



PLANNING & DEVELOPMENT
CITY OF NEWARK

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October 11, 2018

Mr. Colm DeAscanis
CDA Engineering
6 Larch Avenue, Suite 401
Wilmington, DE 19804

Dear Mr. DeAscanis:

The City of Newark's Subdivision Advisory Committee has reviewed the sketch plan for the proposed apartments at 321 Hillside Road submitted on July 17, 2018 by CDA Engineering.

We have the following comments:

Electric Department

1. Electric Service is available.
2. An open utility easement is required and must be listed on the prints.
3. A suitable location approved by the Electric Department will be required for a padmounted transformers.
4. Someone must contact the Electric Department with information on transformer location and electric service needs before any costs can be calculated. Developer must pay all costs for electric service infrastructure. The price is subject to a yearly CPI escalation from the date of council approval
5. No trees growing over 18 feet at maturity can be planted near the electric service pole.
6. Individual electric meters will be required for each commercial unit. The developer will be responsible for the cost of the electric meters.
7. Developer must pay any costs needed to ensure the new smart meters will talk to the existing system.
8. Existing utility poles must be plotted in the plans.

Parks and Recreation Department

1. The developer will need to show all value trees and indicate those that will be removed as per City Code Chapter 32, Article XXV Landscape Screening and Treatments.
2. We will require the Developer to pay \$700 per unit for a total of \$66,500 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.

Police Department

1. No comments

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. Site must be enclosed with proper barrier during demolition to ensure public safety;
5. The proposed units will need to meet the LEED requirements as adopted by the City;
6. 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;
7. Fire Sprinklers are required. Water Services shall be provided for each unit to supply fire

suppression separate from domestic water with proper shut offs. Flow tests will need to be conducted and preliminary fire pump reports will need to be submitted;

8. Fire hydrants and standpipes locations will need to be approved;
9. Main entrances of each unit will need to be identified and addressed;
10. Any elevators installed will need to meet the current sizing requirements for public safety;
11. 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. Include PR#18-06-04 on all future plans and correspondence
2. Code indicates the maximum number of dwelling units per building shall be twelve for buildings up to three stories in height. The proposed apartment buildings exceed the allowable height and the allowable number of units per building. The proposal would require either a variance or consideration of plan by Site Plan Approval with this listed as a required variance.
3. Parking spaces should be located at least 10 feet from all abutting perimeter streets and property lines. Some parking spaces are located on the property line in the lot shared with the Oaklands Swim Club. This is an existing condition and an easement may exist requiring the shared use of the lot. Easement terms should be provided by applicant to verify plan conformance.
4. Plan indicates townhomes are 4-story and 35 feet tall and apartments are 4 story and 50 feet tall. The code indicates that the height of a building shall not exceed 3 stories or 35 feet. The Townhomes will require variance for the number of stories. The apartments will require a variance for the number of stories and building height. The proposal would require either variances or consideration of plan by Site Plan Approval with these listed as required variances.
5. Buildings are shown set back 20 feet from Hillside Road. The code indicates that buildings be set back 30 feet from all perimeter streets. This proposal would require either a 10-foot setback variance from Hillside Road or consideration of plan by Site Plan Approval with this listed as a required variance.
6. Buildings are shown set back 20 feet from Hillside Road lot line. The code indicates a

25 foot setback from exterior lot lines is required. This proposal would require a 5-foot setback variance from exterior lot line or consideration of plan by Site Plan Approval with this listed as a required variance.

7. Plan must show actual number of bedrooms per unit.
8. If seeking review by Site Plan Approval, Site Plan Approval Data table must be added to plan to show all required variances that would be required without Site Plan Approval.
9. Applicant should communicate with Police Department and/or Aetna Fire Department to determine appropriate address for the site and include on next submission.
10. Zoning Date under Site Data on plan needs to be reviewed and corrected. The only required density is a maximum of 16 units per acre. It isn't clear where the referenced 12 D.U. comes from.
11. Property should be deed restricted to prevent residents from being able to request City of Newark Residential Parking Permits or Guest Parking Permits.

Public Works and Water Resources Department

SITE:

1. It appears that parcel "18-019.00-222" at 321 Hillside Road is being subdivided into 2 lots. This should be included in the purposes of the plan.
2. Add the project number "PR#18-06-04" to all plan sheets.
3. Due to the overall size of the project, a key sheet or key map is recommended to clarify the general project location for each plan view sheet. Match lines could also be utilized for additional clarity on any future Subdivision Plan
4. Include the gross floor area and finished floor elevation of all proposed buildings. Preferably this would be indicated on the building in plan view in addition to any quantities in the data column.
5. Add a note to the Index/Cover Sheet indicating how refuse collection will be handled (public or private?).
6. Typical trash enclosure details for dumpster locations will need to be added to future Subdivision Plans. Current dumpster pad locations will not allow for easy access or collection and should be revisited.

7. The limit of disturbance (LOD) will need to be delineated on the plan and the area added to the Cover/Index Sheet.
8. A list of all utility owners shall be added to the Index/Cover Sheet as part of the Subdivision Plan submission.
9. A bicycle parking rationale shall be provided under the Site Data column. One (1) bicycle parking space shall be provided for every five (5) required off-street parking stalls. A total of 51 bicycle parking spaces are required per code.
10. 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”.
11. ADA compliant sidewalks, curb ramps, and parking will be required for the entire project site including existing parking areas, and along Hillside Road.
12. A DelDOT Letter of No Objection to Recordation (LONOR) shall be furnished to the Public Works Department prior to CIP approval. It is highly recommended that the developer submit for a Letter of No Objection to Recordation (LONO) from DelDOT as soon as possible to prevent any delays in the plan review process (Subdivision Plan and CIP phases). LONOR shall be provided concurrently with any future CIP submission.
13. Due to the change in use and anticipated increase in trips in and out of the site, a Traffic Impact Study (TIS) or similar traffic study may be warranted for the subject site.
14. Show all existing and proposed utilities (including service lines) along Apple and Hillside Road, as well as inside the subject site.
15. Show existing and proposed contours. Provide additional high and low point elevations to allow for a determination of stormwater flow on the site.
16. Provide an Existing Conditions Plan with any future Subdivision Plan submission. This plan can also show proposed demolition.
17. Provide a Landscape Plan for review during the Subdivision Plan phase. Include bioretention area plantings on the Landscaping Plan if applicable.
18. It appears parking will be shared with the Oaklands Pool Club. An agreement shall be furnished to the City regarding the shared access and parking.
19. There appears to be double sidewalks along the front of the site with sidewalks proposed along Hillside Road and in front of the proposed dwelling units.

WATER & SEWER:

1. Provide location and details for connection to City water and sewer.
2. 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 short 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 the Sewage Treatment Plant (STP) fee prior to the issuance of any building permit." *A credit will be given for any existing building that is to be removed.*
 - i. "Individual water meters will be required for each residential unit and shall be located in one or more centrally located meter room(s) in the proposed apartment buildings, as close as possible to where the domestic main enters the building. The meter room(s) shall be readily accessible to the City of Newark. A ¼ turn locking ball valve shall be located immediately on both sides of each meter in a meter bank setup. The developer will be responsible for the cost of the meters. The city will determine the size of the meters in coordination with the developer."
 - j. "Individual meters and Mueller Thermal-Coil meter pits shall be provided for each townhouse style apartments."
 - k. "The Developer shall pay all water meter fees prior to the issuance of any building permit."
 - l. "The Developer shall be responsible for the installation and perpetual maintenance of the meter pits, valves, and associated piping."
 - m. "The owner will be responsible for the installation of additional transmission equipment as necessary should the proposed building negatively affect the performance of the City's wireless meter reading system."
 - n. "All water valves shall be Mueller unless otherwise approved by the City of Newark Public Works and Water Resources Department."

- o. "All unused water and sewer services shall be terminated at the utility main or at a location determined by the Public Works and Water Resources Department."
 - p. "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."
 - q. "All on-site storm sewer and sanitary sewer is private. On-site manholes shall not have "NEWARK" anywhere on the lid."
 - r. "The required fire protection flow rate(s) is/are _____." *The required flow rate(s) for each buildings sprinkler system shall be determined by the engineer/sprinkler designer and provided with Subdivision Plan submission.*
 - s. "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."
 - t. "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.*
3. Provide a wastewater flow generation summary on the future Subdivision Plans to show existing and proposed average and peak wastewater flows using New Castle County Department of Special Services flow generation standards.
 4. Provide an overall utility plan showing the full extent of the development and all existing and proposed utilities on one sheet.
 5. Existing tops and inverts of all storm and sanitary structures will be required to be shown on the Subdivision Plans.
 6. A hydrant flow tests will be required to verify the flow rate and system pressure are consistent with the basis of design. The water system throughout the site is private. All valves and hydrants will need to be operated by the owner (or owner's representative). 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.

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. Stormwater management will be required for the subject site. As a redevelopment project, runoff reduction practices shall be employed to achieve a 30% reduction in the effective imperviousness based on the existing conditions. The approach to stormwater management for the site will be further discussed during the SAS Project Application Meeting.
3. 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.
4. Show the existing and proposed stormwater infrastructure and facilities on the plans including those which are to be removed.
5. 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 Sketch Plan review is solely based upon the information and detail provided in the submitted documents. Please prepare a written response to all comments and include with your subsequent submission. Additional comments may be generated during any successive reviews by our department.

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

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