CITY OF DOVER PLANNING COMMISSION
AGENDA
Monday, November 17, 2014 – 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 September 15, 2014

COMMUNICATIONS & REPORTS

1) Reminder: The Planning Commission Quarterly Workshop is scheduled for TUESDAY, November 18, 2014 at 12:00 noon in the City Hall Conference Room.

2) Reminder: The next Planning Commission regular meeting is scheduled for MONDAY, December 15, 2014 at 7:00pm in the City Council Chambers.

3) Update on City Council Actions
   a. Adoption of Ordinance #2014-18 with Amendments: MI-14-12 Text Amendment: PND Buffer and Setbacks
   b. Adoption of Ordinance #2014-20: MI-14-14 Text Amendment: Site Plan Development Approval – Review of Expansion of Impervious Cover

4) Update on Planning activities

OPENING REMARKS CONCERNING DEVELOPMENT APPLICATIONS

OLD BUSINESS

1) Requests for Extensions of Planning Commission Approval:
   a) SB-14-01 Dover Mall at 1365 North DuPont Highway: Minor Subdivision Plan – Request for a six-month extension of the Planning Commission approval granted on May 19, 2014 for a Minor Subdivision Plan to create three (3) lots from an existing parcel totaling 149.3225 acres +/- of land. The lots proposed are Lot 1 of 53.1704 acres, Lot 2 of 30.7046 acres, and remaining residue land of 65.4475 acres. The property is zoned SC-3 (Regional Shopping Center Zone) and a portion is subject to the SWPOZ (Source Water Protection Overlay Zone). The property is located on the east side of North DuPont Highway. The owner of record is Dover Mall, LLC. Property Address: 1365 North DuPont Highway. Tax Parcel: ED-05-057.00-01-14.00. Council District 3.

NEW DEVELOPMENT APPLICATIONS

1) Z-14-03 603 West Division Street – Public Hearing and Review for Recommendation to City Council on a Rezoning Application of two parcels consisting of 16,538 SF+/- and 14,465 SF +/-. The properties are zoned M (Manufacturing Zone) and are subject to the COZ-1 (Corridor Overlay Zone). The proposed zoning is C-3 (Service Commercial Zone) and to be subject to the COZ-1 (Corridor Overlay Zone). The property is on the north side of West Division Street just west of the railroad tracks. The owner of record is West Division Holdings, LLC. Property Address: 603 West Division Street. Tax Parcels: ED-05-076.08-01-19.00-000 and ED-05-076.08-01-19.01-000. Council District 4.

2) S-14-21 Mini-Storage at 200 Weston Drive – Public Hearing and Review of Site Development Application to permit the development of three (3) mini-storage buildings totaling 16,800 SF on a site of 5.36 acres +/-. The property is zoned IPM (Industrial Park Manufacturing Zone). The property is at the terminus of Weston Drive, northwest of the intersection with West Division Street. The owner of record is All Safe Mini Storage, LLC. Property Address: 200 Weston Drive. Tax Parcel: ED-05-076.08-01-11.01-000. Council District 4. *Waivers Requested: Partial Elimination of Curbing and Reduction in Parking Requirement. A previous Site Development Plan S-11-07 was approved by the Planning Commission in May 2011; however, the Site Plan expired in May 2014 prior to the commencement of authorized construction*.

3) S-14-22 Seskinore Development – Public Hearing and Review of Revised Site Development Application to permit a total of 18 dwelling units on a 5.047 acre +/- site to be known as Seskinore Court. The project proposes construction of ten (10) duplex units and four (4) townhouse units in addition to the existing four (4) multiplex units. The property is zoned RM-1 (Medium Density Residence Zone). The development is located on the southwest side of McKee Road and north of Meadow Drive. The owner of record is Artisans' Bank. Properties addressed to Seskinore Court. Tax Parcel: ED-05-067.00-03-07.00-017. Council District 1. *A previous Site Development Plan S-04-20 was approved by the Planning Commission in June 2004. Building permits were issued and construction completed for four (4) dwelling units in two multiplex buildings. Seskinore Court is an existing street previously constructed to serve the development; the City has accepted dedication of this street. The Site Plan expired due to lack of continual construction activity*.

NEW BUSINESS

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 November 7, 2014 at 11:00am

CITY OF DOVER PLANNING COMMISSION
September 15, 2014

The Regular Meeting of the City of Dover Planning Commission was held on Monday September 15, 2014 at 7:00 PM with Chairman Colonel Welsh presiding. Members present were Mr. Cregar, Mr. Tolbert, Mr. Holt, Dr. Jones, Ms. Still, Mr. Baldwin and Colonel Welsh. Mr. Holden and Mr. Ambruso were absent.

Staff members present were Mrs. Townshend, Mr. Cook and Mrs. Mullaney. Also present were Mr. Joseph Petrosky. Speaking from the public was Ms. Ethel Matney and Ms. Nicole Faries.

APPROVAL OF AGENDA

Mr. Cregar moved to approve the agenda as submitted, seconded by Ms. Still and the motion was unanimously carried 7-0 with Mr. Holden and Mr. Ambruso absent.

APPROVAL OF THE PLANNING COMMISSION MEETING MINUTES OF AUGUST 18, 2014

Mr. Holt moved to approve the Planning Commission minutes of August 18, 2014, seconded by Dr. Jones and the motion was unanimously carried 7-0 with Mr. Holden and Mr. Ambruso absent.

APPROVAL OF THE PLANNING COMMISSION QUARTERLY WORKSHOP MEETING MINUTES OF AUGUST 19, 2014

Ms. Still moved to approve the Planning Commission Quarterly Workshop minutes of August 19, 2014, seconded by Mr. Holt and the motion was unanimously carried 7-0 with Mr. Holden and Mr. Ambruso absent.

COMMUNICATIONS & REPORTS

Mrs. Townshend stated that the next Planning Commission meeting will be held on Monday, October 20, 2014 at 7:00 PM in the City Hall Council Chambers.

Mrs. Townshend provided an update on the regular City Council and Utility Committee meetings held on August 25, 2014 and September 8, 2014.

OPENING REMARKS CONCERNING DEVELOPMENT APPLICATIONS

Mrs. Townshend presented the audience information on policies and procedures for the meeting.

OLD BUSINESS

1) Requests for Extensions of Planning Commission Approval: None

NEW BUSINESS

NEW DEVELOPMENT APPLICATIONS

1) S-14-18 Tall Pines at 1655 and 1665 Kenton Road – Public Hearing and Review of Site Development Application to permit a multi-family residential development consisting of two (2) three story buildings with a total of 24 units on a 2.34 acre ± parcel. The property is zoned RG-2 (General Residence Zone). The property is on the south side of Kenton Road and the north side of

Chestnut Grove Road located west of the intersection of the two roads. The owner of record is Woodbrook Ventures, LLC. Property Address: 1655 and 1665 Kenton Road. Tax Parcel: ED-05-066.00-01-11.00-000. Council District 1. *Waiver Request: Elimination of Sidewalks. A previous Site Development Plan S-04-33 and Parcel Consolidation Plan were approved by the Planning Commission in December 2004. Some site improvements and foundation work began but then ceased, therefore the original plan expired.*

Representatives: Mr. Joseph Petrosky, Woodbrook Ventures, LLC

Mr. Cook stated that this application is a Site Development Plan to permit construct of two (2) twelve (12) unit multi-family residential structures with associated site improvements on a 2.34 acre ± site located at 1655 and 1665 Kenton Road located west of the intersection at Chestnut Grove Road and Kenton Road. The property is zoned RG-2 (General Residence Zone). The Site Development Application and Parcel Consolidation Plan appeared before the Planning Commission in December of 2004 and a Final Site Plan was approved but subsequently expired.

The general plan of the project includes the following elements. The total of twenty-four (24) dwelling units in two (2) buildings with site improvements to include a parking lot with fifty (50) parking spaces. Fifty-four (54) spaces are required and will be provided as well as the required upright curbing, dumpsters, internal sidewalks and a landscaping plan. Vehicle access is from Kenton Road and a stormwater management pond is also located in the southwest area of the property.

Mr. Cook gave an overview of the site layout shown on the projection screen.

A Landscaping Plan includes a thick hedge screen along the property frontage of Chestnut Grove Road as required by the *Zoning Ordinance.* The plan includes the planting of fifty (50) trees complying with the requirements of the ordinance for tree density as well as the retention of many existing trees on the property. An Open Space and Active Recreation Plan consisting of 18,717 square feet of recreation space in three (3) proposed areas of the property shown on the plan.

These buildings are three story multi-family residential structures. Brick is proposed at ground level with siding and a shingled roof. There is some nice column detailing on the balconies. Both buildings are identical and will face Dover Kenton Road.

The Landscape Plan shows three different recreation areas proposed on the site. Area 1 is near the stormwater pond to the lower left. To the north of the stormwater pond is a proposed gazebo as well as horseshoe pits and landscaping. Area 2 in between the buildings is a lawn area proposed for open space as well as lawn games. Area 3 is in the southeast corner of the property. During the discussions that the Development Advisory Committee had as well as comments from the Parks Recreation and Community Enhancement Commission, Staff recommended deletion of Area 3. One of the reasons for that is that they didn't feel that space was very functional with regards to the proximity to the road as well as the distance from the structures. For the Site Plan when it was originally proposed in 2004, the zoning requirements for the active recreation space areas were different. Today there is less of a requirement for the space. The applicant can simply omit that space and still be within compliance with the requirement for the open space and recreation space.

Also during the course of the Development Advisory Committee meetings, Staff made some recommendations located on Page 7 of the DAC Report. One of which was to relocate the planned horseshoe pits which were in Area 1. Those were too close to the property line according to the *Zoning Ordinance* so they had them relocated to Area 2 between the buildings. They also recommended the inclusion of a picnic table and a grill. This would be a fixed grill, similar to what you would see in state parks. That was on the recommendation of the Fire Marshal. This has been done in similar multi-family projects in the past because people still like to grill; however, in this type of property it's not legal to have a grill on a balcony. This would deter that and give tenants an option. Also, Staff did make a recommendation to include a bench at Area 2 close to the lawn game area.

Mrs. Townshend stated that an existing proposed bench would be relocated from the area around the stormwater pond to the Area 2 between buildings. It's not an increase in the number of benches, it's a re-location.

Mr. Cook stated that also in the recommendations in the DAC Report, Staff recommended that the walking path that goes around the circumference of the stormwater management pond have a defined edge so that weeds don't encroach into that. It can also assist with long term maintenance. They also recommended the inclusion of bicycle parking on the outside. By Code, three (3) bicycle parking spaces are required and they did have discussions at the DAC meeting that the plan would eventually include two (2) spaces at each building entrance facing the parking lot which would give a total of four (4) bicycle parking spaces.

There was a waiver of the sidewalk requirement. By Code, sidewalk is required along Kenton Road frontage as well as the Chestnut Grove Road frontage. The applicant has been in discussion with DelDOT regarding implementation of that requirement.

Mrs. Townshend stated that the waiver is not as much to get out of having a sidewalk there. When the previous plan was approved in 2004, the notes on the plan indicated that DelDOT would be responsible for the improvements within the right-of-way. The applicant is working with DelDOT to figure out where that is because the initial position of DelDOT with this application was that the applicant would be responsible. The purpose of the waiver is to allow for flexibility that if in fact DelDOT is going to construct the sidewalks, that they not be required to be in place when the buildings become open to the public; that they be phased with the DelDOT construction. Obviously this will be played out. If it is something that the applicant is responsible for then they would have to put them in. What they didn't want was given that the DelDOT commitment to construct the sidewalks is uncertain; they didn't want this project to get held up on that.

Colonel Welsh questioned if Mr. Petrosky accepted the DAC comments? Responding to Colonel Welsh, Mr. Petrosky stated yes, he accepted the DAC comments. He has a meeting scheduled with DelDOT on October 17, 2014 to further discuss it with them. He can't accept their recommendations as him agreeing with them.

Mrs. Townshend stated that Mr. Petrosky understands that the Planning Commission can't get him out of the DelDOT recommendations but he doesn't want to commit to agreeing with everything in the DAC Report when there is an issue that he's working with DelDOT on.

Colonel Welsh stated that Mr. Petrosky was going on record stating that he does not agree with DelDOT's comments. Responding to Colonel Welsh, Mr. Petrosky stated yes, that was correct.

Mr. Petrosky stated that the big issue in re-starting this development has been the comments that he received from DelDOT. Quite frankly, it hit him over the head. It was an unusual circumstance at the time. In 2004 that large triangular area was a donation that he gave to DelDOT. In return, the agreement was that they would build the sidewalks when and if they ever built sidewalks on Chestnut Grove Road because they had no plans to build sidewalks north of Chestnut Grove Road. They had no plans on where the alignment is at this point in time. That was why they agreed in 2004 that he would give DelDOT the land and they would build the sidewalks when and if and where they decide to build them. All of a sudden, DelDOT is saying that they aren't going to build the sidewalks. He believes that he has a legal agreement with them and that's something that he has to work out with them. Regardless, he is hoping that the project gets built and that they can work something out one way or another.

Colonel Welsh stated that he was on the Planning Commission in 2004 and this plan is pretty much the same plan as 2004. Responding to Colonel Welsh, Mr. Petrosky stated yes, it is exactly the same. Actually the building foundations are in, the block work is in. Unfortunately a lot of work was done that had to be abandoned and is going to have to be re-done. But the sidewalk issue is dumbfounding to him. It's in writing all over the minutes; the Staff Report from 2004 states it.

Colonel Welsh questioned if there was a document from DelDOT stating this information? Responding to Colonel Welsh, Mr. Petrosky stated that was the problem. They don't have an agreement because at the time, he was told by putting it on the Site Plan that was the way it should have been handled. He gave up 14,000 square feet of his land on the presumption that DelDOT would hold up to their end of the bargain and right now they are fighting it.

Colonel Welsh questioned if there were any other comments? Responding to Colonel Welsh, Mr. Petrosky stated that he agrees with all of the details from the DAC Report. He agrees on some adjustments on landscaping and adding a few amenities for the recreation areas.

Mr. Holt stated that at first it sounded like Mr. Petrosky was going to pay DelDOT to put the sidewalks in. Responding to Mr. Holt, Mr. Petrosky stated no, he gave DelDOT his property; they were supposed to do the improvements.

Mrs. Townshend stated that DelDOT's comment indicates that Mr. Petrosky would pay them to put in the sidewalks. Responding to Mrs. Townshend, Mr. Petrosky stated that it was obvious. All they had to do was read the plan that was approved. It's kind of silly that they are even debating it.

Mr. Cregar questioned if there was an issue with providing the additional parking? Responding to Mr. Cregar, Mr. Petrosky no, it's probably a good idea because the old Code required two (2) extra parking spaces but this Code will require six (6). It will require six (6) additional parking spaces beyond the two (2) parking spaces per unit.

Mr. Cregar stated that there was a Record Plan that was recorded for the previous application so if they approve this plan, should there not be a Record Plat and then a cross reference so that anyone looking that plat up would know that there is a new Record Plat for this? Responding to Mr. Cregar,

Mrs. Townshend stated that the only portions of the plan that get recorded are any changes to the property lines. The buildings, the building footprints and the improvements that are proposed were never recorded. What were recorded was the parcel consolidation and the dedication. That's part of the issue that Mr. Petrosky has with DelDOT; the recordation didn't expire but the plan did.

Colonel Welsh stated that he thinks based on the elevations, it's really an attractive building and he is glad to see something finally getting done. He asked for an idea on the colors of the building? Responding to Colonel Welsh, Mr Petrosky stated that they haven't chosen the brick yet but it will be some sort of neutral beige color on the siding.

Colonel Welsh stated that it would really be helpful to have the color on the elevation. If not colored, some indication of what the color is with an arrow leading to specific things.

Colonel Welsh opened a public hearing.

Ms. Ethel Matney – 1689 Kenton Road Dover DE 19904

Ms. Matney stated that she was the only house next to where the development is going to be. She is very happy to see something go on that lot because for over ten (10) years she has had nothing but stumps, weeds and trees growing up next door. It hasn't been very attractive. One comment that she would like to make is that prior to when this was being discussed back in 2003 and 2004, there had not been a major housing development approved just down the street on Chestnut Grove Road. We now have a major development going in. There are lots of changes on Chestnut Grove Road taking away yards, etc. One of the concerns that she has is how are these people ever going to get out of the development? Obviously, there has to be a light now at Chestnut Grove Road and Kenton Road. Traffic is going to be backed up unbelievably and if you are coming out of the development onto Chestnut Grove Road you will have to make a left hand turn in order to get to Kenton Road. In the morning and evening that traffic area is backed up unbelievably. She doesn't know how these people will function to get in and out and this is one of the concerns that she has. She will be able to get out of her driveway but them getting in and out is going to be a problem. She wants to know if there are any considerations from this group in terms of the traffic pattern. Responding to Ms. Matney, Mrs. Townshend stated that typically in terms of the traffic they defer to DelDOT because they monitor the roads. It's a DelDOT maintained road; she knows that they are planning some improvements for Kenton Road but they control the access.

Ms. Matney further stated that there are a lot of improvements for sidewalks and lights, etc. but that doesn't address the traffic. Do they know if DelDOT has done a traffic study for that intersection? Responding to Ms. Matney, Mrs. Townshend stated that there has been quite a bit of traffic study for that intersection. The other development that was referenced is further on Chestnut Grove Road is part of a signal agreement that would straighten out that intersection which is part of the reason that DelDOT needed the land from Mr. Petrosky's property to be able to improve the geometry with that intersection.

Ms. Matney stated that they also have Fox Hall West and the other development there on the corner so there is a high concentration of cars. The other thing that she is concerned about is there is only approximately 2.5 acres of property and they are putting how many families there? Responding to Ms. Matney, Colonel Welsh stated that the proposed plan fits that area.

Ms. Matney further stated that that's an awful lot of people. Responding to Ms. Matney, Colonel Welsh stated that he lives in Fox Hall and he has been there for a long time. The traffic on Dover Kenton Road it's almost impossible at certain times of the day for him to get out of the development and the same on College Road as well. Signalizing that intersection is at least going to stop traffic in one direction to make it easier for those people coming out of the developments.

Ms. Matney stated that she thinks when the traffic is stopped, how are they going to get into the follow of traffic? That is her concern. Responding to Ms. Matney, Colonel Welsh stated that that would be up to DelDOT to determine. It's got to be an improvement; it can't be any worse than it already is. That may or may not have alleviated her concerns but he tries to be optimistic.

Ms. Matney stated that she also tries to be optimistic but after sitting there looking at a mess for over ten (10) years, she is not happy but Mr. Petrosky has worked hard to get this going and stepping up to the plate to regenerate the plan so she will stay optimistic about it. She does have concerns about that traffic flow and the amount of people who will be living in such a small space.

Colonel Welsh closed the public hearing.

Mr. Cregar questioned how to handle the waiver of sidewalk? Responding to Mr. Cregar, Mrs. Townshend stated that the motion could include not a full sidewalk waiver but flexibility on the timing of the sidewalk to allow the applicant to work with DelDOT.

Mr. Cregar stated that they are dealing with a timeline issue. Responding to Mr. Cregar, Colonel Welsh stated yes, they are not going to say that a sidewalk is not required but it's giving the applicant time to work with DelDOT to determine who is financially responsible for the installation of the sidewalk.

Ms. Still moved to approve S-14-18 Tall Pines at 1655 and 1665 Kenton Road inclusive of the DAC comments and waivers requested for the elimination of sidewalks in concurrence with DelDOT recommendations, seconded by Mr. Cregar and the motion carried by roll call vote 7-0. Mr. Cregar voting yes, it meets the DAC recommendations and we have a plan for how to deal with the sidewalk waiver and it meets the general area as well as the Zoning Ordinance for the Site Plan development. Mr. Tolbert voting yes, the site development is needed, the building is appropriate and consistent with what they are looking for in this area. The applicant is willing to work with DelDOT to resolve all outstanding issues. Mr. Holt voting yes, agreeing with previously stated comments. It's long overdue and it's time they got this project off the ground. Mr. Baldwin voting yes, for all previously stated reasons. Dr. Jones voting yes, based on the applicant being in agreement with the DAC comments and Staff recommendations. It's an unsightly corner and has been unsightly for a very long time and she also approves because she is comfortable with the flexibility in terms of the sidewalk waiver. Ms. Still voting yes, based on preceding comments. Colonel Welsh voting yes, based on all comments previously stated and also it's an attractive project and will surely look better than the vacant lot that has been there for ten (10) years.

2) MI-14-12 Text Amendment: PND Buffer and Setbacks – Public Hearing and Review for Recommendation to City Council of Text Amendments to the *Zoning Ordinance*, Article 3 Section 24 – Planned Neighborhood Design Option (PND), Subsection 24.62 – Buffers, Article 4 – Zoning Bulk and Parking Regulations, Subsections 4.10 and 4.11. The proposed ordinance revisions would

remove the required 40-foot buffer around the perimeter of developments utilizing the PND Option and would reduce the front and rear yards for houses being constructed under the PND Option. Ordinance #2014-18. *Staff Amendment #1 proposed.*

Representatives: None

Mrs. Townshend stated that this was a text amendment that was brought forward by a member of the public and sponsored by members of Council. It would do two things. It would eliminate the forty (40) foot buffer requirement around the perimeter of Planned Neighborhood Design Option (PND) developments. She thinks that the idea of a buffer was to ensure compatibility where housing styles are mixed. She thinks that as the PND has played out, they have not created a situation where that buffer is necessary. In many cases it's in the common open space but in the case where it's on individual lots, it has created challenges. They have had to deny people the opportunity to have fences, sheds, decks and other things that would be normal improvements on a lot. Staff has recommended in favor of this although Staff did not draft it. It is something that when Clearview Meadow came forward a while ago with their Active Recreation Plan amendment, there were a couple of people that came to speak. One person was very vocal about that forty (40) foot buffer and the impact that it had on his property. Where it is in the open space it wouldn't change it but this would allow for when that forty (40) feet buffer is on individual lots, it would defer back to the regular setbacks.

The other piece to this amendment is that it would change the front and rear yard requirements. It does not address the lot coverage. This would allow for flexibility in lot layout; it does not allow for more lot coverage. It would allow for the flexibility in how the lots are laid out in a development. They note that the Commission is able to relax bulk standards on any individual application. This would make it uniform in how it changes the bulk standards.

Staff did put forward an amendment because in their review, they note that it does not address the issue of retroactivity to previously approved PND development. In that end, they consulted the Deputy City Solicitor and added language to the ordinance that would not go in the Code that would state that "the provisions shall be retroactive to developments previously approved by the Planning Commission that utilize the Planned Neighborhood Design Option (PND) provisions of Section 24. What that would do is create a situation where Staff would need to contact property owners that are in that forty (40) foot buffer and give them the opportunity to come back and get something recorded that removes that.

Colonel Welsh opened a public hearing.

Ms. Nicole Faries – Prickett, Jones & Elliott P.A. 11 N State St Dover DE 19901

Ms. Faries stated that their firm represents a number of real estate developers in the City of Dover and they have worked closely with the Planning Commission and in the past and over the years have made sure that all of their projects meet City Code requirements. They try to help improve the City Code where it's needed. They think the Ordinance being considered tonight is a welcome improvement to the City Code. The Planned Neighborhood Design Option (PND) regulations as they are currently written, they dictate setback and building envelopes which are overly restrictive and unrealistic. With the result that the only projects that are able to be built in compliance with these regulations have very little demand in the current system. The Ordinance before the

Commission tonight will permit a great degree of flexibility in the design which will allow developers to offer residential dwellings that are in the current market demand and that are desirable. For all of these reasons, they support the proposed ordinance and respectfully request the Commission favorable consideration and recommendation for approval.

Colonel Welsh closed the public hearing.

Mr. Holt moved to recommend approval to City Council for MI-14-12 Text Amendment: PND Buffer and Setbacks to include retroactivity to previous plans and that notification of people affected will take place, seconded by Dr. Jones and the motion carried by roll call vote 7-0. Mr. Cregar voting yes, his vote concurs with the Staff comments and recommendations in accordance with this text amendment. Mr. Tolbert voting yes, Staff has obviously conducted a critical review of the situation and he feels comfortable with the conclusions that they have reached as indicated in the petition to amendment the Zoning Ordinance. Mr. Holt voting yes, it was well explained, much needed and long overdue for the community. Mr. Baldwin voting yes, it is a much needed change. He also agrees with the retroactive notification. Dr. Jones voting yes, for reasons that have been previously stated and especially because the past applicants are going to be notified and have the opportunity to make this change. Ms. Still voting yes, in concurrence with all previous comments and she too feel that the Planning Staff did a lot of work and a lot of effort to get this worked out to help better the community. Colonel Welsh voting yes, praising the Planning Staff for their work put into this.

3) MI-14-14 Text Amendment: Site Plan Development Approval – Public Hearing and Review for Recommendation to City Council of Text Amendments to the *Zoning Ordinance*, Article 10 Section 2 – Site Plan Development Approval. The proposed ordinance revision corrects the intent of Ordinance #2014-08 which rewrote commercial and office zone regulations and administrative processes. The adopted ordinance allows for existing building expansion by up to 15% to be reviewed administratively, but omitted a similar provision for impervious surfaces. The proposed amendment would also allow for expansion of up to 15% of impervious cover on a site to be reviewed administratively. Ordinance #2014-20.

Representatives: None

Mrs. Townshend stated that this amendment is actually a correction that Staff found after the adoption of Ordinance #2014-08 which was approved by City Council on July 14, 2014 after being recommended by the Planning Commission at the June 2014 meeting. That was the ordinance that rewrote the commercial zones but also looked at some of the provisions of Article 10 relating to Site Development Plans to work to streamline and do some more things administratively. One of the things that Staff did in that was create language that allowed for a 15% expansion of an existing structure to be done administratively. They did not make that same language change with the impervious cover. They found with their first applicant that intended to go through that process that if they are expanding their building footprint 15%, they are likely to be expanding their impervious cover by that same amount. They just added language that mirrors the language in Additions to Existing Structures to address Additions of an Impervious Surface to allow up to 15% or 5,000 square feet, whichever is greater, to be done administratively.

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

Mr. Cregar moved to recommend approval to City Council for MI-14-14 Text Amendment: Site Plan Development Approval for the reasons of correcting a needed part of a previous amendment of an ordinance, seconded by Mr. Holt and the motion carried by roll call vote 7-0 with Mr. Holden and Mr. Ambruso absent. Mr. Cregar voting yes, for reasons previously stated. Mr. Tolbert voting yes, the approval of this recommendation to City Council recognizes that the Commission recognized that giving the Planning Staff administrative ability to handle applications of this nature will facilitate the entire process and makes things considerably easier as well as recognized the competency of the Planning Staff. Mr. Holt voting yes, due to the explanation by Mrs. Townshend that it would make it a lot easier for Planning Staff. Mr. Baldwin voting yes, due to the need for uniformity. Dr. Jones voting yes, for reasons previously stated. Ms. Still voting yes, for reasons previously stated and it seems like it was the perfect thing to do to keep things tidy. Colonel Welsh voting yes, for all the reasons previously stated.

Meeting adjourned at 7:51 PM

Sincerely,

Kristen Mullaney
Secretary

CITY OF DOVER ORDINANCE #2014-20

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Appendix B - Zoning, Article 10 - Planning Commission, Section 2 - Site Development Plan Approval, subsection 2.1 - Required, of the Dover Code be amended to read as follows:

Section 2. - Site development plan approval.

2.1 *Required.* Site development plan approval shall be required for the erection or enlargement of all structures and the establishment of any use for which site development plan approval is required by this ordinance. Site development plan shall be required according to the following criteria:

2.11 *Planning commission site plan review.* Site development plans shall be subject to review and approval by the planning commission if they meet the following thresholds:

(a) *New structures.* Site plans for new structures of 5,000 square feet or greater in floor area; or

(b) *Additions to existing structures.* Site plans for additions to existing structures that (1) constitute 15 percent or more of the existing floor area, and (2) new floor area is greater than 5,000 square feet; or

(c) *Additions of Impervious surface.* Site plans that propose new or additional impervious surfaces that (1) constitute 15% or more of the existing impervious surface area and (2) are equal to or greater than 5,000 square feet of impervious surface; or

(d) *Adjacent to residential.* Nonresidential site plans with site disturbance greater than 2,500 square feet and adjacent to residential uses or residential zones.

2.12 *Site development master plan.* Site development master plans shall be subject to review and approval by the planning commission in accordance with subsection 2.44.

2.13 *Zoning review.* For site development plans involving construction of a single-family detached, single-family attached, or single-family semidetached dwelling; an accessory structure; or a nonresidential change of use for which no building addition or increase in impervious surface is proposed, the city planner or his designee may approve the site development plan in conjunction with building permit review.

2.14 *Administrative site plan.* All site development plans that do not meet the thresholds for zoning review in accordance with subsection 2.13 or planning commission site plan review in accordance with subsection 2.11 shall be reviewed as administrative site development plans.

ADOPTED: OCTOBER 13, 2014

SYNOPSIS

The proposed ordinance would clarify that site plans that include an increase in impervious cover of 15% and more than 5,000 square feet require Planning Commission review. Under the current language, any site plan proposes and increase of impervious cover of 5,000 square feet or greater is subject to Planning Commission review.

(SPONSORS: HUTCHISON AND TOWNSHEND)

Actions History

10/13/2014 - Public Hearing/Final Reading at City Council
08/25/2014 - First Reading at City Council
08/11/2014 - Introduced at Parks, Recreation, and Community Enhancement Committee

CITY OF DOVER ORDINANCE #2014-18

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Appendix B - Zoning, Article 3 - District Regulations, Section 24 - Planned Neighborhood Design Option (PND), Subsection 24.62 - Buffers, of the Dover Code be amended by deleting it in its entirety and re-designating the remaining Subsections accordingly.

BE IT FURTHER ORDAINED

That Appendix B - Zoning, Article 4 - Zoning Bulk and Parking Regulations, Section 4.10 of the Dover Code be amended to read as follows:

Section 4.10. R-20, R-15, R-10, R-8, RM-1, RM-2 planned neighborhood design option and recreation and open space zone (ROS).

Bulk and parking standards for PND within the following zones: R-20, R-15, R-10, R-8, RM-1, RM-2, as well as Bulk and Parking Standards for the ROS zone are as follows:

	One-Family Detached Dwellings	One-Family Lot Line Dwellings	Duplex Dwellings	Multiplex Dwellings
Minimum requirements per dwelling unit:				
Lot area (sq. ft.)	7,500	6,000	4,500	4,000
Lot width (ft.)	70	65	40	
Lot depth (ft.)	100	90	100	
Off-street parking spaces	2	2	2	2
Minimum requirements per building:				
Front yard (ft.)	15	20	15	30
Minimum side yard (ft.)	8	—	—	10
Total side yards (ft.)	20	30	10	30
Rear yard (ft.)	20	40	20	20
Lot width (ft.)				80
Lot depth (ft.)				80
Maximum permitted:				
Building height				
Stories	2½	2	2½	3
Feet	35	24	35	35
Lot coverage	40%	45%	45%	50%
Number of dwelling units per building	1	1	2	5

BE IT FURTHER ORDAINED

That Appendix B - Zoning, Article 4 - Zoning Bulk and Parking Regulations, Subsection 4.11 of the Dover Code be amended to read as follows:

Section 4.11. R-20, R-15, R-10, R-8, RM-1, RM-2 planned neighborhood design option and recreation and open space zone (ROS).

Bulk and parking standards for PND within the following zones: R-20, R-15, R-10, R-8, RM-1 and RM-2, as well as Bulk and Parking Standards for the ROS zone are as follows:

	Patio Houses	Townhouses	Garden Apts.
Minimum requirements per dwelling unit:			
Minimum average lot area (sq. ft.)	3,500	2,200	1,800
Minimum lot area (sq. ft.)	3,000	2,000	1,800
Lot width (ft.)	40	22	
Lot depth (ft.)	70	80	
Off-street parking spaces	2	2	2
Minimum requirements per building:			
Lot area			1 acre
Lot width (ft.)			100
Lot depth (ft.)			125
Building setback			
From street (ft.)	15	20	50
From property line (ft.)	—	10	50
Building spacing	—	30	50
Patio area	60%		
Patio dimension (ft.)	20		
Maximum permitted:			
Building height			
Feet	24	35	35
Stories	2	3	2
Lot coverage	60%	75%	60%
Average No. of dwelling units per building	1	8	24

BE IT FURTHER ORDAINED

That the provisions of this ordinance shall be retroactive to developments previously approved by the Planning Commission that utilize the Planned Neighborhood Design Option (PND) provisions of Section 24.

ADOPTED: OCTOBER 27, 2014

S:\ORDINANCES\2014\ADOPTED\Ordinance #2014-18 Amending Appendix B - Zoning - PND-ADOPTED 10-27-2014.wpd

SYNOPSIS

The proposed ordinance amends the Planned Neighborhood Design to eliminate the 40-foot buffer around the perimeter of the development and to reduce the front and rear setbacks. The amendment also provides for retroactivity of the new provisions to previously approved developments.

(SPONSORS: HUTCHISON, WILLIAMS, AND TOWNSHEND)

Actions History

10/27/2014 - Public Hearing/Final Reading at City Council
10/13/2014 - Public Hearing/Final Reading Deferred Until October 27, 2014
08/25/2014 - First Reading Held at City Council
08/11/2014 - Introduced at Parks, Recreation, and Community Enhancement Committee

BECKER MORGAN GROUP

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September 25, 2014

Ann Marie Townshend, AICP
City of Dover Planning & Inspections
P.O. Box 475
Dover, DE 19903

RE: **Minor Subdivision Approval Extension Request – SB-14-01**
DOVER MALL / MINOR SUBDIVISION
Dover, Delaware
2003182.13

Dear Ann Marie:

On behalf of our client, Dover Mall, LLC, a six-month extension of the minor subdivision approval for the Dover Mall is requested. The City of Dover Planning Commission originally approved this project at their meeting of May 19, 2014.

Our client is currently working on the cross access easements required by both DelDOT and the Planning Commission. Once this documentation is approved, DelDOT will issue A *Letter of No Objection to Recordation* and we will submit a check print to your office. Kent Conservation District has no objection to the subdivision per their comment in the DAC report. City of Dover Public Works agrees with our sanitary sewer / water study and utility easement alignments, and therefore has no objection to the subdivision.

Thank you for your consideration in this matter. Please contact me directly should you need additional information.

Sincerely,

BECKER MORGAN GROUP, INC.

Garth E. Jones, P.E., LEED AP
Associate

GEJ/rlh

cc: Chance' Williams / Western Development

200318213ay-ltr.doc

BECKER MORGAN GROUP, INC.
ARCHITECTURE & ENGINEERING
309 SOUTH GOVERNORS AVENUE
DOVER, DE 19904
302.734.7950
FAX 302.734.7965

PORT EXCHANGE
SUITE 300
312 WEST MAIN STREET
SALISBURY, MD 21801
410.546.9100
FAX 410.546.5824

ARCHITECTURE & PLANNING
SUITE 211
3205 RANDALL PARKWAY
WILMINGTON, NC 28403
910.341.7600
FAX 910.342.7506

www.beckermorgan.com

PETITION TO AMEND AND ZONING DISTRICT
Public Hearing before the
City of Dover Planning Commission
November 17, 2014

Applicants/Owners:	West Division Holdings LLC
Address:	603 West Division Street
Location:	North side of West Division Street, immediately west of the railroad tracks
Tax Parcel ID #:	ED05-076.08-01-19.00-000 ED05-076.08-01-19.01-000
Size:	31,003 SF +/-
Present Use:	Vacant
Proposed Use:	Car Dealership
Comprehensive Plan Designation:	Industrial and Public Utilities
Present Zoning:	M (Manufacturing Zone)/COZ-1 (Corridor Overlay Zone)
Proposed Zoning:	C-3 (Service Commercial Zone)/COZ-1 (Corridor Overlay Zone)
Reason for Request:	To allow for auto dealership
File Number:	Z-14-03
Ordinance Number:	2014-23

Existing Property
The property is currently zoned M (Manufacturing Zone) and subject to the COZ-1 (Corridor Overlay Zone). The subject property consists of two parcels of land adjacent to the railroad tracks. The westernmost parcel has a one-story frame building and a concrete block shed. Five Star Limousine was formerly located at this location.

Surrounding Land Uses:
The subject property is surrounded by other light industrial and service uses. The property is immediately west of the railroad tracks. Property to the north and east is zoned C-3 and M. This is an area where properties have been rezoned from M to C-3 over time.

Comprehensive Plan:
The *2008 Comprehensive Plan* depicts the subject area in question as Industrial and Public Utilities land use classification on Map 12-1: Land Development Plan Map. The C-3 zoning classification is consistent with the Residential Medium Density land use classification.

Request for C-3 (Service Commercial Zone)
The following description of the C-3 zoning district is provided from Article 3 §15 of the *Zoning Ordinance.*

Section 15. - Service commercial zone (C-3).

15.1 *Uses permitted.* In a service commercial zone (C-3), no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended, or designed to be used, in whole or in part, for any purpose, except the following:

(a) Service establishments.

(b) Personal service establishments.

(c) Business, professional or governmental offices.

(d) Retail uses accessory to a permitted use.

(e) Drive-throughs accessory to a permitted use.

(f) Wholesale, storage, and warehousing establishments.

(g) Indoor recreation and amusement establishments.

(h) Motor vehicle, boat, or farm equipment sales or service, subject to the following regulations:

(1) The minimum lot size for such establishments shall be 20,000 square feet, and the minimum street frontage shall be 150 feet.

(2) Entrance and exit driveways shall have an unrestricted width of not less than 16 feet, shall be located not nearer than ten feet from any property line and shall be so laid out as to avoid the necessity of any vehicle leaving the property to back out across any public right-of-way or portion thereof.

(3) Vehicle lifts or pits, dismantled and disabled automobiles and all parts or supplies shall be located within a building enclosed on all sides.

(4) All service or repair of motor vehicles, other than such minor servicing as change of tires or sale of gasoline or oil, shall be conducted in a building fully enclosed on all sides. This requirement shall not be construed to mean that the doors to any repair shop must be kept closed at all times.

(5) The storage of gasoline or flammable oils in bulk shall be located fully underground in accordance with applicable provisions of the National Fire Protection Association Code.

(6) No fuel pumps shall be located nearer than 15 feet to any street line.

(7) Fuel pumps shall not be permitted closer than 100 feet from a property line of any school, day care, church, hospital, nursing home, or place of public assembly designed for the simultaneous use and occupancy by more than 100 persons.

(i) Manufacturing, assembling, converting, altering, finishing, cleaning or any other processing of products for sale on or off the premises, provided that not more than 25 persons shall be engaged in such activity; and provided further, that any such use shall be subject to the performance standards procedure as set forth in article 5, section 8.

(j) Mini-storage facilities, subject to the following regulations:

(1) No unit shall be placed within 30 feet of a residential property line.

(2) No outside storage, except for recreational vehicles, boats, or personal automobiles when parked in specifically approved locations. Parking for these vehicles shall not count toward the required parking set forth in subsection (e) below.

(3) No individual unit may be used for retail, garage sale or any other commercial activities.

(4) No storage of flammable, explosive, corrosive or other hazardous products may occur in the individual unit.

(5) Parking must be provided at a ratio of one space for each 25 rental units, plus a minimum of three spaces for an office outside of the enclosure.

15.2 *Conditional uses.* The following uses are permitted, conditional upon the approval of the planning commission in accordance with the procedures and subject to the general conditions set forth in article 10, section 1:

(a) Crematory, subject to the following requirements:

(1) The building lot line upon which a crematory is to be established shall be located at least 100 feet from any residential zone.

(2) Where adjacent to residential zones, all landscape buffers shall be required. The buffer shall consist of a landscape screen no less than six and one-half feet high. All landscaping shall be properly maintained throughout the life of the use on lot.

(3) Loading operations shall be conducted within a completely enclosed building. Location of loading doors shall be at the side or rear of the building.

(4) The crematory shall comply with the Delaware Incinerator Regulations. A copy of the approved air pollution permit issued by the State of Delaware Department of Natural Resources and Environmental Control shall accompany the application for a certificate of occupancy.

15.3 *Enclosed buildings.* All permitted uses and all storage accessory thereto, other than offstreet parking, shall be carried on in buildings fully enclosed on all sides, except for outdoor eating areas associated with restaurants and outdoor sales areas approved by the city planner.

Recommendation of the Planning Staff:
Staff supports the rezoning request from M to C-3, with the continuance of the COZ-1. The request is consistent with the *Comprehensive Plan* and several of the former M-zoned properties in the area have been rezoned to C-3 in recent years. The request for the rezoning will not affect the character of the neighborhood.

This recommendation is being made without that benefit of hearing the comments of surrounding landowners and residents. A public hearing is required on this matter and the Planning Commission should give those comments consideration.

ADVISORY COMMENTS TO THE APPLICANT:

1) The applicant shall be aware that following any decision made by City Council in regards to approval of this rezoning, that a Site Plan, Subdivision Plan and or appropriate Building Permits must be submitted to the Planning Department prior to the establishment of a use or any construction activity on the site. The applicant should contact the Planning Staff to determine the appropriate review process for any proposed projects.

2) The applicant shall be aware that approval of any rezoning application does not represent a Building Permit, other construction activity permit approval, or authorization to establish a use. A separate application submission showing proposed improvements is required before issuance of permits by 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: OCTOBER 30, 2014

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **603 WEST DIVISION STREET**

FILE #: **Z-14-03**

REVIEWING AGENCY: **City of Dover**

CONTACT PERSON: **Aren Wright - 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 / WATER / WASTEWATER / STORMWATER / STREETS / SANITATION / GROUNDS

1. Our office has no objection to the rezoning of: ED-05-076.08-01-19.00-000 and ED-05-076.08-01-19.01.000

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC / WATER / WASTEWATER / STORMWATER / STREETS / SANITATION / GROUNDS

1. None.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC / WATER / WASTEWATER

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 electric, 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, the Specifications, Standards & Procedures for City of Dover Public Works requirements, and the City of Dover's Electric Service Handbook.
3. Please note that renovations 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.

SANITATION / STORMWATER / STREETS / 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.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: October 29, 2014

D E L D O T

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APPLICATION: 603 West Division Street
FILE#: Z-14-03 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Julio F. Seneus 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:

1. The Department has no comments for the proposed rezoning.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

- The Department will thoroughly review the existing and/or the proposed entrance along West Division to ensure that vehicle queuing will not occur on the railroad track.

- In order to be issued a Letter of No Objection (LONO), the department will require the applicant to provide the proper forms, fees, and plans.

- A Traffic Impact Study (TIS) will be required if the proposed business exceeds 50 VPH (vehicle per Peak Hour) or 400 VPD (vehicle per day). When the study is completed, DelDOT will review it and send recommendations of the improvements to Kent County. The improvements contained in the study will be implemented by the developer per DelDOT's discretion. Please, contact Mr. Troy Brestel at (302) 760-2167 or via e-mail at Troy.Brestel@state.de.us to set up a scoping meeting for this project.

- A pre-submittal meeting with the applicant will be required, if the proposed development generates 200 vehicles per day (VPD).

- The existing sidewalks along the site frontage will need to be upgraded or repaired to meet ADA compliancy.

- The applicant is required to obtain a utility permit from the DelDOT Central District for this project prior to performing any construction works within the right-of-way.

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.

KENT CONSERVATION DISTRICT
800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 (302) 741-2600 EXT. 3 • FAX (302) 741-0347

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
November 2014

APPLICATION: 603 West Division Street

FILE #: Z-14-03

REVIEWING AGENCY: *Kent Conservation District*

CONTACT PERSON: *David C. Cahill* **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:

CITY AND STATE CODE REQUIREMENTS:

1. Kent Conservation District has no objection to the re-zoning plan for the above referenced site.

ADVISORY COMMENTS TO THE APPLICANT:

1. If at any time expansion or earth disturbing activity (clearing, grubbing tree clearing etc.) takes place and exceeds 5000 square feet; a detailed Sediment and Stormwater Management Plan must be submitted and approved to the Kent Conversation District.

City of Dover

Department of Planning & Inspections

Application No.: Z-14-03



Plan Title: 603 West Division Street
Location: West Division Street, west of railroad tracks
Plan Type: Rezoning
Tax Parcels: ED-05-076.08-01-19.00-000 & ED-05-076.08-01-19.01-000
Current Zoning: M and COZ-1
Proposed Zoning: C-3 and COZ-1
Owners: West Division Holdings, LLC
Date: 10/21/14

Legend

- Dover Parcels
- Zoning
- Subject Parcels

N W E S

0 165 330 660 Feet

City of Dover

DATA SHEET FOR SITE DEVELOPMENT PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF November 5, 2014

PLANNING COMMISSION MEETING OF November 17, 2014

Plan Title:	Mini Storage at 200 Weston Drive (S-14-21)
Plan Type:	Site Development Plan
Applicant:	All Safe Mini Storage, LLC
Location:	Terminus of Weston Drive, northwest of intersection with West Division Street
Address:	200 Weston Drive
Tax Parcel:	ED-05-076.08-01-11.01-000
Site Area:	5.36 Acres +/-
Zoning:	IPM (Industrial Park Manufacturing Zone)
Proposed Use:	Self-Storage Facility
Building Type:	Steel utility structures with external access
Building Areas:	Three (3) proposed single-story structures (total 16,800 S.F.) consisting of two (2) 4800 S.F. buildings and one (1) 7200 S.F. building.
Floor Area Ratio:	Existing: 0.026 Proposed: 0.098
Impervious Areas:	Existing: 1.79 Acres Proposed: 1.79 Acres
Off Street Parking:	Required – 16 parking spaces Proposed – 13 parking spaces (12 standard + 1 ADA)
Sanitary Facilities:	City of Dover
Water Supply:	City of Dover
Waivers Requested:	Partial Elimination of Curbing Reduction in Parking Requirement

City of Dover Planning Office

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: November 5, 2014

APPLICATION: Mini Storage at 200 Weston Drive

FILE #: S-14-21 REVIEWING AGENCY: City of Dover Planning Office

CONTACT PERSON: Bill Cook, Planner I PHONE #: 302.736.7196

PLAN SUMMARY

This is a Site Plan Review to permit the construction of three mini-storage buildings for a total of 16,800 S.F. of new buildings and associated site improvements. A total of 125 units are proposed in the mini-storage buildings. The proposed buildings are to be constructed on an existing site. The property is zoned IPM (Industrial Park Manufacturing Zone). The owner of record is All Safe Mini Storage LLC, 200 Weston Drive. The property is located north of the terminus of Weston Drive and west of Ridgely Street. Tax Parcel: ED05-076.08-01-11.01-000.

The existing building on the property is an office/warehouse building of 6,000 S.F. with a fenced storage area for the contractor's establishment. A telecommunications tower and associated compound is also found on the existing site, as is a stormwater management pond.

This plan proposes the addition of a mini-storage facility to consist of three (3) buildings (buildings of 4,800 S.F., 4,800 S.F. and 7,200 S.F.) with a total area of 16,800 S.F. The *Zoning Ordinance,* Article 3 §20 outlines a series of requirements for mini-storage facilities related to separation distances between buildings, limitations on outdoor storage and activities within individual units, and parking requirements.

Previous Approvals

A previous Site Development Plan (S-11-07) was approved by the Planning Commission in May 2011 for the construction of three (3) mini-storage buildings. The Site Plan approval was extended twice but expired in May 2014 as authorized construction did not commence. The approval of S-11-07 included the granting of a waiver for partial elimination of the upright curbing requirement.

Initial redevelopment of the property began in 2005. Site Development Plan S-05-36 was approved by the Planning Commission in December 2005 to allow construction of a warehouse, office, and self-storage buildings. The warehouse and office space was developed under an approved Final Site Plan. The plan subsequently expired and the self-storage buildings were not constructed. The initial approvals granted a waiver for the purpose of the partial elimination of required curbing to serve stormwater management needs.

SITE CONSIDERATIONS

Parking

For the mini-storage buildings portion of this project, the parking requirement per the provisions of *Zoning Ordinance* Article 3 §20.18 is one (1) parking space per 25 storage units and a minimum of three (3) parking spaces for the office space associated with the storage facility to be located outside the gate to the storage facility. Based on the proposed unit count (125 units) for the mini-storage buildings, five (5) parking spaces are required plus three (3) parking spaces for the associated office. For the existing office/warehouse building on the site, eight (8) spaces are required. For the total site, the requirement is for sixteen (16) total parking spaces.

Seven (7) existing parking spaces are shown on the plan adjacent to the existing office/warehouse building, and six (6) parallel spaces are proposed to be added along the eastern property line near the proposed storage buildings. The Site Plan is proposing thirteen (13) total parking spaces.

Staff notes that any planned RV or boat storage should be noted separately on the plan if the owner intends to offer such outdoor storage spaces for rent.

Waiver Request: Reduction in Parking Requirement

In accordance with *Zoning Ordinance*, Article 6 §3.9, the Planning Commission may allow for adjustments to parking requirements; however, the reduction in parking by the Planning Commission is not to exceed 50% of the required number of parking spaces. The plan is deficient three (3) parking spaces.

The applicant has requested a parking reduction waiver for three (3) spaces, indicating that the existing parking located adjacent to the existing office building (where the mini-storage office will be located) is sufficient for the business needs given the anticipated low traffic volume. If a parking reduction waiver is granted, then the area for the parking spaces must still be reserved on the site (but not constructed) and shown on the Final Plan.

Bicycle Parking

The *Zoning Ordinance* calculates required bicycle parking facilities in Article 6 §3.10, based on required parking for automobiles, one (1) bicycle parking space would be required. Bicycle parking is not shown on the plan as submitted.

Sidewalk

The submitted plan shows an existing sidewalk along the east side of Weston Drive adjacent to the stormwater pond, leading from the northwest boundary of the adjacent property at 101 Weston Drive. Staff notes that the Weston Drive public right-of-way terminates at the southwest boundary of 101 Weston Drive, at which point the street becomes a private road leading to the subject site.

Dumpster

Zoning Ordinance, Article 5 §6 requires one (1) dumpster pad for the first 40,000 S.F. of gross building area for industrial, warehousing, and institutional uses. The proposed building square footage total will be 22,800 S.F. requiring one (1) dumpster pad. An existing dumpster pad is

shown on the property behind the existing warehouse, and an additional dumpster pad is proposed in the area of the mini-storage buildings near the eastern property line. Enclosures are shown per code requirements.

Lighting

The Site Plan shows the location of lights on the mini-storage buildings. Lighting on the other building is not labeled. Per the objectives of Article 10 §2.24, the Site Plan must additionally include the power, direction, and time of outdoor lighting, and demonstrate no adverse effect upon adjacent properties.

Curbing

Zoning Ordinance Article 6 §3.6(b) requires upright curbing for all parking areas and access drives. Curbing is shown on the Site Plan in front of the fence along the west side of the location of the mini-storage building, and adjacent to the parking area in front of the existing office building. The area near the six (6) new proposed parallel parking spaces is not curbed.

Waiver Request: Partial Elimination of Curbing

In accordance with *Zoning Ordinance*, Article 6 §3.6(b), the Planning Commission may relax the requirement for upright concrete curbing when there is a demonstrated need to convey stormwater to a proposed or approved stormwater management area. The submitted plans do not show curbing throughout the site as required. The Planning Commission granted a curbing waiver for stormwater management needs during this site's December 2005 approval, and again with the May 2011 approval. The applicant has requested a partial elimination of the upright curbing requirement for the portion of the site surrounding the proposed mini-storage buildings.

Signage

Any signage must be approved through a separate sign approval and permitting process. For purposes of the sign regulations found in the *Zoning Ordinance* Article 5 §4, Weston Drive is considered an "Urban Collector/Local Street" and is a non-residential property in a non-residential zoning district.

BUILDING ARCHITECTURE AND LAYOUT

An architectural rendering of the site was submitted depicted the existing office/warehouse building and the three mini-storage buildings on the east side of the property. The rendering also shows three other buildings in the northwest area of the site. These buildings were part of a previous plan but not implemented; they are not for consideration with this project. Per the requirements of Article 10 §2.5, renderings must be provided for any building elevations visible from the public right of way. Exterior surface materials should be clearly noted and depicted. It appears that the mini-storage buildings are clad with metal siding and roofing.

TREE PLANTING AND LANDSCAPE PLAN

One (1) tree is required for every 3,000 S.F. of land area. The tree planting requirement is based on the total lot area and may count existing trees towards meeting the requirement. There are no Woodland Areas on the subject site as defined by *Zoning Ordinance* Article 5 §16.6, although existing trees are found on the site and depicted on the Site Plan.

Based on the 233,482 S.F. (5.36 Ac.) of non-woodland area, a total of trees 78 are required. A Landscaping Plan sheet is included in the submitted Site Plan that shows that 21 trees are

proposed to be retained and 57 trees are proposed to be planted, therefore meeting the tree density requirement.

Existing trees are located mainly on the west side of the property near the existing office and warehouse building. The majority of the proposed new tree locations are on the east side of the property adjacent to the stormwater retention pond, with some new trees also going near the existing buildings. While the site and surrounds are industrial in character, the tree plantings proposed around the stormwater pond will provided some visual screening from Weston Drive. The species selected for the new plantings are a mix of evergreen and deciduous trees which also include varieties with seasonal interest. As part of the landscaping plan submitted, the applicant has noted areas for selective removal or control of invasive plants found on the site, primarily around the existing fences.

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

CITY AND STATE CODE REQUIREMENTS:

1) The Site Plan must be updated with changes recommended or approvals including any waivers granted by the Planning Commission. Add to plan as reference notes.

2) Update parking calculations and Site Plan to reflect current code requirements. The site requires three (3) additional parking spaces. A waiver request for reduction in parking was received by the Planning Office on November 6, 2014.

3) Upright curbing of the parking and drive areas is required as per *Zoning Ordinance*, Article 6 §3.6. A waiver request for reduction in parking was received by the Planning Office on November 5, 2014.

4) Add the following information to Sheet 1 and/or on other sheets as appropriate. The Site Data Columns will need to be updated prior to Final Approval.
    i) Update owner of record listings including owner certification on Sheet 1.
    ii) Add bicycle parking count in the data column and add location of bicycle parking and a detail of its construction.
    iii) Add notes indicating actions taken on the Waiver Requests by the Planning Commission specific to this plan. (Update General Note #21.)
    iv) If the parking waiver is sought, indicated a reserved parking area on site for the required spaces.

5) Clarify the location of the fence and gate system to the northeast of the existing building. A drawn it does not appear that there is a gate to access the drive aisle on the north side of the existing building. The fencing also limits access to a fire hydrant.

6) Ensure the existing sidewalk on along the stormwater management pond includes an accessibility ramp at its terminus and that no conflict exists with the fencing.

7) Update all references from Public Utilities to Public Works and updated contact number.

8) Landscape Plan Sheet: Update and complete Data Column – impervious surface coverage.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

1) Staff recommends the use of an "Inverted-U" type rack which is capable of securely supporting two (2) bicycles and can be embedded in concreted or bolted to existing concrete.

2) All access drive aisles and parking areas located on the private property must be paved hard surfaces in good repair and free from potholes.

3) Waiver Requests:
   a) Reduction in Parking Requirement- Staff recommends approval of the request for parking reduction based on the justification provided with the waiver request. A reserved parking area for three (3) spaces must be shown on the Final Plan.
   b) Partial Elimination of Curbing- Staff recommends approval of the request to eliminate the curbing for the eastern, northern, and southern portions of the related paved areas for the mini-storage buildings. It appears that the elimination of curbing will allow existing drainage patterns to continue for certain areas of the site.

ADVISORY COMMENTS TO THE APPLICANT:

1) It is noted that other property held in similar ownership are listed on the City's Delinquent Tax List as of November 5, 2014. The provisions of the Clean Hands Ordinance may be invoked; the City reserves the right to make the project subject to the Clean Hands Ordinance.

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

3) 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 and directly to other agencies. Upon determination that the Plan is complete and all agency approvals have been received, copies of the Plan may be submitted for final endorsement.

4) In the event that major changes and revisions to the Site Development Plan occur in the finalization of the Site Plan contact the Planning Office. Examples include reorientation of the site improvements, relocation of site components like stormwater management areas, and increases in floor area or building additions. 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.

5) For building construction, the requirements of the building code or 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 on the site the appropriate site inspections, Pre-Construction meetings (including a City of Dover Pre-Construction meeting), and permits are required.

7) Construction may have an effect on the adjacent property owners and nearby travel lanes. Any work requiring the closing or rerouting of potential customers or visitors to adjacent properties should be coordinated as to offer the least amount of inconvenience to the adjacent property owners.

8) 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 shall require a Sign Permit from the City of Dover prior to placement of any such sign. It is recommended that the applicant discuss the sign regulation requirements with the Planning Staff prior to applying for a Sign Permit.

9) 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: OCTOBER 30, 2014

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **Mini Storage at 200 Weston Drive**

FILE #: **S-14-21**

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

CONTACT PERSON: **Aren Wright - 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 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.

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.
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.

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 entrance 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. 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 / GROUNDS / GENERAL

1. None.

STREETS

1. Delineate on the plan that this portion of Weston Drive is privately owned and maintained.

SANITATION

1. Sanitation service for this property shall be private.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1.

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. Additional impact fees may be required for the proposed addition.
5. Please clarify the need for the fire hydrant detail on sheet 2. It appears as though this plan does not propose an installation of a new hydrant.

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 must 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. Profiles of the sanitary sewer main must be provided with the construction plans. All water, sanitary sewer and storm sewer crossings must be shown on the profiles.
4. Additional impact fees may be required for the proposed addition.

STORMWATER / STREETS / SANITATION / GROUNDS

1. None.

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.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 10/30/14

CITY OF DOVER FIRE MARSHAL

APPLICATION: Mini Storage at 200 Weston Dr.

FILE #: S-14-21 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika, Deputy 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. The proposed building will be reviewed under Storage Occupancy.

2. Proposed building is storage. Primary fire lanes are required to be 24 feet wide and cover the side of the building that has the primary entrance and exit. Secondary fire lanes can be reduced to 16 feet wide. Both can be no closer than 10 feet to the building and no farther than 50 feet from the building. Fire lanes shall cover 25% of the proposed building. Please show compliance of this on the site plan.

3. Firefighter perimeter access will be 50% and needs to be clearly shown on the site plan.

4. Full building and fire plan review is required.

5. Any natural or LP gas bottles, meters, values, regulators, etc., must have impact protection per City of Dover Code Section 46-4.

6. This office needs to know the type of hazard contents which will/could be stored in the building; not shown on the site plan.

7. Gate is to be operational with Fire Department Opti-Con system as detailed by Delaware Department of Transportation.

8. Knox Box required at exterior of entrance gate will be required as second means of entrance access.

9. Project to be completed per approved Site Plan.

10. Buildings cannot be occupied or construction started until approval is obtained as a result of building and fire plan review.

11. This office needs clarification on the roadway inside of the fenced area. It is possible that a Cul-De-Sac would be required per State of Delaware Fire Prevention Regulations due to the turning radius of fire apparatus.

12. This office needs clarification on the warehouse/office location as documented on the site plan.

13. Address numbers of at least 12 inches in height must be placed on the street side of the building visible from the street. Label all suites.

14. 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.

15. Discussion needs to occur concerning the hydrants protecting the existing building being within a gated area. Please contact this office to discuss.

16. Documentation of building construction of proposed protection (wall assembly) between units is needed to ensure a Fire Suppression System is not required.

ADVISORY COMMENTS TO THE APPLICANT:

1. After any application has been approved by the Planning Commission, the applicant has a maximum of thirty (30) days to appeal to the Code Board of Appeals Committee.

2. All comments from this office, approved by the Planning Commission are at the expense of the owner/applicant.

3. The City of Dover uses the 2012 NFPA Life Safety Code, 2009 IBC, latest editions of all other NFPA Codes and the 2012 Delaware State Fire Prevention Regulations.

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

D.A.C. MEETING DATE: October 29, 2014

D E L D O T

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APPLICATION: Mini-Storage Facility at 200 Weston Drive
FILE#: S-14-21 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Julio F. Seneus 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:

1. The Department has no comments.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

- The engineer and/or the developer of this project must coordinate the design of the off-site improvements, which will occur at the intersection of West Division Street and Weston Drive with the engineer and/or the developer of the William Henry Middle and Booker T. Washington Elementary School.

ADVISORY COMMENTS TO THE APPLICANT:

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.

KENT CONSERVATION DISTRICT
800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 (302) 741-2600 EXT. 3 • FAX (302) 741-0347

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
November 2014

APPLICATION: *200 Weston Drive Mini Storage*

FILE #: S-14-21

REVIEWING AGENCY: *Kent Conservation District*

CONTACT PERSON: *David C. Cahill* **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:

CITY AND STATE CODE REQUIREMENTS:

1. ***As of January 1, 2014 the new Delaware Stormwater Regulations have taken effect.***
2. A ***Stormwater Assessment Study*** (SAS) package must be submitted to the Kent Conservation District prior to a pre application meeting being scheduled.
3. 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. Please refer to the fee schedule for those amounts.
4. 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.
5. A soils investigation supporting the stormwater management facility design is required to determine impacts of the seasonal high groundwater level and soils for any basin design.

ADVISORY COMMENTS TO THE APPLICANT:

1. The site plans have been re-approved by the Kent conservation District. The pans are valid until November 30, 2015.

City of Dover

DATA SHEET FOR SITE PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF November 5, 2014

PLANNING COMMISSION MEETING OF November 17, 2014

Plan Title:	Seskinore Development S-14-22
Plan Type:	Site Development Plan
Location:	Southwest side of McKee Road, north of Meadow Drive
Existing Street:	Seskinore Court
Tax Parcel:	ED-05-067.00-03-07.00-000
Owner:	Artisans' Bank
Site Area:	5.047 Acres +/-
Existing Use:	Residential Development – 2 Multiplex Buildings (4 dwelling units)
Proposed Use:	Residential Development – 10 duplex units and 4 townhouses for a total of 18 units
Sanitary Facilities:	City of Dover
Water Supply:	City of Dover
Zoning:	RM-1 (Medium Density Residential)

City of Dover Planning Office

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: November 5, 2014

APPLICATION: Seskinore Development

FILE #: S-14-22 REVIEWING AGENCY: City of Dover Planning

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

PLAN SUMMARY

This Site Plan consists of a Revised Site Development Application to permit a total of 18 dwelling units on a 5.047 acre +/- site to be known as Seskinore Court. The project proposes construction of ten (10) duplex units and four (4) townhouse units in addition to the existing four (4) units in multiplex buildings. The property is zoned RM-1 (Medium Density Residence Zone). The development is located on the southwest side of McKee Road and north of Meadow Drive. The owner of record is Artisans' Bank. Properties addressed to Seskinore Court. Tax Parcel: ED-05-067.00-03-07.00-017.

PROJECT DESCRIPTION

This proposed residential development is the continuation of a residential development project previously approved in 2004. Four dwelling units in two multiplex buildings and the street known as Seskinore Court were constructed for the project. The City accepted dedication of this street in January 2010. Other site improvements completed for the development include the stormwater management facility and the elements of the Active Recreation Area Plan (hobby garden area). The Site Plan S-04-20 for the Seskinore Development expired due to the lack of continual construction activity thus requiring the resubmission of the project for construction of the remaining fourteen (14) dwelling units.

The Revised Plan S-14-22 as currently submitted reflects changes in dwelling unit location and layout (building footprint) and the change in format of duplex units to side-by-side units rather than over-under units. The residential development remains in a condominium style maintenance and ownership format. The dwelling units proposed to be constructed are ten (10) duplex units and four (4) townhouse units. The units are laid out in similar placement locations from Seskinore Court when compared to the originally approved plan as most of the utility infrastructure exists already.

Previous Application

The previous Site Development Plan S-04-20 was approved by the Planning Commission in June 2004 with Final Site Plan approval on July 15, 2005. The project consisted of eighteen (18) unit residential age-restricted community in the condominium style maintenance and ownership

format as a series of duplex/multiplexes and townhouses. The Plan proposed one entrance road known as Seskinore Court connecting to McKee Road which received approval of waivers to reduce the street right-of-way (from 60 feet to 50 feet) and the paved street width (from 38 feet to 24 feet). An associated variance application to the Board of Adjustment (V-04-06) was granted approval to reduce the floodplain buffer from 25 feet to 10 feet. Associated with Site Plan S-04-20 revisions were later approved for a Revision Active Recreation Area Plan for changes to the format of the hobby garden area and associated area grading; Revised Final Plan approval was issued in February 2006.

At its meeting of February 16, 2010, the City of Dover Planning Commission moved to grant approval of the request to remove the age restricted housing condition for Seskinore Development in accordance with the Memorandum issued by City of Dover Planning Staff on February 4, 2010. The age restriction was voluntarily placed on the project by the applicant and was not a City of Dover code requirement for the project.

RM-1 Zoning District

The uses and bulk standards of the RM-1 (Medium Density Residential Zone) zoning district are outlined in *Zoning Ordinance,* Article 3 §6 and Article 4 §4.7. See chart for the requirements of each dwelling unit type.

Article 4 Section 4.7. - [RM-1 zone.]

Bulk and parking regulations for the RM-1 zone [are as follows] (see also article 12, definitions; article 5, supplementary regulations; and article 6, off-street parking, driveways and loading facilities):

	One-Family Detached Dwellings & Rooming Houses	One-Family Lot Line Dwellings	**Duplex Dwellings**	**Multiplex Dwellings**	**Townhouse Dwellings**
Minimum requirements for dwelling units:					
Lot area (sq. ft.)	8,000	7,000	5,000	3,000	3,000
Lot width (ft.)	70	65	40		22
Lot depth (ft.)	100	90	100		110
Off-street parking spaces	2	2	2	2	2
Minimum requirements for buildings:					
Front yard (ft.)	25	20	25	30	30
Minimum side yard (ft.)	10	—	15	10	10
Total side yards (ft.)	20	30	30	30	30
Rear yard (ft.)	30	30	30	20	30
Lot width (ft.)				100	
Lot depth (ft.)				120	
Maximum permitted:					
Building Height					
Stories	2½	2	2½	3	3
Feet	35	24	35	35	35
Lot coverage	35%	35%	35%	35%	50%
Number of dwelling units per building	1	1	2	5	9

BUILDING ARCHITECTURE

The total of 18 units on this property equals a density of 3.6 dwelling units per acre. The maximum density in RM-1 is 6 dwelling units per acre. This residential community contains three types of residential units: duplex, two-unit multiplexes (already constructed), and townhouses. Building Units 5/6, 7/8, 9/10, 11/12, and 13/14 are considered duplex units. Building Units 1-4 consists of townhouse units. Planning Staff has interpreted the code to allow for the configuration of a two-unit multiplex as a type of multiple dwelling. The multiplex units already constructed consist of stacked two dwelling units where each unit occupies one floor of the two story building.

A concept for the buildings' architectural characteristics is required per *Zoning Ordinance*, Article 5 §19. A series of building elevations depicting two story units and one-and-half story units was submitted. Exterior finishes for the residential units consist of horizontal siding, shingled roof, entry porches with column details, front entry garages, and window trimwork detailing including shutters.

SITE CONSIDERATIONS

Floodplain Regulations

This property is impacted by the Special Flood Hazard Area (100 year floodplain) as per the effective FIRM (Flood Insurance Rate Maps) of May 2003. This results in all of the proposed units being within the floodplain with the exception of the multiplex buildings already constructed and the proposed duplex units of Units 5 and 6. The applicant is currently pursuing a Letter of Map Revision (LOMR) with FEMA as additional information regarding the site's topography has shown that the areas of proposed construction are at the higher elevation than the Base Flood Elevation (BFE) effective per the associated Flood Insurance Study. Both the floodplain line of the effective FIRM panel and the proposed floodplain line from the pending LOMR are shown on the plan set.

It is noted that previously the floodplain location was depicted incorrectly on Site Plan S-04-20. As part of Site Plan S-04-20 the applicant also sought a variance from the floodplain buffer requirement to allow construction of residential buildings. The Board of Adjustment granted a variance from the 25 feet buffer to allow encroachment of 15 feet thus maintaining a minimum buffer of 10 feet from the floodplain. (Application V-04-06.) The current *Zoning Ordinance* regulations for floodplains do not require a setback buffer[1]; this buffer should be removed from the plan.

Sidewalks

Sidewalks are existing along the cul-de-sac street of Seskinore Court as required by Article 5 §18.1. Sidewalks also exist along the McKee Road frontage of the property as well.

TREE PLANTING AND LANDSCAPE PLAN

The property includes existing woodland areas of 2.44 acres. A total of 1.47 acres of woodland will be preserved (37% of the woodland will be cleared). Therefore, the non-woodland area

[1] The floodplain regulations of *Zoning Ordinance,* Article 5 Section 11. Environmental Protection were amended by Ordinance #2010-25 on November 8, 2010. File MI-10-07. The amendment removed the buffer requirement from the flood hazard areas.

consists of 130,998 S.F. (3.01 acres +/-) and will require 44 trees to meet the Tree Density requirements. A series of evergreen trees exists along the south property line. Mix of evergreen and deciduous trees were already along the McKee Road frontage and adjacent to the City pump station property. New tree plantings as a mix of deciduous shade trees and Foster's Holly are proposed in the vicinity of the proposed dwelling units and near Seskinore Court. The plan lists 41 trees as existing and sixteen (16) new trees to be planted.

This property is adjacent to the Anne McClements Woodland area of the Fork Branch Nature Preserve. This 236 acre area is held by the State of Delaware as Open Space.

OPEN SPACE AND RECREATION AREAS

Based on the number of residential dwelling units proposed (18 units), this subdivision shall provide 0.5 acres +/- (21,780 S.F.) of open space designed to function as active recreation space. The Recreation Plan was previously approved in 2004 (with revisions in 2006) and has partially been implemented. Therefore additional review by the Parks, Recreation and Community Enhancement Committee will not be required with the Revised Site Plan S-14-22 as the number of dwelling units is unchanged. The Plan indicates two areas reserved as active recreation space: a Hobby Garden with ground level planting beds and a second smaller area is identified near McKee Road as a Horseshoe Pitching area with bench seating. Other areas are shown as Open Space including the stormwater management area.

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

CITY AND STATE CODE REQUIREMENTS:

1) The data column on all sheets will need to be updated to reflect any changes recommended or approvals by the Planning Commission.

2) Sheet 1 – Site Plan:
   a) Correct the listing of setbacks for each unit type: duplex, townhouse, and multiplex.
   b) List maximum building height.
   c) Correct zoning of State of Delaware property to ROS.
   d) General Notes #11: Add notes that as of 11/8/2010 Ordinance #2010-25 removed the requirement for buffers from the floodplain.
   e) Check information in General Note #16 and #2 and plan label regarding the BFE.
   f) General #17: Add date of City Council action on waiver.
   g) Check size of property. Data Column and plan label give different sizes.
   h) Some of the topographic line labels are over-printing other labeling.

3) Construction of dwelling units in the floodplain is not permitted by the *Zoning Ordinance*. Currently, only Units 5 and 6 can be constructed as proposed on the plan. Planning Staff notes that the applicant is pursuing a LOMR with FEMA.
   a) Clarify the line work shown for the floodplain lines. The floodplain lines per the effective FIRM are not labeled.
   b) Upon receipt of approval of the Letter of Map Revision (LOMR) clearly label the revised floodplain line and add notes regarding the LOMR.

c) Remove the floodplain buffer as this is not a current requirement (on all plan sheets).

4) Clarify the size of the wetland area along the west property line and the area along the north property line. Wetland areas of a certain size require a setback to be implemented per *Zoning Ordinance,* Article 5 §11.22.

5) The changes in location of driveway curb cuts may require a ROW Permit from the Department of Public Works prior to implementation.
   a) Consult with Public Works regarding the removal of the extra curb cut between Units 4 and 5.

6) Landscape Plan, Sheet L-1:
   a) Clarify which trees are being counted as existing trees on the plan.
   b) Identify the relocation placement of the three trees near Unit 14.
   c) Clarify if the plantings near the street at the hobby garden area are trees or shrubs.

7) The Seskinore Court addresses for each unit may need to be revised due to changes in dwelling unit format and renumbering of proposed units shown on the plan. Coordination with the City's Tax Assessment will be necessary.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

1) Staff suggests a continuation of a hard surface pathway leading from the street sidewalk to access the first horseshoe pit and bench location.

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) 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 and directly to other agencies. Upon determination that the Plan is complete and all agency approvals have been received, copies of the Plan may be submitted for final endorsement.

3) In the event, that major changes and revisions to the Site Development Plan occur in the finalization of the Site Plan contact the Planning Office. Examples include reorientation of the building, relocation of site components, and increases in unit 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.

4) For building construction, the requirements of the building code or 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.

5) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate site inspections, Pre-Construction meetings (including a City of Dover Pre-Construction meeting), and permits are required.

6) Tree protection devices must be installed by the developer and inspected by the Department of Planning and Inspections prior to any grading or clearing activity and before the issuance of Building Permits for the site.

7) Construction activities may have an effect on the adjacent residential units already constructed and to the existing street (Seskinore Court) and its sidewalks. Any work requiring the closing or rerouting of potential residents or visitors to adjacent properties/units should be coordinated as to offer the least amount of inconvenience and maintaining access to the existing dwellings.

8) 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 for each dwelling unit 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: OCTOBER 30, 2014

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **Seskinore Development**

FILE #: **S-14-22**

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

CONTACT PERSON: **Aren Wright - 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 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.

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 mains showing that velocity and all other requirements are met. Any projected future flow requirement must be clearly identified.
6. 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.
7. The minimum size of all sanitary sewer laterals shall be six-inch (6").

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 / 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. 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 / STREETS / SANITATION / GROUNDS / GENERAL

1. None.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1.

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. Impact fees will be associated with each residential unit.

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 must 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. Profiles of the sanitary sewer main must be provided with the construction plans. All water, sanitary sewer and storm sewer crossings must be shown on the profiles.
4. Impact fees will be associated with each residential unit.

STORMWATER / STREETS / GROUNDS

1. None

SANITATION

1. Please contact the Department of Public Works to discuss the feasibility of solid waste service.

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.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 10/30/14

CITY OF DOVER FIRE MARSHAL

APPLICATION: Seskinore Development

FILE #: S-14-22 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika, Deputy 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 are residential.

2. Project to be completed per approved Site Plan.

3. Ensure fire hydrants at entrance (McKee Rd. and Seskinore Ct) and at end of Cul-De-Sac on Seskinore Ct are protected by demarcation lines as outlined by City Code and Delaware State Fire Prevention Regulations.

4. Per the site plan, general notes, item 17, on street parking is prohibited. This needs to be marked/identified in some way.

5. Address numbers of at least 6 inches in height must be placed on the street side of the building visible from the street.

ADVISORY COMMENTS TO THE APPLICANT:

1. After any application has been approved by the Planning Commission, the applicant has a maximum of thirty (30) days to appeal to the Code Board of Appeals Committee.

2. All comments from this office, approved by the Planning Commission are at the expense of the owner/applicant.

3. The City of Dover uses the 2012 NFPA Life Safety Code, 2009 IBC, latest editions of all other NFPA Codes and the 2012 Delaware State Fire Prevention Regulations.

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

D.A.C. MEETING DATE: October 29, 2014

DELDOT

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APPLICATION: Seskinore Development
FILE#: S-14-22 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Julio F. Seneus 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:

1. In order to be issued a Letter of No Objection (LONO), the department will require the applicant to provide the proper forms, fees, and plans.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

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.

KENT CONSERVATION DISTRICT
800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 (302) 741-2600 EXT. 3 • FAX (302) 741-0347

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
November 2014

APPLICATION: *Seskinore Development*

FILE #: S-14-22

REVIEWING AGENCY: *Kent Conservation District*

CONTACT PERSON: *David C. Cahill* **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:

CITY AND STATE CODE REQUIREMENTS:

1. ***As of January 1, 2014 the new Delaware Stormwater Regulations have taken effect.***
2. A ***Stormwater Assessment Study*** (SAS) package must be submitted to the Kent Conservation District prior to a pre application meeting being scheduled.
3. 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. Please refer to the fee schedule for those amounts.
4. 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.
5. A soils investigation supporting the stormwater management facility design is required to determine impacts of the seasonal high groundwater level and soils for any basin design.

ADVISORY COMMENTS TO THE APPLICANT:

1. The plans can be considered grandfather if the following conditions are met:
    a. The site inspection fees must be brought up to date.
    b. The revisions to the original approved plans must be provided for importing into the approved set.

2. The developer also has the option of submitting the new plan set under the new regulations.