, please call the above contact person listed.**

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: May 31, 2017

DELDOT

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APPLICATION: Eden Hill Farm TND – Professional Office, Medical and Financial District: Revised Implementation Plan

FILE#: S-17-16 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Jonathan T. Moore PHONE#: 760-2145

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THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY & STATE CODE REQUIREMENTS:

DelDOT has no comments regarding city & state code at this time.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

DelDOT has no recommendations at this time.

ADVISORY COMMENTS TO THE APPLICANT:

Please make sure that any changes to the project in terms of entrances, stormwater management, or trips generated by internal sites are submitted to DelDOT for review and documentation.

KENT CONSERVATION DISTRICT

800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 •(302) 741-260

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
June 2017

APPLICATION: Eden Hill Farm TND – Medical District **FILE #: S-17-16**

REVIEWING AGENCY: *Kent Conservation District*

CONTACT PERSON: *Jared C. Adkins, P.E.* **PHONE #:** *741-2600 ext.3*

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

Source: Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

1. The Kent Conservation District has no objection to the Revised Implementation Plan approval of the above referenced site.

ADVISORY COMMENTS TO THE APPLICANT:

1. A regional stormwater facility is currently in place to manage stormwater from the Professional Office, Medical and Financial District.
2. Individual building lots or sites will be subject to review and approval by the Kent Conservation District based on the amount of land disturbance and impervious area.

Zoning Ordinance sections being considered for Code Updates

Section	Topic	Possible revisions
Article 5 §6	Dumpsters	Revise minimum Dumpster enclosure standards
		Revise approval process
		Add provisions for recycling and trash compactors
Article 5 §7	Opaque Barrier	Revise location, material, and configuration standards
	Parking Lot Screening	Eliminate 20-foot distance requirement
	Arterial Street Buffer	Revise for clarity, especially waiver provisions, and potentially revise minimum 30-foot depth
Article 5 §16	Tree Planting Requirement	Revise calculation method for very large lots
Article 5 §18	Table of Permitted Trees	Add provision to allow administrative flexibility in permitting trees not on the table
	Sidewalks and Multi-Use Path	Rewrite section to allow more Planning Commission and administrative flexibility on what kind of pedestrian and multi-modal facilities to require for new construction
Article 5 §19	Architectural Guidelines	Add provision to offer guidelines on placement of utilities on buildings, with respect to architectural characteristics
Article 6 §3	Curbing	Transfer granting authority for curbing waivers from Planning Commission to City Planner
	Maximum Parking Standards	Revise to allow greater flexibility on number of spaces permitted for small projects

Update Presented to the Planning Commission on June 19, 2017