A G E N D A
CITY OF DOVER PLANNING COMMISSION
Monday, May 16, 2011 – 7:00 P.M. - City Hall: Council Chambers

PLEDGE OF ALLEGIANCE
ROLL CALL

APPROVAL OF AGENDA
ADOPTION OF MINUTES OF REGULAR MEETING of April 18, 2011

COMMUNICATIONS & REPORTS

1) NOTE: The Planning Commission Quarterly Workshop is canceled for Tuesday, May 17, 2011 at 4:00pm due to a scheduling conflict. The Planning Commission needs to discuss rescheduling this workshop meeting.

2) 2011 Planning Law Review – APA Audio/Web Conference, June 29, 2011 at 4:00pm - 5:30pm hosted at the Kent County Administration Building, Room 220. Sponsored by the DE APA Chapter and the Kent County Planning Office.

3) Report on City Council actions

4) Update on other Planning activities

OPENING REMARKS CONCERNING DEVELOPMENT APPLICATIONS

OLD BUSINESS

1) Requests for Extensions of Planning Commission Approval: None

NEW DEVELOPMENT APPLICATIONS

1) Z-11-04 Lands of Frank Everett at 1151-1155 Walker Road – Public Hearing and Review for Recommendation to City Council of rezoning application consisting of one parcel of land totaling of 1.904 acres ±. The property is currently zoned C-PO (Commercial/Professional Office Development District). The proposed zoning is IO (Institutional and Office Zone). The subject property is located on the north side of Walker Road and west of McKee Road. The owner of record is Walker Rd, LLC c/o Franklin Everett, Jr. Property Addresses: 1151-1155 Walker Road. Tax Parcel: ED05-067.18-01-79.00-000. Council District 4. Ordinance #2011-13.

2) S-11-06 Woodbrook Development: Building Addition at 1060 South Governors Avenue – Public Hearing and Review of a Site Plan for the construction of a 2,100 SF addition to the existing 6,280 S.F. office building and other associated site improvements at 1060 South Governors Avenue. The property is 7.08 acres ± and is zoned C-PO (Commercial/Professional Office Development District). The property is located on the west side of South Governors Avenue north of Lynnhaven Drive. The owner of record is Woodbrook Development, LLC. Property Addresses: 1052-1060 South Governors Avenue. Tax Parcel: ED05-086.05-01-01.00-000. Council District 2. *Waiver Requested: Reduction of Parking.*

3) S-11-07 Weston Drive Property: Mini-Storage Facility – Public Hearing and Review of a Site Plan for the construction of three mini-storage buildings for a total of 16,800 S.F. of new buildings and other associated site improvements at 200 Weston Drive. The property is 5.36 acres ± and is zoned IPM (Industrial Park/Manufacturing Zone). The property is located at the north end of Weston Drive. The owner of record is Stoltzfus Mast, LLC. Property Address: 200 Weston Drive. Tax Parcel: ED05-076.08-01-11.01-000. Council District 4. *Previous Application: S-05-36 Weston Drive Properties was reviewed in December 2005 and only a portion of the plan was constructed. Waiver Request: Elimination of Curbing.*

4) S-11-08 Loockerman East: Lands of Hub Associates, LLC – Public Hearing and Review of a Site Plan for the redevelopment of four parcels of land (to be consolidated) in order to construct a 92 room hotel, an 11,230 S.F. retail building, and other associated site improvements (with the existing 17,200 S.F. TGI Friday's building to remain). The subject property is a total of 4.29 acres ± and is zoned C-4 (Highway Commercial Zone) and C-PO (Commercial/Professional Office Development District). The property is located at the southwest corner of South DuPont Highway and Loockerman Street. The owners of record are Hub Associates, LLC and A&G Kramedas Associates. Property Addresses: 514 East Loockerman Street, 516 East Loockerman Street, 554 East Loockerman Street, and 222 South DuPont Highway. Tax Parcels: ED05-077.06-01-62.00-000. ED05-077.06-01-63.00-000, ED05-077.06-01-64.00-000, and ED05-077.06-01-87.00-000. Council District 2. *Waivers Requested: Reduction of Arterial Street Buffer, Elimination of Loading Space. Consideration of Campus Parking Plan.*

NEW BUSINESS

ADJOURN

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

CITY OF DOVER PLANNING COMMISSION
April 18, 2011

The Regular Meeting of the City of Dover Planning Commission was held on Monday April 18, 2011 at 7:00 PM with Chairman Hemmig presiding. Members present were Mr. Hemmig, Mr. Tolbert, Mr. Shomo, Mr. Baldwin, Mr. Nichols, Mr. Holt, and Mr. Ambruso (arriving at 7:04 PM). Mr. Friedman and Colonel Welsh were absent.

Staff members present were Mrs. Townshend, Mrs. Melson-Williams, Mr. Koenig, Ms. Cornwell, and Ms. Metsch. Also present were Mr. Larry Robinson, Mrs. Caroline Romeo, Mr. Troy Adams, Mr. Keith Kooker, Mr. Tim Skibicki, Mr. Jerry Peters, and Mr. Gregg Moore. Speaking from the public was Mrs. Laurie Willet.

APPROVAL OF AGENDA

Mr. Baldwin moved to approve the agenda as submitted, seconded by Mr. Tolbert and the motion was unanimously carried 6-0 with Mr. Friedman, Mr. Ambruso and Colonel Welsh absent.

APPROVAL OF THE REGULAR PLANNING COMMISSION MEETING MINUTES OF MARCH 21, 2011

Mr. Shomo moved to approve the regular Planning Commission meeting minutes of March 21, 2011, seconded by Mr. Holt and the motion was unanimously carried 6-0 with Mr. Friedman, Mr. Ambruso and Colonel Welsh absent.

COMMUNICATIONS & REPORTS

Mrs. Townshend stated that the next Planning Commission Quarterly Workshop is scheduled for Tuesday, May 17, 2011 at 4:00 PM in the City Hall Conference Room.

Mrs. Townshend stated that the Capital School District withdrew their request for a waiver of right-of-way width. They had requested a right-of-way reduction associated with the new Dover High School for a portion of the road that would go to the south of the property. This request went to the Safety Advisory and Transportation Committee; however, has subsequently been withdrawn.

Mrs. Townshend provided an update on the regular City Council meeting of March 28, 2011, the Safety Advisory and Transportation Committee meeting of March 20, 2011, the regular City Council and the Parks Recreation and Community Enhancement Committee meetings of April 11, 2011.

OPENING REMARKS CONCERNING DEVELOPMENT APPLICATIONS

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

OLD BUSINESS

S-10-10 Mitten Industrial Park at Lafferty Lane - Request for a one year extension of the Planning Commission approval granted May 17, 2010 for a Site Development Master Plan application to develop an Industrial Park consisting of nine buildings, each 9,600 S.F. for a total of 86,400 S.F. of building area, the associated site improvements and a 4.591 acre Processing

Area. The subject property consists of two parcels of land for a total of 40.0897 Acres +/- of land zoned IPM (Industrial Park Manufacturing Zone) and also subject to the AEOZ (Airport Environs Overlay Zone). The property is located on the southeast side of Lafferty Lane east of Bay Road. The owner of record is Matthew Mitten. Property Address: 141 Lafferty Lane. Tax Parcels: ED-05-077.00-01-26.00-000 and ED-05-077.00-01-27.00-000. Council District 2.

Representative: None

Ms. Cornwell provided an explanation and reasoning for the request for extension.

Mr. Hemmig questioned if there were any changes in the rules or regulations since this application was originally heard? Responding to Mr. Hemmig, Ms. Cornwell stated that there were none.

There were no questions raised from any Planning Commission members at this time.

Mr. Holt moved to approve a one year extension for S-10-10 Mitten Industrial Park located at Lafferty Lane, seconded by Mr. Nichols and the motion was unanimously carried 7-0 with Mr. Friedman and Colonel Welsh absent.

S-09-10 Fordham Brewery at 1284 McD Drive - Request for one year extension between the construction of work authorized for the project at Fordham Brewery (*Zoning Ordinance*, Article 10 §2.491(a)). Following Planning Commission approval of the Site Plan on June 15, 2009 and Final Plan approval on November 11, 2009, the first phase of construction for 4,000 S.F. building addition was constructed under Building Permit #09-1912. The Site Plan indicated two building additions: the first phase consisting of 4,000 S.F. of building and the second phase consisting of 13,370 S.F. of additional building. The property is zoned IPM (Industrial Park Manufacturing Zone) and is subject to the AEOZ (Airport Environs Overlay Zone): Noise Zone C and Accident Potential Zone II. The subject area is located on the south side of McD Drive near the intersection with Horsepond Road. The owner of record is the William H. McDaniel, Inc. Property Address: 1284 McD Drive. Tax Parcel: ED-05-077.12-01-13.00-000 (portion). Council District 2.

Representative: None

Mrs. Melson-Williams provided an explanation and reasoning for the request for extension.

Mr. Hemmig questioned if there were any changes in the rules or regulations since this application was originally heard? Responding to Mr. Hemmig, Mrs. Melson-Williams stated that there were none.

There were no questions raised from any Planning Commission members at this time.

Mr. Ambruso moved to approve a one year extension for S-09-10 Fordham Brewery located at 1284 McD Drive, seconded by Mr. Tolbert and the motion was unanimously carried 7-0 with Mr. Friedman and Colonel Welsh absent.

NEW DEVELOPMENT APPLICATIONS

C-11-01 Because We Care Veteran's Shelter at Healing Wings Christian Center - Public Hearing and Review of Conditional Use Site Development Plan to permit the philanthropic use of an existing 6,344 S.F. building at 1420 McKee Road as a homeless veteran's shelter. The property is zoned R-8 (One Family Residence Zone) and COZ-1 (Corridor Overlay Zone). The property is located on the west side of McKee Road, north of the Emerald Pointe subdivision. The owner of record is Healing Wings Christian Center and lessee is Because We Care Inc. Property Address: 1420 McKee Road. Tax Parcel: ED05-067.00-01-20.00-000. Council District 1.

Representatives: Mr. Larry Robinson.

Mrs. Melson-Williams provided an overview of the application

Mr. Robinson stated that the only comment that he has is that this is a project that his mother came to him with, Pastor Reverend Cherry and her sister Pastor Merchant. We feel that there is a need for our Delaware Veterans to have a place to have resources and lodging if they are homeless or at risk for being homeless. When they came to him with this task, he did some investigation and found out that there are only two (2) facilities: one in Milford and one in Wilmington. Some of the Delaware Veterans are being sent to Coatesville, PA because of lack of facilities in Delaware.

Mr. Robinson stated that being an ex-Veteran himself with twelve (12) years in the Army, he could see the need for this kind of project. We are moving forward with this and will hopefully be able to provide services for lodging for the needs of the Veteran's.

Mr. Nichols questioned if this project would be financed by the Federal government? Responding to Mr. Nichols, Mr. Robinson stated that it is; however, once he was notified of the project by his mother, they missed the window to apply for Federal funds. He called the "Home of the Brave" located in Milford and asked some questions. They are being funded by local donations and grants. We do have a Grant Committee; however, for the first year a lot of our funding would come from sponsors within and outside of the state and through small grants.

Mr. Nichols further questioned with regards to the pump in the pond, how come the pump has been off? Responding to Mr. Nichols, Mr. Robinson stated that it has been off. He put on some waders and went out into the pond as there is a switch on the pump and it needs to be repaired. He had to flip the switch and secure it and then go back the next day once the pond had been drained. He has been assigned this task to make sure that this occurs. He is also trying to find a solution as to why the pump will not automatically kick on.

Mr. Nichols further questioned if the building has a sprinkler system in it; is this correct? Responding to Mr. Nichols, Mr. Robinson stated that this is correct.

Mr. Baldwin questioned if this would be long term residency or short term? Responding to Mr. Baldwin, Mr. Robertson stated that they have not worked out a time limit; however, he would take a guess at between six (6) months to a year.

Mr. Holt questioned how many Veterans they would be able to accommodate? Responding to Mr. Holt, Mr. Robinson stated that the building will hold between fourteen (14) and seventeen (17) residents.

Mr. Holt further questioned if they would come in seven (7) days a week for the Veterans. However, for the church and school for children, the hours are much different there for the children. It is not a permanent deal for them as they are there for church and for school. Responding to Mr. Holt, Mr. Robinson stated that this church/school is in an entirely different building further to the east.

Mr. Holt further questioned that the two would not co-join? Responding to Mr. Holt, Mr. Robinson stated that currently because the Because We Care school was there for eighteen years, they still have an after school program which runs between 2:30 PM and 5:00 PM where we have kids come primarily from William Henry Middle School for help with their homework and provide a good meal and then take them back home.

Mr. Holt further stated that his concern was that some of the Veterans can be homeless and they could have some other serious problems that you do not want to cause you problems especially with these children. Responding to Mr. Holt, Mr. Robinson stated that they would never mix. The kids that are there now are there for only two and a half hours and he is there with them every day along with other supervision.

Mr. Tolbert questioned if the program was exclusively for Veterans and at no time will you have anyone else in there? Responding to Mr. Tolbert, Mr. Robinson stated that yes it is. There will be no one else in there and each Veteran will have an initial screening process to see if they are eligible as far as being a Veteran and their needs.

Mr. Tolbert further questioned that at this time you do not have committed funding for the operation. Do you anticipate any problems with getting the necessary funding to make this a Veterans home? Responding to Mr. Tolbert, Mr. Robinson stated that they do not have funding at this time. He does not feel that this would be an issue as he has had feelers out in the community now with UPS in the Greentree Shopping Center who is ready to commit monies because he is a sponsor of "Home of the Brave" and also various other organizations such as Lowes who would be willing to help. It is just a matter of getting the ball rolling and getting the paperwork started. He thinks that the facility in Milford is only holding twelve (12) currently and between the two this would be a beginning to get more beds.

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

Mr. Ambruso moved to approve C-11-01 Because We Care Veteran's Shelter at Healing Wings Christian Center located at 1420 McKee Road in conjunction with the Conditional Use Development Plan and to accept the parking calculations for the site as fifty-one (51) parking spaces and adding three more bicycle spaces, seconded by Mr. Baldwin and the motion was unanimously carried 7-0 with Mr. Friedman and Colonel Welsh absent.

C-11-02 4-H After School Program at Capitol Green Community Center - Public Hearing and Review of a Conditional Use Plan to permit use of an after school program (Day Care Center) for grades K-6 within the existing community center at 416 Sussex Avenue. The property is zoned RG-1 (General Residence Zone). The property is located on the south side of Sussex Avenue east of River Road. The owner of record is Capitol Green Apartments, LLC. Property Address: 416 Sussex Avenue. Tax Parcel: ED05-077.10-02-08.00-000. Council District 4.

Representative: Mrs. Caroline Romeo.

Ms. Cornwell provided an overview of the application.

There were no questions raised from any Planning Commission members at this time.

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

Mr. Tolbert moved to approve C-11-02 4-H After School Program located at Capitol Green Community Center, seconded by Mr. Holt and the motion was unanimously carried 7-0 with Mr. Friedman and Colonel Welsh absent.

SB-11-01 Lands of Conard at 633 Long Point Road - Public Hearing and Review of a Minor Subdivision to allow for the creation of two (2) new parcels. The parcels will be subdivided into two 2.5 acres ± parcels and one 162.6 acres ± parcel. The subject parcel of land totals 167.6 acres ± and is zoned A (Agricultural Zone) and is subject to the SWPOZ (Source Water Protection Overlay Zone): Tier 2 and the AEOZ (Airport Environs Overlay Zone): Noise Zone A. The subject area is located on the west side of Long Point Road north of North Little Creek Road. The property is part of the Delaware Agricultural Lands Preservation program as an Agricultural Preservation District and Purchase of Development Rights program. The owner of record is Joan L. Conard. Property Address: 633 Long Point Road. Tax Parcel: LC05-069.00-01-07.00-000. Council District 3. *Waiver Request: Elimination of Sidewalk.*

Representative: Mr. Troy Adams, Mountain Consulting.

Ms. Cornwell provided an overview of the application.

Mr. Holt questioned regarding the Land Preservation Program, will this application have any effect on that? Responding to Mr. Holt, Mr. Adams stated that no, it would not. They have spoken with the Preservation Program and she is allowed to create three (3) lots up to eight (8) acres that is why they created them two and half on two lots and three acres on the last one. Under the Preservation regulations, the house would be three (3) acres although there are 160 +/- acres left it is only considered to be three (3) lots under the Preservation Program.

Mr. Tolbert questioned if this is farmland? Responding to Mr. Tolbert, Mr. Adams stated that yes, this is farmland.

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

Mr. Hemmig stated that he would agree with the elimination of sidewalks and while he favors sidewalks whenever possible, this is such a remote location and it is farmland that we would not need to worry about sidewalks.

Mr. Tolbert moved to approve SB-11-01 Lands of Conard located at 633 Long Point Road to include approval of the waiver as requested for the elimination of sidewalks because of the remoteness of this property, seconded by Mr. Holt and the motion was unanimously carried 7-0 with Mr. Friedman and Colonel Welsh absent.

S-11-05 DelTech Center for Energy, Education, and Training: Building Addition - Public Hearing and Review of a Site Plan for the construction of a 5,412 SF addition to the existing CEET Building on the campus of Delaware Technical & Community College: Terry Campus. The property is zoned IO (Institutional/Office Zone). The property is located on the west side of North DuPont Highway north of Scarborough Road. The owner of record is Delaware Technical & Community College. Address: 100 Campus Drive. Tax Parcel: ED-05-057.00-01-01.00-000. Council District 4.

Representatives: Mr. Keith Kooker, Landmark, JCM; and Mr. Tim Skibicki, Tetra Tech Architects.

Mrs. Melson-Williams provided an overview of the application.

Mr. Skibicki stated that he would provide an overview of the campus using an architectural rendering provided on the projector screen. The main entrance to the campus would be off of Scarborough Drive. The white building presented on the rendering is the Corporate Training Center, an existing building on campus. Behind the new building was previously a shop area with a dumpster location. It was not originally intended to be the first thing you see when you enter into the campus. One of the things that the college wanted to do was to improve the experience as you come into the college campus. This building has some vegetative roof on the building above the main entrance which is the lobby. Because this is an energy, mechanical, and HVAC training facility, they wanted to highlight and feature the HVAC and some of the green design components within the building. When you come in the main lobby, the mechanical room has a window in it that you can see some of the green technology of the inverters associated with the solar panels, windmills, and rainwater collection system that will be on display.

Mr. Skibicki stated that there are two colors of masonry and brick veneer that blends in with the existing facility as a combination of brick, veneer, and metal panels. A portion of it will be a pitched roof that will be a metal panel system which has some solar panels attached to it on the south face. There are horizontal louvers which will block out direct sunlight reducing the heat gain affect; however, at the same time opening up the space making it a bright daylit space. There is a rainwater collection system. The rainwater will be collected off of the roof and stored and reused for the toilets and urinals. There are three (3) vertical windmills that they are proposing and hopefully will be able to include them in the project if they get good bids on them. There will be demonstration areas where there will be a planter that will contain the plantings and species located on the vegetative roof so that you can see what is up on the roof without having to climb up on the roof. There are native vines that will be planted in this opening as well.

Mr. Holt stated that they just approved vertical windmill specifications a month ago. Will this request meet those specifications that we talked about as far as noise, size and so forth? Responding to Mr. Holt, Mrs. Townshend stated that they have not seen the specifications on this request; however, Staff feels that it will meet the specifications. The main issue is related to setbacks from property lines and these are well within the campus.

Mr. Tolbert stated that he knows very little about green roofs. What advantage do you get from a green roof? Responding to Mr. Tolbert, Mr. Skibicki stated that one of the things that it does is that it cleans the water before it leaves the roof. If you did not have the vegetation on the roof, you would have dirt particles and it would contribute to dirtying the water. It also slows down the water process in a storm event and the runoff from a storm. It also has insulating values for the building.

Mr. Tolbert further questioned if it was difficult maintaining the greenery on the roof? Responding to Mr. Tolbert, Mr. Skibicki stated that there is certain maintenance involved. Every six months to a year you have to go up and weed it; however, once the species that are planted grow in, it is not as intensive to maintain.

Mr. Shomo stated that he thinks that it looks great. His grandson will be starting at Del Tech this fall and he is interested in this program.

Mr. Ambruso questioned the recommendations that were suggested by Staff, is the applicant in agreement with them along with the seven (7) advisory comments? Responding to Mr. Ambruso, Mr. Kooker stated that yes they were.

Mr. Nichols questioned with regards to the solar system that is on the roof, does this make enough kilowatts to run this building? Responding to Mr. Nichols, Mr. Skibicki stated that no, it would not. We estimate that it is within the three (3) percent range of the power that is required so it is actually very little.

Mr. Nichols further questioned what they would be running with it or are you just adding to the system? Responding to Mr. Nichols, Mr. Skibicki stated that the building will draw the energy that is generated; however, it is nowhere near enough to power the entire building.

Mr. Nichols further questioned how tall the windmills would be? Responding to Mr. Nichols, Mr. Skibicki stated that they would be approximately thirty (30) feet. The windmills that are shown is the basis of design because it is a publicly bid project. We cannot guarantee that this is the style. This is the one that we liked and hopefully the one that is awarded and if not it would be very similar to it.

Mr. Baldwin questioned for future applications, should the deficiency of bike racks be in waiver form or is this a grandfather issue on this particular application? Responding to Mr. Baldwin, Mrs. Melson-Williams stated that it is a little bit of a grandfather issue. The Code reads in Article 6, Section 3.10 "Bicycle parking shall be provided for parking spaces at a rate of one bicycle parking space for every twenty (20) parking spaces or a fraction thereof. The Planning Commission may waive the requirement for the bicycle parking if it is demonstrated that bicycle parking would not be appropriate for safety reasons or due to the nature of the use of the site."

One of the things that Staff has found in our recent experience with this new addition to our Code is that once you get into parking lots that have hundreds of spaces, the calculation gets a little on the heavy side for bicycle parking. This may be something we need to go into the Code and do a fix on because this is not the first one that we have done the calculation on that has been a little unreasonable to expect that volume of bicycle parking.

Mrs. Townshend stated that she would say that this is an existing condition. The parking for the campus is not being added. They are adding eight (8) bicycle spaces for this project. So if you look at the parking that would be required for this specific project, they would probably meet it. However, since we are looking at the parking on a Campus Plan, there is a mixture of existing conditions and adding new. For the existing conditions for the remainder of the buildings, there was no bicycle parking requirement.

Mr. Hemmig stated that they would accept the fact that based on the required spaces of the campus of forty-seven (47) bicycle parking spaces, they will be providing thirty-four (34) and is pretty close to what the requirements would be for those calculations.

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

Mr. Nichols moved to approve S-11-05 Del Tech Center for Energy, Education, and Training: Building Addition, seconded by Mr. Tolbert and the motion unanimously carried 7-0 with Mr. Friedman and Colonel Welsh absent.

US-11-01 Bayhealth Medical Center: Comprehensive Signage Plan - Public Hearing and Review of a Unified Comprehensive Sign Plan Approval for the Bayhealth Medical Center campus. The Plan proposes the placement of wall, monument, and directional signs for the campus. The properties are zoned IO (Institutional/Office Zone) and C-3 (Service Commercial Zone) and some are subject to SWOZ (Source Water Protection Overlay Zone) and H (Historic District Overlay Zone). The properties are located along West Water Street, South Governors Avenue, South State Street, South Bradford Street, and Scull Terrace. The owners of record are Bayhealth Medical Center, Kent General Foundation, Central Delaware Surgery Center and, Frederick Townsend II Trust. The property addresses are 208 West Water Street, 540 South State Street, 530 South State Street, 540 South Governors Avenue, 560 South Governors Avenue, 738 South Governors Avenue, 100 Scull Terrace, 640 South State Street, 701 South Governors Avenue, and 804 South Bradford Street. Tax Parcels: ED-05-077.13-01-14.00-000, ED-05-077.13-01-18.00-000, ED-05-077.13-01-18.01-000, ED-05-077.13-01-25.00-000, ED-05-077.13-01-25.01-000, ED-05-077.13-01-34.00-000, ED-05-077.13-01-51.00-000, ED-05-077.13-01-52.00-000, ED-05-077.13-02-01.00-000, ED-05-077.13-02-12.00-000. Council District 2.

Representatives: Mr. Jerry Peters, Bayhealth Medical Center; and Mr. Gregg Moore, Becker Morgan Group, Inc.

Ms. Cornwell stated that she will be providing a Power Point presentation of pictures that were provided in the Commission member's packet. This application is for a Unified Comprehensive Sign Plan for the Bayhealth Medical Center. The application includes ten (10) parcels with the

properties located in the Downtown area. A Sign Plan was recommended as part of the Master Plan in 2006. The site qualifies for a Sign Plan as it is considered a campus and there are more than three (3) properties owned under a common ownership.

Ms. Cornwell further stated that the road classifications for the site are an urban minor arterial which is Governors Avenue. The rest are considered urban local collectors which is South State Street, Hope Street, South Street, and the rest of the others.

Ms. Cornwell further stated that Staff met with the applicant last week to discuss some of the recommendations in the report. There are twenty (20) existing signs throughout the site. The applicant is proposing forty (40) signs to be located throughout the site on the ten (10) different parcels. The applicant is proposing seven (7) new wall signs. These include three (3) new Bayhealth-Kent General signs and also includes several emergency, ambulance only, and the name of the emergency department signs. These will all be located on the new building that is currently under construction. There are also ten (10) existing wall signs that will remain as part of the Plan. These signs are located on the older part of the hospital or on the other buildings surrounding the property.

Ms. Cornwell further stated that there are a number of free-standing signs throughout the site. There are five existing monument signs. There are three (3) monument signs and two (2) post and panel signs. The post and panel signs are proposed to remain along with one of the monument signs. There are also two (2) monument signs that are to be replaced. These signs are located at 540 and 560 South Governors Avenue. The current signs are approximately seventy-two and a half square feet in sign area. The proposal is to max them out at one hundred and twenty (120) square feet which would be for each sign. The applicant has agreed to attempt to keep them under the one hundred and twenty (120) square feet if at all possible.

Ms. Cornwell further stated that there are six (6) directional signs that are located on the site that are existing which will be replaced with fourteen (14) new directional signs. The location of those can be found on the large plan sheet that has been provided as a part of the application. The existing directional signs are all about twenty (20) square feet in sign area. The new directional signs are twenty-three (23) square feet or fifty-seven and half (57.5) square feet. Staff has noted some concerns with the larger signs. The applicant has agreed to reduce the sign area of Signs #6, #8 and #14. The sign area for these signs will be somewhere under fifty-seven and half (57.5) square feet; however, larger than the twenty-three (23) square feet. Staff has noted concern with the larger signs of #1 through #4. The applicant would like to keep the signs as proposed at the fifty-seven and a half (57.5) foot size. Signs #1, #2, and #4 are located on urban collectors and Staff has concerns with the size while keeping in the character of the neighborhood. The minimum letter size for local collectors is four (4) inches and all of the signs are proposed to be at five (5) inches.

Ms. Cornwell further stated that Staff also recognizes the uniqueness of the hospital in an urban setting. Staff also notes that Sign #4 which is located at the corner of South State Street and Hope Street may need to be relocated as there is a possible sight distance issue with Hope Street. There is a number of parking regulatory signs running at clearance height for the parking garage; valet parking, and signage for who is authorized to go onto the bridge to get over South Street. These are all internal to the site; however, are all included with the Sign Plan. Staff has made

their recommendations in the report and the other agencies reviewing the Plan have provided their comments.

Mr. Moore stated that as you know, we have made a substantial increase in square footage in the number of stories and a new parking garage. This Sign Plan covers not only the hospital property; however, it also covers a number of properties that the hospital occupies around the hospital. This is not just hospital property and this is why there are so many signs.

Mr. Moore further stated that the hospital is currently having problems with signage. The signs that identify the localized main building are a bit narrow and are not readable. The hospital has told him repeatily that these signs are not getting noticed by the people coming to the hospital. Now that we have made significant increases in our square footage and moved the main component of the hospital to the other side which is the Emergency Department, it is now very important for us to identify where the parking is, where the facilities are, and make sure people coming to hospital completely understand. We think the size of the signs is necessary. The firm that designed this sign package has done about fifteen (15) packages throughout the east and one of them is John Hopkins Hospital. We are comfortable with the size of the package.

Mr. Moore further stated that they have agreed to reduce three (3) signs basically in half and those signs are #6, #8, and #14. Those signs do not have the volume of wording on them. The third sign is actually a sign that sits on Governors Avenue that addresses the MOB and Rehab Center and is a large sign that identifies the many functions that are in those buildings. They have agreed to try and maintain those signs a bit smaller than as presented in the package by reducing the letter size to four (4) inches. There are a number of other signs that they want to be clear on that we are not changing now and are why there are photographic images of signs that are going to remain. What they are trying to do is pull them into the sign package and if there needs to be wording changes to them as the hospital matures or as functions move around, we are able to get them permitted under the sign package. At this time, there are a number of signs that we do not know what they will say on them. Some of them are on the building and some of them are on free-standing signs.

Mr. Nichols stated that when you go to Christiana Hospital they have a lot of signs to get you around to exactly where you are going. This campus has also grown into a huge parcel which is great. It will need a lot of signs in order to keep the people moving.

Mr. Ambruso stated that he would agree with Mr. Nichols along with the fact that the more lit signs that you have, the safer it is going to be in the evening. If they have to light up the campus this is a nice way of doing it plus it informs the patients as to where to go.

Mr. Hemmig questioned if any of these signs are internally lit or are all of them externally lit signs? Responding to Mr. Hemmig, Mr. Moore stated that they are all externally lit. Some of the wall signs for Bayhealth on the wall are back lit. The monument signs identifying the building are externally lit.

Mr. Holt stated that he agreed with the size of the signs. He has some visual problems and he needs plenty of signage that is big enough to see. If you are in a situation where you have to go to the hospital and are in a hurry because of health reasons or maybe to see someone, the more

signs and the larger they are he would recommend them. Responding to Mr. Holt, Mr. Moore stated that they agree. When people are coming there they are under stress, do not feel well, or coming to visit someone who is under stress so it is harder for them to get a vision of where they are going and signage would be very important to them.

Mr. Hemmig questioned with regards to Sign #4 has this been looked at to see if the visual sight line interferes with traffic coming out of Hope Street? Responding to Mr. Hemmig, Ms. Cornwell stated no; however, that is something that is required and will be requested before Staff finalizes the Plan. This will be determined. This may actually need to be moved because the sign cannot be within the corner visibility and it cannot interfere with the sight distance. If it does either of those it will be moved to ensure that there is appropriate visual distance.

Mr. Hemmig opened a public hearing.

Mrs. Laurie Willet – Local Resident within 200 Feet (South State Street) – Stated that she would like to ask that you mentioned that other agencies review for safety and possibly make comments. Did any of these other agencies consider requiring the hospital to add speed limit signs, additional pedestrian signs, or make recommendations for additional lighting in the area? Since she lives and walks there day and night the area is quite dark especially at Hope Street and perhaps other streets. Could you summarize what the other agencies commented on?

Responding to Mrs. Willet, Ms. Cornwell stated that the other agencies include DelDOT who did review the Plan. What they were concerned with were the location of the signs and the fact that they needed to ensure that they are not located within the right-of-way. There was the issue with sight distance between Hope Street and State Street for one of the signs. They did not look at street lighting or speed limit signage because it was not a part of this proposed Plan. They only looked at signage that was proposed for the hospital itself.

Mrs. Willet further stated that she would like to request that the Commissioner's consider asking the hospital to work with DelDOT and perhaps install additional signs: wheelchair crossing, personnel crossing, and handicap crossing because pedestrian traffic there with the increased size of the campus has increased. The speed limit always is exceeded and we continue to have issues. Responding to Mrs. Willet, Ms. Cornwell stated that crosswalks, street lighting, and other things would have been looked at as part of the Master Plan on each phase of the development process. Some of that might not be installed yet as they are currently still under construction.

Mr. Holt stated that the speed limit would be considered public safety and should be addressed by the Police Department. Maybe they should take a look at the speed limits in those crosswalks.

Mr. Hemmig stated that most of what Mrs. Willet is requesting would come under the Public Safety Committee which is a sub-committee of the City Council. He would urge her to address that Committee for these kinds of concerns. He agrees with Mrs. Willet that this is a serious issue as he has witnessed the crosswalk over to Scull Mansion in the morning when it is winter time and dark. People step out and it is hard to see someone coming across. He feels that there are concerns that do need to be addressed in that area.

Mr. Hemmig closed the public hearing after seeing no one else wishing to speak.

Mr. Nichols questioned are most all of the vehicular directional signs going to be lighted for night time? Responding to Mr. Nichols, Mr. Moore stated that yes they would.

Mr. Hemmig stated to review the Staff's recommendation was to reduce the size of several signs. Signs #1 through #4, #6, #8, and #14 were the recommended signs to reduce the size and the applicant have already agreed to reduce #6, #8, and #14. The only signs of contention are Signs #1 through #4.

Mr. Tolbert moved to approve US-11-01 Bayhealth Medical Center: Comprehensive Signage Plan and said approval shall be conditioned upon the applicant adhering to all of the DAC comments of record and recommendations and that the applicant further collaborate and cooperate with the Staff with respect to Signs #1 through #4 with regards to reduction of those signs, seconded by Mr. Nichols.

Mrs. Townshend questioned that what the motion maker is suggesting is that you support the Staff comment to reduce the size of Signs #1 through #4? Responding to Mrs. Townshend, Mr. Tolbert stated that yes this is his intention. Also, if you have other recommendations he would consider those too.

Mr. Moore stated that we believe very strongly that if we reduce Signs #1 through #4 we are creating safety issues for our users and for the general public because those are the key signs that identify our key entry areas, South Street, main entryways, and their corners. As a result of that, we have agreed to reduce two (2) signs which are #6 and #8. We do not agree with reducing the others because of safety issues.

Ms. Cornwell stated that Staff was happy to see the reduction in Signs #6, #8, and #14. We still had some concern with the rest of the signs; however, we understood the applicant wanted to keep the signs as they were presented. Responding to Ms. Cornwell, Mr. Moore stated that we physically can't given the size of the lettering to get our message on a smaller sign because the size of the letters are controlled by Section 4.4 of the *Zoning Ordinance.* If for example you look at Sign #3 on one side where we have to identify our main entrance and the Emergency Department which is the south orientation, it appears on the north orientation that we could actually cut that sign in half because on the back side of that sign we actually do not have the full use of it. The most important part of that is where we identify the Emergency Room. If you ask us to cut down Signs #1 through #4, we will actually have to take off wording that would identify the Emergency Room which we feel is a significant issue in terms of safety in identifying how to get to that especially when we are moving it from one side to the other. The same is true on Sign #4.

Mr. Hemmig questioned if on Signs #1, #2, and #4 you were going to reduce the lettering size to four (4) inches? Responding to Mr. Hemmig, Mr. Moore stated that the reduction in the lettering size was for the signs on the MOB building which are the monument signs that are existing. They are the monument signs at 540 and 560 South Governors Avenue and are not the directional signage which is what he is referring to.

Mr. Moore further stated that the existing signs are already significant in size and are not the main hospital signs so in terms of the need for the size, they are not quite as important. The other Signs #1 through #4 are very important to them.

Mr. Hemmig stated that there is a motion on the floor to approve the package with reduction of the size of Signs #1 through #4, seconded by Mr. Nichols. At this time a roll call was taken on the motion.

NAY	**AYE**
Mr. Holt	Mr. Shomo
Mr. Baldwin	Mr. Tolbert
Mr. Nichols	
Mr. Ambruso	
Mr. Hemmig.	

Mr. Hemmig stated that the motion has been defeated by a vote of 2-5.

Mr. Ambruso moved to approve US-11-01 Bayhealth Medical Center: Comprehensive Signage Plan and that the plan proposes the placement of wall monuments and directional signs for the campus and that we would accept the Plan proposed placement of their wall, monument, and the reduction of Signs #6, #8, and #14 for the campus as presented by the applicant. Signs #1 through #4 would not be required to be changed as presented by the applicant and not accepting Staff recommendation to reduce them, seconded by Mr. Nichols and the motion was unanimously carried 7-0 with Mr. Friedman and Colonel Welsh absent.

Meeting adjourned at 8:13 PM

Sincerely,

Diane Metsch
Secretary

PETITION TO AMEND AND ZONING DISTRICT
Public Hearing before the
City of Dover Planning Commission
May 16, 2011

Applicants/Owners:	1151-1155 Walker Rd, LLC c/o Franklin Everett, Jr.
Address:	1151-1155 Walker Road, Dover
Location:	North side of Walker Road and west of McKee Road
Tax Parcel ID #s:	ED05-067.18-01-79.00-000
Size:	1.904 +/- acres
Present Use:	Professional Offices
Present Comprehensive Plan Designation:	Office
Present Zoning:	C-PO (Commercial/Professional Office Development District)
Proposed Zoning:	IO (Institutional and Office Zone)
Reason for Request:	To allow for the establishment of shelter.
File Number:	Z-11-04

CITY OF DOVER PLANNING

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: May 5, 2011

APPLICATION: Lands of Frank Everett– Proposed Rezoning from C-PO to IO

FILE#: Z-11-04 REVIEWING AGENCY: City of Dover Planning Office

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

This rezoning application consists of one parcel of land, of approximately 1.904 acres, owned by 1151-1155 Walker Road LLC. The property is currently zoned C-PO (Commercial/Professional Office Development District). The proposed zoning is IO (Institutional and Office Zone). The subject area is located on the north side of Walker Road, west of Saulsbury Road. Tax Parcel: ED05-067.18-01-79.00-000

Existing Property:
The subject parcel is developed with two office buildings that are currently used as professional offices.

Surrounding Land Uses:
There are a variety of zoning classifications and land uses surrounding the subject property. To the east, the property is a townhouse section of the Hamlet, which is zoned RG-3. The two properties immediately west along Walker Road are zoned C-PO (Commercial/Professional Office Development District). The property that lies north of the subject property and wraps to the west of the neighboring property is zoned R-8 (One Family Residence Zone) and is developed as Heritage Assisted Living. Capital Rehabilitation is west of Heritage, and is zoned IO (Institutional and Office). The property south of the subject property, across Walker Road, includes properties within Bicentennial Village, zoned R-8 (One Family Residence Zone), and St. John's Lutheran School, zoned IO (Institutional and Office).

Comprehensive Plan:
In the *2008 Comprehensive Plan*, the Land Development Plan (Map 12-1 as amended, dated 11/23/2009, 3/14/2011, 4/12/2011) recommends that this property be used for Office Uses. The requested IO zoning is consistent with this category of uses, as is the current C-PO zoning.

Request for IO (Institutional and Office Zone)
Uses permitted within the IO Zone include business, professional or governmental offices; research, design and development laboratories; public and institutional uses; and day care

centers. Firearm ranges, prisons and correctional facilities. The following uses are permitted as conditional uses within the IO Zone: firearm ranges, prisons and correctional facilities; public incinerators; and hotels and restaurants.

The following is a summary of the bulk standards, as specified in Article 4, Section 4.15.

	IO
Minimum required:	
Lot area	
Lot width (ft.)	**50**
Lot depth (ft.)	**100**
Front yard (ft.)	**20**
Side yard (ft.)	**10**
Rear yard (ft.)	**15 or equal to bldg. height**
Side or rear yards which adjoin a residence zone (ft.)	**30**
Off-street parking	
Per 300 sq. ft. floor area or	**1**
Per employee (whichever is greater)	**1**
Maximum permitted:	
Building height	
Stories	**10**
Feet	**130**
Floor area ratio	**4.0**
Lot coverage	**4.0**
Lot coverage	**85%**

The primary differences between the current C-PO Zone and the requested IO Zone are the allowance of institutional uses and the bulk standards, particularly building height, floor area ratio and lot coverage. The IO Zone would allow for a much taller building than the C-PO Zone allows; however, on the current site, the size of the site, including the existing improvements (buildings, parking lots, stormwater management areas) would limit the ability to expand the development on the site.

Recommendation of the Planning Staff:
This request is to rezone land from C-PO (Commercial/Professional Office Development District) to IO (Institutional and Office Zone).

The zoning requested is consistent with the *2008 Comprehensive Plan* as amended in 2009 and 2011, and it is compatible with the surrounding land uses and zoning classifications. There are two other properties in the immediate vicinity that are zoned IO (Institutional and Office).

Staff notes that if the subject property is rezoned to IO (Institutional and Office Zone), two smaller parcels to the west of the subject property would remain C-PO (Commercial/Professional Office Development District).

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 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 and/or a change of use within the existing buildings are proposed on the property.

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 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 Office as soon as possible.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: APRIL 28, 2011

CITY OF DOVER
PUBLIC UTILITIES
DEPARTMENT

APPLICATION: **LANDS OF FRANK EVERETT, 1151 – 1155 WALKER ROAD**

FILE #: **Z-11-04**

REVIEWING AGENCY: **City of Dover Public Utilities Department**

CONTACT PERSON: **Steve Enss - Electric**
Sharon Duca, P.E. - Water, Wastewater, Stormwater

CONTACT PHONE #: **302-736-7070**

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

1. Our office has no objection to the rezoning of tax parcels ED05-067.18-01+79.00-000.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC / WATER / WASTEWATER

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 service / main to this site based upon the use including any necessary system upgrades or extensions. The appropriateness and adequacy of water and sewer services and meters will be assessed at that time. Should the existing 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 Public Utilities Department standards and specifications.

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: March 31, 2011

D E L D O T

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APPLICATION: Lands of Frank Everett at 1151-1155 Walker Road
FILE#: Z-11-04 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 to the proposed rezoning.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

- A Traffic Impact Study (TIS) will be required if the proposed new development 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 the City. 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 e-mail: 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).

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
DEVELOPER APPLICATION MEETING DATE: MAY 2011

APPLICATION: Lands of Frank Everett

FILE #: Z-11-06

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 re-zoning of the site plan for the above referenced site.*

ADVISORY COMMENTS TO THE APPLICANT:
The Following comments are advisory and apply to the development of a detailed site plan for this project.

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

DATA SHEET FOR SITE PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF May 5, 2011

PLANNING COMMISSION MEETING OF May 16, 2011

Plan Title:	Woodbrook Development: Building Addition at 1060 South Governors Avenue S-11-06
Plan Type:	Site Plan Review
Location:	West side of South Governors Avenue north of Lynnhaven Drive
Address:	1060 South Governors Avenue
Tax Parcel:	ED-05-086.05-01-01.00-000
Owner:	Woodbrook Development, LLC
Project Engineer:	Becker Morgan Group
Proposed Use:	Office Building
Property Area: Site Disturbance:	7.08 acres 2,812 SF±
Building Areas:	Existing Building – 6,280 S.F. Proposed Building Addition – 2,100 S.F. Total – 8,380 S.F. Total of all Buildings – 33,260 S.F.
Impervious Areas:	Existing – 102,159 S.F. Proposed – 102,940 S.F. (33%)
Off Street Parking:	Required – 167 spaces Provided – 150 spaces (158 equivalent spaces)
Sewer & Water:	City of Dover
Present Zoning:	C-PO Commercial/ Professional Zone
Waiver Requested:	Reduction of Parking

CITY OF DOVER PLANNING

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: May 5, 2011

APPLICATION: Woodbrook Development: Building Addition at 1060 South Governors Avenue

FILE #: S-11-05 REVIEWING AGENCY: City of Dover Planning

CONTACT PERSON: Dawn E. Melson-Williams, AICP PHONE #: (302) 736-7010

PLAN SUMMARY:

This Site Plan application for review is to permit the construction of a 2,100 SF building addition to the existing 6,280 office building at the Woodbrook Professional Center. The property is zoned C-PO (Commercial/Professional Office Zone). The property is located on the west side of South Governors Avenue north of Lynnhaven Drive. The owner of record is Woodbrook Development, LLC. Address: 1060 South Governors Avenue. Tax Parcel: ED-05-086.05-01-01.00-000. Council District 2.

Previous Applications:

In November 1999, the Planning Commission reviewed a Site Plan application (S-99-23) to permit the construction of this complex of five office buildings. The property includes a pond and an existing woodland area on the western portion of the site that was preserved. Prior to redevelopment this parcel at the northwesterly corner of Lynnhaven Drive and S. Governors Avenue was rezoned in August 1999 from R-10 (Single Family Residential) to CPO (Commercial / Professional Office) as application file Z-99-4.

SITE CONSIDERATIONS

The Woodbrook Professional Center consists of an office complex of five buildings. This building addition is proposed on the south side of the building (1060 South Governors Avenue) at the southeast corner of the property. A portion of the parking lot will be reconfigured to accommodate the proposed building addition. The proposed use of the building addition must comply with the permitted uses established for the C-PO (Commercial/Professional Office Development District) in *Zoning Ordinance*, Article 3 §26. The addition complies with the bulk standards for items such as setbacks, Floor Area Ratio (FAR), lot coverage, etc.

Environmental Provisions

The *Zoning Ordinance* includes environmental provisions for development activities in Article 5 §11 as amended in November 2010. This property is impacted by the 100-year floodplain and thus this flood hazard area is to remain as natural open space. The proposed building addition and the associated site improvements are not located within the flood hazard area on the property. Also the existing pond on the property is not defined as a water body under the provisions of Article 5 §11.22.

PARKING SUMMARY

For offices within the CPO zoning district, the required parking is based upon the building square footage at a rate of at least one space per 200 square feet of floor area (*Zoning Ordinance,* Article 3 §26.6). Based on a building area total of 33,260 S.F. for entire complex (including the proposed project for the building addition), the complex now requires 167 parking spaces. A total of 156 parking spaces including six (6) handicapped parking spaces exist on site; however, the building addition will displace six (6) parking spaces thus leaving 150 parking spaces on site.

Waiver Request: Reduction of Parking

With this project for the building addition, the applicant is proposed to designate one van pool and car pool parking spaces within the existing parking lot. By providing these elements, they are credited with provided additional parking spaces; one van pool space equals five spaces and one car pool spaces equals three spaces. As a result of these parking adjustments, the site will provided 158 equivalent parking spaces (*Zoning Ordinance,* Article 6 §3.9). This leaves the project nine (9) parking spaces short of the required number of parking spaces.

The applicant has requested a parking waiver of 5.4% (nine parking spaces). They cite the availability of transportation alternatives such as the DART bus stop on South Governors Avenue in front of the property, a local sidewalk network in the area, and information on the daily usage of the existing parking lot. See written waiver request. The plan also depicts the location of two areas on the site where these nine (9) spaces are reserved for future construction should they be deemed necessary.

Loading Spaces

The property has one existing loading space near building (1058 South Governors Avenue). Previously, with its initial development into the office complex a waiver was granted reducing the required two loading spaces to one loading space. The size of the building addition does not increase the required number of loading spaces beyond two spaces previously required. With review of this building addition, the Planning Commission should confirm that one loading space is still sufficient for the overall complex.

Bicycle Parking

The minimum bicycle parking is one (1) bike space for every twenty (20) parking spaces. Based on the total number of parking spaces in parking lot upon completion, a minimum of nine (9) bicycle parking spaces is required. The Plan shows a bicycle rack for parking of bicycles on the west side of the parking lot.

Sidewalks
There are existing sidewalks along the property frontages of South Governors Avenue and Lynnhaven Drive.

Lighting
The existing site includes site lighting throughout the parking lot areas. One light fixture may need to be relocated to accommodate this building addition.

Dumpsters
Based on the total building square footage on site (existing office buildings and building addition) of 33,260 S.F., three Dumpsters are required in accordance with Article 5 §6.12 of the *Zoning Ordinance*. The location of the required Dumpster pad sites with enclosures are depicted on the plan in the central area of the complex. This project for the building addition will not require an additional Dumpster.

BUILDING ARCHITECTURE
Information on the existing masonry buildings on the site were presented in photographs. The application indicates that the new Building Addition will continue the brick masonry exterior finish and asphalt shingle roof to match the existing building. The building addition is one story clad in a masonry veneer.

LANDSCAPE PLAN
The Landscape Plan information is presented on the plan sheet C-201. The Plan data column indicates that a portion of the site is woodland (western area, only partly shown on the plan drawing) resulting in a non-woodland area of 263,771 S.F. The tree planting requirement is based on the rate of one tree per 3,000 S.F. and thus requires eighty-eight (88) trees. The tree plantings were to be completed at the time of original development. The plan shows eighty-three (83) existing trees throughout the complex and forty-three (43) existing trees as the part of the opaque barrier along the northern property line adjacent to the residential properties. Confirmation of the existing tree plantings are required must be completed and any missing/dead trees replaced. This project for the building addition will require the relocation/replanting of two existing trees that will be displaced due to the location of the addition. The project also includes numerous existing shrub plantings and other plantings near the buildings.

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

CITY AND STATE CODE REQUIREMENTS:

1) The Site Plan must comply with the parking requirements unless a waiver is granted by the Planning Commission for a parking reduction.

2) The data column (Sheet C-201) needs to be updated prior to Final Approval. Some of the items which need revising are as follows:
   a) Check spelling.

b) Calculate the number of bicycle parking spaces based on 167. Revise information.
c) Document the action taken by the Planning Commission in regards to the parking reduction waiver including adding any notes about future construction requirements if approval is granted.
d) Any changes recommended by the Planning Commission.

3) Sheet C-201:
   a) Revise street name to Lynnhaven Drive.
   b) Revise front yard setback to 25 feet on Lynnhaven Drive.
   c) Remove the 25 foot floodplain buffer from the plan drawing as this is no longer a requirement in the *Zoning Ordinance*. Also remove the pond buffer as the pond is not one of the specifically named water bodies where there are setback or buffer requirements. (*Zoning Ordinance,* Article 5 §11)
   d) In General Notes, update references to Public Utilities as appropriate.
   e) Confirm the existing pavement markings at the site entrance.

4) Planning Commission should confirm that one loading space continues to be sufficient to serve this office complex site.

5) Details of construction elements such striping, carpool/vanpool signage, sidewalks, bicycle rack, etc. must be added to the plan set.

6) Landscape Plan elements:
   a) The proposed project impacts two trees. Identify location of where these trees will be relocated or two new trees planted.
   b) Ensure that proposed tree planting location of the two trees do not conflict with utility lines.

<u>RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:</u>

1) <u>Waiver Request for Parking Reduction:</u> Planning Staff recommends approval of the parking reduction request finding that the implementation of parking alternatives and the availability of the transportation alternatives of bus transit, pedestrian, and bicycle to serve the office complex will reduce the physical parking space needs for the site. Also the zoning of the site as CPO requires an increased parking rate (1 space/200 SF) than other zoning districts with office uses (1 space/300 SF). In addition, if in the future parking becomes an issue at the site then the provisions of *Zoning Ordinance* Article 6 §3.9 can be implemented to construct parking spaces in the reserved areas.

<u>ADVISORY COMMENTS TO THE APPLICANT:</u>

1) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements. Compliance with other agency technical review comments is required.

2) Following Planning Commission approval of the Site Plan, the Plan must be revised to meet

all conditions of approval from the Development Advisory Committee or as otherwise noted. A Check Print must be submitted for review by Planning Office Staff and other agencies providing comments. Upon determination that the Plan is complete and all agency approvals have been received, copies of the Plan may be submitted for final endorsement.

3) In the event, that major changes and revisions to the Site Plan or building design occur in the finalization of the Site 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.

4) Construction activities will have an effect on-site visitors and parking areas. Any work requiring the closing or rerouting of staff and visitors to the on-site building and to adjacent parking areas should be coordinated as to offer the least amount of inconvenience.

5) The applicant/developer shall be aware that prior to the continuation of ground disturbing activities on the site the project must receive Final Plan approval and the appropriate City Departments and agencies must be notified.

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

7) The applicant shall be aware that Site Plan approval does not represent a Sign Permit, nor does it convey permission to place any sign on the premises. The installation of certain types of signs requires a Sign Permit from the City of Dover prior to placement of any such sign.

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: APRIL 28, 2011

CITY OF DOVER

PUBLIC UTILITIES

DEPARTMENT

APPLICATION: **Woodbrook Development: Building Addition**
1060 S. Governors Avenue

FILE #: **S-11-06**

REVIEWING AGENCY: **City of Dover Public Utilities Department**

CONTACT PERSON: **Steve Enss - Electric**
Sharon Duca, P.E. - Water, Wastewater, Stormwater

CONTACT PHONE #: **302-736-7070**

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. Owner is responsible for locating all water, sewer, and storm sewer lines.
2. Owner is responsible for installing all conduits and equipment pads per the City of Dover Engineering Department specifications.
3. Meter locations will be determined by City of Dover Engineering Department.
4. Load sheets and AutoCAD compatible DXF or DWG diskettes of site plans, including driveways, are required prior to receiving approved electrical construction drawings.
5. 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.
6. 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.
7. Must maintain 10' clearance around all electrical equipment, unless pre-approved by the City of Dover Electric Engineering Department.
8. 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. The following notes must be added to the plans:
   a. All water utility components must meet the requirements of the Public Utilities Water Wastewater Handbook, effective date March 22, 2010.
   b. Hydrant connections by the contractor are prohibited. This method may not be utilized during any phase of the project.
   c. 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 Public Utilities Department specifications and requirements.

d. The site contractor shall contact the City of Dover Public Utilities Construction Manager at (302) 736-7070 prior to the start of construction. A representative from the City of Dover Department of Public Utilities 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.

2. The size, type, and location of all proposed and existing water lines and valves must be shown on the plan.

3. Only one fire / domestic service line is permitted per principal building or structure. It is the designer's responsibility to confirm the adequacy of the existing lines for the proposed use. Any modifications or alterations must be clearly represented on the plans and meet all City of Dover Public Utilities Department Water Utility Requirements.

4. Water usage projections (peak demand or plumbing fixtures) must be submitted to our office to verify the adequacy of the existing water meter for the overall final building. These projections must be submitted prior to approval so the meter size can be placed on the final site plan should a new meter be required. The proposed water meter must be installed in a pit per City of Dover requirements and manufacturer's recommendations. Also, a dual check valve is required downstream of the meter.

WASTEWATER

1. The following notes must be added to the plans:

   a. All wastewater utility components must meet the requirements of the Public Utilities Water Wastewater Handbook, effective date March 22, 2010.

   b. 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 Public Utilities Department specifications and requirements.

   c. 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.

2. 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.

3. Only one sanitary sewer lateral is permitted per principal building or structure. It is the designer's responsibility to confirm the adequacy of the existing line for the proposed use. Any modifications or alterations must be clearly represented on the plans and meet all City of Dover Public Utilities Department Wastewater Utility Requirements.

4. Cleanouts must be installed on sanitary sewer laterals within five feet (5') of the building, one foot (1') outside of the right-of-way and at all bends. Any cleanout located within a traffic bearing location shall be installed with a heavy duty cast iron frame and cover to prevent damage to the cleanout and lateral.

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.

GENERAL

1. All existing utilities shall be adjusted to final grade in accordance with current City of Dover requirements and practices. A note to this effect must be added to the plans.

2. The final site plan must be submitted in a digital format compatible with AutoCAD 2010 (.dwg format).

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

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

WATER / WASTEWATER / STORMWATER / GENERAL

1. None.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. None

WATER

1. Hydrant flow testing is currently only performed during the spring and fall. The applicant must call the Public Utilities Department directly to schedule these tests. This applies to both existing hydrants as well as those proposed for the site.

WASTEWATER / STORMWATER

1. None.

GENERAL

1. 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.

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:

CITY OF DOVER FIRE MARSHAL

APPLICATION: Woodland Development 1060 S Governors Av.

FILE #:S-11-06 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: David Truax, Fire Marshal PHONE #: (302) 736-7011

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

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

CITY AND STATE CODE REQUIREMENTS:

Any gas fired HVAC equipment must be equipped with emergency cut off switches remotely located.

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

Any natural or LP gas bottles, meters, values, regulators, etc., must have impact protection.

Full building and fire plan review is required.

Building cannot be occupied or construction or renovations started until completion of building and fire plan review.

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

Project to be completed per approved Site Plan.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

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

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

The proposed building will be reviewed under Business Occupancy.

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

The Dover Fire Department request that a 8 ½ X 11 copy of the floor plan and site plan be submitted to Station 1, attention Fire Chief, prior to the Certificate of Occupancy being issued.

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: April 28, 2011

D E L D O T

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APPLICATION: Woodbrook Development: Building Addition at 1060 S. Governors Avenue

FILE#: S-11-06 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. DelDOT 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
DEVELOPER APPLICATION MEETING DATE: MAY 2011

APPLICATION: *Woodbrook Development Building Addition*

FILE #: S-11-06

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 approval and/or issuing of construction permits for the above referenced site.*

ADVISORY COMMENTS TO THE APPLICANT:

The Following comments are advisory and apply to the development of a detailed site plan for this project.

- ***The proposed site improvements are less than 5000 square feet, the site is therefore exempt from strormwater requirements.***

WAIVER REQUEST

WOODBROOK DEVELOPMENT, L.L.C.
BUILDING ADDITION TO 1060 S. GOVERNORS AVE.

PARKING REQUIREMENTS

REQUEST: We are proposing a parking reduction of 5.4% (9 spaces) for the proposed project.

EXTENT OF THE REQUEST: By code, the site is required to have 167 parking spaces. We are proposing to provide 158 parking spaces (a reduction of 9 spaces).

BASIS FOR REQUEST: Article 6, section 3.9 (a) of the City of Dover zoning standards states that "the Planning Commission may reduce, in an amount not to exceed 50%, the number of parking spaces required when, in the opinion of the Commission, it has been demonstrated that the use is adequately served by transportation and parking alternatives....".

The project is located on S. Governors Ave. which provides for alternative transportation in several ways. The project is connected to the street sidewalk system at several points providing for pedestrian access. Additionally a mass transit (Dart) stop is located directly in front of the site on Governors Ave. The project is also proposing to install both a carpool and vanpool space in front of the two buildings occupied by State of Delaware office's. Bicycle racks are also being installed within the office park as an additional transportation alternative.

Due to the zoning of the property as C-PO (commercial office park) the site is required to provide parking at a rate of 1/200 s.f. of floor area. This requires parking far in excess of what is really needed for the complex. On a typical day (based on two actual counts in the field) approximately only 30 to 35 percent (45 out of 156 at 10:00

a.m. on 3-25-11 and 46 out of 156 at 2:00 p.m. on 3-30-11) of the parking spaces in the complex are used as shown in the attached photographs. Additionally, medical office uses, which have more turnover than regular office uses, are only required to provide parking at a rate of 1/300 s.f. of floor area. If the 1/300 rate were applied to this property, the site would only require 111 spaces which would still be more than sufficient for this site.

Due to the transportation alternatives available and the excessive number of spaces that are not used on the site, we believe that a waiver to reduce the required number of spaces by 5.4% (9 spaces) is justified.

City of Dover

DATA SHEET FOR SITE PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF May 5, 2011

PLANNING COMMISSION MEETING May 16, 2011

Plan Title:	Weston Drive Mini-storage S-11-07
Plan Type:	Site Plan
Applicants/Owners:	Stoltzfus Mast, LLC
Location:	North of the terminus of Weston Drive and west of Ridgely Street
Tax Parcel:	ED-05-076.08-01-11.01-000
Site Area:	5.36 Acres +/-
Zoning:	IPM (Industrial Park Manufacturing Zone)
Present Use:	Warehouse/Office
Proposed Use:	Warehouse and mini-storage
Building Area:	Existing Building 6,000 S.F. (existing buildings are 2,000 S.F. of office and 4,000 S.F. of warehouse) Proposed Building 16,800 S.F. Total: 24,800 S.F.
Sanitary Facilities:	City of Dover
Water Supply:	City of Dover
Waivers previously granted:	Partial elimination of curbing
Waiver requests:	Expansion of curbing waiver

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: May 5, 2011

CITY OF DOVER PLANNING

APPLICATION: Weston Drive Mini-storage

FILE #: S-11-07 REVIEWING AGENCY: City of Dover Planning Office

CONTACT PERSON: Michael J. Albert, AICP PHONE #: 302.736.7196

PLAN SUMMARY

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

Previous Approval S-05-36 Weston Drive Properties: Warehouse/Office/Mini Storage

During the December 2005 City of Dover Planning Commission meeting, this site was granted conditional approval to allow construction of a warehouse, office, and ministorage. Portions of the property were developed under an approved Final Site Plan, specifically some of the office and warehouse space near the center of the site. However, since that time the plan has since expired as more than a year lapsed between the construction of individual buildings. The initial approvals granted a waiver for the purpose of the partial elimination of required curbing to serve stormwater management needs. As this waiver is required for the operation of the existing structures and site and no aspect of the stormwater management plan is significantly changing, the waiver remains valid for this proposed project (see below for further information on the waiver as it pertains to current and proposed curbing on site).

PARKING SUMMARY

The minimum parking requirements for this project is one parking space for every 800 SF of floor area or one space per employee, whichever is greater for the non-ministorage portions of the project. One space is required per every 25 storage units and a minimum of three parking spaces are required for any office building that serves the mini-storage use. Based on the existing warehouse/office building area of 6,000 SF, eight (8) parking spaces are required. Based on the number of storage units (125), a minimum of five parking spaces are required, plus three for office building. There is some overlap in what is required for the office portion; however, either method of parking calculation meets the requirement and a total of thirteen parking spaces are required for the site. The site is providing seventeen (17) parking spaces currently as shown on the plan.

BUILDING ARCHITECTURE

The Applicant has provided documentation showing the architecture of the proposed mini-storage units. The buildings will have pitched roofs with gray panel siding that alternates with other material/doors along the length of the buildings.

SITE CONSIDERATIONS

Building Location

The existing warehouse/office building is located on the existing site where only a portion of the previously approved Site Plan was constructed. As proposed, the three mini-storage buildings comply with the bulk standard requirements of the IPM Zoning.

Lighting

The location of lighting needs to be indicated on the plan. Adequate lighting needs to be provided throughout the site. Lighting should be deflected away from other properties. The design/style of the fixtures should be provided on the Site Detail Plan sheet.

Dumpster

Based on the size and use of the buildings one (1) dumpster pad is required for the first 40,000 SF of floor area. The proposed building square footage total will be 24,800 SF requiring one (1) dumpster pad. The proposed dumpster pad is not currently shown. The plans must be corrected to show the location of the dumpster pad/enclosure. The dumpster enclosure must match the architectural components of the existing/proposed building.

Sidewalk

Sidewalk is required along all City street frontages. Sidewalk is shown on Weston Drive coming into the site as required.

Waiver Request: Curbing

The parking areas and access drives are required to be curbed (*Zoning Ordinance,* Article 6 §3.6). Currently, the plans do not show curbing throughout the site. The plans must be revised to clarify the existing curbing conditions on the site and add curbing to the full extent of the drive area for the mini-storage. The Planning Commission granted a curbing waiver for stormwater management needs during this site's December 2005 approval. This waiver was limited to the conveyance of water into the stormwater facilities. All other parking and access areas must be improved to include upright curbing. The plans must be revised to depict curbing for the site or a waiver request to further eliminate curbing on site must be approved by the Planning Commission. A waiver request to eliminate curbing around the mini-storage area was submitted on May 5, 2011.

TREE PLANTING AND LANDSCAPE PLAN

One (1) tree is required for every 3,000 SF of land area. The tree planting requirement is based on the land area. Based on the 233,482 SF of site area, seventy-eight (78) trees are required. The plan shows the required 78 tree plantings on the plan. Fifty-seven of the trees are new plantings with twenty-one existing trees fulfilling the requirement. The trees are located throughout the site. The majority of plantings surround the stormwater management area.

Groupings of deciduous and ornamental trees are shown near the warehouse, office, and around the site.

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

CITY AND STATE CODE REQUIREMENTS:

1) The Site Data Column on the Cover Sheet will need to be updated prior to Final Approval with the following:
   a) Any changes recommended or approvals including any waivers granted by the Planning Commission.
   b) Adjust the parking calculation to show a required parking space total of 13 spaces. The office area is shown using a calculation that applies only to medical offices and that area may be calculated at a required one space per 800 S.F.

2) Provide construction details for the following items but not limited to: barrier free sidewalk, dumpster enclosures, dumpster pad, curbing, traffic control signage, paving section, lighting fixtures, fencing, etc.

3) Remove contour lines from the site plan sheet.

4) The plans should clarify any changes to the drive aisle area surrounding the newly proposed mini-storage buildings (removal of grass planted areas, nature of existing surface, etc).

5) A lighting plan is required for this project. The plan must provide a minimum of 1.5 foot-candles at grade and the location of lighting on site must be shown on the plan.

6) Upright curbing of the parking area is required as per *Zoning Ordinance,* Article 6 §3.6. The plan must be revised to show the required curbing unless a waiver is granted by Planning Commission. A waiver request to eliminate curbing around the mini-storage area was submitted on May 5, 2011.

7) A dumpster enclosure must be included on the plan sheet as per Article 5, Section 6 of the *Zoning Ordinance*. The dumpster enclosure must be added to the detail sheet.

8) Revise the following items on the Landscape Plan Sheet:
   a) The proposed Red Sunset Maple total number of plantings does not match what is on the plans. Please correct this and alter the planting schedule as appropriate.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

1) Waiver Request: The following is the Staff recommendation regarding the waiver requests.
   a) Partial Elimination of Curbing: Staff recommends approval of the request to eliminate the curbing for the eastern and northern portions of the related parking areas for the mini-

storage buildings. It appears that the elimination of curbing will allow existing drainage patterns to continue for certain areas of the site. Staff recommends denial of the waiver as it pertains to the western portion of the parking areas for the mini-storage buildings as well as any drive aisles adjacent to the office building. Staff does not view the conveyance of stormwater to the pond for these portions of the site to be limited by the required curbing.

ADVISORY COMMENTS TO THE APPLICANT:

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

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

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

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

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

6) The applicant shall be aware that Site Plan approval does not represent a Sign Permit, nor does it convey permission to place any sign on the premises. Any proposed site or building identification sign shall require a Sign Permit from the City of Dover prior to placement of any such sign.

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

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: APRIL 28, 2011

CITY OF DOVER

PUBLIC UTILITIES

DEPARTMENT

APPLICATION: **Weston Drive Property: Mini Storage Facility**

FILE #: **S-11-07**

REVIEWING AGENCY: **City of Dover Public Utilities Department**

CONTACT PERSON: **Steve Enss - Electric**
Sharon Duca, P.E. - Water, Wastewater, Stormwater

CONTACT PHONE #: **302-736-7070**

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

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

CITY AND STATE CODE REQUIREMENTS

ELECTRIC

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

WATER

1. The following notes must be added to the plans:
   a. All water utility components must meet the requirements of the Public Utilities Water Wastewater Handbook, effective date March 22, 2010.
   b. Hydrant connections by the contractor are prohibited. This method may not be utilized during any phase of the project.
   c. 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 Public Utilities Department specifications and requirements.
   d. The site contractor shall contact the City of Dover Public Utilities Construction Manager at (302) 736-7070 prior to the start of construction. A representative from the City of Dover Department of Public Utilities 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.
2. The size, type, and location of all proposed and existing water lines and valves must be shown on the plan.

WASTEWATER

1. The following notes must be added to the plans:
   a. All wastewater utility components must meet the requirements of the Public Utilities Water Wastewater Handbook, effective date March 22, 2010.
   b. 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 Public Utilities Department specifications and requirements.
   c. 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.
2. 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.

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.

GENERAL

1. All existing utilities shall be adjusted to final grade in accordance with current City of Dover requirements and practices. A note to this effect must be added to the plans.
2. The final site plan must be submitted in a digital format compatible with AutoCAD 2004 (.dwg format).

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

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

WATER / WASTEWATER / STORMWATER / GENERAL

1. None.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. None

WATER

1. Hydrant flow testing is currently only performed during the spring and fall. The applicant must call the Public Utilities Department directly to schedule these tests. This applies to both existing hydrants as well as those proposed for the site.

WASTEWATER / STORMWATER

1. None.

GENERAL

1. Based upon the plan submitted, it appears as though no water / wastewater infrastructure or service is proposed. Should this change, up to and including modifications to the use, the applicant / developer will be responsible for all costs associated with providing the appropriate service / main to this site based upon the use including any necessary system upgrades or extensions. The appropriateness and adequacy of water and sewer services and meters will be assessed at that time. Should the existing 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 Public Utilities Department standards and specifications
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.

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:

CITY OF DOVER FIRE MARSHAL

APPLICATION: Mini-Storage Weston Dr.

FILE #: S-1107 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: David Truax, Fire Marshal PHONE #: (302) 736-7011

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

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

CITY AND STATE CODE REQUIREMENTS:

A 16 foot fire lane is to run along the east and west side of each building.

Any gas fired HVAC equipment must be equipped with emergency cut off switches remotely located.

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

Any natural or LP gas bottles, meters, values, regulators, etc., must have impact protection.

Full building and fire plan review is required.

Building cannot be occupied or construction or renovations started until completion of building and fire plan review.

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

Additional fire hydrant needed at the north west corner of the complex.

Sprinkler system required if each storage unit is not separated by 1 hour construction.

Fire Department connection to be located within 50 feet of main entrance.

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

Knox Box required. If installing fire alarm or sprinklers

If complex is gated, the gate is to be operational with Fire Department Opti-Con system.

Project to be completed per approved Site Plan.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

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

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

The proposed building will be reviewed under Mini Storage Occupancy.

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

The Dover Fire Department request that a 8 ½ X 11 copy of the floor plan and site plan be submitted to Station 1, attention Fire Chief, prior to the Certificate of Occupancy being issued.

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: April 28, 2011

D E L D O T

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APPLICATION: Weston Drive Property: Mini-Storage Facility
FILE#: S-11-07 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 developer may be required to enter into a Traffic Signal Agreement with DelDOT for the intersection of West Division Street (KCR 51) and Weston Drive. Please, contact Ms. Kristen Melendez at the DelDOT Traffic Section at (302)-659-4094, or via email at kristen.melendez@state.de.us for the necessary information regarding the signal agreement.

2. The department will require the applicant to provide the proper forms, fees, and plans in order to be issued an entrance permit.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

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

ADVISORY COMMENTS TO THE APPLICANT:

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

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
DEVELOPER APPLICATION MEETING DATE: MAY 2011

APPLICATION: *Weston Drive Property*

FILE #: S-11-07

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 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.
2. The following notes must appear on the record plan:
    - The Kent Conservation District reserves the right to enter private property for purposes of periodic site inspection.
    - The Kent Conservation District reserves the right to add, modify, of delete any erosion or sediment control measure, as it deems necessary.
    - A clear statement of defined maintenance responsibility for stormwater management facilities must be provided on the Record Plan.
3. A soils investigation 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. Verification must be provided that the existing stormwater facility has been designed and built to accommodate the proposed construction.

MINNICH ENGINEERING & LAND PLANNING INC.

250A Camden Wyoming Avenue ~ Camden, DE 19934
Phone (302) 697-2239 ~ Fax (302) 697-2293 ~ Email krminnich@comcast.net

May 5, 2011

RECEIVED
MAY 5 2011
CITY OF DOVER
PLANNING & INSPECTIONS

Michael Albert, AICP
City of Dover Planning Department
P.O. Box 475
Dover, DE 19903

RE: Weston Drive Property
Project No. 11-019

Dear Dawn,

The City of Dover Zoning Ordinance under Article 6, Section 3.6 requires parking areas and access drives to be curbed. The developer feels due to the existing paved site conditions in the immediate area of the proposed mini storage buildings, and also due to the fact that the mini storage area will be entirely enclosed by fencing for security, that the construction of curbing in and around the mini storage buildings would be impractical and is requesting a waiver from curbing the mini storage area only.

This plan is a re-approval of the Site Plan approved by Planning Commission at the December 2005 meeting. The approval of the original Site Plan also did not have proposed curbing in the mini storage area of the site and was approved as such.

Thank you for your consideration in this matter.

Sincerely,

Kevin R. Minnich
Professional Engineer

City of Dover

DATA SHEET FOR SITE PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF May 5, 2011

PLANNING COMMISSION MEETING OF May 16, 2011

Plan Title:	Loockerman East: Lands of Hub Associates on East Loockerman Street and South DuPont Highway S-11-08
Plan Type:	Site Plan
Property Location:	Southeast corner of Loockerman Street and South DuPont Highway
Property Addresses:	514 East Loockerman Street 516 East Loockerman Street 554 East Loockerman Street 222 South DuPont Highway
Tax Parcels:	ED-05-077.06-01-62.00-000 ED-05-077.06-01-63.00-000 ED-05-077.06-01-64.00-000 ED-05-077.06-01-87.00-000
Owners:	Hub Associates, LLC A&G Kramedas Associates
Site Area:	4.2887 acres +/- (186,815 SF +/-)
Existing Use:	Office, Restaurant, and Hotel (to be demolished)
Proposed Use:	Office/Retail (existing & new building), Restaurant (existing), and Hotel (new construction)
Off Street Parking:	Required – 254 spaces Proposed – 238 spaces
Zoning Classification:	C-4 (Highway Commercial Zone) CPO (Commercial/Professional Office Development District Zone)
Waivers Requested:	Elimination of Loading Space Elimination of Arterial Street Buffer
Consideration:	Combined Spaces Parking – Campus Parking

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: May 5, 2011

CITY OF DOVER PLANNING

APPLICATION: Loockerman East: Lands of Hub Associates, LLC

FILE #: S-11-08 REVIEWING AGENCY: City of Dover - Planning

CONTACT PERSON: Janelle M. Cornwell, AICP PHONE #: (302) 736-7196

PLAN SUMMARY:

This Site Plan Review is to permit the construction of a 92 room hotel and an 11,230 SF building with other site improvements. The existing office building and TGI Friday's will remain. The plan also proposes the consolidation of the four (4) parcels into one parcel. The properties for the proposed development are zoned C-4 (Highway Commercial Zone) and CPO (Commercial/Professional Office Development District Zone). The properties are located on the southwest corner of East Loockerman Street and South DuPont Highway. The owners of record are A&G Kramedas Associates and Hub Associates, LLC. The property addresses are 514 East Loockerman Street, 516 East Loockerman Street, 554 East Loockerman Street and 222 South DuPont Highway. Tax Parcels: ED-05-077.06-01-62.00-000, ED-05-077.06-01-63.00-000, ED-05-077.06-01-64.00-000 and ED-05-077.06-01-87.00-000.

New Hotel Building: 55,434 SF with 92 rooms
New Retail Building: 11,230 SF
Existing Office Building: 17,200 SF with 227 seat Restaurant

Parcel Consolidation Plan

The plan shows the consolidation of four (4) properties into one (1) parcel of land. The four parcels will create a 4.2887 ac. +/- (186,815 SF) parcel of land. There was a previous application (MI-10-09) for the abandonment of a portion of the Loockerman Street Alley. Planning Commission made a recommendation to City Council at its December 20, 2010 meeting. City Council approved the abandonment at its meeting on February 28, 2011.

Parking Summary

The minimum parking requirement in the C-4 (Highway Commercial Zone) is 1½ parking spaces for every 300 SF of floor area. The minimum parking requirement in the CPO (Commercial/Professional Office Development District Zone) is one (1) parking space for every 300 S.F. of floor area. Staff notes there is no building proposed within the area of the property zoned CPO; therefore, the site is calculating parking based on the C-4 (Highway Commercial Zone) parking requirements. Hotels require one (1) parking space per room and one (1) parking space for every 200 SF of office space. Restaurants require one (1) parking space for every four

(4) seats and one (1) parking space for every three (3) bar seats. Based on the proposed total office/retail square footage of 20,183 SF, the hotel 92 rooms with 230 SF of office space and restaurant with 200 seats and 27 bar seats, a total of 254 parking spaces are required. The site plan shows 238 parking spaces with 8 handicap spaces.

Hotel:	92 rooms = 92 spaces 230 SF office space = 2 spaces
Restaurant:	200 seats = 50 spaces 27 bar seats = 9 spaces
Office/Retail (existing and new)	20,183 SF = 101 spaces
Total parking required:	254 spaces

Consideration: Combined Spaces - Campus Parking Plan

Article 6 Section 3.8 of the *Zoning Ordinance* allows the Planning Commission to reduce the total number of parking spaces if it determines that parking demand occurs when one or more uses are not in operation. The applicant is proposing combined spaces with a Campus Parking Plan for the parking on the site as there a multiple building with different uses on the same parcel. The applicant has stated that the different uses (office, retail, hotel, and restaurant) have different periods in which demand for parking is needed. The applicant proposes setting the number of required parking spaces at 229 a 9.8% reduction and provides 238 parking spaces as shown on the plan. See written request.

Bicycle Parking

The minimum bicycle parking is one (1) bike space for every twenty (20) parking spaces. Based on the number of 254 required parking spaces, thirteen (13) bicycle parking spaces are required. The Site Plan does not indicate location of the bike rack(s).

ARCHITECTURE

There is one existing building located on the site that will remain. The building to remain is the office building with the TGI Friday's Restaurant. There are no changes proposed to the existing building. There are two new buildings to be constructed.

New Retail Building

The new retail building will be constructed of a mixture of brick, stone veneer, and EFIS. The building is primarily a one story building with a second story located over a portion of the building on the east side. The second story portion of the building will have windows and awnings or just awnings on the second floor and will change between EFIS and brick. The building will have a cornice feature around the building. The front of the building (north elevation) has multiple tenant spaces that utilize aluminum storefronts with windows and an awning over each tenant space. Brick is utilized around the bottom of the building and is utilized to outline every other tenant space and this is continued along the back of the building. Stone will form columns going up to the second floor at the corners of the second story portion of the building and to the top of the aluminum storefront along the front side of the building facing Loockerman Street. A sign band runs across the front of the building over the awning.

New Hotel Building
The hotel is a four story brick and EFIS building. An entrance canopy will be located over the main entrance on the east end of the building. The EFIS portion of the building appears to project out from the brick area of the building. This is predominately at the corners and runs horizontally between the floors. Windows are located throughout the building. There is a roof element near the main entrance to the building. There is a main architectural element at the southeast corner of the building that would allow for signage. Its overall design is very modern in style with straight lines.

SITE CONSIDERATIONS

Dumpster

Retail
Retail uses require one (1) dumpster pad and enclosure for the first 8,000 SF of floor area and one (1) for every additional 16,000 SF of floor area or fraction thereof. The new retail building is required to have two (2) dumpster pads and enclosure. The dumpster pads and enclosure are located to the west of the new building. The existing building has three (3) dumpster pads and enclosure. Additional dumpster pads may be required as the calculation for dumpster pads for a restaurant are different than for retail use. The square footage of the restaurant will determine if additional dumpster pads are required. Additional dumpster pad locations may be shown reserved on the site and constructed if determined to be necessary by the Planning Director.

Hotel
For the use as a hotel a specific requirement for dumpster pads and enclosures is not provided so the applicant must determine the appropriate number to meet their needs. The plan proposes two (2) dumpster pads with enclosure. The hotel dumpster pad location is along the south property line.

Waiver Request: Loading Space

Retail
Based on the overall size of the new retail building one (1) loading space is required. The plan shows two (2) loading spaces for the new retail building. Based on the overall size of the existing office/restaurant building one (1) loading space is required. The existing building does not have a loading space. Article 6 Section 4.3 of the *Zoning Ordinance* allows joint facilities to share loading spaces as the two (2) loading spaces located on the south side of the new building will be accessible to both buildings.

Hotel
Based on the size of the hotel, three (3) loading spaces are required. The overall site is providing three (3) loading spaces located throughout the site. The plan shows one (1) loading space for the hotel. A waiver request for the reduction in two (2) loading spaces for the hotel has been submitted to the Planning Office for consideration by the Planning Commission.

Sidewalks
Article 5 §18 requires sidewalks to be installed along the public street frontage of a property. The site is providing sidewalk along the entire frontage of East Loockerman Street and South DuPont Highway (Route 13). There is a sidewalk connection into the site from East Loockerman Street.

Waiver Request - Arterial Street Buffer

Article 5 Section 7.3 of the *Zoning Ordinance* requires a buffer along arterial streets. U.S Route 13 (South DuPont Highway) is considered as a principal arterial and requires a thirty (30) foot landscape buffer along the road frontage known as an Arterial Street Buffer. This plan does not provide the required thirty (30) foot landscape buffer along DuPont Highway. The site is currently paved and there are no plans for significant construction activity in this location; construction involved closure of site entrances and the installation of frontage sidewalks. Additional green space is being provided along East Loockerman Street. Grass could be provided around the existing TGI Friday's pylon sign on South DuPont Highway. A written waiver request for the elimination of the Arterial Street Buffer has been submitted to the Planning Office for consideration by the Planning Commission.

Pertaining to the Arterial Street Buffer, the *Zoning Ordinance* notes " When it can be demonstrated to the satisfaction of the planning commission through the plan review process that, due to specific constraints related to existing lot site, lot configuration or the orientation of existing building on adjoining properties, that compliance with this subsection would severely limit the development potential of the property or would cause the property to be out of character with the surrounding built environment, the planning commission may approve a lesser amount of buffering, provided that the basic objective of establishing landscaped green space along arterial roadways is achieved."

Tree Planting and Landscape Plan

The submitted plan does include the requisite Landscaping Plan elements. Based on the total site area of 4.2887 acres (186,815 SF +/-) for the site, 63 trees are required. The plan shows fifty four (54) new trees. The proposed trees are a mixture of deciduous trees including Green Mountain Sugar Maple, Heritage River Birch, Eastern Redbud and Willow Oak. There are a number of existing trees to remain on site. The number of existing trees to remain needs to be clarified as there appears to be more existing trees to remain than stated on the plan. The site provides the required trees through a combination of existing and new trees.

Opaque Barrier

Article 5 Section 7.21 requires an opaque barrier between non-residential uses and residential uses. The retail building abuts a residential property to the northwest. (Lands of Lapi and Taravkonva) The opaque barrier requires the construction of an opaque wooden fence, a wall constructed of masonry materials, or an earthen berm. A fence is proposed along the entire west side of the property. There is an alley located along the west side of the site. There are a number of existing trees located along the alley; however, the buffer is not required in this location as the alley separates the residential and commercial uses. A portion of the parking lot along Loockerman Street has a buffer as the parking is required to be screened from residential properties.

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

CITY AND STATE CODE REQUIREMENTS:

1) The Arterial Street Buffer shall be provided in accordance with the *Zoning Ordinance* unless

a waiver is granted by the Planning Commission. A written waiver request for the elimination of the Arterial Street Buffer has been submitted to the Planning Office for consideration by the Planning Commission.

2) Loading spaces shall be provided in accordance with the *Zoning Ordinance* unless a waiver is granted by the Planning Commission. A written waiver request for the elimination of two (2) loading spaces has been submitted to the Planning Office for consideration by the Planning Commission.

3) Parking shall be provided in accordance with the *Zoning Ordinance* unless the Planning Commission determines that Combined Spaces with a Campus Parking Plan sufficiently meets the parking needs of the site. A Campus Parking Plan has been submitted to the Planning Office for consideration by the Planning Commission.

4) Provide revised Architectural Elevations:
    a) The elevations should accurately reflect the building footprint shown on the site plan.
    b) Clarify the architecture on the southeast corner of the hotel building. The elevations show building; however, the Site Plan indicates doors accessing this area from the hotel.
    c) Provide height information.
    d) Provide information regarding the structure on the roof at southeast corner of the hotel building.

5) Provide the following information on the Record Plan Sheet:
    a) Indicate any easements (utility, cross access, etc.) proposed.
    b) Provide an Owner's Certification.
    c) Revise the owner addresses in the Site Data Column. The mailing address is reversed. Hub Associates has a mailing address of 222 S. DuPont Hwy and A&G Kramedas has a mailing address of 19 Laurel Drive.
    d) Clarify the directions of the boundary for the southeast corner of the property. The metes and bounds description in the southeast corner does not work with the rest of the description.
    e) Ensure at recordation the ownership of all properties involved is under one name.
    f) Provide a note regarding the alley abandonment.

6) Provide the following information in the Data Column on the Cover Sheet:
    a) The Plan will need to be updated to reflect any changes recommended or approvals or waivers granted by the Planning Commission.
    b) Revise the number of provided handicap parking spaces to 8.
    c) Revise the number of required bicycle parking spaces to 13.
    d) Revise the calculation of bicycle parking spaces to the required number of parking spaces, 254.
    e) Indicate the number of dumpsters required.
    f) Indicate the number of dumpsters provided.
    g) Clarify the number of buffer trees. The number appears large based on the trees shown on the plan.

h) Indicate the method of trash collection.
i) Indicate the square footage of the existing building.
j) Indicate the square footage of the restaurant.
k) Revise the owner address for A & G Kramedas Associates to 19 Laurel Dr.
l) Indicate the overall height of the buildings.

7) Indicate the square footage of the existing building (to remain) on all Plan sheets.

8) Indicate the property line on the Cover Sheet.

9) Clarify the height of the fence. The maximum fence height is four (4) when located within the front yard setback.

10) Provide parking bumpers for the angled parking.

11) Provide an area on the plan for at least one reserve dumpster pad.

12) Provide a note in the General Notes on the Cover Sheet stating that reserved dumpster pads shall be required to be constructed if determined to be necessary by the Planning Director.

13) Indicate the location or locations of the required bicycle parking on the Site Plan.

14) Provide construction details for the following but not limited to: dumpster enclosure ensuring the enclosure matches the architecture of the building, bike rack, sidewalk, paving, curbing, etc.

15) Indicate what the boxes represent located in the patio area west of the retail building on the Site, Utility and Grading Plan Sheet.

16) Provide a lighting plan and a traffic control signage and striping plan sheet.

17) Show the improvements on the northern portion of the Dover Mart property on all Plan Sheets. This area of the Dover Mart property is currently under construction as per Site Plan S-09-22.

18) Provide the following information on the Landscape Plan Sheet:
a) Clarify the number of buffer trees in the tree preservation and density requirements column.
b) Clarify the number of existing trees to remain. The number of existing trees appears to exceed the number indicated on the plan.
c) Revise the label for Crape Myrtle tree located on the north side of the hotel. The label indicates ten (10) trees; however, there is only one (1) tree shown on the plan.
d) Revise the label for the Japanese Holly plants located along Loockerman Street. The label indicates 26 plants; however, there are only 25 shown.
e) Revise the number of Japanese Holly plants in the Buffer Tree List. The Buffer Tree List indicates 26 plants; however, there are only 25 shown on the plan.
f) Revise the name of the Buffer Tree List to Buffer Tree and Plant List. The

Japanese Holly plants are not trees.

g) Provide a tree preservation/protection detail.
h) Revise the note regarding signage to state "signage is subject to a separate City of Dover permit."

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

1) Staff recommends moving one or more of the handicap parking spaces for the hotel. The current location of the handicap parking spaces requires crossing a drive aisle to enter the hotel.

2) Staff recommends the placement of bike racks around each building. This would allow for bicycle parking to be located throughout the site.

3) Staff recommends a pedestrian connection between this property and the Dover Mart site along the south property line. This would allow for hotel patrons to also access to amenities provided on this adjoining commercial property.

4) Staff recommends the approval of the Combined Spaces as a Campus Parking Plan. The proposed uses will have different demands on parking during the day and the proposed 238 parking spaces will provide adequate parking for the site.

5) Recommendation on Waiver Requests:
   a. Elimination of Arterial Street Buffer: Staff recommends approval of the partial elimination of the Arterial Street Buffer at a width of 30 feet as there may a possibility to provide some of the buffer in certain area of the street frontage. This would depend on the configuration of the sidewalk at the street frontages. If a grass strip is constructed as a part of the sidewalk, then some landscaped green space plantings could be possible. If the sidewalk is installed without a grass strip due to space limitations, then staff would support the elimination of the buffer in these areas as there would be limited places to provide plantings along the road frontage due to the space between the street and the existing building (and the row of parking with drive aisle). Staff would recommend adding a landscaped green space around the TGI Friday's pylon sign near the DuPont Highway entrance to the site.
   b. Reduction of Loading Space: Staff recommends approval of the reduction in the number of loading spaces from three to one. The hotel does not have a restaurant or office banquet room facilities reducing the need for additional loading spaces.

6) Staff would recommend the applicant consider a Unified Comprehensive Sign Plan to address signage on the site. The site qualifies for a Unified Comprehensive Sign Plan as there are three buildings under common ownership located on one parcel. The two existing pylon signs are considered legal non-conforming with regards to size, height, setback and exclusion zone and are required to come into compliance with the Sign Regulations.

7) Staff recommends that any outside HVAC Equipment be designed to minimize the

impact on adjacent property owners, adequately screened from public view and the overall visible impact on the streetscape.

ADVISORY COMMENTS TO THE APPLICANT:

1) The plan shows the alley being abandoned; however, the deed abandoning the alley has not yet been recorded. This shall be completed prior to Final Site Plan approval.

2) Signs stating "coming soon" are permitted for a period not to exceed six (6) months regardless of whether the project has commenced or is under construction.

3) In the event, that major changes and revisions to the Site Plan occur in the finalization of the Site Plan contact the Planning Office. Examples include reorientation of building addition, and relocation of site components like dumpster pads, utilities, etc. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other agencies and commissions making recommendations in regards to the plan.

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

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

6) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate site inspections and permits are required.

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

8) The applicant shall be aware that Site Plan approval does not represent a Sign Permit, nor does it convey permission to place any sign on the premises. Any proposed site or building identification sign shall require a Sign Permit from the City of Dover prior to placement of any such sign.

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

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: APRIL 28, 2011

CITY OF DOVER

PUBLIC UTILITIES

DEPARTMENT

APPLICATION: **Loockerman East: Lands of Hub Associates, LLC.**

FILE #: **S-11-08**

REVIEWING AGENCY: **City of Dover Public Utilities Department**

CONTACT PERSON: **Steve Enss - Electric**
Sharon Duca, P.E. - Water, Wastewater, Stormwater

CONTACT PHONE #: **302-736-7070**

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

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

CITY AND STATE CODE REQUIREMENTS

ELECTRIC

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

WATER

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

WASTEWATER

1. The following notes must be added to the plans:
   a. All wastewater utility components must meet the requirements of the Public Utilities Water Wastewater Handbook, effective date March 22, 2010.
   b. 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 Public Utilities Department specifications and requirements.
   c. 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.

2. 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.
3. Cleanouts must be installed on sanitary sewer laterals within five feet (5') of the building, one foot (1') outside of the right-of-way and at all bends. Any cleanout located within a traffic bearing location shall be installed with a heavy duty cast iron frame and cover to prevent damage to the cleanout and lateral.
4. If kitchen facilities are proposed a minimum 1,000 gallon, two chamber grease trap, meeting all Kent County ordinance requirements, must be provided. A construction detail for the proposed grease trap, as well as the proposed location, must be provided on the plan.

STORMWATER

1. Final site plan approval will not be granted until a copy of the approved Stormwater/Erosion and Sediment Control Plan from Kent Conservation District 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.

GENERAL

1. All existing utilities shall be adjusted to final grade in accordance with current City of Dover requirements and practices. A note to this effect must be added to the plans.
2. As per the requirements of application MI-10-19, a public utilities easement must be provided in order to maintain proposer service to our customers. The easements must encompass City of Dover electric, water and wastewater as appropriate. The easement may not contain any structures or signage and all trees must be a minimum of ten feet (10') away as per the Water / Wastewater Handbook.
3. The final site plan must be submitted in a digital format compatible with AutoCAD 2004 (.dwg format).

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

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

WATER

1. As per previous discussions with the applicant's representative, the City of Dover is providing an eight-inch (8") stub off of the new sixteen-inch (16") line in Bayard Avenue toward the site (at the alley location). To prevent a bottleneck and to provide appropriate service the site out office recommends that the applicant upgrade the water line from the right-of-way of Bayard Avenue to eight-inch (8"). This in turn will be consistent with that proposed onsite.

WASTEWATER / STORMWATER / GENERAL

1. None.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. Some utilities may require relocating prior to construction.

WATER

1. Hydrant flow testing is currently only performed during the spring and fall. The applicant must call the Public Utilities Department directly to schedule these tests. This applies to both existing hydrants as well as those proposed for the site.

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.

WASTEWATER

1. 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.

STORMWATER

1. None.

GENERAL

1. 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.

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:

CITY OF DOVER FIRE MARSHAL

APPLICATION: Loockerman East Hub Associates LLC Hotel

FILE #: S-11-08 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: David Truax, Fire Marshal PHONE #: (302) 736-7011

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

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

CITY AND STATE CODE REQUIREMENTS:

Proposed building is 4 stories . Primary fire lanes are required to be 24 feet wide and cover the side of the building that has the primary entrance and exit. Secondary fire lanes can be reduced to 16 feet wide. Both can be no closer than 10 feet to the building and no farther than 50 feet from the building. Fire lanes shall cover 35% of the proposed building.

Any gas fired HVAC equipment must be equipped with emergency cut off switches remotely located.

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

Any natural or LP gas bottles, meters, values, regulators, etc., must have impact protection.

Full building and fire plan review is required.

Building cannot be occupied or construction or renovations started until completion of building and fire plan review.

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

Sprinkler system required. System to be monitored.

Fire alarm system required.

Standpipes required.

Elevator cars to meet the interior dimensions set forth in the Delaware State Fire Prevention Regulations.

Project to be completed per approved Site Plan.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

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

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

The proposed building will be reviewed under Hotel/Motel Occupancy.

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

The Dover Fire Department request that a 8 ½ X 11 copy of the floor plan and site plan be submitted to Station 1, attention Fire Chief, prior to the Certificate of Occupancy being issued.

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:

CITY OF DOVER FIRE MARSHAL

APPLICATION: Loockermen East Retail

FILE #: S-11-08B REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: David Truax, Fire Marshal PHONE #: (302) 736-7011

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

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

CITY AND STATE CODE REQUIREMENTS:

Proposed building one story . Primary fire lanes are required to be 24 feet wide and cover the side of the building that has the primary entrance and exit. Secondary fire lanes can be reduced to 16 feet wide. Both can be no closer than 10 feet to the building and no farther than 50 feet from the building. Fire lanes shall cover 50% of the proposed building.

Any gas fired HVAC equipment must be equipped with emergency cut off switches remotely located.

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

Any natural or LP gas bottles, meters, values, regulators, etc., must have impact protection.

Full building and fire plan review is required.

Building cannot be occupied or construction or renovations started until completion of building and fire plan review.

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

Sprinkler system required. System to be monitored.

Fire Department connection to be located within 50 feet of main entrance.

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

Knox Box required.

Project to be completed per approved Site Plan.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

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

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

The proposed building will be reviewed under Mercantile Occupancy.

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

The Dover Fire Department request that a 8 ½ X 11 copy of the floor plan and site plan be submitted to Station 1, attention Fire Chief, prior to the Certificate of Occupancy being issued.

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: April 28, 2011

DELDOT

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APPLICATION: Loockerman East: Lands of Hub Associates, LLC
FILE#: S-11-08 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Julio F. Seneus PHONE#: 760-2145

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

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

CITY & STATE CODE REQUIREMENTS:

1. In order to be issued an entrance permit, the department will require the applicant to provide the proper forms, fees, and plans.

2. A Traffic Impact Study (TIS) will be required for this project, since the proposed development exceeds 50 VPH (Vehicle per Hour) or 400 VPD (Vehicle per Day). When the study is completed, DelDOT will review it and send the recommendations of the improvements to the City. The improvements contained in the study will be implemented by the developer per DelDOT's discretion. To set up a scoping meeting for this project, please contact Mr. Troy Brestel at (302) 760-2167 or via e-mail at Troy.Brestel@state.de.us. In addition, the existing subdivision generates 818 trips per day, and the proposed subdivision will generate 1318 trips per day. The department will allow a payment towards an Area-Wide Study Fee for the additional 500 trips, in lieu of performing the TIS. The Area-Wide Study Fee is calculated at $10 per daily trip, and it would be payable to DelDOT prior to the issuance of a Letter of No Objection. Payment of the TIS would exempt the developer from performing the study, but would not exempt him from participation in off-site improvements or a Traffic Operational Analysis if one is required during the review of the entrance plans. If the developers would like to pay the fee in lieu of doing a TIS, the developer should contact me at (302) 760-2145.

3. Per Section 3.6.5 of the Standards and Regulations for Subdivision Streets and State Highway Access Adopted February 15, 2010, an 80-foot wide right-of-way (40-feet from the centerline) is required for a minor arterial. According to the Kent County Classification Maps, KCR 002 (North Dupont Hwy) is classified as a minor arterial road. If the existing right-of-way does not have the proper width along the frontage of the site, the department will require 40-feet of right-of-way dedication from the innermost edge of the through lane for public use.

4. Per Section 3.6.5 of the Standards and Regulations for Subdivision Streets and State Highway Access Adopted February 15, 2010, an 80-foot wide right-of-way (40-feet from the centerline) is required for a minor arterial. According to the Kent County Classification Maps, KCR 23 (Loockerman Street) is classified as a minor arterial road. If the existing right-of-way does not have the proper width along the frontage of the site, the department will require 40-feet of right-of-way dedication for public use.

5. The existing concrete island at the intersection of Loockerman Street and US Route 13 must be upgraded to the current Type 5 curb ramp as part of this project.

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
DEVELOPER APPLICATION MEETING DATE: MAY 2011

APPLICATION: *Lands of Hub Associates*

FILE #: S-11-08

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 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.
2. The following notes must appear on the record plan:
    - The Kent Conservation District reserves the right to enter private property for purposes of periodic site inspection.
    - The Kent Conservation District reserves the right to add, modify, of delete any erosion or sediment control measure, as it deems necessary.
    - A clear statement of defined maintenance responsibility for stormwater management facilities must be provided on the Record Plan.
3. A soils investigation supporting the stormwater management facility design is required to determine impacts of the seasonal high groundwater level and soils for any basin design.

ADVISORY COMMENTS TO THE APPLICANT:

1. The site may be eligible for a stormwater quantity waiver. Given the amount of existing impervious quality may only be required.
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.
5. Based on the site characteristics, a pre-application meeting will be required to discuss stormwater management and drainage for this site.

WAIVER REQUEST

SITE REDEVELOPMENT - LOOCKERMAN EAST
HUB ASSOCIATES, L.L.C.

30' ARTERIAL BUFFER REQUIREMENTS

REQUEST: Elimination of the 30 foot wide arterial buffer requirements for the site.

EXTENT OF THE REQUEST: By code, a 30 ft wide arterial landscape buffer is required along road frontage that is classified as an arterial road by the Delaware Department of Transportation. In this case, an arterial buffer is required along US 13. We are requesting the elimination of the arterial buffer for Loockerman East due to physical constraints of the site.

BASIS FOR REQUEST:

1. Article 5, section 7.3 of the City of Dover zoning standards states that the Planning Commission may approve a lesser amount of buffering due to physical constraints that may severely limit the development potential of the property. Hub Associates proposes to redevelop the hub site to construct a new hotel and a retail building. The existing office building that includes TGI Fridays will remain. Parking, a travel isle, and two entrances are located between the front of TGI Fridays and US 13. The two entrances will be eliminated and a sidewalk construct along the site frontage to improve vehicular and pedestrian safety. Requiring the 30 ft wide arterial buffer would be a hardship to Hub Associates because parking and circulation around the existing building would be eliminated, and safety improvements implemented. Therefore, elimination of the arterial buffer is requested.

WAIVER REQUEST

LOOCKERMAN EAST - SITE REDEVELOPMENT
HUB ASSOCIATES, L.L.C.

LOADING SPACE REQUIREMENTS

REQUEST: Relaxation of the loading space requirements for the site.

EXTENT OF THE REQUEST: By code, the hotel is required to have one (1) primary loading space with dimensions of 12'wide x 60' long and two (2) supplementary loading spaces of 12' wide x 40' long. The retail space is required to have one (1) primary loading space. We request to eliminate one (1) of the required loading spaces for the hotel.

BASIS FOR REQUEST: Article 6, section 4.3 of the City of Dover zoning standards states that "required loading berths may be designed to serve jointly, two or more adjacent establishments ....."
Article 6, section 4.4 (3) of the City of Dover zoning standards states that "the Planning Commission may waive required loading berths when the applicant can demonstrate that the intended use is such that no deliveries by large vehicles is expected, now or in the future, or when the requirements of this ordinance are far in excess of the actual needs on the site."

The proposed uses are a hotel and a retail building. The hotel will not have a restaurant thus only small single unit trucks or delivery vans are expected. Three loading spaces for a hotel without a restaurant is far in excess of the needs for the hotel. Thus, we are providing two (2) 12'x60' loading spaces behind the retail building and one (1) 12'x60' loading space under the canopy at the main entrance to the hotel. As there will not be any large truck deliveries to the hotel, we feel that there is not a need for three dedicated loading spaces for the hotel and thus request to eliminate one (1). The two spaces behind the retail building can serve both facilities should there be a need.

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