



PLANNING & DEVELOPMENT
CITY OF NEWARK

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October 22, 2018

Mr. Christopher Duke
Becker Morgan Group
250 South Main Street, Suite 109
Newark, DE 19711

Dear Mr. Duke:

The City of Newark's Subdivision Advisory Committee has reviewed the sketch plan for the Royal Farms Store No. 354 at 1105 Elkton Road submitted by Becker Morgan Group on behalf Two Farms, Inc.

We have the following comments:

Electric Department

1. Electric Service is available from Elkton Road.
2. Developer must tear down the building and have DP&L remove all facilities before the City supplies electric service to serve the site.
3. An open utility easement is required and must be listed on the prints.
4. A suitable location approved by the Electric Department will be required for padmounted transformers.
5. 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
6. No trees growing over 18 feet at maturity can be planted near the electric service pole.
7. Individual electric meters will be required for each commercial unit. The developer will be responsible for the cost of the electric meters.

8. Developer must pay any costs needed to ensure the new smart meters will talk to the existing system.

Parks and Recreation Department

1. No comments

Police Department

1. No comments

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. Code does not have any objection to the annexation of this site into the City limits;
3. 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;
4. 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;
5. 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;
6. The proposed building will need to meet the LEED requirements as adopted by the City;
7. Code recommend that the parking shown at the rear of the building be eliminated and that this be shown as the loading area;
8. 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;

9. Fire Sprinklers are required. Flow tests will need to be conducted and preliminary fire pump report will need to be submitted;
10. Fire hydrants and standpipes locations will need to be approved;
11. Main entrance will need to be identified and addressed;
12. 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#18-07-01 on all future plans and correspondence
2. Sec 32-19 (b)(1)m. requires "Except for access driveway openings where the curb shall be depressed, a raised curb of at least six inches in height shall be provided along all street lines, or within the right-of-way if approved by the city engineer and where applicable, by the State Division of Highways." The drawings showed no curb for some of the property. Applicant should communicate with DeIDOT and City of Newark Public Works Department to determine the appropriate curb for this project.
3. Exterior lighting shall be shielded so that it is deflected away from adjacent properties and from passing motorists.
4. Applicant should communicate with Police Department and/or Aetna Fire Department to determine appropriate address for the site and include on next submission.
5. The project is currently located within the AE and AE Floodway zones of the Effective and Preliminary FEMA Flood Insurance Rate Maps. Construction is not allowed in these zones. It is understood that it is the applicant's intent to raise the elevation of the area of the proposed structure to raise it above the base flood elevation (BFE). Be advised that the applicant will be required to show that the net cut and fill will not result in a loss of flood storage or result in raising flood levels on other properties, upstream or downstream of the property. The applicant will need to obtain a CLOMR (and then a LOMA) indicating the proposed construction will be above the BFE.

Public Works and Water Resources Department

SITE:

1. Most of the proposed development is located within the 100-year flood plain. Any future Subdivision Plans shall contain provisions and conform to the wetlands and floodplain requirements of this chapter and Chapter 32, Zoning, as well as all applicable state and federal regulations. The Applicant shall prove that the proposed development meets the requirements of the National Flood Insurance Program (NFIP) and the City's municipal code of ordinances.
2. Revise the Purpose of Plan to reflect the need for annexation of the subject property.
3. In the Site Data Column, revise the zip code for the owner and property address to be "19711".
4. On the Vicinity Map, correct the spelling of Otts "Chapel" Road.
5. Remove the stray text under the Owner's Certification.
6. Add the project number "18-07-01" to all plan sheets.
7. Include the finished floor elevation of all proposed buildings.
8. Add a note to the Index/Cover Sheet indicating how refuse collection will be handled (public or private?).
9. Typical trash enclosure details for dumpster locations will need to be added to future Subdivision Plans.
10. The limit of disturbance (LOD) will need to be delineated on the plan and the area added to the Cover/Index Sheet.
11. A list of all utility owners shall be added to the Index/Cover Sheet as part of the Subdivision Plan submission.
12. 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 seven (7) bicycle parking spaces are required per code.
13. The bike racks and rack layout will need to conform to the City of Newark Bicycle Plan and DeDOT Standard Construction Detail M-4 – "Bike Rack Layout Details".

14. ADA compliant sidewalks, curb ramps, and parking will be required for the entire project site including existing parking areas, and along Hillside Road.
15. A DeIDOT 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 DeIDOT 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.
16. 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.
17. Provide dimensions for proposed pavement widths and radii.
18. Show all existing and proposed utilities (including service lines) along Otts Chapel Road and Elkton Road, as well as inside the subject site.
19. Show existing and proposed contours. Provide additional high and low point elevations to allow for a determination of stormwater flow on the site.
20. Provide an Existing Conditions Plan with any future Subdivision Plan submission. This plan should also show proposed demolition including the removal or protection of any utilities, structures, trees, etc.
21. Provide a Landscape Plan for review during the Subdivision Plan phase. Include bioretention area plantings on the Landscaping Plan if applicable.

WATER & SEWER:

1. Provide location and details for connection to City water (Suez) and sewer.
2. The following notes should be added to the Minor 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. "The developer will be responsible for the cost of the water meter(s). The city will determine the size of the meters in coordination with the developer."
- j. "The Developer shall pay all water meter fees prior to the issuance of any building permit."
- k. "The Developer shall be responsible for the installation and perpetual maintenance of the meter pits, valves, and associated piping."
- l. "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."
- m. "All water valves shall be Mueller unless otherwise approved by the City of Newark Public Works and Water Resources Department."
- n. "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."
- o. "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."
- p. "All on-site storm sewer and sanitary sewer is private. On-site manholes shall not have "NEWARK" anywhere on the lid."
- q. "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.*
- r. "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."
- s. "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 test 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. A SAS checklist and SAR will need to be 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 15% 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.

Mr. Christopher Duke
October 22, 2018

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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