



**PLANNING & DEVELOPMENT
CITY OF NEWARK**

220 South Main Street · Newark, Delaware 19711
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April 3, 2019

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 December 10, 2018 by CDA Engineering.

We have the following comments:

Electric Department

1. Developer must pay all the associated cost to put all the power line and communication lines on south side of the property underground.
2. Electric Service is available.
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 a 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. The Developer installs all underground conduits for high voltage and low voltage cables

to City standards.

9. The Developer installs all underground low voltage cables to City stands.
10. The developer must dig and backfill all trenches for the underground high voltage and low voltage cables to City standards.
11. All metering shall be grouped together and be arranged so that the service for each unit can be properly and independently controlled from a point readily accessible to the City. Additionally, each meter shall be permanently marked with the address served by that equipment. The interior of meter boxes shall also be marked appropriately. All meters shall be mounted outside of each unit.
12. Developer must provide minimum of 12' of access road on back side of the project for utility trucks to do the maintenance on City's power line.
13. Developer must pay any costs needed to ensure the new smart meters will talk to the existing system.
14. Existing utility poles must be plotted in the plans.

Parks and Recreation Department

1. There are many trees/shrubs shown on the planting plan without being identified. All plantings need to be identified on the plan.
2. Along both sides of Hillside Road there are 50 pinnacle oaks shown, this style of monoculture plantings is not recommended. Please select from the tree list you provided no more than 20% of any one species of trees along Hillside Road. We suggest selecting trees that can take urban heat well.
3. There is an area on the east end of the plan near the parking lot where there are mature honey locust trees and several shrubs. The existing trees and shrubs in that area are not shown on the plan, they appear as if they can be saved. This needs to be indicated on the plan.
4. The tree mitigation list the developer provided needs to eliminate the scarlet oak, pin oak, willow oak and the red oak due to bacterial leaf scorch effecting those species throughout Newark. They can add October Glory Maple and Green Mountain Sugar Maple to the list. We would also like to have the fruitless version of the sweetgum (liquidambar rotundifolia) listed and not the liquidambar styaciflua variety

5. The developer agrees to pay \$700 per unit for a total of \$132,300 for cash in lieu of land as per Chapter 27 appendix VI of the code of the City of Newark.
6. Provide lighting for the trail from Hillside road to the Rodney Project trail.

Police Department

1. The addresses provided by the police are attached. Please include in future submissions.
2. Communicate with Police before submitting building permit applications to determine appropriate apartment unit numbering and include apartment unit numbering in architectural plans submitted with building permit application.

Code Enforcement Division

1. A Demolition Permit is required for each existing structure.
2. Separate building permits are required for each proposed building.
3. Subdivision plan shows proposed buildings as multiple attached buildings. Please clarify the proposed size of each building on subdivision plan or provide floor plan layouts consistent with separate attached buildings.
4. Exterior walls shall be rated in accordance with the International Building Code tables 601 and 602.
5. Openings shall be limited in accordance with the International Building Code table 705.8.
6. Provided floor plans do not include a floor plan consistent with the building located on the west side of the site. Floor plans A and C both match the building on the east side of the site. Please clarify.
7. Final elevations, floor plan and building design shall be consistent with plans approved by City Council at time of subdivision. Significant alterations shall be reviewed and approved by City Council.
8. This project is subject to the LEED based requirements of the City of Newark amendments to the 2012 International Energy Conservation Code as detailed in Section 7-8 (7) of the Municipal Code.
9. Fire Marshal plan required for review.

10. Fire Sprinklers required for all buildings. Complete fire protection plans must be submitted with application for review.
 - a. Flow Test to be conducted
 - b. Preliminary Fire Pump report to be submitted
 - c. Standpipe locations
11. Fire Lanes, Fire Dept Turning Radius shall be applied to plan as in part of the Delaware State Fire Prevention Regulations 2015. Fire Lane and Perimeter to be met - alternatives to be provided if needed.
12. Comments based on 2012 International Fire Code, 2015 Delaware State Fire Prevention Regulations, 2015 NFPA 101 Life Safety Code. (Elevator Size and Fire Lane Coverage)
13. Fire Hydrant locations to be confirmed with Fire Marshal.
14. Submit sequence of construction and location of staging area for constructions materials. Site must be enclosed with approved barrier during construction to ensure public safety.
15. Main Entrance of each Unit shall be identified for proper plan review

Land Use Division

1. Site Plan Approval Data Table should indicate the Code section, the required quantity, the provided quantity, and the deviation. Also, the Site Plan Approval Data Table on the 12/5/18 version of the plans shows a request for relief from requirement of minimum lot area. This relief is not required and should not be included in table.
2. In the Zoning section of the plan Site Data column the Required density should be identified as D.U./acre rather than just D.U.
3. Plan improperly shows density as 32 D.U./acre – Code requires rounding density up. (Sec. 32-53) Plan should be revised to show density as 33 D.U./acre. But, if Lot 2 were to remain open space (and were deed restricted as such) it would be appropriate to include that space in the density calculations. In that case, the provided density is actually 27 D.U./acre.
4. Sec. 32-11(a)(1)b.1. allows a 5% increase in density for provision of improved common open space and for distinctiveness and excellence in site layout, design, and landscaping. Planning and Development Staff believes the plan shows excellence in site layout and design. With some excellence in landscaping included in the proposed plan as part of the plans Site Plan Approval process a 5% increase in density would be

- appropriate so the required density would become 17 D.U./acre. As such, the required density variance required for Site Plan Approval would be 10 D.U./acre.
5. Sec. 32-11(a)(1)d requires a maximum lot coverage of 20% for any lot which is to be developed for garden apartments. Using the area of Lot 1 and Lot 2 (7.01 acres) the coverage (for buildings as required for RM) is 20.3%. Lot Coverage should be added to Site Plan Approval Data Table with a required deviation of 0.3% coverage.
 6. Area Breakdown section of Site Data on plans shows proposed % assuming only Lot 1. Lots 1 and 2 should be included in the calculations.
 7. Sec. 32-11(a)(1)e requires maximum number of dwelling units per building is 12 with 19 units per building provided – provide details in Site Plan Approval Data Table.
 8. Sec. 32-11(a)(1)f requires buildings to be separated by at least 25 feet and for front and rear of buildings to be separated by at least 50 feet. It is not clear from plans where the buildings end and what would be the front and rear of the buildings. Plan should clearly define where each building ends and how they are connected. Are connections open breezeways, or enclosed? Site Plan Approval Data table should show what code requires, what the plan provides, and the deviation requested.
 9. Sec. 32-11(a)(1)i requires at least 40% of lot shall be devoted to open space. The area of Lot 1 and Lot 2 should be used to calculate open area which should be about 64% open area. The Area Breakdown section of the Site Data on plan refers to Open Space and instead should refer to Open Area.
 10. 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. The easement regarding this property made on December 29, 1967 and recorded with the New Castle County Recorder of Deeds, (Rec F-80 pages 11-15) shall remain in effect unless renegotiated by the property owner and the Oaklands Swim Club.
 11. Plan indicates 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 apartments will require a variance for the number of stories and building height. The proposal would require consideration of plan by Site Plan Approval with this listed with details in Site Plan Approval Data Table.
 12. Plan does not include required parking. Plan should include parking details in Site Plan Approval Data Table.
 13. Property should be deed restricted to prevent residents from being able to request City

of Newark Residential Parking Permits or Guest Parking Permits.

14. Bike racks must meet City design standards. Bike racks details should be included in plans.
15. Comprehensive Development Plan Amendment should be included in Plan Title.
16. It should also be mentioned that Planning and Development Staff had a meeting with representatives of AETNA Hose, Hook & Ladder Company to discuss the proposed plans. The representatives appreciated the fire lanes provided but indicated further access to the west end of the site and the south side of the site would be appreciated. They ask if it would be possible to provide concrete grass block pavers beside some of the pedestrian path to allow truck access to the back sides of the structures.

17. *Site Plan Approval*

As approval is being requested based on the Site Plan Approval provision of the Code per Chapter 32 Article XXVII, the applicant must provide rationale for distinctiveness and excellence of site arrangement and design as required in Sec. 32-97.- Purpose. Per this Code provision "*Site plan approval shall be based upon distinctiveness and excellence of site arrangement and design and including, but not limited to:*

- (1) Common open space;*
- (2) Unique treatment of parking facilities;*
- (3) Outstanding architectural design;*
- (4) Association with the natural environment including landscaping;*
- (5) Relationship to neighborhood and community and/or;*
- (6) Energy conservation defined as site and/or construction design that the building department has certified meets or exceeds the 'certified' level as stipulated in the LEED (Leadership in Energy and Environmental Design) United States Green Building Council Program or a comparable building department approved energy conservation program."*

Further, towards this end of meeting the Site Plan Approval provision, staff recommends that additional architectural features/design that reflect "distinctiveness and excellence of site arrangement and design" be reflected in the landscaping plan and color renderings that represent all sides of the proposed buildings as well as streetscape views. Also, more detail will be required to verify the design is in conformance with Sec. 32-98.3, particularly the proposed building materials.

Public Works and Water Resources Department

SITE:

1. The plans currently indicate the portion of Hillside Road that runs through the subject parcel is not to be dedicated to public use. This segment of road joins two other segments of Hillside Road that are currently dedicated to public use. The road currently appears as a separate parcel on the plans. What is the intended future use and proposed ownership of Hillside Road through the development? This should be clarified on plans prior to Planning Commission consideration. **(Prior to Planning Commission)**
2. Include the proposed addresses of each building and individual units on the plan. **(CIP)**
3. The bike pad needs to be installed at a higher elevation than the adjacent pavement (4" min.) or separated by a curb. Indicate on the plan or on the detail how this will be achieved. **(CIP)**
4. ADA compliant sidewalks, curb ramps, and parking will be required for the entire project site including existing parking areas. **(CIP)**
5. The existing sidewalk along the south side of Hillside Road will be replaced as part of the project. Clearly indicate the extent of the planned sidewalk replacement on the plans and identify the locations of proposed ADA curb ramps located along Hillside Road as well as the interior of the site. **(Prior to Planning Commission)**
6. A typical dumpster enclosure detail shall be provided on the Construction Improvement Plans. **(CIP)**

WATER & SEWER:

1. Sanitary Treatment Plant Fee has been calculated as follows. The proposed 189 apartment units (@\$666.67 each = \$126,000.63) minus the credit for 354 dorm rooms (@\$120/room = \$42,480) will require a fee of \$83,520.63. STP fee will be required prior to CIP approval. **(CIP)**
2. Show the location of existing water mains and services on the plans. Indicate all existing water services and piping that is to be removed. **(Prior to Planning Commission)**
3. Show the existing fire hydrants on Sheet 3 of 4. **(Prior to Planning Commission)**
4. Show size and invert information of the existing sanitary sewer system including the location of existing sanitary laterals from the buildings to the sanitary mains on the plans. Indicate all sanitary piping that is to be removed. **(CIP)**

5. Profiles for water and sanitary sewer will be required in the CIP phase. **(CIP)**
6. The condition of the existing downstream sanitary manhole being tied into will need to be evaluated. If the conditions are unsuitable, the manhole shall be replaced or restored to the satisfaction of the Public Works Director or his/her designee. **(CIP)**
7. A hydrant flow test will be required to verify the flow rate and system pressure are consistent with the basis of design. Please submit a fire flow test request to PWWR. **(Prior to Planning Commission)**
8. Any fire hydrants to be salvaged and reused shall be manufactured after 2014 and shall be low lead compliant. **(CIP)**
9. Sanitary cleanouts shall be provided on each building lateral. **(CIP)**

STORMWATER:

1. An SAS checklist and SAR have been submitted and will be reviewed by the Department in the next week. A Sediment and Stormwater Program Project Application Meeting will need to be scheduled with the Public Works and Water Resources Acting Deputy Director, Ethan Robinson, at (302) 366-7000 Ext. 2108. **(Prior to Planning Commission)**
2. Development 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.
3. An additional structure or junction box is required where the proposed storm sewers intersect on the south east corner of the property. **(CIP)**
4. The plans currently propose to re-use the existing 21" CMP outfall pipe to the swale along the CSX property. The department recommends the pipe be replaced given the relatively short life expectancy of corrugated metal pipe. **(CIP)**
5. Profiles for storm sewer shall be provided during the CIP phase. **(CIP)**
6. The project is located in the Christina River Watershed. Add the watershed to the Site Data column. **(CIP)**

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.

Mr. Colm DeAscanis
April 3, 2019

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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.

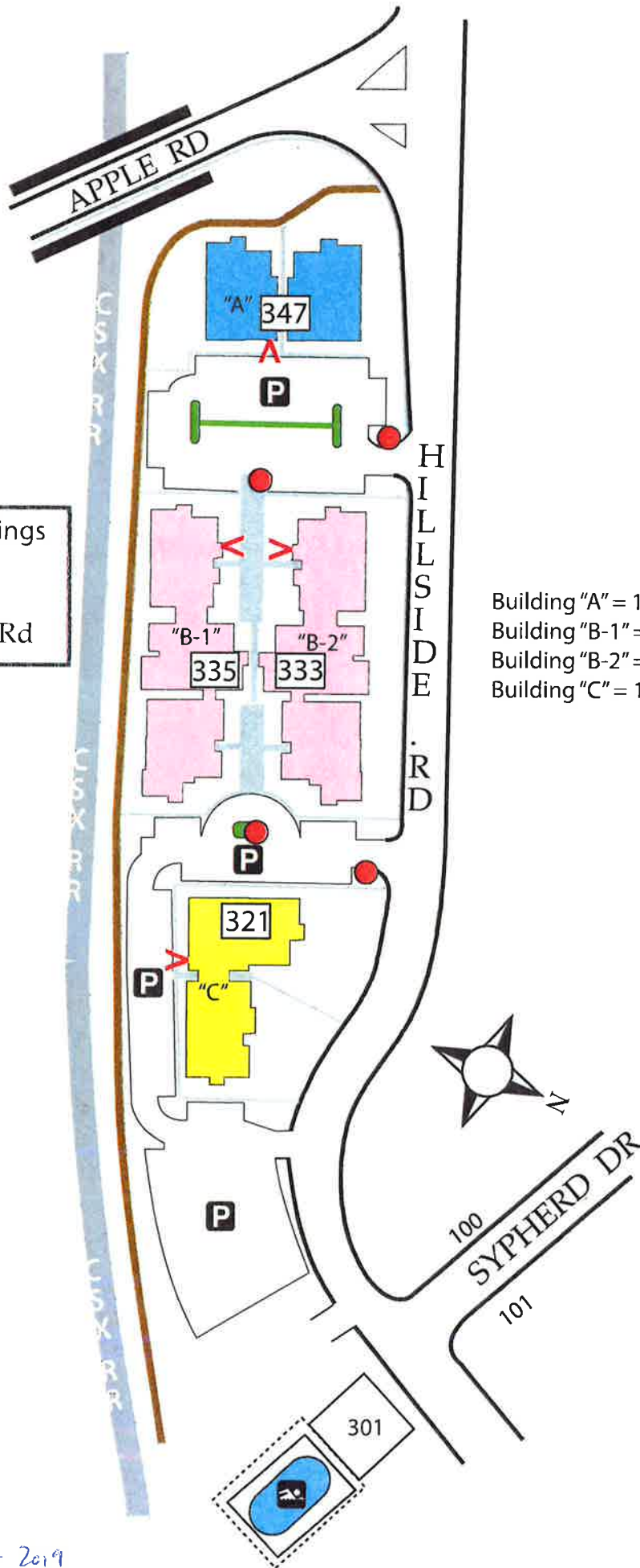
Sincerely,

A handwritten signature in black ink that reads "Mary Ellen Gray". The signature is written in a cursive, flowing style.

Mary Ellen Gray, AICP
Planning and Development Director

Attachment
NPD/AetnaHHL, 01-10-19

MEG/tf



4- Apartment Buildings
 4 Stories each
 321-347 Hillside Rd

Building "A" = 10 units / floor = 40 units
 Building "B-1" = 15 units / floor = 60 units
 Building "B-2" = 15 units / floor = 60 units
 Building "C" = 10 units / floor = 40 units

NPD / AetnaHHL
 01-10-19

From Mike 31 Jan 2019
 Addressing Meeting