



PLANNING & DEVELOPMENT
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7160 · www.cityofnewarkde.us

September 21, 2018

Mr. Alan Hill
Hillcrest Associates
PO Box 1180
Hockessin, DE 19707

Dear Mr. Hill:

The City of Newark's Subdivision Advisory Committee has reviewed the major subdivision plan to be reviewed by site plan approval you submitted August 9, 2018 on behalf of Kevin Mayhew for Campus Walk II.

We have the following comments:

Electric Department

1. Aerial lines cannot be de-energized during construction. The developer must pay for any line covering.
2. Electric Service is available from New London Road.
3. Electric poles along the New London Road cannot be on a sidewalk.
4. An open utility easement is required and must be listed on the prints.
5. A suitable location approved by the Electric Department will be required for a padmounted transformers.
6. All the electric poles along the New London Road needs to be shown on the print.
7. Developer is responsible for trenching, backfilling, installation of 2-4" conduits for all underground high voltage cables from a pole to a padmount transformers.
8. Developer to supply and install City approved underground high voltage primary cable

from pole to padmount transformers.

9. Developer to supply and install all underground secondary cable and conduit from padmount transformers to meter box.
10. Developer must pay all costs for electric service infrastructure. The price is subject to a yearly CPI escalation from the date of council approval. Someone must contact the Electric Department with information on transformer location and electric service needs before any costs can be calculated.
11. Developer must pay for any pole relocations if needed.
12. No trees growing over 18 feet at maturity can be planted near the electric service pole.
13. Individual electric meters will be required for each commercial unit. The developer will be responsible for the cost of the electric meters.
14. Developer must pay any costs needed to ensure the new smart meters will talk to the existing system.
15. Developer must provide the load calculation for each unit with information on electric car charger and electric single line.

Parks and Recreation Department

1. Code requires an evergreen landscape screening or fence between RM Zoned and RD Zoned areas. We would recommend narrow upright evergreen along the sidewalk on the west side of the development. But because all these properties have the same owner, and the requirement for the landscaping is in Chapter 32, and this project is being approved by Site Plan Approval, the City will consider waiving the requirement for landscape screen or fence if the applicant thinks it would be more desirable to provide an open area along the front porches of the proposed RM structure for safety or esthetic reasons. If that is the case, the City would require the applicant to agree to provide the Code required landscaping or fence if the applicant should ever decide to transfer ownership and the bordering properties would not be owned by the same individual or organization. This requirement would be included in the Subdivision Agreement.
2. We will require the Developer to pay \$700 per townhouse unit for a total of \$19,600 for cash in lieu of land prior to final approval of the construction improvement plan. This is in accordance with Chapter 27, Appendix VI of the Code of the City of Newark, Delaware.

3. Please show the existing trees on the RD properties on the Existing Conditions Plan and Landscape Plan.

Police Department

1. Police met with applicant and provided the attached tentative addresses for this project. These addresses should be added to the plans. The applicant indicated a strong desire to extend Wilson Street (private drive) which would then have the even numbers being Wilson addresses rather than New London Road addresses. Dave Tynan from a EM perspective concurred with idea to extent Wilson and likewise our partners at Aetna concurred from a fire response perspective.
2. While this project will eliminate 11 driveways off of New London Road, there will be increased traffic on Wilson and Corbit Streets. Wilson Street is not wide enough for two way traffic and parked vehicles. Recommend making Wilson Street "No Parking". It appears that the developer owns, or is a partial owner, of the majority of the properties on this street.
3. The limited distance between the rear of 42 Wilson Street and the front of the adjacent unit is of concern. While it is recognized that the developer is also the owner of #42, the close proximity of the front of one unit to the rear of another has significant potential to develop conflicts between the occupants of those units.
4. Due to the close proximity of the parking area to the sidewalk/front porches the shared parking behind 40/42 Wilson Street should have some type of physical barrier capable of restraining a vehicle between the parking area and the adjacent apartments.

Planning and Development Department

Code Enforcement Division

1. Comments based on 2012 ICC Codes and 2009 ICC 117.1; Accessible and Usable Buildings and Facilities;
2. All buildings must meet all applicable Building and Fire Code requirements. The building height and area will be determined by the type of construction. Complete architectural, structural, plumbing, HVAC, electrical and fire protection drawings are required for review prior to permits. Site must comply with all Accessibility Standards;
3. All building designs shall be in conformance with the drawings and documents submitted during review and approval by City Council. Code recommends that floor plans be submitted for review prior to approval to ensure compliance with these comments;

4. Separate demolition permits will be required. Proper abatement and disposal of any hazardous materials identified in the Environmental Survey to be done by a registered abatement contractor. A demolition plan and sequence of events to be prepared and submitted by a professional engineer;
5. The proposed building will need to meet the LEED requirements as adopted by the City;
6. Code recommend that the row of townhomes on New London be broken into two 6 pack of units;
7. The sidewalk coming from New London at the southern end of the development should not be turned into a parking space but be turned into the parking area.
8. A parking rational table should be added to the plan and the plan should reflect handicap parking locations;
9. Please show the location of the historic marker to be placed on this development site;
10. Fire comments based on 2012 International Fire Code, 2015 Delaware State Fire Prevention Regulations (DSFP), 2015 NFPA 101 Life Safety Code. Complete fire protection plans must be submitted with application for review. Fire Lanes to be marked as per the 2015 DSFP and the fire department turning radius will need to be verified based on current fire equipment;
11. Fire Sprinklers are required. Flow tests will need to be conducted and preliminary fire pump report will need to be submitted;
12. Fire hydrants and standpipes locations will need to be approved;
13. Main entrance will need to be identified and addressed;
14. Pre-construction meeting will be required. Please submit sequence of construction and location of staging area for constructions materials. Site must be enclosed during construction with approved barrier during construction to ensure public safety.

Land Use Division

1. Project number PR#18-08-01 should be included on all future submissions for this project.
2. Proposed use is shown on plan as 33 high rise apartments – should be 28 Garden Apartments and 5 Single Family Homes.
3. Plan Cover Sheet states that the 12 - 5 bedroom units have 2-car garages, but the Parking Tabulation table on Sheet 3 states the 12 - 5 bedroom units have 3-car garages.

4. Plan incorrectly shows foot print of buildings on Wilson Street. Decks and uncovered porches are not part of the building. The rear yard should be measured from the building, not the uncovered deck.
5. NCC Parcel GIS shows 41 Wilson Street (1801900143) as 30 ft across (front and back) with a 10 ft wide parcel (1801900344) beside it. The plan shows 41 Wilson Street about 50 ft wide in the front and 35 feet wide in the rear with no mention of parcel 1801900344. Please clarify the discrepancy and reference 1801900344 on the plan if it still exists.
6. Driveway shown on 41 Wilson St is not clear. Is unshaded area existing driveway and area with dots new pavement?
7. Legend should indicate what area with dots represents. Two different areas with dots are shown on plans. Do they represent different things?
8. Unclear why private open space shown with lines on plans does not extent into easement areas.
9. Land donated to church is not private open space or open area for this project. It should not be designated as such.
10. Plan shows dividing line between RD and RM zoning districts following the old lot line location and extending into the garden apartments on the plan. Line should be drawn to follow the new property boundaries.
11. Sec. 32-11.(a)(1)d. provides a maximum lot coverage of 20% for lots to be developed for garden apartments, but the RM parcel of this project proposed to be developed as garden apartments has a lot coverage of 33.6%. A lot coverage variance of 13.6% should be added to Site Plan Approval Data Table.
12. Data Column improperly shows provided lot coverage as 20%. Also, it not clear why it is shown with 2 asterisks designating it as "denotes requested deviation." Data Column should be corrected.
13. Sec. 32-11.(a)(1)i. requires at least 40% of the lot area shall be devoted to open area, but the project only provides 35.7% open area on the garden apartment parcel. The project requires a 4.3% Open Area variance that should be added to the Site Plan Approval Table.
14. Parking bays on private section of Wilson Street are located within 10 feet of property lines, and actually on one of the RD parcels. The plan indicates plans for a parking easement to benefit the RM property, but a variance is also required. Variance should be added to Site Plan Approval Data Table .
15. Sec 32-11 (c)(2) provides a maximum lot coverage of 30% in the RM district. This

project exceeds 30% coverage by 3.6%, but this will be considered covered if Sec. 32-11.(a)(1)i. is added to Site Plan Approval Data Table.

16. Sec. 32-11 (c)(5) requires a 30-foot setback from line of perimeter street for apartments in the RM zoning district. The RM buildings are shown set back 12.2 feet from New London Road requiring a 17.8-foot variance which is shown in Site Plan Approval Data Table on the Plan. But Sec. 32-56.2(d)(1) provides an exception if the average setback of buildings within 200 feet of the side lot lines and within the same block front and zoning district is less than the required distance, so the proposed buildings need not be set back from the front street line any further than such average setback. The RM Building Setback can be removed from Site Plan Approval Data Table.
17. Sec. 32-11 (c)(5) requires a 25-foot setback from exterior lot lines for apartments in the RM zoning district. New RM structure is shown set back from north lot line 6.6 ft, the west lot line 7 feet, the south lot line 21.5 feet, and the east lot line (New London Road) about 12.2 feet, which is too short and would require an 18.4 foot setback variance from north lot line, an 18 foot setback variance from the west lot line, a 3.5 foot variance from the south lot line, and a 12.8 foot variance from the east lot line. [Sec 32-11.(c)(5)c.] These variances should be added to the Site Plan Approval Data Table.

The Site Plan Approval Data Table does show the largest exterior lot line variance required for the north lot line but does not include the variances required for the other lot lines. The west lot line setback will be covered by the rear yard setback and the east lot line setback will be covered by the perimeter street setback, but the south lot line setback variance of 3.5 feet is not shown in data table. The 3.5 foot required setback from the south lot line should be added to the Site Plan Approval Data Table.

18. Sec. 32-11 (c)(6) requires a 25-foot rear yard for apartments in the RM zoning district. The plan shows a 7-foot setback from rear lot line which is 18 feet short of requirement and must be shown in the Site Plan Approval Data Table. The Site Plan Approval Data Table improperly shows required rear yard variance as 13 ft. It appears the rear yard was measured from center of west side and not where the buildings are closest to west lot line at the north west corner. The plan should be corrected.
19. Plan shows lot coverage for 42 Wilson Street as 17.1% building coverage and 48.9% total lot coverage. Lot coverage is actually closer to 13.2% and 34.9% and should be corrected on plan. It should be noted that decks, sidewalks, and uncovered porches are not included in coverage calculations.
20. Coverage values shown for 36, 38, and 40 Wilson Street may be a little high. It may be just the City reviewer's measurement error, or maybe the footprints of the buildings are being measured wrong. Uncovered porches, decks, and sidewalks are not included in coverage calculations. As these appear to be just slightly in error in over estimating the proposed lot coverage the applicant can leave the values as they are if they feel they are correct, but

the reviewer estimated the building and lot coverage as follows:

42 Wilson St. – 13.2%/34.9%
41 Wilson St. – 28.4%/43.7%
40 Wilson St. – 13.1%/33.0%
38 Wilson St. – 14.0%/34.2%
36 Wilson St. – 12.6%/29.2%

21. Plan Data Column improperly indicates width of 42 Wilson Street is 50 ft. Width is actually 80 ft and should be corrected on plan.
22. Plan Data Column improperly indicates width of 41 Wilson Street is 49 ft. Width is actually 46 ft and should be corrected on plan. Width of property should be measured at building set back.
23. Building setback for 41 Wilson Street is improperly measured from front of home and does not include the covered porch. Building setback should be measured from porch (if covered with roof) to front lot line. The existing home appears to have an 11-ft building setback while the proposed building location shows a 10-ft setback. An 11-ft setback would be an existing nonconformity, but the 10-ft setback would require a variance. Should be corrected in Data Column on Plan and added to Site Plan Approval Data Table.
24. 42 Wilson Street improperly shows rear yard measured from deck. Rear yard should be measured from back of home.
25. Plans indicates incorrectly that 22 bike parking spaces are required. $84 \text{ required auto parking spaces} \times 1 \text{ bike space per } 5 \text{ auto spaces} = 16.8 \text{ or } 18 \text{ parking spaces}$. Plan shows two 5x10 bike parking pads which may not be able to hold 17 (or 18) bikes as required. Perhaps some parking could be provided in garages, but this mistake should be corrected, and the location of bike parking clarified on plans.
26. Applicant should consider providing a floor plan and parking layout plan showing parking in garages.
27. Applicant should consider proposing additional LEED points, perhaps including better insulation and energy conservation points.
28. The Developer should voluntarily agree to provide deed restriction indicating the residents will not be able to receive residential parking permits or guest parking permits for parking on the street from City of Newark should the area ever be included in a Residential Parking District.

Public Works and Water Resources Department

GENERAL COMMENTS:

1. Add the project number "18-08-01" to all plan sheets.
2. Include the gross floor area of all proposed buildings. Preferably this would be indicated on the building in plan view in addition to any quantities in the data column.
3. General Note #7 references easement for water & electric but not sanitary or storm. Revise this note to read, "Developer agrees to provide an open easement for utility services provided by the City of Newark, including future extensions of the public utility infrastructure."
4. Add trash enclosures to any dumpster locations on site.
5. The limit of disturbance will need to be delineated on the plan and the area added to the Cover/Index Sheet.
6. A bicycle parking rationale shall be provided under the Site Data column on the Index Sheet. One (1) bicycle parking space shall be provided for every five (5) required off-street parking stalls. It is recommended that bicycle parking be provided for visitors as well as tenants of the project. It is PWWR experience that bicycle parking within a garage is many times blocked by vehicles and trash cans and tenants find them inconvenient. Racks should be provided in a location that is accessible and visible to tenants and visitors at the point of entry. The bike racks and rack layout will need to conform to the City of Newark Bicycle Plan and DelDOT Standard Construction Detail M-4 – "Bike Rack Layout Details." Include the detail for both the rack and pad layout on the plans and ensure the pad shown on the plans conforms to the size and spacing on the detail. The bike pad needs to be installed at a higher elevation than the pavement (4" min.) or separated by a curb.
7. ADA compliant sidewalks, curb ramps, and parking will be required for the entire project site including existing parking areas.
8. At least 11 separate water services and sanitary sewer laterals will need to be terminated at the respective mains which will require significant restoration of New London Road pavement section. Will DelDOT be requiring the milling and overlay of New London Road?

WATER & SEWER:

1. The existing water mains will need to be shown on Wilson Street, New London Road, and Hillside Road. The tie-in for the proposed hydrant on Wilson Street will need to be

shown as well as the terminated services along New London Road. Similarly, the sanitary main and terminated laterals along New London Road will need to be shown.

2. The water main on Wilson Street is currently 4" in diameter. At 1,000 gpm the velocity in the 4" main would be approximately 25gpm. Water velocity within the main at the design fire flow rate shall not exceed 10 ft/sec. The proposed 6" main and existing 4" main on Wilson Street will need to be looped to reduce velocities on each segment to an acceptable range.
3. The condition of the existing sanitary manhole being tied into will need to be verified. If the conditions are unsuitable the manhole will need to be replaced or restored accordingly.
4. Proposed sanitary pipe material and slope will need to be provided. Proposed sanitary manhole invert will also need to be provided.
5. The plans indicate the existing 6" main will be extended along the existing drive behind Campus Walk I townhouses to feed an additional 28 dwelling units with fire and domestic water.
6. The following notes should be added to the Major Subdivision Plan:
 - a. "All construction shall be in accordance with the latest City of Newark standards and specifications, building code, and fire code."
 - b. "As-Built Plans and Checklist shall be submitted to the City of Newark prior to issuance of Certificate of Occupancy." *There is a review process for As-built submissions so it is recommended that the submission be done in advance of expected occupancy to avoid delays.*
 - c. "All handicapped parking stalls, logos, and access aisles shall be marked with blue paint and hatched accordingly."
 - d. "An "Approval to Construct" will be required from the Department of Public Health Office of Drinking Water. A copy of the approved permit shall be furnished to the City prior to CIP approval."
 - e. "An "Approval to Operate" from the Department of Public Health shall be provided to the City prior to the use of any domestic water or issuance of any certificate of occupancy."
 - f. "A DNREC "Construction of Wastewater Collection and Conveyance Systems" permit will be required and shall be furnished to the City prior to CIP approval." *Required for all projects generating more than 2000 gallons per day average sewer flow.*
 - g. "A signed and sealed copy of the DNREC approved sanitary sewer as-built plans shall be furnished to the City within 30 days of DNREC approval."
 - h. "The Developer shall pay all water meter fees prior to the issuance of any building permit."
 - i. "The Developer shall be responsible for the installation and perpetual maintenance of the meter pits, valves, associated piping, and weighted check valve."

- j. "All water valves shall be Mueller unless otherwise approved by the City of Newark Public Works and Water Resources Department."
 - k. "Any damage to the City storm sewer, water, or sanitary sewer infrastructure shall be repaired or replaced to the satisfaction of the Public Works and Water Resources Department."
 - l. "All on-site storm sewer and sanitary sewer is private. On-site manholes shall not have "NEWARK" anywhere on the lid."
 - m. "The developer shall paint all existing and proposed fire hydrants associated with this project to reflect the flow capacity and apply 2-inch reflective tape in accordance with the State Fire Code."
 - n. "The Developer shall televise any existing sanitary sewer laterals to be re-used and provide a copy of the video to the City for review. The condition will be evaluated to determine the suitability for reuse." *This note only applies if existing laterals are to be reused. Contact Shawn Gealy, Water and Wastewater Inspector, at (302) 229-1396 a minimum of 48 hours in advance of the CCTV work and provide a digital copy to the Public Works and Water Resources Department.*
7. A hydrant flow test will be required to verify the flow rate and system pressure are consistent with the basis of design. Public Works and Water Resources personnel must be present during flow testing to collect flow test results. Please submit a fire flow test request to PWWR.
8. A minimum of 10' horizontal clearance is required between water and sanitary sewer mains. See Public Works and Water Resource Standards and Specifications and revised plans accordingly.

STORMWATER:

- 1. The SAS checklist and SAR have not been submitted for review. The Sediment and Stormwater Program Project Application Meeting will need to be scheduled with the City's Planning and Design Engineer (Ethan Robinson, Phone: (302) 366-7000 Ext. 2108).
- 2. As proposed, the subsurface storage facility will not lend itself to easy maintenance or thorough inspection of the facility. Additional observation ports or structures and an isolator row will be required.
- 3. Pre-treatment of runoff entering bioretention area and the subsurface detention facility shall be provided and further detailed in the CIP phase of the project.
- 4. DURMM computations were not included in the submitted stormwater report and must be included in future submissions to verify compliance with Delaware Sediment and Stormwater Regulations.

5. The average exfiltration rate of the DNREC approved biosoil mix is 2.83 in/hr which would limit the flow rate conveyed through the proposed underdrains in the proposed bioretention area. The specific discharge through the cross-section of the infiltration facility is what would be conveyed through the underdrain. Revise the pond routing accordingly.
6. Stormwater management will be required for the subject site. As a redevelopment project, runoff reduction practices shall be employed to achieve a 15% reduction in the effective imperviousness based on the existing conditions.
7. A trench drain is proposed across a portion of the access drive to capture runoff from the parking lot and drive. As proposed, it is likely a portion of the runoff will jump the narrow trench drain and continue down the access drive toward Corbit Street. Consider installation of a wider trench drain and extending the trench drain through the four proposed parking stalls.
8. Identify POI #3 on the Post Development Drainage Area Map.
9. Redevelopment projects that require a detailed Sediment and Stormwater Management Plan or exceed 1 acre in disturbance also require NPDES permit coverage through submittal of a Notice of Intent (NOI). Proof of the NOI submission to DNREC will be required during the CIP phase.
10. A wetlands report is required to be submitted for major subdivisions involving new and/or additional construction in accordance with Chapter 27, Section VIII of the City Code of Ordinances. If there are no wetlands, a letter certifying no wetland are present will need to be submitted by a wetland scientist or the professional engineer of record.

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

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

Sincerely,

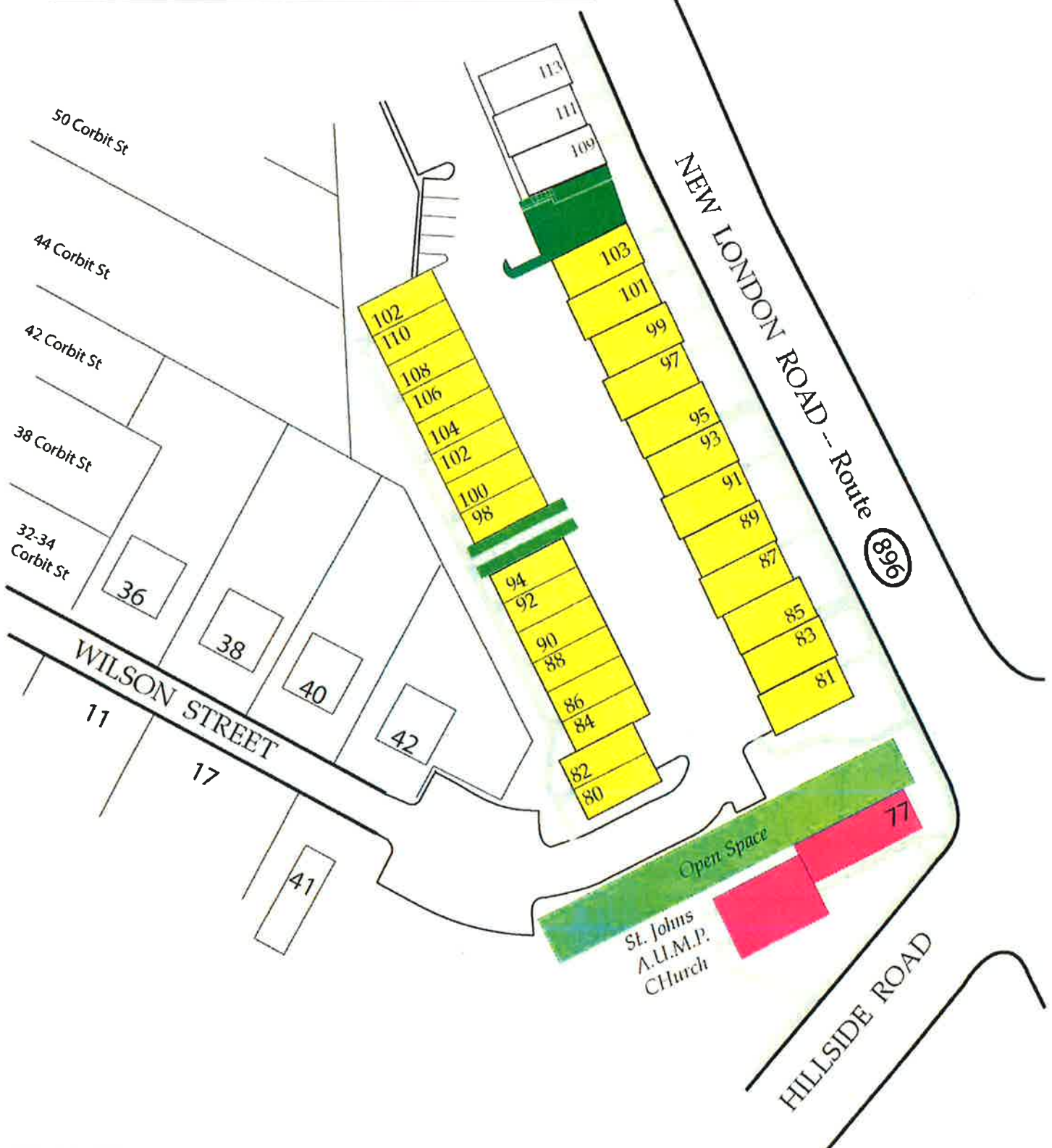


Mary Ellen Gray, AICP
Planning and Development Director

Attachment

MEG/tf

CAMPUS WALK II

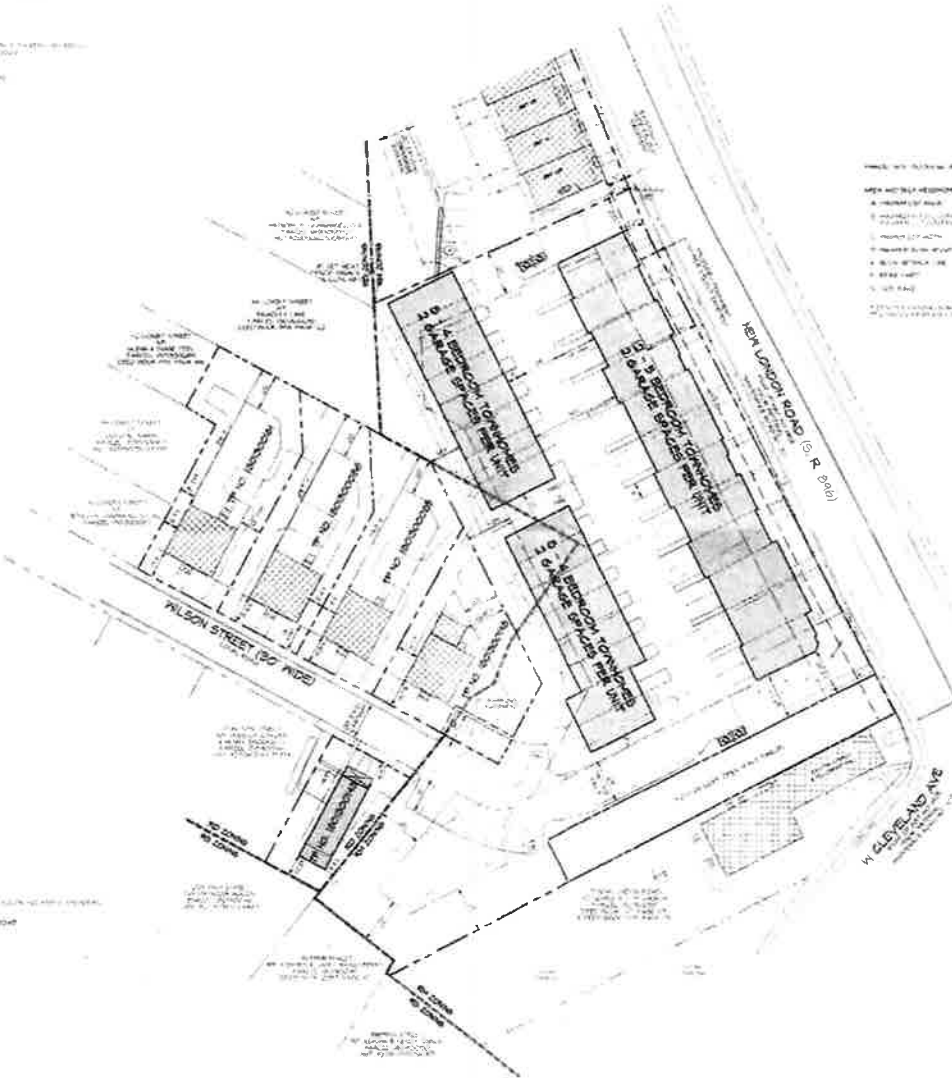


SKETCH PLAN FOR "CAMPUS WALK II"

DATA COLUMN

1. EXISTING CONDITIONS
2. PROPOSED IMPROVEMENTS
3. TOTAL ROAD WIDTH
4. TOTAL WIDTH OF RIGHT-OF-WAY
5. TOTAL HOUSING UNITS
6. TOTAL FLOOR AREA

ITEM	EXISTING	PROPOSED	TOTAL
1. EXISTING HOUSING UNITS	100	0	100
2. PROPOSED HOUSING UNITS	0	100	100
3. TOTAL HOUSING UNITS	100	100	200
4. TOTAL FLOOR AREA (SQ FT)	100,000	100,000	200,000
5. TOTAL ROAD WIDTH (FEET)	100	100	200
6. TOTAL WIDTH OF RIGHT-OF-WAY (FEET)	100	100	200



7. PERCENTAGE OF BUILDING AREA COVERED BY ROADS
8. PERCENTAGE OF BUILDING AREA COVERED BY UTILITIES
9. PERCENTAGE OF BUILDING AREA COVERED BY PARKING
10. PERCENTAGE OF BUILDING AREA COVERED BY OTHER

ITEM	EXISTING	PROPOSED	TOTAL
7. PERCENTAGE OF BUILDING AREA COVERED BY ROADS	10%	10%	20%
8. PERCENTAGE OF BUILDING AREA COVERED BY UTILITIES	5%	5%	10%
9. PERCENTAGE OF BUILDING AREA COVERED BY PARKING	5%	5%	10%
10. PERCENTAGE OF BUILDING AREA COVERED BY OTHER	0%	0%	0%

11. PERCENTAGE OF BUILDING AREA COVERED BY GREEN SPACE
12. PERCENTAGE OF BUILDING AREA COVERED BY OPEN SPACE
13. PERCENTAGE OF BUILDING AREA COVERED BY OTHER

ITEM	EXISTING	PROPOSED	TOTAL
11. PERCENTAGE OF BUILDING AREA COVERED BY GREEN SPACE	0%	0%	0%
12. PERCENTAGE OF BUILDING AREA COVERED BY OPEN SPACE	0%	0%	0%
13. PERCENTAGE OF BUILDING AREA COVERED BY OTHER	0%	0%	0%



DATE: _____
DRAWN BY: _____
CHECKED BY: _____
SCALE: _____

SKETCH PLAN
CAMPUS WALK II
CITY OF NEWARK
NEW CASTLE COUNTY, DELAWARE

14. SHEET NO.
15. TOTAL SHEETS

14. SHEET NO.	1
15. TOTAL SHEETS	1