



**PLANNING & DEVELOPMENT**  
CITY OF NEWARK

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October 30, 2017

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

RE: 275 South Main Street, Park 'N Shop – Project #17-06-02

Dear Mr. Duke:

The City of Newark Subdivision Advisory Committee (SAC) has submitted their comments on the Rezoning, Comprehensive Plan Amendment, Major Subdivision, Special Use Permit, and Parking Waiver plan you submitted on behalf of RGW One, LLC for the construction of a 3-story building with 10,600 square feet of commercial space on the ground floor and 12 apartments on the second and third floor at the property located at 275 South Main Street (Project #17-06-02).

The committee has the following comments:

Electric

1. Electric service is available from Apple Road.
2. An open utility easement must be granted and listed on the prints.
3. No trees growing over 18' at maturity can be planted under the aerial power lines on South Main Street. This should be listed on the print.
4. Costs to be determined after final load calculations are received

Police

1. The Police Department has no comment on this plan.

### Parks and Recreation

1. There are four HP (*Hydrangea Paniculata*) shown in island areas highlighted on the plan (attached) and in the southwest area of the parking lot. These shrubs will get 6'-10' tall and will create a sight distance issue in these areas. We suggest changing to *Nandina Domestica Compacta*.
2. There are four CCR (*Cotinus Coggyria*) in four areas within the parking lot, highlighted on the plan. These shrubs will cause sight issues and will be 10'-15' wide with maturity which will encroach into the parking areas. Suggest changing out to four of a flowering tree variety. The one Purple Smoke Bush in the south east area can stay.
3. There is no tree shown in the island area on the South Main Street entrance. Suggest another *Cercis Candensis* "Appalachian Red" be installed to match the red bud on the other side of entry.

### Planning

#### *Code Enforcement*

1. Comments are based on 2012 ICC Codes. The proposed buildings must meet all applicable Building and Fire Code requirements. Complete architectural, structural, plumbing, HVAC, electrical and fire protection drawings required for review prior to permits. Building Height and Area will be determined by type of construction.
2. 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.
3. Demolition Permits required for both demolition areas. The demolition area at the end of the main shopping center building shall not impact the structure of the main building. Proper abatement and disposal of any hazardous materials identified in the Environmental Survey to be done by registered abatement contractor. Site must be enclosed with proper barrier during demolition to ensure public safety. Demolition plan and sequence of events to be prepared and submitted by a licensed professional engineer. Pre-Demolition and Pre-Construction meetings are required.
4. All buildings, uses and parking to comply with the 2009 ANSI 117.1; Accessibility Standards. Existing accessible parking spaces are not compliant with 2009 ANSI 117.1 and will need to be brought into compliance.
5. Compliance with LEED requirements as adopted by the City will be required.

6. Fire protection required for all buildings. Complete fire protection plans must be submitted for review. Please note for:
  - a. Existing Building 1
    - i. Fire Lane to be properly labeled around the building;
    - ii. Fire Lane to be maintained in the back of the building due to FDC location and limited access due to vegetation;
    - iii. Fire Apparatus Turning radius chart to be used to verify access;
    - iv. Electrical/Fire Alarm Panel Room to identified;
    - v. Entire Building to be sprinklered.
  - b. New Building
    - i. Entire building to be sprinklered;
    - ii. Fire Alarm system to be installed throughout;
    - iii. Fire Lane to be marked out;
    - iv. Fire Apparatus Turning Radius chart to be used to verify access;
    - v. Fire Hydrant locations to be labeled;
    - vi. FDC, Sprinkler Room, FACP, Electrical Room, 2-way Communication, Elevators are required;
    - vii. Main exit discharge and stairwells to be identified.

#### *Land Use*

1. Drawing Title should include Rezoning, Major Subdivision, Parking Waiver, Special Use Permit, and Comprehensive Plan Amendment and include PR#17-06-02.
2. Submission should include accurate color renderings, architectural elevations and design requirements that represent the submitted plan per Sec. 27-21(b)(1)a.3.(xxi) and submittal requirements per Section (c) of Chapter 27 Appendix XIV Design Review for Major Subdivisions Not Located Downtown including discussion of review considerations described in Section (d) of said Appendix XIV.
3. The applicant's proposal includes a current parking count of 123. This count does not include existing parking lot striping that has faded. Counting these spots puts the actual parking count closer to 220 spaces. Please revise the current parking count to include the parking area that has faded.
4. Plan includes incorrect parking calculations. Parking calculations should include square foot coverage of all commercial space including Murray Road structure and use shopping center use designation with four spaces required per 1,000 square feet per Section 32-45 (a). Existing parking spaces at the Murray Road structure should be included in the parking count per Sec. 27-21(b)(1)a.3.(xviii).

5. Submission should include description of parking waiver rationalization per Sec. 32-45.(b).
6. Plan must include number of bedrooms for each apartment.
7. Square feet (SF) of apartment living space not shown on plan – must be average of 800 SF across units. Floor plan not provided, must verify when plans are submitted for building permit. (Sec 32-18 (b)(13)b.)
8. Bike parking location must be indicated on plans and design must conform to City Bike Design Guidelines.
9. Submission should include information related to assist the City in determination of the cost/revenue impact as described in Section 27-21 (b) (1) a. 9.
10. Submission should include a lighting plan for the parking lot per Chapter 7-4 (19) and 7-7 including the requirement that lighting shall be deflected as to not impact adjacent properties and the public right-of-way.

#### Public Works and Water Resources

##### *Site*

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. A descriptive plan purpose shall be added to the Cover Plan, C-001. In general, explain what is being removed and what is being proposed.
3. A Traffic Impact Study (TIS) should be conducted for the site.
4. Revise Note #8 to read "All existing and proposed handicapped parking demarcations, stalls, and building accessible routes shall be made compliant with the Americans with Disabilities Act."
5. 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.
6. The approval block for City staff shall be revised to reference the "Director of Planning and Development" rather than "Director of Public Works and Water Resources."

7. The Site Data column indicates there are ten bicycle parking spaces required. Provide the location of the proposed bike rack(s).
8. 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.”
9. The main parcel boundary and area provided on the plan does not match New Castle County records for the parcel (1802500157). It appears the adjacent parcel (Good Uncle parcel) to the south (1802500159) has been acquired and is now part of the subject parcel. The aggregate area of the parcels would not be consistent with the County records. Please clarify whether the adjacent lot line has been extinguished and confirm the total site area of the parcel(s).
10. Revise the “Tract Area Calcs” on the Cover Plan once the parcel area concerns have been addressed.
11. Construction details referenced on the plans will be required to be included with the Subdivision Plan Submission.
12. Show existing parking stalls on the Good Uncle property on the plans.
13. Provide annotations specifying the existing building footprint for the existing buildings on the Good Uncle property.
14. It is highly recommended that the Developer submit for a Letter of No Objection (LONO) from DelDOT 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.
15. Provide additional spot elevations at high and low points, building corners, tops of structures and any other critical elevations to help determine surface water flow directions and to ensure ADA compliance.
16. Existing and proposed contours must be shown on the plan. This can be done on the Utility Plan or a separate Grading Plan.
17. Provide adjacent property owner and zoning information for all properties within 200 feet of the proposed project.
18. Reduce the turning radius of the Apple Road entrance to a 10’ or 15’ radius. Reducing the intersection curb radius will reduce pedestrian crossing distance, reduce turning speeds of vehicles, and improve visibility between motorists and pedestrians.

*Water & Sewer*

1. The existing water main in South Main Street is a 10" DIP and the water main in Apple Road is a 12" cast iron pipe. Revise plans to reflect these water main diameters.
2. The size of the existing water services to be reused to serve the mixed-use building shall be annotated on the plan.
3. Revise the typo of "connection" in the Domestic Water System Construction Notes on the Utility Plan, Sheet C-301.
4. 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.
5. All fire and domestic water services shall have individual valves located at the edge of the right of way. Move the proposed gate valves close to the right of way.
6. 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.
7. 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 Pane Coordinates shall be provided for all fittings, valves, bends and hydrants.
8. 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.
9. Provide size, material, and invert elevations for all proposed and existing sanitary sewer manholes, mains, and laterals. The existing sanitary manholes immediately upstream and downstream from the tie-in location will need to be shown on the plan.
10. Provide a wastewater flow generation summary on the plan which shows existing and proposed average and peak wastewater flows using New Castle County Department of Special Services flow generation standards. Apartment and townhouse units with an occupancy greater than four unrelated tenants shall use a flow generation rate of 300 gallons per day. A peaking factor of 4 shall be used for all projects.
11. Projects that generate more than 2000 gallons per day of average sewer flow require a DNREC "Construction of Wastewater Collection and Conveyance Systems" permit. Plans

which do not meet the 2000 gallons per day threshold shall be submitted to DNREC but do not need to submit the accompanying permit application and review fee. A copy of the approved permit shall be provided to the City prior to CIP approval.

12. Provide the City of Newark with a signed and sealed copy of the DNREC approved sanitary sewer as-built plans within 30 days of DNREC approval. Delaware State Plane coordinates shall be provided for all manholes, lateral connections, and cleanouts. Diameter and depth shall be provided for all cleanouts.
13. Add the following notes to the plan:
  - a. *"The required fire protection flow rate for the building is \_\_\_\_\_."* The required sprinkler flow rate for each building will need to be provided with the Subdivision Plan submission.
  - b. *"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."*
  - c. *"A separate water meter pit shall be provided to meter water consumption for the entire building. 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."*
  - d. *"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."*
  - e. *"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."*
  - f. *"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 Director."*
  - g. *"Unused water and sewer services shall be terminated at the utility main unless a more suitable location is determined by the PWWR Department during construction."*
  - h. *"All on-site storm sewer and sanitary sewer is private. On-site manholes shall not have "Newark" anywhere on the lid."*
  - i. *"The Developer shall pay the Sewage Treatment Plant (STP) fee prior to receiving a building permit."* A credit for the existing building will be given when determining the STP fee.
  - j. *"The Developer shall pay fees associated with the new water meters prior to issuance of a building permit."*
  - k. *"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."*

*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. There are currently no stormwater management facilities shown on the Plans. Stormwater management will be required for the subject site. There have been incidents of flooding on Apple Road due to lack of existing stormwater management on the existing parcel and insufficient capacity in the existing closed system along Apple Road, between South Main Street and Park Place. An upstream and downstream analysis will be required to identify restrictions in the existing stormwater system. The approach to stormwater management for the site will be further discussed during the SAS Project Application Meeting.
3. As a redevelopment project, runoff reduction practices shall be employed to achieve a 30% reduction in the effective imperviousness based on the existing conditions.
4. 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.
5. 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.
6. Provide the DNREC Preliminary S&S checklists with report concurrently with any future Major Subdivision Plan submission.
7. Tops and inverts of all existing and proposed storm sewer structures will be required to be shown on the Subdivision plan. Also include size and material of pipes entering and existing structures on South Main Street and Apple Road is needed.
8. Show the location of downspouts and roof leaders on the plans.
9. Provide a delineation of the Limit of Disturbance on the plans and indicate the disturbed area in square feet and acres on the plan.

This review is solely based upon the information and detail provided on the submitted plan. Additional comments may be generated during any successive reviews by our department.



I hope that you find this information helpful. Should you have questions, concerns or need more information, please let me know.

Sincerely,

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

Mary Ellen Gray, AICP  
Planning and Development Director

MEG/tf