CITY OF DOVER PLANNING COMMISSION
AGENDA
Tuesday, February 18, 2014 – 7:00 P.M.

City Hall Council Chambers
15 Loockerman Plaza, Dover, Delaware

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

1) This agenda includes the applications S-14-01 and S-14-02 previously scheduled for the January 21, 2014 meeting of the Planning Meeting. Due to weather conditions the January meeting was cancelled. Public Notice was completed for these applications giving notice of tonight's (February 18, 2014) hearing date.

2) Application S-14-03 Tower Commons at 50 North DuPont Highway is not scheduled to be heard; notice was previously given noting a January 21, 2014 hearing date. This application will be rescheduled for a future Planning Commission meeting and will be subject to Public Notice requirements.

ADOPTION OF MINUTES OF REGULAR MEETING of December 16, 2013

COMMUNICATIONS & REPORTS

1) Reminder: The next Planning Commission Quarterly Workshop is scheduled for Wednesday, February 19, 2014 at 12:00noon in the City Hall Conference Room.

2) Reminder: The next Planning Commission regular meeting is scheduled for MONDAY, March 17, 2014 at 7:00pm in the City Council Chambers.

3) Update on City Council Actions

4) Update on Planning activities
    a. Welcome to new Planner: William Cook

OPENING REMARKS CONCERNING DEVELOPMENT APPLICATIONS

OLD BUSINESS

1) Requests for Extensions of Planning Commission Approval:

a) S-12-06 West North Street Mini Storage at 1351 West North Street – Request for a one year extension of the Planning Commission approval granted on April 16, 2012 for Site Development Plan for the construction of two mini storage buildings for a total of 108,940 SF with boat and RV storage parking and associated site improvements. The parcel is zoned IPM (Industrial Park Manufacturing Zone). The property is located on the north side of West North Street east of Mifflin Road. The owner of the property is RES-Data, LLC and SSS-

Data, LLC. Address: 1351 West North Street. Tax Parcel: ED05-076.14-01-07.00-000. Council District 1. *Final Site Plan approval was granted on January 15, 2014.*

NEW BUSINESS

NEW DEVELOPMENT APPLICATIONS

1) S-14-01 NBR Properties at 850 New Burton Road – Public Hearing and Review of Site Development Plan to permit the construction of a 20,000 S.F. office building with the associated site improvements on a 1.671 acre parcel. The property is zoned C-1A (Limited Commercial Zone). The property is located southwest of the intersection of New Burton Road/Queen Street and West Street. The owner of record is NBR Properties, LLC. Property Address: 850 New Burton Road. Tax Parcel: ED-05-76.00-01-23.00-000. Council District 2. *A previous plan S-10-21 was reviewed by the Planning Commission on September 20, 2010 and granted Final Plan approval on December 14, 2011; that plan has expired in addition to another plan S-08-26 for the site. Waivers Requested: Elimination of Loading Space and Partial Elimination of Curbing.*

2) S-14-02 Winner Ford at 591 South DuPont Highway – Public Hearing and Review of Site Development Plan to permit the demolition of an existing showroom buildings and the construction of a 31,000 S.F. auto dealership showroom/service building with the associated site improvements on a 9.1717 acre parcel. The property is zoned C-4 (Highway Commercial Zone). The property is located on the northeast corner of the intersection of South DuPont Highway and Public Safety Boulevard. The owner of record is Hawaiko II, LLC c/o Deanna Hynansky and lessee is the Winner Automotive Group. Property Address: 591 South DuPont Highway. Tax Parcel: ED-05-077.00-01-12.05-000. Council District 2. *Waiver Requested: Consideration of a Tree Mitigation Plan.*

3) MI-14-01 Comprehensive Plan Amendments 2014 – Public Hearing and Review for Recommendation to City Council on a series of Amendments to the *2008 Comprehensive Plan*, as amended. The Amendments include consideration of the following: a series of addendums to the text of the *Comprehensive Plan* and a request for amendment of Map 12-1: Land Development Plan to revise the Land Use Classification of a property as associated with rezoning application Z-14-01. Ordinance #2014-03.

   A. Consideration of Addendum to Comprehensive Plan text – The Addendum relates to a number of ongoing planning projects taking place during 2014. The Addenda include the following items: addendum to Chapter 9 - Transportation Plan regarding a Transportation Improvement District for the Route 13 and Bay Road Corridors; and an addendum to Chapter 11 – Housing and Community Development Plan regarding the Central Dover Community Plan.

   B. Consideration of Amendment to Map 12-1: Land Development Plan Map - Request from a parcel located at the northeast corner of McKee Road and College Road to revise the Land Use Classification from Office to Commercial on Map 12-1: Land Development Plan Map. Property Address: 1205 McKee Road. This is associated with rezoning application Z-14-01.

4) Z-14-01 Lands of College Road Offices, LLC at 1205 McKee Road: Rezoning from CPO with COZ-1 to C-2A with COZ-1 – Public Hearing and Review for Recommendation to City Council on a rezoning application for a 3.46 acre +/- parcel. The property is zoned CPO (Commercial Professional Office Zone) and subject to the COZ-1 (Corridor Overlay Zone). The proposed zoning is C-2A (Limited Central Commercial Zone) and subject to the COZ-1 (Corridor Overlay Zone). The property is located on the northeast corner of McKee Road and College Road. The owner of record is College Road Offices, LLC. Address: 1205 McKee Road. Tax Parcel: ED-05-067.00-02-51.00-000. Council District 4. Ordinance #2014-04. *This is associated with request (MI-14-01) for Comprehensive Plan Amendment as a land use classification to Map 12-1.*

5) Z-14-02 Lands of David & Susan Edgell at 405 North State Street: Rezoning from R-8 to RG-1– Public Hearing and Review for Recommendation to City Council on a rezoning application for a parcel of 11,250 square feet +/-. The property is zoned R-8 (One Family Residence Zone). The proposed zoning is RG-1 (General Residence Zone). The property is located on the northeast corner of North State Street and Washington Street. The owners of record are David and Susan Edgell. Address: 405 North State Street. Tax Parcel: ED-05-068.17-01-72.00-000. Council District 3. Ordinance #2014-02.

6) SB-13-06P Jefferson Terrace (a.k.a The Meadow) Subdivision on Jefferson Terrace – Public Hearing and Review of a Preliminary Subdivision Plan to create five (5) residential lots from an existing parcel totaling 4.23 acres +/- of land. The property is zoned R-10 (One Family Residence Zone) and R-8 (One Family Residence Zone). The property is located south of but not adjacent to Wyoming Avenue and west of Monroe Terrace. The proposal includes an extension of the street known as Jefferson Terrace. The owner of record is Penntex, LCC. Address: Jefferson Terrance. Tax Parcel: ED-05-077.17-06-2.01-000. Council District 2. *Waivers granted approval by City Council on 1/13/2014: Increased Length of Dead End Street and Increased Percentage of Lots on Cul-de-sac.*

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 February 7, 2014 at 3:30pm

CITY OF DOVER PLANNING COMMISSION
December 16, 2013

The Regular Meeting of the City of Dover Planning Commission was held on Monday, December 16, 2013 at 7:00 PM with Chairman Colonel Welsh presiding. Members present were Mr. Holden, Mr. Cregar, Mr. Tolbert, Mr. Holt, Mr. Baldwin, Dr. Jones, Ms. Still and Colonel Welsh. Mr. Ambruso was absent.

Staff members present were Mrs. Townshend, Mrs. Melson-Williams, Ms. Duca and Mrs. Mullaney. Also present were Mr. Bill Ayers and Mr. Freddy Bada.

APPROVAL OF AGENDA

Dr. Jones moved to approve the agenda as submitted, seconded by Ms. Still and the motion was unanimously carried 8-0 with Mr. Ambruso absent.

APPROVAL OF THE PLANNING COMMISSION MEETING MINUTES OF NOVEMBER 18, 2013

Ms. Still moved to approve the Planning Commission minutes of November 18, 2013, seconded by Mr. Baldwin and the motion was unanimously carried 8-0 with Mr. Ambruso absent.

APPROVAL OF THE QUARTERLY WORKSHOP MEETING MINUTES OF NOVEMBER 19, 2013

Mr. Holt moved to approve the Quarterly Workshop minutes of November 19, 2013, seconded by Ms. Still and the motion was unanimously carried 8-0 with Mr. Ambruso absent.

COMMUNICATIONS & REPORTS

Mrs. Townshend provided an update on the regular City Council and Utility Committee meetings held on November 25, 2013 and December 9, 2013.

Mrs. Townshend stated that the next Planning Commission meeting will be held on Tuesday, January 21, 2014 at 7:00 PM in the City Hall Council Chambers.

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) US-13-02 Delaware Technical Community College Comprehensive Signage Plan – Public Hearing and Review of a Unified Comprehensive Signage Plan application to permit the construction and implementation of an exterior gateway signage system for the Delaware Technical Community College Terry Campus consisting of five freestanding signs at site entrances and gateway property corners. The property is zoned I-O (Institutional and Office Zone). The property

is located on the west side of North DuPont Highway between West Denneys Road and Scarborough Road. The owner of record is State of Delaware – Delaware Technical & Community College. Address: 100 Campus Drive. Tax Parcels: ED-05-057.00.01-01.00-000, ED-05-057.01-01-06.00-000, ED-05-057.01-01-07.00-000 and ED-05-057.00-01-08.00-000. Council District 3. *This application was postponed from the November meeting due to inadequate Public Notice.*

Representatives: Mr. Bill Ayers, Delaware Tech; Mr. Freddy Bada, Moonlight Architecture, Inc.

Mrs. Melson-Williams stated that this is a request for a Unified Comprehensive Signage Plan for the Del-Tech Terry Campus site. They had an existing series of four (4) signs that will be removed and replaced by this new signage concept that consists of five (5) monument signs. These signs are proposed to mark the key corners of the campus and then re-do the signage at the two (2) main entrances. The Sign Regulations allow four (4) different types of signs and sizes of signs based on the type of road that a property is adjacent to. Staff outlined in their report the types of signs that this project would be eligible for based on having frontage on North DuPont Highway, Scarborough Road and West Denneys Road. In all cases, it limits the number of signs and the types of signs including their size.

By moving through the Unified Comprehensive Signage Plan, the Planning Commission is granted the ability to grant approval to additional signage; basically increasing the number of signs as well as increasing sign area than would typically be allowed under the normal Sign Regulations. In looking at a Comprehensive Signage Plan the overall concept is not to be excessive; it's supposed to be in proportion to the scale of the buildings and the uses on the site. It looks to create an architectural harmony amongst the signs and with the Campus itself. The *Zoning Ordinance* goes through a series of guidelines for the Planning Commission to actually consider when reviewing the project for signage. There are four (4) existing signs; Staff outlined them on page 4 of the DAC Report.

There is an existing pylon sign and then other monument signs that will be removed and replaced with their new signage. The new signage consists of a series of five (5) signs that pick up on the idea of utilizing a brick wall element as part of each sign. The largest and most significant sign is found in the format of a brick wall that has a sign panel that lists the name of the College and then identifies Terry Campus on lower portions of the wall. It also repeats the diamond logo for the College. This sign is proposed at the corner of Route 13 and Scarborough Road which is a key gateway corner. At the intersection there is a North Dover Gateway sign that welcomes people to the Capital city. Wilmington College, diagonally across also has similar gateway type signage. At the other key corner of the campus found at the corner of West Denneys Road and Route 13, they are proposing a very similar type of monument wall sign grouping. It will be slightly smaller in size but similar in format to the main primary gateway element. At the entrances to the campus signage is also proposed on for their entrance from West Denneys Road. It is simplified in using a brick base with a brick pier column and just the sign panel for the College. It will be located in the median of that entrance. At the somewhat larger entrance to the campus from Scarborough Road, they find a repeat of the wall system for the College presented on the west side of that entrance. On the east side they are proposing a changeable copy sign in form that follows the brick base with brick pier and utilizes the LED changeable piece as the sign panel element. The overall square footage for the sign panels totals to two hundred seventy-eight (278) feet and then there is

additional square footage if they count the Terry Campus labels on signs as well as the diamond logos.

Staff is recommending approval of this exterior gateway signage system for the project, noting that is harmonious with the use of brick and similar formats to the sign panels themselves. They don't find it to be excessive and they also note that the sign height is reasonable even if these are considered wall elements in their placement. They provided some other courtesy comments related to the plan review and technical review also came from the City of Dover Public Works Department and DelDOT in regards to the signs that were proposed.

Mr. Bada stated that Delaware Technical Community College is looking to unify all of their campuses and this is something that they are doing campus-wide at every individual campus. They are trying to keep this in harmony with what's going on in the City of Dover as well as what's going on campus-wide to give it all one sort of identity. This is one part in the four (4) different campuses that Del-Tech has.

Mr. Ayers stated that they do agree with the DAC comments.

Mr. Cregar stated that he visited the site because the proposal looked like a lot of signs but when he saw where the signs were going to be he thought it was going to be a really nice layout for the signage and for marking the college campus itself.

Mr. Ayers stated that it ties in nicely with what is existing. He thinks it will be exceptional.

Ms. Still stated that she thinks it's a well laid out plan and the signs are very attractive.

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

Ms. Still moved to approve US-13-02 Delaware Technical Community College Comprehensive Signage Plan, inclusive of all DAC comments, seconded by Mr. Baldwin and the motion was unanimously carried 8-0 with Mr. Ambruso absent.

2) MI-13-21 Request for Street Abandonment: Budd Street – Public Hearing and Review for Recommendation to City Council on a request to abandon the improved street known as Budd Street. It is currently improved as a drive aisle and parking lot between the Weyandt Hall at 5 E. Reed Street and the old Dover Public Library at 45 South State Street. This request consists of Budd Street as it runs east-west from South State Street to Kings Highway. This request was filed by City of Dover. Council District 2.

Representatives: None

Mrs. Townshend stated that Budd Street is the area inclusive of a portion of the parking lot and sidewalk in front of the old library at 45 South State Street. The Staff Report provides a little bit of history on the street but it appears that when the city consolidated properties and when 5 East Reed Street was built, Reed Street itself was built. The City is the applicant in this case. The City is in the process of trying to sell the library and they just want to clean up the lot lines.

Staff has reviewed this application. The Public Works comments indicate some of the easements that they would need. The recommendation from Staff is in favor of the abandonment provided that the easements are included.

Mr. Holt stated that he visited the area trying to find the street but found that it is actually a parking lot. He thinks it's a good idea to eliminate the street name and use it like it is intended. He questioned if it will continue to be used as parking for that area? Responding to Mr. Holt, Ms. Duca stated that it is actually north of that parking lot so none of the parking area is actually on the street. That remains on the Reed Street property.

Mr. Cregar questioned if it were more the sidewalk area? Responding to Mr. Cregar, Mrs. Townshend stated that it was the sidewalk area. The problem is that they can't adjust the lot line for the library to include some of that parking if that street still exists.

Colonel Welsh stated that Budd Street is a very narrow street; the width of a sidewalk.

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 of MI-13-21 Request for Street Abandonment: Budd Street, seconded by Mr. Holt.

Mr. Baldwin questioned if they had to mention the required easements in the motion? Responding to Mr. Baldwin, Mrs. Townshend stated that they could do so by accepting the DAC comments.

The previous motion was amended.

Mr. Cregar moved to recommend approval to City Council of MI-13-21 Request for Street Abandonment: Budd Street to include all DAC comments, seconded by Mr. Holt and the motion was unanimously carried 8-0 with Mr. Ambruso absent.

Meeting adjourned at 7:22 PM

Sincerely,

Kristen Mullaney

Kristen Mullaney
Secretary

LARSON
ENGINEERING GROUP INC.
CIVIL ENGINEERING & LAND PLANNING

RECEIVED
JAN 24 REC'D
CITY OF DOVER
PLANNING & INSPECTIONS

January 23, 2014

Ms. Dawn Melson-Williams
City of Dover
Department of Planning & Inspections
PO Box 475
Dover, DE 19903

RE: WEST NORTH STREET MINI-STORAGE
1351 WEST NORTH STREET, S-12-06

Dear Dawn:

We would like to request a one year extension of the plan approval for the above referenced project. The owners will be exploring both options for constructing and/or marketing the project and will need the extra time to complete this.

Please call me if you need anything else.

Sincerely,

LARSON ENGINEERING GROUP, INC.

Douglas J. Liberman
Vice President

Pc: Marisa Erdman – Onix Group

S-14-01 NBR Properties at 850 New Burton Road – Public Hearing and Review of Site Development Plan to permit the construction of a 20,000 S.F. office building with the associated site improvements on a 1.671 acre parcel. The property is zoned C-1A (Limited Commercial Zone). The property is located southwest of the intersection of New Burton Road/Queen Street and West Street. The owner of record is NBR Properties, LLC. Property Address: 850 New Burton Road. Tax Parcel: ED-05-76.00-01-23.00-000. Council District 2. *A previous plan S-10-21 was reviewed by the Planning Commission on September 20, 2010 and granted Final Plan approval on December 14, 2011; that plan has expired in addition to another plan S-08-26 for the site. Waivers Requested: Elimination of Loading Space and Partial Elimination of Curbing.*

- Information on this application was distributed to the Planning Commission for the January 21, 2014 meeting. Please utilize this information as the application will be considered at the February 18, 2014 meeting of the Planning Commission.

- If you have questions or need additional copies of the application information, please contact Planning Staff at 736-7196.

S-14-02 Winner Ford at 591 South DuPont Highway – Public Hearing and Review of Site Development Plan to permit the demolition of an existing showroom buildings and the construction of a 31,000 S.F. auto dealership showroom/service building with the associated site improvements on a 9.1717 acre parcel. The property is zoned C-4 (Highway Commercial Zone). The property is located on the northeast corner of the intersection of South DuPont Highway and Public Safety Boulevard. The owner of record is Hawaiko II, LLC c/o Deanna Hynansky and lessee is the Winner Automotive Group. Property Address: 591 South DuPont Highway. Tax Parcel: ED-05-077.00-01-12.05-000. Council District 2. *Waiver Requested: Consideration of a Tree Mitigation Plan.*

- Information on this application was distributed to the Planning Commission for the January 21, 2014 meeting. Please utilize this information as the application will be considered at the February 18, 2014 meeting of the Planning Commission.

- If you have questions or need additional copies of the application information, please contact Planning Staff at 736-7196.

PROPOSED AMENDMENTS TO THE *2008 COMPREHENSIVE PLAN*
Public Hearing before the
Dover Planning Commission
February 18, 2014

Proposed Amendments to the *2008 Comprehensive Plan*: A summary of the proposed amendments to the *2008 Comprehensive Plan* follows.

A. **Addendum to Comprehensive Plan Text** - The addendum relates to a number of ongoing planning projects taking place during 2014. Once these planning projects are complete, the City will use these as part of a full update to the *Comprehensive Plan*. Staff believes that it would be premature to update the *Comprehensive Plan* until the current planning projects are done. These ongoing projects include the Central Dover Neighborhood Plan, the Transportation Improvement District for the Route 13 and Bay Road Corridors, and a Citywide Recreation Needs Assessment along with the completed study known as the Dover Transit Neighborhood Plan.

   This amendment includes specific addenda to the Transportation Plan Chapter (Chapter 9) and the Community Development and Housing Plan Chapter (Chapter 11) of the *2008 Comprehensive Plan*.

B. **Land Development Plan Amendment (Map 12-1)** – Change of land use classification for one parcel of land located at the northeast corner of McKee and College Roads from Office to Commercial. Property Address: 1205 College Road

   This amendment has been requested by the affected property owner, in conjunction with a rezoning request (Z-14-01), as specified in the *2008 Comprehensive Plan*.

Ordinance Number: 2014-03

File Number: MI-14-01

City of Dover Planning Office

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

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

APPLICATION: Comprehensive Plan Amendments 2014: Proposed Amendments to the *2008 Comprehensive Plan*

FILE#: MI-14-01 REVIEWING AGENCY: City of Dover Planning Office

CONTACT PERSON: Ann Marie Townshend, AICP PHONE#: 736-7196

Project Background:
The *2008 Comprehensive Plan* was adopted by City Council on February 9, 2008, and subsequently amended on November 23, 2009, (in conjunction with the 2009 Comprehensive Rezoning Project), amended on March 14, 2011, amended on April 11, 2011, and amended on March 12, 2012. As adopted, the *2008 Comprehensive Plan* sets forth a process by which the *Comprehensive Plan* can be amended on an annual basis. Amendments to the *Comprehensive Plan* can be initiated by staff or requested by members of the public. For amendments to the *Comprehensive Plan* that involve rezoning of property, the requests are processed concurrently.

The process to amend the *Comprehensive Plan* is detailed in the *2008 Comprehensive Plan*, Chapter 15: Implementation, specifically on pages 183 and 184 of the Plan. This process involves review of the proposed amendments through PLUS (Preliminary Land Use Services). These Comprehensive Plan Amendments 2014 were submitted to PLUS review for the January 22, 2014 PLUS review meeting. That PLUS review meeting was rescheduled due to weather, and the rescheduled meeting was also canceled due to weather. The amendments were discussed by phone with the Office of State Planning Coordination and comments from State agencies will be forthcoming.

The proposed amendments are detailed below and represented in the attachments.

A. Comprehensive Plan Addendum (addenda to Chapter 9:Transportation Plan and Chapter 11:Housing & Community Development Plan)

In accordance with Delaware Code, Title 22, Section 702, the Planning Office and Planning Commission did a review of the *2008 Comprehensive Plan*. The review identifies a number of planning activities underway and notes that once complete, the City will utilize the various plans and studies developed in recent years as a basis for a full update of the *2008 Comprehensive*

Plan. Examples of such planning activities include the Central Dover Community Plan (study underway), the development of a Transportation Improvement District (process underway), a Citywide Parks and Recreation Needs Assessment (study underway) and the Dover Transit Center Neighborhood Plan (document complete).

The review also identified the need to include two addenda in the adopted *2008 Comprehensive Plan*, specifically addenda to the Transportation Plan Chapter and to the Housing & Community Development Plan Chapter.

- As it relates to the Chapter 9: Transportation Plan, the addendum identifies the City's desire to form a Transportation Improvement District (TID) to comprise the Route 13 and Bay Road corridors. The City will work with DelDOT to develop a Transportation Improvement District plan and a memorandum of understanding to implement the TID. See attachment.

- As it relates to the Community Development & Housing Chapter, the addendum identifies the Central Dover Community Plan currently underway through the leadership of NCALL and funding from the Wells Fargo Foundation, as an implementation item associated with the *Comprehensive Plan*. Once complete the data collected and recommendations developed will be a central component of the City's Comprehensive Plan update. See attachment.

B. Amendment to Map 12-1: Land Development Plan Map – Request for Land Use Classification Change from Office to Commercial

This proposed amendment is an applicant-initiated amendment, where one property owner is requesting a change to the Land Use Classification for property located at the northeast corner of College Road and McKee Road. The request is that Land Use Classification be changed from Office to Commercial as depicted on Map 12-1: Land Development Plan. This request is associated with the rezoning application for the same property, identified as Z-14-01 Lands of College Road Offices LLC.

According to the applicant:

> *Property owner would like to change land use category from office to commercial category is consistent with adjacent property zoned C-2A. Property is located adjacent to College and McKee Roads both of which are arterial streets and interconnect to larger street networks. Modifying the land use category maintains the City's position as a regional commercial center. Public infrastructure (sewer, water, road, etc.) are already in place and have the capacity to support commercial uses. With the exception of the McKee Run Tax Ditch (prong 2), there are no environmental hindrances to development on the property. Changing the land use category from office to commercial will be consistent with the intent of the Comprehensive Plan.*

Regarding Commercial uses, in Chapter 12 – Land Development Plan, page 151 and 153, the *2008 Comprehensive Plan* states the following:

> ***Assumptions:*** *Commercial Land Uses*
> 1. Dover will continue to be the dominant commercial center within the central Delmarva region.

2. Ease of access to commercial establishments is highly desirable within urban environments.

3. Jobs and commerce in the retail, wholesale, and service sectors are an important part of Dover's economic vitality.

4. Well designed, aesthetically pleasing commercial centers and corridors contribute to the City's overall image and the positive feeling of its residents.

Neighborhood Commercial
The Plan identifies areas for continued neighborhood commercial use to meet the convenience retail need of existing and future residential areas.

These Amendments to the Comprehensive Plan are subject to public hearing before the Planning Commission which makes a recommendation to City Council.

Recommendations of the Planning Staff: The Planning Staff provides the following recommendations in regards to the Comprehensive Plan Amendments 2014.

A. Comprehensive Plan Addendum (addenda to Chapter 9:Transportation Plan and Chapter 11:Housing & Community Development Plan)

The Planning Office supports addenda to the Transportation Plan and Housing & Community Development Plan Chapters of the Comprehensive Plan, as these addenda identify planning studies that will support the goals of the *2008 Comprehensive Plan* and provide valuable input into an update of the Comprehensive Plan.

B. Amendment to Map 12-1: Land Development Plan Map – Request for Land Use Classification Change from Office to Commercial

Based on the assumptions and the description of Neighborhood Commercial uses in the *2008 Comprehensive Plan*, as well as analysis of the surrounding land uses, the request for a map change in this area from a Land Use Classification of Office to Commercial appears to be consistent with the development of the area and the goals of the *Comprehensive Plan*. Staff supports the change to a Land Use Classification of Commercial for this property at 1205 McKee Road.

Attachments:

- Review of 2008 Comprehensive Plan – 2014 Addendum
  - Addendum to the Transportation Plan (Chapter 9)
  - Addendum to Housing and Community Development Plan (Chapter 9)
- Proposed Amendments to Map 12-1 Land Development Plan

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: JANUARY 29, 2014

CITY OF DOVER
Electric &
Public Works
Departments

APPLICATION: **COMPREHENSIVE PLAN AMENDMENTS 2014**

FILE #: **MI-14-01**

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

CONTACT PERSON: **Steve Enss - Electric**
Jason A. Lyon – 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 / SANITATION / STREETS / GROUNDS

1. Our office has no objections to the proposed amendments.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

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

1. None

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC / WATER / WASTEWATER / STORMWATER / SANITATION / 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: January 29, 2014

D E L D O T

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APPLICATION: Comprehensive Plan Amendments 2014
FILE#: MI-14-01 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:

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
January 2014

APPLICATION: *Comprehensive Plan Amendments'*

FILE #: MI-14-01

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 plan amendment site 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

Review of 2008 Comprehensive Plan – 2014 Addendum

In accordance with Delaware Code, Title 22, Chapter 7, §702, the City is required to review its Comprehensive Plan every five years and to update and readopt its Comprehensive Plan at least every ten years. Dover City Council adopted the City of Dover 2008 Comprehensive Plan in February 2009. The Planning Office has been discussing how to go about the five-year review of the Comprehensive Plan, especially in light of several on-going planning activities. Planning Staff believes that once these planning activities are complete, the City will be able to do a complete update and re-adoption of the Comprehensive Plan. The ongoing planning activities are described below:

A. Central Dover Community Plan – This plan, currently under development, is being led by NCALL with funding support from the Wells Fargo Foundation. This Community Plan will address the area bounded by William Street, State Street, Hope Street, and the railroad tracks, and also include the Lincoln Park community. Interface Studios is under contract with NCALL to develop the Plan, and is conducting a detailed assessment of the area that includes in-depth public involvement. The City is not leading this planning effort but is a partner in the process. The Plan will include comprehensive recommendations and will ultimately be the centerpiece of the Housing Chapter of an updated Comprehensive Plan.

B. Transportation Improvement District – The City, DelDOT and the Dover/Kent County MPO are beginning the process of developing a Transportation Improvement District (TID) to include the Route 13 and Bay Road corridors within the City limits. In order to enter into the TID agreement and proceed with the detailed traffic study of the area, the City must amend its Comprehensive Plan to identify this TID. The results of the TID study will be an important component of the Transportation Chapter of an updated Comprehensive Plan.

C. The City will shortly begin the process of performing a Citywide Parks and Recreation Needs Assessment and Plan. This will guide the City's capital improvements in our park system and also be a key component of the City's updated Comprehensive Plan. The 2008 Comprehensive Plan included an implementation item as to "Develop an Open

Space and Parks Master Plan." This needs assessment and plan will satisfy this implementation item.

D. In addition, the Dover Transit Center Neighborhood Plan and Design Book, which was adopted in March 2011, will be incorporated into an updated Comprehensive Plan.

Given the number of ongoing planning projects that will ultimately need to be incorporated into the City of Dover's Comprehensive Plan, the Planning Staff intends to develop an addendum to the 2008 Comprehensive Plan that would identify any amendments to the Land Development Plan that may be currently necessary as well as projects to be implemented over the next year to lay the ground work for a complete Comprehensive Plan update.

Addendum to the Transportation Plan (Chapter 9)

The 2008 Comprehensive Plan identifies the following Transportation goals:

Goal 1: Preserve and Maintain the Existing Transportation System
Goal 2: Increase Coordination with Agencies
Goal 3: Develop and Expand Alternate Modes of Transportation
Goal 4: Create Recommendations and Policies for Roadways and Development
Goal 5: Air Quality: The Ozone Challenge

Additionally, the Land Development Plan (Chapter 12) states the following as it relates to Route 13 and the Bay Road Corridor:

> *US Route 13/113 Corridor*
>
> The US Route 13/113 corridor is dominated by highway commercial development. For the most part, the Comprehensive Land Development Plan proposes to continue US Route 13/113 as the major commercial corridor in Central Delaware.
>
> Few vacant developable parcels exist within this area. However, potential exists for the redevelopment of older retail stores and strip shopping centers. The Comprehensive Plan encourages the renovation and adaptive reuse of older structures within the highway corridor as means of restoring property value, preventing blight and demolition by neglect, and enhancing the overall image of the highway environment. In some cases the demolition of older structures may be beneficial, and should be supported, to enable redevelopment to occur within the corridor.

The constraints of the existing transportation infrastructure along this corridor have created significant challenges to redevelopment along Route 13 and Bay Road. In an effort to support the goals of the Transportation Plan and support the redevelopment of underutilized properties along the Route 13 and Bay Road Corridors, the City intends to work with the Delaware Department of Transportation and the Dover/Kent County MPO to develop a memorandum of understanding for the creation of a Transportation Improvement District (TID) and to complete the associated transportation study of the area. The plan developed to implement the TID will establish acceptable levels of service and ensure that bicycle, pedestrian, and transit needs are addressed as redevelopment moves forward. The TID will create a predictable and fair framework for developers to contribute to transportation improvements, while also identifying projects that may be appropriate for the State's Capital Transportation Plan.

Implementation Item: Work with DelDOT and the Dover/Kent County MPO to develop a Transportation Improvement District for the Route 13/Bay Road Corridor in Dover.

Addendum to Housing and Community Development Plan (Chapter 11)

The 2008 Comprehensive Plan identifies the following Housing and Community Development goals:

> **Goal 1:** Encourage Balanced Housing Opportunities for All Income Levels and Phases in Life
> **Goal 2:** Preserve Existing Housing Stock
> **Goal 3:** Provide Safe Livable Neighborhoods
> **Goal 4:** Provide Homeownership Opportunities for Low/Moderate Income

In recent years, the City has encountered challenges to implementing the Housing and Community Development goals within the long-established downtown neighborhoods. Home ownership rates have continued to decline, the quality of housing stock has deteriorated, and crime has caused many residents to feel unsafe. In 2012, the CenDel Foundation convened a Downtown Safety Task Force to provide an inclusive mechanism for stakeholders to come together and improve safety in the downtown. Through the leadership of NCALL, this task force applied for a grant from the Wells Fargo Foundation to develop a community based plan for improvement of the downtown neighborhood. While the City is an active partner in this planning process, it is being led by NCALL, and a community planning consultant has been retained. The completed plan is expected in late spring 2014.

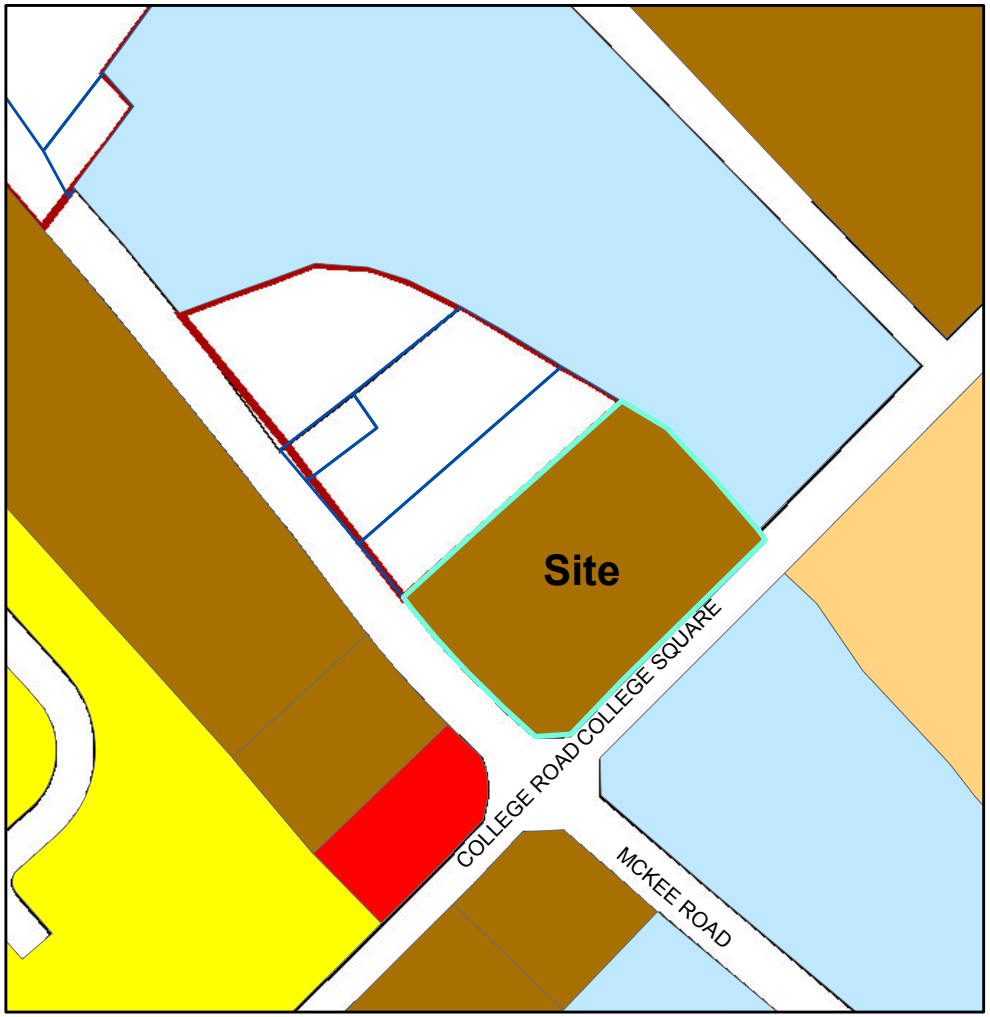
Implementation Item: Work with NCALL and other partners to complete and implement the Downtown Dover Community Plan. The results of this effort will be a key component to the Housing and Community Development chapter of the Comprehensive Plan Update.

City of Dover

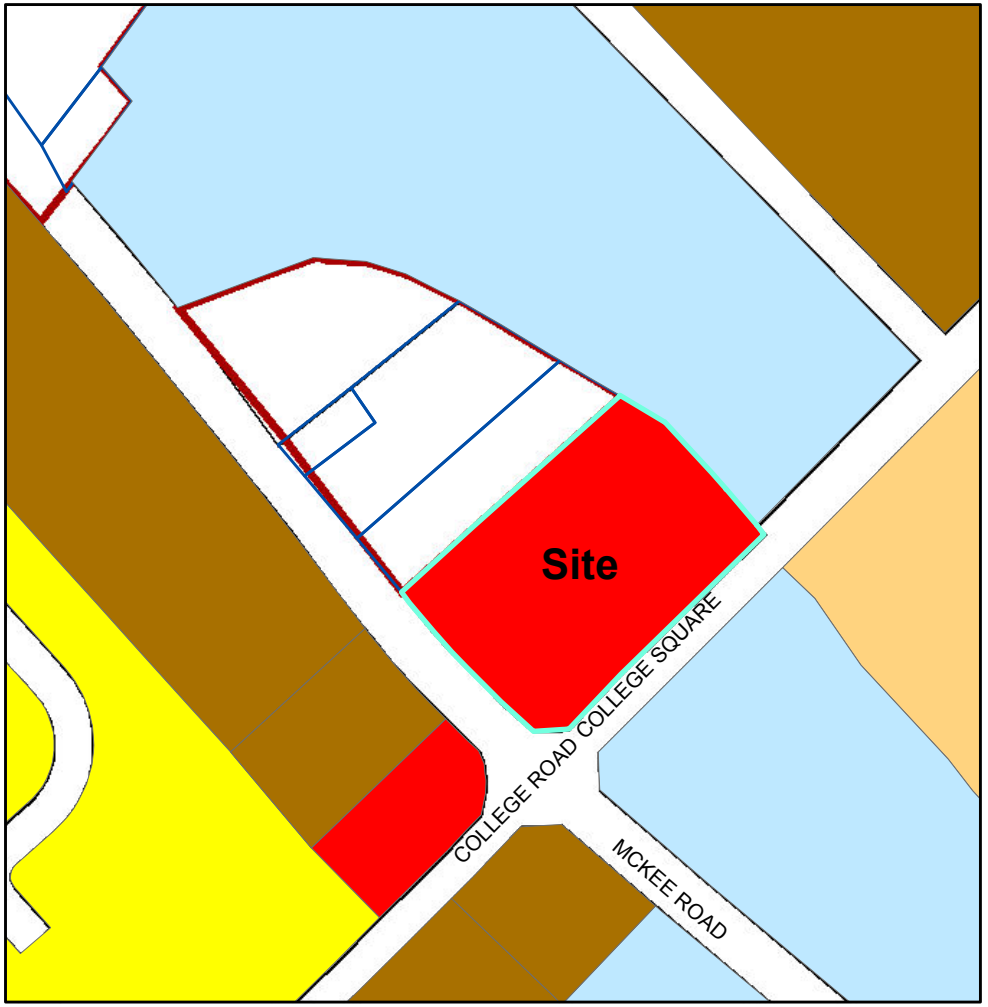
Department of Planning & Inspections

2014 Comprehensive Plan Amendment

Current Designation



Proposed Designation



Plan Title: College Road Offices LLC.
Location: 1205 Mckee Road
Plan Type: Comprehensive Plan Amendment
Tax Parcel: ED05-067.00-02-51.00
Current Land Use: Office
Proposed Land Use: Commercial
Owners: College Road Offices LLC.
Date: 2/7/2014

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Legend

Land Use Classifications

- Active Agriculture
- Commercial
- DoverAFB
- Industrial and Public Utilities
- Institutional
- Mixed Use
- Office
- Open Space, Conservation, Recreation
- Residential High Density
- Residential Low Density
- Residential Medium Density
- Train Track
- Water

Proposed Use

- Commercial
- Dover Boundary
- Dover Parcels

PETITION TO AMEND THE ZONING DISTRICT
Public Hearing before the
City of Dover Planning Commission
February 18, 2014

Applicants/Owners:	College Road Offices LLC
Address:	1205 McKee Road
Location:	Northeast corner of McKee and College Roads
Tax Parcel ID #:	ED05-067.00-02-51.00-0001
Size:	3.46 acres +/-
Present Use:	Vacant
Proposed Use:	Commercial
Current Comprehensive Plan Designation:	Office
Proposed Comprehensive Plan Designation:	Commercial
Present Zoning:	CPO (Commercial and Professional Office Zone)/COZ-1 (Corridor Overlay Zone)
Proposed Zoning:	C-2A (Limited Central Commercial Zone)/COZ-1 (Corridor Overlay Zone)
Reason for Request:	To allow for commercial development of the property
File Number:	Z-14-01
Ordinance Number:	2014-04

City of Dover Planning Office

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

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

APPLICATION: Lands of College Road Offices LLC- Proposed Rezoning from CPO with COZ-1 to C-2A with COZ-1

FILE#: Z-14-01 REVIEWING AGENCY: City of Dover Planning Office

CONTACT PERSON: Ann Marie Townshend, AICP PHONE#: (302) 736-7196

This rezoning application consists of one parcel of land of approximately 3.46 acres ±. The property is located at the northeast corner of McKee and College Roads and is undeveloped. The property is also the subject of the proposed amendment to the Land Development Plan Map (Map 12-1) of the *2008 Comprehensive Plan* (as amended). The property is owned by College Road Offices LLC. The Tax Parcel Identification Number is ED05-067.00-02-51.00-0001.

Surrounding Land Uses:
The subject property is surrounded by a variety of land uses and zones. The property immediately east of the property on College Road is zoned IO (Institutional and Office Zone) and is the location of North Dover Elementary School. The properties immediately north on McKee Road are in unincorporated Kent County and are residential uses and are zoned RS-1 (Single Family Residential Zone). The property directly across McKee Road at the northwest corner of McKee and College Road is zoned C-2A (Limited Central Commercial Zone) and is a commercial use. The property directly north of this corner parcel is zoned CPO (Commercial and Professional Office Zone). The property directly across College Road from the subject parcel at the southeast corner of College and McKee Roads is zoned IO (Institutional and Office Zone) and is the location of Westminster Village. The parcel immediately east of the corner parcel is zoned RG-5 (General Residence Zone for Mid-Rise Apartments) and is also part of Westminster Village. The parcel diagonally across the street intersection at the southwest corner of McKee and College Roads is zoned CPO and is used as a bank. The properties that front along McKee Road are subject to the COZ-1 (Corridor Overlay Zone).

Comprehensive Plan:
In the *2008 Comprehensive Plan*, the Land Development Plan (Map 12-1 as amended, dated March 2012) recommends that this property be used for Office Uses. As a part of the 2014 Amendments to the *2008 Comprehensive Plan*, there is a proposal to amend this map to classify this area as Commercial. See Application MI-14-01.

Request for C-2A (Limited Central Commercial Zone)
The types of permitted uses in the C-2A Zone are given Article 3, Section 2 of the *Zoning Ordinance*. The permitted uses include the following:

Section 14. Limited central commercial zone (C-2A).

14.1 *Uses permitted.* In a limited central commercial zone (C-2A), 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:

14.11 All uses permitted in the neighborhood commercial zone (C-1A).

14.12 Business, professional or governmental offices.

14.13 Banks, theaters and restaurants.

14.14 Apartments, provided that no dwelling units shall be permitted in the first floor and at least one off-street parking space shall be provided in the area for each apartment.

14.15 Hotels, clubs and places of worship.

14.16 Signs shall meet the regulations found in article 5, section 4, supplementary sign regulations.

14.17 All permitted uses and all storage accessory thereto, other than off-street parking, shall be carried on in buildings fully enclosed on all sides.

14.18 Civic institutions.

In addition to the uses specifically listed above, by reference to the C-1A (Limited Commercial) zone, the C-2A (Limited Central Commercial) zone also permits retail uses, personal service establishments, and service establishments.

Recommendation of the Planning Staff:
Staff recommends that the both the amendment to the Comprehensive Plan and the rezoning request be approved as submitted. The recommendation in favor of the rezoning is contingent upon the approval of the requested amendment to the Land Development Plan Map. The proposed zoning classification is consistent with the zoning and uses in the area.

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 Planning Commission will make a recommendation on this rezoning request. The Application for Rezoning is also subject to public hearing and review for final action by the City Council.

2) Prior to establishing or changing any use or commencing with any demolition or construction on the subject property, the applicant shall contact the Planning Office so that the appropriate review process can be determined and coordinated with other reviewing entities including the Fire Marshal's Office, Public Works, and the Chief Building Inspector.

3) The applicant shall be aware that approval of any rezoning application does not represent Site Development Plan or Record Plan approval. A separate Site Development Plan must be submitted and approved if development activities are proposed on the property. A separate Record Plan must be submitted and approved if changes to existing property lines are proposed.

4) The applicant shall be aware that approval of any rezoning application does not represent a Building Permit or other construction activity permit approval. A separate application submission showing all improvements is required before issuance of permits by the City of Dover.

5) All businesses operating in the City of Dover are required to obtain a City of Dover Business License from the Licensing and Permitting Division located in City Hall. A Rental Dwellings Permit will need to be obtained and certain types of uses also require a Public Occupancy permit.

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: JANUARY 29, 2014

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **LANDS OF COLLEGE ROAD OFFICES, LLC. AT 1205 MCKEE RD: REZONING FROM CPO WITH COZ-1 TO C-2A WITH COZ-1**

FILE #: **Z-14-01**

REVIEWING AGENCY: **City of Dover**

CONTACT PERSON: **Steve Enss - 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-05-067.00-02-51.00-000

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 water and sanitary sewer availability to this site is not readily available, the applicant / developer will have to propose a solution that meets the requirements of the Department of Public Works. 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.

SANITATION

1. If trash service is required, the owner shall secure a private company to provide solid waste removal.

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: January 29, 2014

D E L D O T

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APPLICATION: Lands of College Road Offices, LLC at 1205 McKee Road: Rezoning from CPO with COZ-1 to C-2A with COZ-1

FILE#: Z-14-01 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:

- 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) may 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 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
January 2014

APPLICATION: Lands of College Road Offices

FILE #: Z-14-01

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-14-01



Plan Title: Lands of College Road Offices, LLC
Location: 1205 Mckee Rd.
Plan Type: Rezoning
Tax Parcel: ED05-067.00-02-51.00
Current Zoning: CPO with COZ-1
Proposed Zoning: C-2A with COZ-1
Owners: College Road Offices, LLC
Date: 1/21/2014

Legend

- Zoning
- Dover Parcels
- Kent County Parcels
- Dover Boundary

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PETITION TO AMEND AND ZONING DISTRICT
Public Hearing before the
City of Dover Planning Commission
February 18, 2014

Applicants/Owners:	David and Susan Edgell
Location:	405 North State Street
Tax Parcel ID #:	ED-05-068.17-01-72.00-000
Size:	11,250 SF +/-
Present Use:	Residential Single Family Home
Proposed Use:	Residential Single Family Home
Comprehensive Plan Designation:	Residential Medium Density
Present Zoning:	R-8 (One Family Residence Zone)
Proposed Zoning:	RG-1 (General Residential Zone)
Reason for Request:	To change to a zone that is more consistent with the Downtown neighborhoods, and to allow for the construction of a freestanding garage in compliance with the Zoning Ordinance.
File Number:	Z-14-02

Existing Property
The property is currently zoned R-8 (One Family Residence Zone). A detached single family home is located on the corner property which includes a shed in the rear of the property. The applicant is proposing to rezone the property to RG-1 (General Residential Zone). The lots in this area were laid out in the late nineteenth-early twentieth century. This bungalow house was constructed circa 1927 prior to the establishment of zoning regulations in the City of Dover. The property (K-396.391) is listed on the National Register of Historic Places as part of the Victorian Dover Historic District.

Surrounding Land Uses:
The property is surrounded by other residential properties. The adjacent residential properties to the north, east and to the south are single family detached homes zoned R-8 (One Family Residence Zone). The properties to the west are single family detached homes with a mixture of multi-family homes zoned RG -1 (General Residential Zone).

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

Request for RG-1 (General Residence Zone)
The following description of the RG-1 zoning district is provided from Article 3 §2 of the *Zoning Ordinance.*

Section 2. General residence zones (RG-1 and RG-2).

2.1 *Uses permitted.* In a general residence zone, 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:

2.11 Any use permitted in one-family residence zones, except that:

Not more than one professional office or studio, other than accessory to a use otherwise permitted, shall be permitted for each 25 dwelling units or major fraction thereof on the lot. Such office or studio shall be only on the street floor of any building and on the floor immediately above the street floor only if there [shall] be direct access to such office or studio from outside the building.

2.12 Garden apartments limited to placement within the RG-2 district only.

2.13 Off-street parking accessory to uses located within the central commercial C-2 zone, provided that:

(a) Such parking is situated not more than 150 feet from the C-2 zone.

(b) Parking areas are screened by landscaping from adjoining properties used for residence.

(c) Illumination of parking areas is shielded from the view of adjoining properties used for residence.

2.14 Reserved.

A series of Conditional Uses for the RG-1 and RG-2 zones are detailed in Article 3 §2.4. These Conditional Uses, subject to specific requirements and conditions, include bed and

breakfast inns, student homes, multiple dwellings, and a series of limited commercial activities for properties located in historic districts or listed on the National Register of Historic Places.

The primary differences between the current zone and the requested zone are the housing styles permitted, uses permitted, and other bulk standards. The RG-1 district permits a wider range of housing styles than the R-8 district with different lot, setback, and lot coverage requirements.

Recommendation of the Planning Staff:
Staff supports the rezoning request from R-8 to RG-1. The request is consistent with the *Comprehensive Plan* and RG-1 zoning is present in the area. 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 in order to pursue a change of use or construction 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 or other construction activity permit approval. 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: JANUARY 29, 2014

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **LANDS OF DAVID & SUSAN EDGELL AT 405 NORTH STATE STREET: REZONING FROM R-8 TO RG-1**

FILE #: **Z-14-02**

REVIEWING AGENCY: **City of Dover**

CONTACT PERSON: **Steve Enss - 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-05-068.17-01-72.00-000

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.

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: January 29, 2014

D E L D O T

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APPLICATION: Lands of David & Susan Edgell at 405 North State Street
FILE#: Z-14-02 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:

- 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 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
January 2014

APPLICATION: Lands of David & Susan Edgell 405 N. State Street

FILE #: Z-14-02

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-14-02



Plan Title: Lands of David & Susan Edgell
Location: 405 N State St.
Plan Type: Rezoning
Tax Parcel: ED05-068.17-01-72.00
Current Zoning: R-8
Proposed Zoning: RG-1
Owners: David & Susan Edgell
Date: 1/21/2014

Legend

- Zoning
- Dover Parcels
- Kent County Parcels
- Dover Boundary

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City of Dover

DATA SHEET FOR PRELIMINARY SUBDIVISION PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF February 5, 2014

PLANNING COMMISSION MEETING OF February 18, 2014

Plan Title:	Jefferson Terrace Subdivision (previously referred to as The Meadow Subdivision at Jefferson Terrace) SB-13-06C
Plan Type:	Preliminary Subdivision Plan
Applicant/Owner:	Penntex, LLC
Project Engineer:	Element Design Group
Location:	West of Monroe Terrace, south of but not adjacent to Wyoming Avenue
Tax Parcel:	ED-05-077.17-06-02.01-000
Existing Site Area:	Parcel 1 - 2.35 acres ± Parcel 2 - 1.88 acres ±
Total Proposed Site Area:	4.23 acres ±
Zoning:	R-8 (One Family Residence Zone) R-10 (One Family Residence Zone)
Present Use:	Vacant
Proposed Use:	Five (5) single family lots for residential development
Sanitary Facilities:	City of Dover
Water Supply:	City of Dover
Waivers Approved:	Exceed the Maximum Street Length of a Dead End Street Increased Percentage of Lots on Cul-de-sac
Active Recreation Plan:	Exemption for Small Developments

City of Dover Planning Office

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

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

APPLICATION: Jefferson Terrace Subdivision – Preliminary Subdivision Plan

FILE #: SB-13-06P REVIEWING AGENCY: City of Dover Planning Office

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

PLAN SUMMARY

This review is a Preliminary Subdivision Plan to permit the subdivision of land totaling 4.23 acres ± into five (5) parcels for single family detached dwellings with residual land to be known as Jefferson Terrace. The parcel is zoned R-8 (One Family Residence Zone) and R-10 (One Family Residence Zone). This parcel is located west of Monroe Terrace and south of but adjacent to Wyoming Avenue. The owner of record is Penntex, LLC. Tax Parcel: ED-05-077.17-06-02.01-000.

Previous Applications

The Conceptual Subdivision Plan (SB-13-06C) was reviewed by the Planning Commission on November 18, 2013 and granted conditional approval for a subdivision of five (5) residential lots. Upon recommendation from the Planning Commission, the Safety Advisory & Transportation Committee recommended approval of two waivers for the project relating to the cul-de-sac street. City Council on January 13, 2014 granted approval of the waiver requests allowing for increased length of the dead-end street (cul-de-sac street) and for an increased percentage of lots on a dead-end-street.

The Planning Staff administratively reviewed a Minor Lot Line Adjustment Plan (Application MI-12-10) and granted approval on June 5, 2012 (recorded June 12, 2012). The Plan reduced the size of the parcel that included the existing dwelling at 324 Wyoming Avenue by aligning its rear property line with adjacent residential parcels and dividing it from the lands to the south. The parcels impacted by the revisions were 324 Wyoming Avenue and the land south of 324 Wyoming Avenue with frontage on Jefferson Terrace and Monroe Terrace. The property at 324 Wyoming Avenue is not part of the Conceptual Subdivision Plan application.

SITE CONSIDERATIONS

The minimum lot area for lots within the R-8 (One Family Residence Zone) Zoning District is 8,000 SF and 10,000 SF for R-10 (One Family Residence Zone) Zoning District. A majority of the subject tract of land is zoned R-10. However, the land area proposed as Lot 1 of the subdivision contains both R-10 and R-8 zoning. Overall, the residential lots within this proposed

subdivision meet or exceed the minimum lot size requirements for R-10 as all lots will be greater than 10,000 SF in size.

This subdivision of land and any future development on the parcels is subject to the requirements found in the City of Dover *Zoning Ordinance,* Article 3 §1 and referenced sections which outline the permitted uses for the R-8 (One Family Residence Zone) and R-10 (One Family Residence Zone). The following table highlights some of the design standard requirements for the R-8 and R-10 (One Family Residence Zones). (NOTE: This chart is not an all-inclusive listing of the code requirements, but is provided as information on development requirements.)

MINIMUM REQUIRED:	R-10 One Family Residence Zone	R-8 One Family Residence Zone
Lot Area	10,000 SF	8,000 SF
Lot Configuration – width (ft.)	80 ft.	70 ft.
Lot Configuration – depth (ft.)	110 ft.	100 ft.
Front yard setback (ft.)	25 ft.	25 ft.
Minimum side yard (ft.)	15 ft.	10 ft.
Total Both Side yards (ft.)	30 ft.	20 ft.
Rear yard setback (ft.)	30 ft.	30 ft.
Off-Street Parking Spaces	2 per dwelling	2 per dwelling
Maximum Permitted : Building Height: Stories Feet	 2 ½ stories 35 feet	 2 ½ stories 35 feet
Lot Coverage	30%	35%

Since this parcel is zoned R-8 and R-10 it is subject to the provisions of *Zoning Ordinance,* Article 5 §1.7 Uniformity of design in all one-family residence zones. These provisions limit construction of buildings that are like or substantially like a neighboring building in order to prevent monotony of architectural design.

SITE CONSIDERATIONS

Flood Hazard Areas

Flood Hazard Areas (100-year flood plain) are to remain as natural open space. The southern portion of this tract of land includes a Flood Hazard Area. The rear lot lines of Lot 3 and Lot 4 are placed to avoid inclusion of the Flood Hazard Area on the residential lot. The Flood Hazard Area remains as the natural area adjacent to an existing stream including woodland and wetland areas.

Wetlands

The southern portion of this tract of land also includes areas delineated as wetlands. One area is large enough in size to require a setback from the wetland area per the *Zoning Ordinance*. The setback of 100 feet can be reduced to fifty (50) feet when a riparian buffer is established. The existing woodland can be recognized as satisfying the riparian buffer requirement. This buffer requirement does not impact the five lots proposed for residential development; the impacts are to the residual land area (Parcel 2 area).

Wet Soils and Basements

The *Zoning Ordinance* Article 5 §11.23 regarding wet soils limits the building construction when seasonally high water table is within two and one-half feet of the surface and requires construction subject to conditions to address the prevention of water damage. Subdivision plans must identify the seasonal high water table on each lot if basements are proposed.

STREETS

The Subdivision Plan proposes an extension of Jefferson Terrace as a public street leading to the west from Monroe Terrace. There is existing right-of-way (60 feet wide) for a portion of the street. The extension of Jefferson Terrace is proposed as thirty-six (36) feet paved width before terminating the cul-de-sac. This extension of Jefferson Terrace was required by the Planning Commission to be thirty-six (36) feet paved width. The right-of-way for the street will continue sixty (60) feet of width. The thirty-six (36) feet of paved street width will allow for on-street parking on both sides of the street. Parking would be prohibited within the cul-de-sac.

The street extension includes the required upright curbing and sidewalk to be constructed to the City of Dover Standards. The applicant will need to work with the City's Department of Public Works regarding the detailed street design for this extension of Jefferson Terrace. The *Land Subdivision Regulations*, Article VI. §A. Streets also include requirements related to format of right-of-way lines and street layout.

Approved Waiver Request: Length of Dead-end Street

On January 13, 2014, City Council approved a waiver request (with affirmative recommendations from the Planning Commission and the Safety Advisory and Transportation Committee) to allow for the extension of Jefferson Terrace (west of Monroe Terrace) to exceed 400 feet. The proposed dead end street is approximately 390+/- feet in length when measured from the center line of Monroe Terrace to the center of the proposed Jefferson Terrace cul-de-sac. However, the length of the proposed cul-de-sac is 440 feet when measured to the terminus of the street right-of-way. Approval has been granted allowing this proposed dead end street (cul-de-sac) to exceed the permitted length of a dead end street per the *Land Subdivision Regulations,* Article VI §A.15.

Approved Waiver Request: Increased Percentage of Lots on Cul-de-sac

On January 13, 2014, City Council approved a waiver request (with affirmative recommendations from the Planning Commission and the Safety Advisory and Transportation Committee) to over 20% of the lots to front on the turnaround section of the cul-de-sac. The Plan depicts three proposed lots or 60% of the proposed five (5) lots in the subdivision to the front on the turnaround section of the proposed Jefferson Terrace cul-de-sac. Approval has been granted to allow proposed lot percentage to exceed the maximum of 20% of the lots in a development allowed to front on the turnaround section of a cul-de-sac.

Tree Planting & Preservation Plan

The subject site includes areas of existing woodland and scattered individual trees. Several individual trees are proposed to remain and six (6) trees are shown as street trees. Tree clearing is limited to a maximum of 50% of the woodland per lot; small areas of tree clearing are identified for implementation of stormwater management drainage on several of the lots. The total amount of woodland and non-woodland areas is not clearly presented on the plan in order to calculate the

tree planting requirements. New tree plantings are required at a rate of one tree per 3,000 SF of non-woodland lot area.

Active Recreation Plan

The *Zoning Ordinance* includes requirements for areas of Active Recreation to be provided with the development of residential subdivisions at a land area rate per lot. However, there are exceptions to this requirement for residential subdivisions where the property is less than five acres and less than ten dwelling units are proposed. This Jefferson Terrace Subdivision project is eligible for this exemption and the project will require a cash donation instead of identifying an active recreation area of land. See code excerpt below. The process will involve submission of the appraisal information to the Planning Office for review by the Parks Recreation & Community Enhancement Committee City Council, and the Planning Commission. The donation must be paid prior to the first Building Permit being issued.

Article 5 Section 10.5 *Exemption to recreation area and open space dedication.*

10.51 *Exemptions for small developments.*

10.511 *Residential developments with less than five acres of land and less than ten dwelling units.* These developments shall be exempt from the land requirements set forth in [sub]sections 10.1 and 10.2, but shall require a full cash donation to be made by the developer in lieu of a dedication of land.

10.52 *Amount of cash donation.* This cash donation shall be equivalent to ten percent of the appraised value of gross land area. The land area value shall be based on the appraisal prepared for the developer to secure construction financing. This submitted appraisal shall be a copy of the original supplied to the lending institution, with that institution identified, and shall conform in all ways to the Uniform Standard of Professional Appraisal practice and be performed by an appropriately qualified certified appraiser. If an appraisal prepared for construction financing is not available, then the developer shall have an appraisal done in accordance with the procedures set forth in [sub]section 10.174.

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: NEED TO UPDATE

1) The name of the subdivision has been revised to Jefferson Terrace; it was previously proposed as The Meadow. Since there is an existing residential subdivision known as The Meadows the revision was necessary to avoid confusion in emergency response.
   a) The name Jefferson Terrace was suggested for usage during processing of the subdivision plan. Given the small size and infill style development is it unlikely that the development will be recognized by a subdivision name but rather the street location.
   b) The street name of Jefferson Terrace is appropriate as the proposed street is a continuation of the existing street segment known as Jefferson Terrace.
   c) The Kent County GIS Division – 911 Addressing section in conjunction with the City of Dover must approve the development name and street names.

2) A Record Plan sheet must be prepared for recordation according to the Record Plat requirements. Currently Sheet 4 has a portion of this information already provided.
   a) Indicate actions taken on waivers for the subdivision.

b) Indicate any existing or future easements (drainage, utilities, etc.) on the site.
c) Appropriate deed restrictions and notes on the Record Plan should note the features of this southern area (Parcel 2 area) and the restrictions to development related to the existence of the flood hazard area, wetlands, retention of the woodland as a riparian buffer, tree clearing limitations, etc.
d) Additional review comments will be provided with the submission of a Record Plat sheet(s).

3) The land area (remaining area of Parcel 1) to the south of Lots 3 & 4 must be combined into the residual area (Parcel 2). As shown this creates a small parcel of land without street frontage which is not permitted (unless a waiver is approved).

4) Update file number on cover sheet. This submission is SB-13-06P and then the Final submission will be SB-13-09F.

5) Sheet 2: The Project Notes will need to be updated with the following:
   a) Item #2: Add listing for residual land including area.
   b) In Item #6, clarify the date of the FIRM Panel stated on the plan as to be revised January 6, 2005. The FIRM Maps date to May 5, 2003 unless a LOMR was issued.
   c) Add information waivers recommended by Planning Commission and granted by the City Council. Include specifics of waivers and dates of action.
   d) Updated references to Public Works (from Public Utilities) and contact number to be 736-7025.

6) Sheet 4 – Site Plan:
   a) Check placement of fire hydrant in cul-de-sac.
   b) Clarify location of new proposed street right-of-way (existing area and proposed extension to cul-de-sac). Drawing label is off.
   c) If the drainage easement on the west side of Lot 3 is to be twenty (20) feet in width, it will impact the side yard setback. A change in the building restriction line to incorporate easement would be recommended. However, if the drainage easement is reduced to a fifteen (15) foot width then it coincides with the side yard setback.
   d) See Comment #3 above regarding residual land area.
   e) Label flood plain line work.
   f) Provide the percentage of the proposed Lot 1 within each of the zoning classifications of R-8 and R-10. This information is needed to determine the bulk standards for this residential lot. The District and Bulk requirements for R-8 (One Family Residence Zone) may need to be added to the Plan if found to govern the development of this lot. Currently the percentages are given by the ‘deed’ parcels.
   g) Site Data Column: While the deed may describe two parcels, this property is recognized as one tract of land with one tax parcel number. The data tallies provided must summarize the entire tract.
   h) Revise the Building Height limitation to 2.5 stories (Required) in the District and Bulk Standards Chart.
   i) A series of additional notes will be required if this sheet is utilized as the basis for the Record Plat.

7) Sheet 5 – Grading & Drainage Plan: The applicant will need to work with the Department of Public Works regarding the design of the extension of Jefferson Terrace to the City of Dover Standards and details for construction of this new street segment and the associated curbing, sidewalks, and drainage.
   a) Evaluate the location of curb cuts to serve the existing parcels (both developed and vacant tracts) along the new segment of Jefferson Terrace located between the subject parcel and Monroe Terrace. Curb cuts for adjacent developed properties may be necessary with the construction of the street extension.
   b) Easements will be required for any construction activity i.e. re-grading that occurs on adjacent properties not owned by this developer.

8) When bio-filtration swales cross a residential property, the future property owners need to be made aware of the limits of usage of the swale and the procedures for its care and maintenance.

9) Sheet 12: Check presentation of property lines for properties to the east of this development. They do not match line work shown on other plan sheets.

10) Sheet 15 – Tree Planting & Preservation Plan:
   a) Design Professional certification note and signature block must be added.
   b) General Note #8: Tree substitutions must also be approved by the City of Dover Planning Office.
   c) Need to confirm if vegetation on Lot 2 is woodland area.
   d) For the entire tract of land, clarify the existing woodland area, the proposed woodland area to remain, and the non-woodland area. The current tree density summary is incorrect. From information provided elsewhere in the plan set, it appears 1.84 acres of woodland will remain resulting in a non-woodland area of 2.39 acres. This would require thirty-five (35) trees. Existing individual trees to be retained and proposed street trees can count towards satisfying the tree planting requirement; thirteen (13) trees shown.
   e) Identify the twenty-two (22) new tree plantings.

11) If basements are proposed, then the seasonally high water table must be identified for each lot. Construction is subject to specific requirements. A lot specific study may be substituted. See *Zoning Ordinance*, Article 5 §11.23.

12) The applicant must submit the appraisal for determination and review of the cash-in-lieu donation to satisfy the Active Recreation requirement.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

None

ADVISORY COMMENTS TO THE APPLICANT:

1) The Preliminary Plan is the second step in the major subdivision process. For this project, the next step is the submission of the Final Record Plat and associated Construction Plans

through the Administrative process of Check Print Review in order to achieve Final Plan approvals.

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

3) The developer shall be aware that Street Lights shall be required to be installed in conjunction with the construction of subdivision streets. The developer shall coordinate street light placement and electric utility routing and equipment with the City of Dover Electric Department.

4) In the event, that major changes and revisions to the Preliminary Subdivision Plan occur in the development of the plan contact the Department of Planning and Inspections. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other commissions making recommendations in regards to the plan.

5) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate pre-construction meetings, site inspections permits are required.

6) The applicant shall be aware that Preliminary Subdivision approval does not represent a Building Permit, Sign Permit and other associated construction activity permits. A Demolition Permit will be required for the existing structure to be demolished in the northwest corner of the site. A separate application process is required for issuance of a Permit from the City of Dover.

7) Design professional sealing the plan are ‘doing work in the City’ and are required to hold a City of Dover Business License. Contact the Permitting & Licensing Division for information at (302) 736-7010.

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: JANUARY 29, 2014

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **The Meadow Subdivision on Jefferson Terrace**

FILE #: **SB-13-06P**

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

CONTACT PERSON: **Steve Enss - 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. All cable and electrical equipment will be installed along the right-of-way in front of the lots.
7. Owner is responsible for site and/or street lighting.
8. Meter locations will be determined by City of Dover Engineering Department.
9. Load sheets and AutoCAD compatible DXF or DWG diskettes of site plans, including driveways, are required prior to receiving approved electrical construction drawings.
10. 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.
11. 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.
12. 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.
13. Must maintain 10' clearance around all electrical equipment, unless pre-approved by the City of Dover Electric Engineering Department.
14. 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.
15. 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. Hydrant connections by the contractor are prohibited. This method may not be utilized during any phase of the project.
4. All water mains within the proposed subdivision must be looped. No dead end mains are permitted. A waiver to this requirement may be granted with a proper technical infeasibility presented by the owner / developer.
5. The size, type, and location of all proposed and existing water lines and valves must be shown on the plan. All water mains shall be cement lined Class 52 cement lined ductile iron pipe. The minimum size is eight-inches (8”). Division valves must be provided every 800 feet.
6. Water service lines shall be shown for each residential lot meeting the following requirements: The water services shall be one-inch (1”) diameter Type K copper tubing, and installed five feet (5’) to the right of the sewer lateral as viewed from the center line of the street. Curb stops shall be installed one foot (1’) outside of the right-of-way for each lot. A water meter and meter pit must be installed on the domestic water service, in a non-traffic bearing location just downstream of the curb stop.
7. Fire hydrants shall be spaced no greater than 600 feet as measured along the curb. Fire hydrants shall be placed between the curb and sidewalk at intersections or centered on lot lines. Fifteen feet (15’) separation must be provided between all hydrants and hydrant valves.
8. Water service lines, from the main to the meter pit, shall extend perpendicular to the main.

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. Minimum slope criteria shall meet Ten States Standards. Provide flow calculations to justify sizing of the sewer mains, showing that velocity requirements are met. Waiver requests must be approved by the Department of Public Works.

4. The location for sewer mains shall be under the street, if the main cannot be installed in the center of the road, a waiver request must be submitted. One-tenth of a foot (0.1') drop must be provided across all manholes. The minimum slope for eight-inch (8") sanitary sewer pipe is 0.004 feet/feet. Minimum cover is 3.0 feet.

5. Sanitary sewer manholes shall be spaced no more than 400 feet apart.

6. The minimum size of all sanitary sewer laterals shall be six-inch (6").

7. 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.

8. Sanitary sewer laterals shall be shown for each residential lot meeting the following requirements: The sewer laterals shall be six-inch (6") diameter schedule 35 PVC and, where practicable, installed to the center of each lot. Sewer laterals shall be connected directly to the main, not manholes, unless impracticable. Sewer laterals are to be installed one foot (1') beyond the right-of-way line at a typical depth of three feet (3'), preferably not exceeding five feet (5'). Cleanouts shall be installed one foot (1') outside of the right-of-way for each lot.

9. Remove details WW-10 and WW-11 on sheet 11 and replace with City of Dover detail WW-13.

10. Sanitary sewer laterals shall be connected directly to the main, not the manholes. A waiver to this requirement may be granted with a proper technical infeasibility presented by the owner / developer.

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 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.

3. Submerged pipe inlets to ponds may only be permitted if they are so designed that the permanent pool elevation of the storm water management area doesn't surcharge back into the City of Dover's storm drain structures and system.

4. The City of Dover Department of Public Works specifications require all culverts to be designed for the 25-year storm frequency and all storm sewers to be designed for the 10-year storm frequency. The Manning's equation shall be utilized in design as applicable. Storm sewers are required to provide a minimum full flow velocity of 2 fps. Provide the calculations for each proposed pipe segment that, at a minimum, include: upstream and downstream inverts, upstream and downstream ground elevations, and ground cover provided; pipe slope, length, material, n value, and diameter; design flow, depth and velocity; and full flow and velocity.

5. The City of Dover Department of Public Works specifications require that all inlets (catch basins) be designed for the 10-year storm frequency (25-year storm frequency for sump conditions) and that the spread of water shall not exceed eight feet (8') from the flow line of the curb. The design must also meet the requirement that the hydraulic grade line may be no higher than one foot (1') below the top of the inlet. Provide the calculations for each proposed catch basin utilizing flows determined by each catch basin's contributory drainage area, for the appropriate storm frequency. Spread, depth of flow and hydraulic grade line data for each inlet must also be included. Any carryover should also be noted and included at appropriate downstream catch basins as applicable.

6. Provide all stormwater management calculations and erosion and sedimentation control plan as required by Article 5, Section 11.2 and 11.2 of the City of Dover Zoning Ordinance. Ensure that individual lot grading, house locations with finished floor elevations, and driveway locations and grades are provided on the plans in order to verify the adequacy of the design. The provided information should also show adequate conveyance of runoff from each lot.

7. Please remove the DelDOT details for storm water infrastructure and replace with City of Dover details, contact our office for copies of said details.

8. All storm drainage located within the right-of-way shall be reinforced concrete pipe (RCP).

STREETS

1. The current City of Dover standard street section provides for a 3' grass strip between the curb and sidewalk. This standard was administratively revised to meet ADA and FHA compliance with cross slope requirements and to prevent cars from scrapping at driveways. The revised standard utilizes a five feet (5') wide public sidewalk with a five feet (5') wide grass strip behind the curb.
2. It shall be unlawful for any person to alter the curb of any street so as to create a curb depression for the purpose of permitting vehicles to enter onto or exit from the city streets, without a permit issued by the city manager.
3. When determined to be necessary, dead-end streets, designated to be so permanently, shall not be longer than 400 feet and shall be provided at the closed end cul-de-sac with a turnaround having an outside roadway diameter of 80 feet and a street right-of-way diameter of 100 feet. In no instance shall more than 20 percent of the lots in a proposed development front on the turnaround section of a cul-de-sac.
4. Streets shall be laid out so as to intersect as nearly as possible at right angles. The inner right-of-way line of a street intersecting another street at an angle of less than 90 degrees shall be tangent to and follow a curve with a minimum radius of 150 feet centered on the nearest right-of-way line and shall be parallel to said inner right-of-way line.
5. Street right-of-way lines deflecting from each other at any point shall be connected with a curve, the radius of which, for the centerline of the right-of-way, shall not be less than 500 feet on arterial streets, 300 feet on collector streets and 150 feet on minor streets. The outer and inner right-of-way line shall be parallel to said center right-of-way line.
6. Street rights-of-way lines at intersections shall be connected with a curve, the radius of which shall be at least 25 feet. The required radius may be increased by the city engineer if the increased radius is necessary for public safety.
7. Street grades shall not exceed five percent.
8. Street grades shall not be less than one-half percent wherever feasible.
9. Please remove the DelDOT details for storm water infrastructure and replace with City of Dover details, contact our office for copies of said details.

SANITATION

1. Every person occupying a residence or duplex and every owner of an apartment shall provide such premises with a sufficient number of solid waste containers to provide adequate capacity for the solid waste placed out for collection without overloading the capacity of the containers.

GROUNDS

1. An official street tree species list has been approved by the superintendent of grounds for tree plantings along streets and avenues of the city. (The official list will be kept on file in the office of the city clerk.) No species other than those included in this list may be planted as street trees without the written permission of the superintendent of grounds.
2. Spacing of trees shall be determined by the superintendent of grounds, but, generally, all large trees shall be planted no closer than 35 feet, medium trees no closer than 30 feet and small trees no closer than 25 feet, except in special plantings designed or approved by a landscape architect.
3. No street tree shall be planted closer than 30 feet to any street corner and no closer than ten feet to any fire hydrant.
4. Only trees listed as small to medium shall be planted under power lines; and no trees shall be planted within ten feet of any underground water line, sewer line, transmission line or other utility.
5. It shall be unlawful and a nuisance for any person to plant any vegetation in any public right-of-way. Upon receipt of notice from the city to remove any vegetation located in a public right-of-way, the owner of the abutting property shall remove such vegetation at his own expense within the time limit provided in such notice.
6. It shall be unlawful and a nuisance for any person to plant any tree, shrub or bush within 16 feet of the curbline. Upon receipt of notice from the city to remove any tree, shrub or bush which is located within 16 feet of the curbline, the owner of the property upon which such tree, shrub or bush is located shall remove the same at his own expense within the time limit fixed in such notice.

GENERAL

1. The final site plan must be submitted in the following compatible digital formats:

a. AutoCAD 2004 (.dwg format).

b. Adobe Reader (.pdf format).

2. 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.

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/media/documents/2010%20Electric%20Service%20Handbook.pdf

WATER

1. Provide water services to the following lots: ED-05-077.17-06-13.00 and ED-05-077.17-06-10.00.
2. Provide greater detail on how the proposed water main will connect to the existing water main in Monroe Terrace.

WASTEWATER

1. Provide sanitary sewer laterals to the following lots: ED-05-077.17-06-13.00 and ED-05-077.17-06-10.00.
2. Remove manholes S6 and S9 and redesign the sanitary sewer main accordingly.

STORMWATER

1. The proposed catch basin at station 11+78 is not acceptable infrastructure; please redesign to meet the requirements of the City of Dover.
2. The proposed double throat catch basin at station station 14+00 is not acceptable infrastructure; please redesign to meet the requirements of the City of Dover.
3. The City of Dover will not maintain any drainage or storm pipe not located within the right-of-way. Please clearly identify who the drainage easements will be between.
4. Revise the dedication table on sheet 2 to reflect the above referenced modifications to the plans.
5. In addition to the drainage calculations required, please submit drainage calculations for the adjacent lots to this development to assure increased water volume will not occur.

STREETS

1. Extend the saw cut line to the easterly curb line of Monroe Terrace, this saw cut should be the width of the Jefferson Terrace right-of-way.

GROUNDS

1. Please remove the street trees that are located within ten-feet (10') of underground infrastructure.

SANITATION / GENERAL

1. None.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. None

WATER

1. The City of Dover water system is available to this site. The developer is responsible for all costs associated with extending and providing service to the proposed development.

2. Prior to plan approval, the water system plans must be submitted to the Division of Public Health, Office of Drinking Water for review and approval. The owner/developer will be responsible for providing all completed forms and plan sets to the City of Dover as required for submission to the Office of Drinking Water. Plans will not be submitted to the Office of Drinking Water until review has been completed by our office.
3. Hydrant flow testing is currently only performed two (2) times per year during system wide flushing operations. 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.

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. The existing manhole must be core drilled and an approved (by our office) pipe to manhole connector must be used to construct the connection for installation of the sewer main. The existing manhole flow channel must be reconstructed accordingly.

STORMWATER

1. Profiles of the storm sewer must be provided with the construction plans. All water, sanitary sewer and storm sewer crossings must be shown on the profiles.
2. This plan proposes grading on adjacent lots not associated with this development. Please provide proper documentation that the owners of said lots are in agreement with this activity.
3. The area between the catch basins and the sanitary sewer manholes (Sta. 10+50 to 11+75) does not seem large enough to accommodate all the infrastructure proposed.

STREETS

1. Street profiles must be provided with the construction plans.
2. All streets to be dedicated to the City must meet the City of Dover Department of Public Works specifications.
    a. Pavement sections must be designed based upon poor soil conditions unless soil boring data is provided showing otherwise. Structural number calculations must be submitted for review and a pavement cross section detail must be included within the plan set.
    b. All curbing within the right-of-way shall be DelDOT Type III curb and gutter. All curb radii must be labeled on the plan. In particular, a minimum radius of twenty-five feet (25') must be provided at all street intersections. A construction detail of the Type III curb and gutter must be provided on the plan.
    c. Sidewalk proposed within the right-of-way shall be constructed as per the City of Dover Standards and Specifications. All sidewalks must be poured by hand; curb machine slip formed sidewalks will not be permitted. The sidewalk must be scored in five feet (5') squares using hand tooled joints. All tool marks shall be removed as tool finished edges are not permitted. Expansion joints shall be installed at a spacing of twenty feet (20') and shall be precut, one-half inch (½ ") thick, four-inch (4") wide, cork sheets. All sidewalk proposed within the right-of-way shall consist of Class B concrete, without reinforcing material, in order to prevent future interference with utility locating. The proposed five feet (5') wide public sidewalk shall be installed 5 feet from the back of curb. The sidewalk cross slope shall not exceed 2% including across the driveways to ensure ADA and FHA compliance. A sidewalk construction detail containing the above information must be provided on the plan.
    d. All barrier free access ramps and driveway aprons constructed with the site improvements shall be in accordance with the most current ADA and DelDOT requirements and standards at the time of construction. To meet cross slope requirements a five feet (5') wide grass strip must be provided between a five feet (5') sidewalk and the curb.

e. Signage and markings must be included with the site plan in accordance the Manual for Uniform Traffic Control Devices. Signage proposed for streets to be dedicated to the City of Dover must be included on the plan (no parking signs, speed limit signs, street blades, stops signs, watch children, etc.) All signs must be installed on two-inch (2") square break away sign posts.

SANITATION / GROUNDS

1. None.

GENERAL

1. Provide a materials listing table for proposed water mains and services, proposed sanitary sewer mains and services, and proposed storm sewer. A table listing all infrastructure elements to be dedicated to the City of Dover must also be provided on the plans.
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: January 29, 2014

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APPLICATION: The Meadow Subdivision on Jefferson Terrace
FILE#: SB-13-06P 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:

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
January 2014

APPLICATION: *The Meadows on Jefferson Terrace*

FILE #: SB-13-06P

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 apply to all submittals.***
2. A ***stormwater assessment study*** (SAS) package must be submitted to the Kent Conservation District prior to requesting a pre application meeting.
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. Green Technologies (bio retention, bio swales etc.) must be considered before traditional facilities can be considered.
2. The preferred methods of stormwater management are those practices that maximize the use of the natural features of a site, promote recharge and minimize the reliance on structural components.
3. It is recommended that the stormwater management areas be incorporated into the overall landscape plan to enhance water quality and to make the stormwater facility an attractive community amenity.
4. A letter of no objection to recordation will be provided once the detailed Sediment and Stormwater Management plan has been approved.