



PLANNING & DEVELOPMENT
CITY OF NEWARK

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April 1, 2022

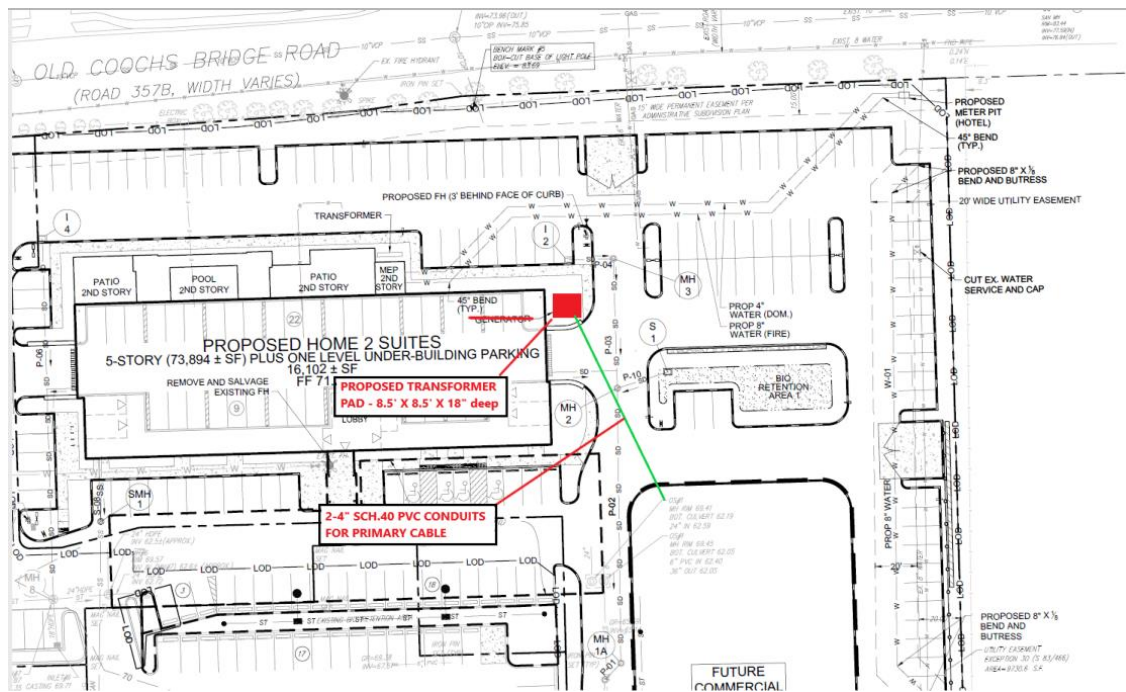
Mr. Stephen Gorski, P.E.
Duffield Associates
5400 Limestone Road
Wilmington, DE 19808

Dear Steve:

The City of Newark's Subdivision Advisory Committee has reviewed the major subdivision plan for the proposed Hilton hotel at 1119 South College Avenue (PR#22-01-01). We have the following comments:

Electric Department

1. Electric service is available from Old Cooch's Bridge Road pole # 46E25.
2. An open utility easement is required and must be listed on the prints.
3. All overhead and underground electric must be surveyed and shown on the print, including utility poles. The developer must survey the poles on Old Cooch's Bridge so we can determine the best pole to feed from. See our comments attached.
4. Parking lot lights must be shown on prints to ensure they are not too close to the power line.
5. The proposed pad-mounted transformer location must be shown on print.



6. The developer must install 2-4" SCH. 40 PVC conduits from the transformer to the future commercial pad site.
7. A suitable location approved by the Electric Department will be required for a pad-mounted transformer for future commercial pad site.
8. Any oil-filled pad-mounted equipment shall be located a minimum of 10' from combustible buildings, windows, doors, and stairwells
9. Someone must contact the Electric Department with information on the transformer location and electric service needs before any costs can be calculated.
10. The developer must submit the detailed load calculation and electrical single line diagram for the project.
11. The developer must pay all costs for electric service infrastructure. The price is subject to a yearly CPI escalation from the date of council approval.
12. The existing aerial and underground services that feed the existing building may need to be reconfigured. The costs are determined once electric service locations are finalized. The developer must pay all the reconfiguration costs.
13. No trees growing over 18 feet at maturity can be planted near the electric service pole.

14. Individual electric meters will be required for each commercial unit. All meters must be grouped in one location, and keys must be provided to access the electric meter room if meters are inside.
15. The developer will be responsible for the cost of the electric meters.
16. The developer will be responsible for installing outside lights.
17. The developer must pay any costs needed to ensure the new smart meters will talk to the existing system.

Parks and Recreation Department

1. The landscape plan needs better diversification of several plant species: Accolade Elm/Kentucky Coffee Tree/Inkberry and Sparkleberry Winterberry Holly. Here is the City link for additional guidance for landscape design [landscaping \(newarkde.gov\)](http://landscaping.newarkde.gov). We do have some suggestions of native plantings to better diversify the landscape that we would be happy to discuss. They can reach out to Tom Zaleski, Parks Superintendent at 302-561-5017 to set up a meeting to discuss.
2. We would like to see a 70% native and 30% non-native/non-invasive plant diversity in landscape plans.
3. We will need a value tree mapping of all trees 12" DBH and greater as per Chapter 32, Article XXV – Landscape Screening and Treatment, 32-87(g) General provisions, definitions and tree mapping requirements. This process needs to be completed before any trees are removed.

Police Department

1. All entrances and exits to the hotel must have sufficient lighting.
2. The parking garage should be well lit with security cameras present.
3. Police have concerns that the canopy trees closest to the hotel on the north side of the hotel may block sight lines out to the parking lot. As trees grow, they should be pruned to maintain adequate sight lines. If you would like to discuss potential tree types that would help with any potential sight line issues, please contact the Parks and Recreation Department.

4. Police have concerns that the 4 canopy trees in the south east parking lot may block sight lines and block the light from the light poles proposed there. As trees grow, they should be pruned to maintain adequate sight lines. If you would like to discuss potential tree types that would help with any potential sight line issues, please contact the Parks and Recreation Department. You may also want to consider alternative lighting from the ground to help provide adequate lighting to the area.
5. Place fencing around the retention area. Black metal fencing 6" ft high is recommended.
6. Any mechanical and maintenance areas are required to be secured.
7. There should be security cameras and secured access systems at all entrance and exit points.
8. The address numbers must be of appropriate size for the building and the numbers should be easily identified from the street, to include illumination during the night time hours.
9. Room numbering approved by City of Newark Police must be included as part of the building permit application

Planning and Development Department

Code Enforcement Division

1. Demolition Permits required. Proper abatement and disposal of any hazardous materials must be completed by a registered contractor.
2. Site and public protection required during demolition and construction.
3. Separate curb stops for fire service and domestic service are required and must be permanently marked.
4. All buildings and all uses to comply with the ANSI 117.1; Accessibility Standards.
5. Complete architectural, structural, plumbing, HVAC, electrical and fire protection drawings required for review prior to permits.
6. Comments based on 2018 ICC Codes.
7. This project is subject to the sustainability requirements of the City of Newark amendments to the 2018 International Energy Conservation Code as detailed in Section 7-8 (7) of the Municipal Code. Submit a plan or narrative describing proposed means of compliance with the building permit application. In addition, given that this plan is utilizing the Site Plan Approval provision, this project must achieve an additional 10 points

per Section 32-87 (a)(6).

Fire Marshal

1. A Fire Marshal Plan must include the following items. Please verify that the Fire Marshal Plan includes this information.
 - Name of the building or subdivision
 - Plan date
 - Full address
 - Owner's name and address
 - Design Professional's name and address
 - Applicant's name and address
 - Intended use of building or buildings
 - Name of water supplier
 - Location of all fire hydrants
 - Location and diameter of all water mains supplying fire protection water
 - Maximum height of the building
 - Proposed building construction
 - Location of any fire lanes, their markings, and their widths
 - A plan note stating "All fire lanes, fire hydrants, and fire department connections shall be marked in accordance with the State Fire Prevention Regulations."
 - Preliminary Fire Sprinkler Form
2. No fire department connection is listed on plan. Please add to plan.
3. Provide more details on construction type. Project will need to follow either mid- or high-rise standard.
4. The current standard is the 2018 IFC not 2012 edition.
5. Fire flow test must be completed within the last 12 months.
6. Applicant will need to contact Delaware State Division of Communication to conduct radio test to ensure first responders can communicate from building and parking garage. This is required for buildings 25,000 SQ. feet or more.

Land Use Division

1. Please provide representative floor plan layouts of typical hotel suite. **(Prior to Planning Commission)**
2. Chapter 27, Appendix XIV – Design Review for major subdivisions not located downtown requires the following: **(Prior to Planning Commission)**

- Color scale elevations of all proposed buildings, showing the kind, color, and texture of materials to be used for all sides of the building(s) visible from sidewalks and public areas, including parking lots; if several styles of buildings are proposed, typical examples of each type shall be provided.
 - Color scale elevations showing all existing buildings on the site and existing public utilities visible from public ways, if applicable.
 - Contextual color scale elevations showing front facades of all proposed buildings and the front facades of buildings immediately adjacent to the property including proposed signs, lighting, and related exterior features.
3. Please be aware that the elevations will be evaluated based on the standards of Appendix XIV (d)(1) and (2) - see attached. Mechanical equipment and utility hardware on roofs or grounds should be screened from public view with materials harmonious with the building. Also required is screening from public view of refuse, waste removal areas, service yards, including screening when stored of city required refuse containers, and related facilities and sites, using materials harmonious with the buildings. Renderings should show all mechanical and utility equipment so proposed screening can be evaluated.

Public Works and Water Resources Department

GENERAL / SITE:

1. Refer to the latest [Public Works and Water Resources Schedule of Fees](#). The following fee(s) shall accompany any future submission:
 - 1.1. Sediment and Stormwater Management Review Fee – \$825 plus \$275 per acre over 1.0 **(Determined when LOD is provided)**
2. Plans must be signed by all appropriate parties and sealed by the engineer of record prior to Subdivision approval. **(Prior to Planning Commission)**
3. Add the Planning Department Project Number (#22-01-01) to all plan sheets. **(Prior to Planning Commission)**
4. Include the following notes on the Cover Sheet of the Major Subdivision Plan (if they are not already) **(Prior to Planning Commission)**:
 - 4.1. As-Built Plans and checklist shall be submitted to the City of Newark prior to issuance of Certificate of Occupancy.
 - 4.2. All handicapped parking stalls, logos, and access aisles shall be marked with blue

- paint and hatched accordingly.
- 4.3. Unused water and sewer services shall be terminated at the utility main unless a more suitable location is determined by the Public Works and Water Resources Department during construction.
 - 4.4. Individual water meters will be provided for each dwelling and/or commercial unit. 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.
 - 4.5. Water meter shall be located in a central location as close as possible to where the domestic main enters the building. The meter room 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.
 - 4.6. The Developer shall pay fees associated with the new water meters prior to issuance of any building permit.
 - 4.7. **Replace Note #29 with the following:** 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.
 - 4.8. All water valves shall be Mueller unless otherwise approved by the City of Newark Public Works and Water Resources Department.
 - 4.9. 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. 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.
 - 4.10. 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.
 - 4.11. Sprinklers are required in all units and all fire protection systems shall be submitted to the City of Newark Fire Marshal's office for review and permitting prior to issuance of building permit.
 - 4.12. A Blue Card holder will be on site at all times during construction to ensure all sediment and stormwater regulations are adhered to.
 - 4.13. Weekly inspections by a DNREC Certified Construction Reviewer (CCR) will be required for this site. Weekly inspection reports are to be logged on-site and submitted to the City within 14 calendar days of inspection.
 - 4.14. A concrete washout area shall be installed by the contractor and approved by the Public Works and Water Resources Department.
5. Include the proposed addresses of the units on the plan. Coordinate all addressing with Newark Police Department and AETNA. **(CIP)**
 6. 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 submits for a LONOR 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. **(CIP)**

7. ADA compliant sidewalks, curb ramps, and parking will be required for the entire project site including existing parking areas. **(CIP)**
8. Add the following note to the General Notes on the Fire Site Plan **(Prior to Planning Commission)**:
 - 8.1. 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.
9. Revise the sheet number for the Fire Marshal Plan. It should be either sheet 1 of 1 or sheet 4 of 4. If the Fire Marshal Plan is intended to be part of the Major Subdivision Plan plan set, update the sheet index on the Index Plan. **(Prior to Planning Commission)**
10. Once a new fire flow test is completed as required below, update the fire flow test information on the Fire Marshal Plan. **(Prior to Planning Commission)**
11. Include trash enclosure details on future Subdivision Plans. **(Prior to Planning Commission)**
12. Bicycle parking is required for every 5 vehicle parking spots provided. Include both the required and provided bicycle parking in the Parking Calculation column. **(Prior to Planning Commission)**
13. Bike 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. Add the following note to the bike rack detail, “The bike pad needs to be installed at a higher elevation than the adjacent pavement (4” min.) or separated by a curb.” **(Prior to Planning Commission)**

WATER & SEWER:

1. A new 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 Council consideration)**
2. The developer shall investigate the capacity of the existing sanitary sewer system on South College Ave. to determine if sufficient capacity exists to handle the anticipated wastewater flows and furnish the report to the city for review and approval. PWWR can

provide the applicant's engineer with the diurnal curve for dry weather flows for the project area that they will need to adjust their field measurements. **(Prior to Council consideration)**

3. The condition of the existing downstream sanitary manholes will need to be evaluated. If the conditions are substandard, the manhole will need to be replaced or restored accordingly at the Developer's expense. **(Prior to Subdivision approval, include in Subdivision Agreement)**
4. Update the wastewater flow generation summary on the Index Plan to include the existing and proposed average and peak wastewater flows using New Castle County Department of Special Services flow generation standards. **(Prior to Planning Commission)**
5. Show proposed water service and sanitary sewer lines on the Subdivision Plan. **(Prior to Planning Commission)**
6. Show location of proposed water meter room or water meter and meter pit. **(Prior to Planning Commission)**
7. Indicate the tapping sleeve and valve at the proposed water main tie-in. **(CIP)**
8. Specify the size and material of the proposed domestic and fire service. **(CIP)**
9. Indicate the size and material of the existing and proposed sanitary laterals. **(CIP)**
10. The latest version of the City of Newark Water and Wastewater Standards and Specifications is available at <https://newarkde.gov/DocumentCenter/Home/View/464>. Ensure that all water and wastewater design standards are met, and all relevant details shown on the plans correspond to those in the latest release. **(CIP)**

STORMWATER:

1. A Sediment and Stormwater Program Project Application Meeting was conducted for the project on January 28, 2022. Per the Project Application agreement items, Preliminary Sediment and Stormwater Management (SSWM) plans shall be submitted. The Preliminary Sediment and Stormwater Management Plan submittal must include preliminary plans 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 Preliminary Sediment and Stormwater Management checklist using the following link. Submit the completed checklist with the plans. **(Prior to Planning**

Commission)

<https://newarkde.gov/DocumentCenter/View/6650/Preliminary-Sediment-and-Stormwater-Plan-Checklist-Newark>

2. Provide a completed Sediment and Stormwater Management Application **with the next submission**. The application can be found using the following link:

<https://newarkde.gov/DocumentCenter/View/5364/Application-for-Sediment-and-Stormwater-Management-Plan-Approval>

3. Verify the Limit of Disturbance acreage. Once determined, be consistent between the Sediment and Stormwater Application, Plans and Report, Major Subdivision Plan Site Data column and Major Subdivision Plan Notes. **(Prior to Planning Commission)**
4. 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 wetlands are present will need to be submitted by a wetland scientist or the professional engineer of record. **(Prior to Planning Commission)**
5. 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 **(Prior to CIP approval)**.
6. Inspection of the existing underground detention facility and correction of any deficiencies will be required as part of this redevelopment project. Language will be added to the Subdivision Agreement to capture this requirement.

This plan review is solely based upon the information and details provided in the submitted documents. Additional comments may be generated following any future submissions.

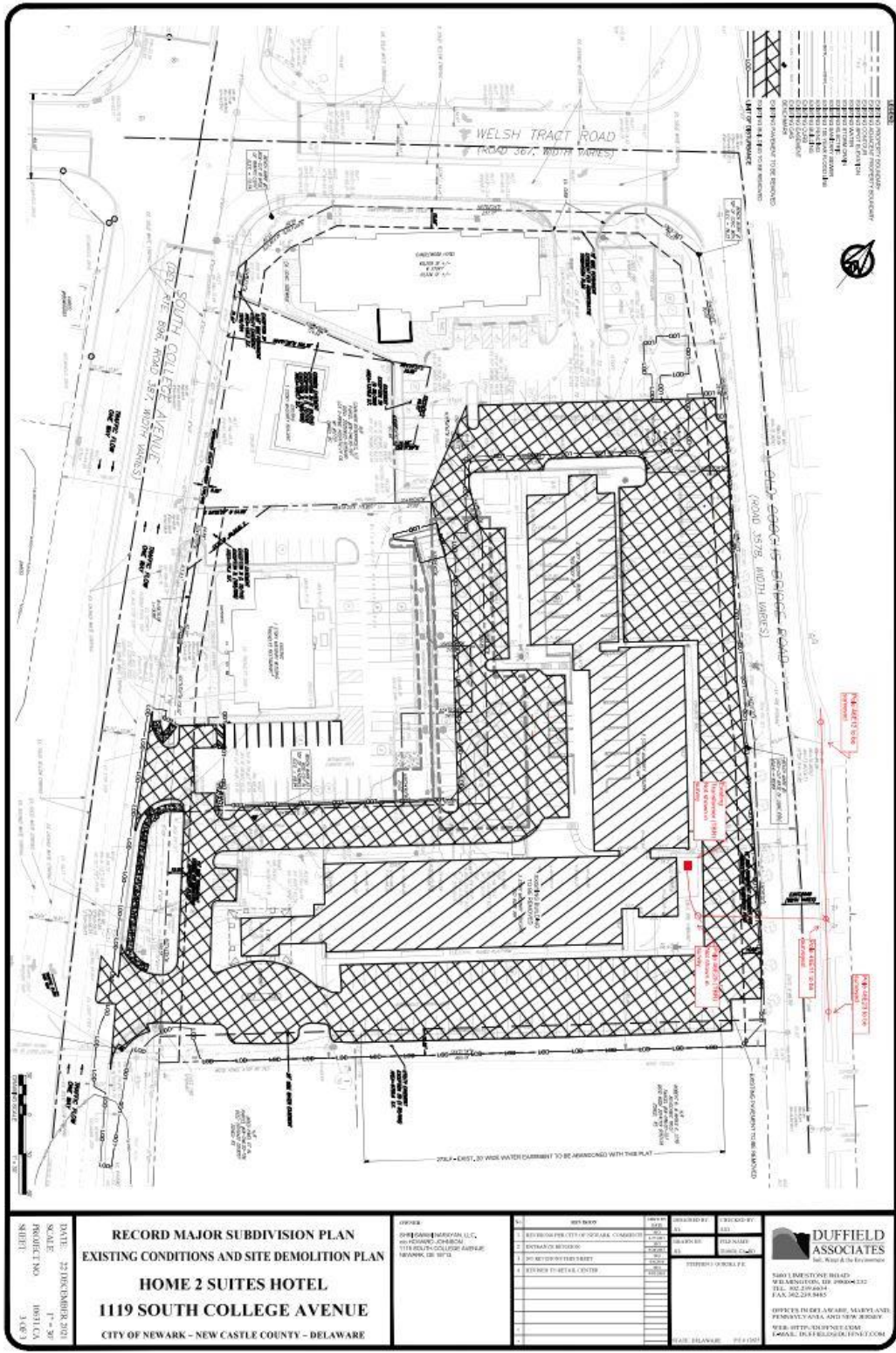
I hope you find this information helpful. **Please provide a written response to all comments with subsequent submissions.** Should you have questions or need more information, please do not hesitate to contact me at 366-7000, extension 2040.

Sincerely,



Mary Ellen Gray, AICP
Planning and Development Director

MEG/tf



Electric Department Attachment

APPENDIX XIV. DESIGN REVIEW FOR MAJOR SUBDIVISIONS NOT LOCATED DOWNTOWN

- (a) *Purpose.* In conformity with the purposes of Section 2-89, General powers and duties of the planning commission, and Chapter 32, Zoning, of this code, and the land development goals of the Comprehensive Plan, the purpose of this appendix is to promote the most appropriate use of land, to encourage the beautification of buildings, to encourage high-quality growth, and to encourage and foster civic beauty for construction in Newark.
- (b) *Applicability.* This appendix is applicable to major subdivision plans calling for construction of properties not covered by Appendix XIII; the review criteria in subsection (d) in this appendix also may be applicable to minor subdivision plans. If applicable, and as an alternative to the submittal and review requirements in this appendix, applicants may submit required building elevations and related information for city review through Chapter 7, Building, Section 7-16, Historic Buildings; or, Chapter 32, Zoning, Article XXVII, Site Plan Approval, of this code.
- (c) *Submittal requirements.* Applicable major subdivision plans shall include:
 - (1) Color scale elevations of all proposed buildings, showing the kind, color, and texture of materials to be used for all sides of the building(s) visible from sidewalks and public areas, including parking lots; if several styles of buildings are proposed, typical examples of each type shall be provided.
 - (2) Color scale elevations showing all existing buildings on the site and existing public utilities visible from public ways, if applicable.
 - (3) Contextual color scale elevations showing front facades of all proposed buildings and the front facades of buildings immediately adjacent to the property.
 - (4) All proposed signs, lighting, and related exterior features.
 - (5) Visually prominent topographical features, including vistas, hilltops, ridges, stands of woodlands, and similar aspects of the natural landscape. An existing natural features plan or photographs showing such features may be required (see Appendix IX, Community Assets).
 - (6) Other information may be required by the planning director to meet the purposes of this appendix.
- (d) In reviewing subdivisions under these standards the planning commission and council shall encourage flexibility and creativity of design and shall recognize that these standards are intended to guide development. That is, these review criteria are not intended to restrict imagination, innovation, or variety, but rather to assist in developing creative building designs that enhance the visual appearance of Newark. In addition, these standards are not listed in priority order; their relative importance should be weighed by the commission and council for each subdivision depending upon the subdivision's characteristics and the nature of the site. The planning commission and council shall consider the following:
 - (1) The appropriateness of the design elements of the building(s) in terms of the adjacent buildings and their relationship to each other. Appropriateness shall be considered in most cases to include evaluations of the following:
 - a. Height and bulk of buildings; that is, the scale and proportion of the building shall conform in general to adjacent buildings. In other words, the building's mass should respond or relate in some clear and obvious way to its immediate and distant neighbors. Facade modulation/articulation can help reduce the apparent bulk of a building.
 - b. Roof treatment of buildings; multifaceted roofs and awnings can add visual interest.
 - c. Materials, colors, and texture of buildings.
 - d. Setbacks, in general, shall be consistent with that of adjacent buildings; except for approved driveways, parking in front of buildings is discouraged.

- (2) The general architectural character, especially scale and stylistic features, including evaluations of the following:
 - a. Use of natural materials, including stone, brick, and wood is encouraged; synthetic stucco, vinyl, and metal siding should be used less frequently.
 - b. Use of the same or similar building materials for all building walls, wholly or partially visible from street or public ways.
 - c. Signs, including identification signs of a prototype design and corporate logos, shall be designed as integral architectural elements of the building.
 - d. Exterior lighting, fixtures, standards, and all exposed accessories shall be designed as integral architectural elements of the building.
 - e. Screening from public view of mechanical equipment or utility hardware on roofs or grounds, with materials harmonious with the building.
 - f. Screening from public view of refuse, waste removal areas, service yards, including screening when stored of city required refuse containers, and related facilities and sites, using materials harmonious with the buildings.
 - g. For residences, garages shall not be the dominant element of the front building facade.
 - h. Screening of off-street parking and loading areas, utilizing the landscape requirements of Chapter 32, Zoning, of this code.
 - i. Screening from public view, including underground installation, insofar as possible and subject to the approval of the subdivision advisory committee, of public utilities and their related appurtenances, but not to include utility pad-mount transformers and above-ground pedestals.
- (3) The preservation of natural light, natural resources, floodplains, woodlands, cultural features, and visually prominent topographical features. The features to remain shall be shown on the plan.
- (4) The utilization of existing circulation patterns and the provision of bike and pedestrian ways.
- (5) The planning commission and city council may consider comments from local and area architects and other design professionals requested to provide input as part of the design review process.

(Ord. No. 06-26, Amend. No. 5, 9-25-06)