



**PLANNING & DEVELOPMENT**  
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711  
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October 1, 2018

Mr. Thomas A. Schreier, RLA  
Hillcrest Associates  
P.O. Box 1180  
Hockessin, DE 19707

Dear Mr. Schreier:

The City of Newark's Subdivision Advisory Committee has reviewed the major subdivision plan submitted by Hillcrest Associates, Inc. on behalf of Hal Prettyman of Chapel North, LLC for 62 North Chapel Street.

We have the following comments:

Electric Department

1. Electric Service is available from North Chapel Street.
2. Electric service will be underground from existing pole #14F48.
3. The existing electrical pole line needs to be shown on the print with poles numbers.
4. Developer must provide an open easement and list it on the prints.
5. Developer must pay for the transformer, meters, aerial wires and labor needed to supply electric service to the site.
6. Developer to supply and install all underground secondary cable and conduit from pole #14F48 to meter box.
7. Developer to supply and install City approved underground secondary cable from pole #14F48 to meter box.
8. No trees growing over 18' at maturity can be planted under the aerial power lines on. This should be listed on the print.

9. Developer must pay any cost needed to repair the smart meter system if the buildings cause any interference.
10. Developer is responsible for parking lot lights.

Parks and Recreation Department

1. We will require the Developer to pay \$700 per apartment unit for a total of \$8,100 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.
2. Landscaping needs to be added along North Chapel Street.

Police Department

1. The police department has no comment or concern with this project.

Planning and Development Department

*Code Enforcement Division*

1. Comments based on 2012 IBC;
2. The proposed buildings must meet all applicable Building and Fire Code requirements. Complete architectural, structural, plumbing, HVAC, electrical and fire protection drawings are required for review prior to permits. Building height and area will be determine by the type of construction. Sprinklers are required;
3. The architectural plans will need to match the architectural rendering/elevations submitted for the project. Confirmation that the elevations will match the rendering will need to be done at the time of architectural plan review. Code recommends that draft floor plans be presented to avoid issues during site plan review;
4. Additional information will be needed to ensure if the building meets the requirements of an "open parking garage." In addition, the size of the parking spaces may not be reduced because of any potential building columns;
5. The office shown on the plan will be required to have a handicap bathroom;
6. Please indicate the fire hydrant locations on the site plan and provide a turning template to verify the turning radius will work for fire truck access. A water flow test for the fire

pump will need to be conducted. FDC locations will be determined at the time of building plan review. Separate curb stops for fire service and domestic water will be required. In addition to the 2012 IFC, please consult the 2015 Delaware Fire Protection Regulations;

7. The proposed building will need to meet the LEED standards as per 2012 IECC.;
8. Site must comply with all Accessibility Standards;
9. Demolition permits will be required for any existing buildings. An environmental survey and report will be required for any building. Any underground tanks will need to be removed by a certified contractor;
10. Pre-construction meeting will be required. Proper protection of site and public required during construction. The sequence of construction to be prepared and submitted by a licensed professional engineer.

*Land Use Division*

1. Include PR#18-05-03 on all future plans and correspondence
2. Include building height provided (in feet) in Data Column on Drawing No. 1.
3. Applicant should consider submitting a floor plan.
4. Applicant should communicate with Police Department and/or Aetna Fire Department to determine room numbering and include on future submission.
5. Applicant proposes 47 points with 45 required for certification. The Planning Department suggests that the applicant review the Planning Commission minutes from the 30 Benny/155 South Chapel Project regarding LEED certification.
6. 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.
7. Include illustrations/architectural renderings that show how the proposed building will look in the context of North Chapel Street.

Public Works and Water Resources Department

SITE:

1. Public trash collection may be difficult with the current location of the dumpster.
2. Correct the spelling of the word "replaced" in General Note #20 and the word "office" in the parking tabulation on sheet 1.
3. ADA compliant sidewalks, curb ramps, and parking will be required for the entire project site including existing parking areas. The existing handicap parking in front of the existing one-story building will need to be revised to allow for an accessible aisle adjacent to the parking stalls and ADA ramp to the existing walk.
4. Bike racks are currently proposed below the building. Bicycle racks shall be located in areas visible from adjoining or nearby streets or sidewalks and be separated from automobile parking areas by curb barriers. Bicycle parking for the site will need to be revised accordingly.
5. It is highly recommended that the Developer submit for a Letter of No Objection (LONO) from DeIDOT as soon as possible to prevent any delays in the plan review (Subdivision Plan and CIP phases). LONO shall be provided concurrently with any future CIP submission.
6. There were no Public Works and Water Review fees submitted with the Major Subdivision Plan submission. The following fees shall accompany any future submission:
  - a. Sediment and Stormwater Management Review Fee =  $(\$750 * 1 \text{ acre}) = \$750.00$
  - b. Water and Wastewater Review Fee: \$1,000.00 (2,000+ GPD)

WATER & SEWER:

1. Connection to existing water and sanitary sewer is not shown on the plans. Add proposed connections with existing water and sanitary sewer lines including the approximate location and size of all proposed water and sanitary sewer lines and facilities. If existing services are to be reused, the size of the existing water services to be reused to serve the mixed-use building shall be annotated on the plan.
2. All fire and domestic water services shall have individual valves located at the edge of the right of way.
3. A hydrant flow test will be required to verify the flow rate and system pressure are consistent with the basis of design. Contact the Public Works and Water Resources Department to schedule a flow test at a cost of \$300 per test.

4. The Developer shall provide a set of water system drawings in accordance with the State Department of Health Drinking Water Standards for their review and approval. A copy of the approval letter (Approval to Construct) shall be provided to the City prior to CIP approval. A copy of the "Approval to Operate" from the Department of Public Health shall be provided to the City prior to CIP approval.
5. It is possible that the existing 4" main currently serving the existing building may not have adequate capacity to serve the proposed building with fire flows. If the required fire flow cannot be achieved, the developer shall extend a portion of the existing main in North Chapel to serve the new building.
6. Provide the City of Newark with a signed and sealed copy of the Department of Public Health approved water as-built plans within 30 days of DPH approval. Delaware State Plane Coordinates shall be provided for all fittings, valves, bends and hydrants.
7. Will the proposed mixed-use building contain a restaurant? If so, a dedicated sanitary sewer lateral with a grease trap will be required in addition to the residential sanitary sewer lateral.
8. Projects that generate more than 2000 gallons per day of average sewer flow require a DNREC "Construction of Wastewater Collection and Conveyance Systems" permit. A copy of the approved permit shall be provided to the City prior to CIP approval.
9. Add the following notes to the plan:
  - a. *"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."*
  - b. *"The apartments and retail space shall be plumbed such that each dwelling unit and the retail space can be billed separately in the future. Space shall be provided for water meters to be installed for each retail and apartment unit and shall be located in one or more centrally located utility room(s) as close as possible to where the domestic main enters the building."*
  - c. *"The Developer will be responsible for the installation of additional transmission equipment should the proposed building negatively affect the performance of the City's wireless meter reading system."*
  - d. *"All on-site storm sewer and sanitary sewer is private. On-site manholes shall not have "Newark" anywhere on the lid."*
  - e. *"Any sanitary sewer laterals proposed to be reused shall be visually inspected (televised) by the Developer and approved for re-use by the Public Works and Water Resources Department. The contractor shall contact Shawn Gealy, Water and Wastewater Inspector, at (302)-229-1396 a minimum of 48 hours in advance of CCTV work and provide a digital copy to the PWWR Department"*

**STORMWATER:**

1. An Application for Sediment and Stormwater Management Plan Approval and associated fee shall be provided with any future submission. The application and fee can be found using the following webpage links:

<https://newarkde.gov/DocumentCenter/View/5364>

<https://newarkde.gov/DocumentCenter/View/8289>

2. A Sediment and Stormwater Program Project Application Meeting was conducted for the project on February 15th, 2018. Per the Project Application agreement items, Combined Preliminary Sediment and Stormwater Management plans shall be submitted. The Combined Preliminary Sediment and Stormwater Management Plan submittal must include all required plans sheets for the site, as well as the schematic Erosion and Sediment Control Plan, with supporting hydrologic and hydraulic calculations necessary for Public Works and Water Resources to determine compliance with the latest Delaware Sediment and Stormwater Regulations (DSSRs). All the required information needed in this step can be found on the Combined Preliminary Sediment and Stormwater Management checklist using the following link. Submit the completed checklist with the plans.

<https://newarkde.gov/DocumentCenter/View/6649/Final-Sediment-and-Stormwater-Plan-Checklist-Newark?bidId>

3. Include HydroCAD files with the next submission as indicated in the Combined Final Sediment and Stormwater Management Plan Review Checklist.
4. As currently routed, the design assumes runoff will travel immediately through the biomedium to the 4" perforated underdrain and does not account for infiltration through the biomedium. 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 underdrain. The specific discharge through the cross-section of the infiltration facility is what would be conveyed through the 4" horizontal orifice (Device #4). The infiltration rate should be closer to 0.03 cfs through the underdrains. The size of the facility will likely increase in size.
5. The post-development peak discharge rates for the 2 (RPv), 10 (Cv), and 100-year (Fv) frequency storm events shall not exceed the pre-development peak discharge rates for the 2, 10, and 100-year frequency storm events. The post-developed peak rates for the RPv and Cv events currently exceed the post-development rates and must be revisited.
6. As designed, half the roof top drainage will be conveyed to the bioretention area. Show the location of downspouts and roof drains on the plan.

7. The proposed bioretention planter is currently proposed directly behind the dumpsters and is not ideal. Trash that is not properly placed in the dumpsters will accumulate in the bioretention area and require frequent maintenance to prevent clogging of the overflow.
8. As a redevelopment project, runoff reduction practices shall be employed to achieve a 30% reduction in the effective imperviousness based on the existing conditions.
9. Redevelopment projects that require a detailed Sediment and Stormwater Management Plan require NPDES permit coverage through submittal of a Notice of Intent (NOI). Proof of the NOI submission to DNREC will be required. There is no record of an NOI Project ID for this project. Add the NOI Program ID to the Plan.
10. Has a soil investigation or infiltration testing been conducted on the site to determine if infiltration is an option for stormwater BMPs? The location of infiltration tests shall be provided on the plans.
11. Provide the DNREC Preliminary S&S checklists with report concurrently with any future Major Subdivision Plan submission.

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

MEG/tf

