

City of



Dover

DATA SHEET FOR SITE PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF May 8, 2024

PLANNING COMMISSION MEETING OF May 20, 2024

|                    |                                                                                        |
|--------------------|----------------------------------------------------------------------------------------|
| File Number:       | S-24-05                                                                                |
| Plan Title:        | Office Building at 1413 New Burton Road                                                |
| Plan Type:         | Site Development Plan                                                                  |
| Location:          | Located on the east side of New Burton Road, north of Webbs Lane                       |
| Address:           | 1413 New Burton Road                                                                   |
| Tax Parcel:        | ED-05-085.11-01-01.00-000                                                              |
| Owner/Applicant:   | Ken Barrett Builders, LLC                                                              |
| Site Area:         | 0.41 +/- acres (17,861 SF) total                                                       |
| Zoning:            | C-1A (Limited Commercial Zone)                                                         |
| Previous Use:      | Commercial, office building with shed (to be demolished)                               |
| Proposed Use:      | Office Building                                                                        |
| Building Area:     | 3,026 SF                                                                               |
| Parking Required:  | 10.086 spaces=11 spaces                                                                |
| Parking Proposed:  | 10 spaces (to be updated to 11)                                                        |
| Sewer & Water:     | City of Dover                                                                          |
| Waivers Requested: | Elimination of Street Frontage Sidewalk<br>Elimination of Upright Curbing requirements |

CITY OF DOVER  
DEVELOPMENT ADVISORY COMMITTEE  
APPLICATION REVIEW COMMENTARY  
D.A.C. MEETING DATE: May 8, 2024

City of  
Dover  
Planning  
Office

---

---

**DRAFT**

APPLICATION: Office Building at 1413 New Burton Rd., Dover, DE

FILE #: S-24-04

REVIEWING AGENCY: City of Dover Planning

CONTACT PERSON: Katherine Oehmke

PHONE #: (302) 736-7196

---

---

I. PLAN SUMMARY

This Application is for review of a Site Development Plan Application to permit construction of a one-story 3,026 SF office building and associated site improvements. The property is zoned C-1A (Limited Commercial Zone). The property is located on the east side of New Burton Road, north of Garton Lane. The owner of record is Ken Barrett Builders, LLC. Address: 1413 New Burton Road. Tax Parcel: ED-05-085.11-01-01.00-000. Council District 2.

Previous Applications

There are no previous development applications for this site. The existing building (built 1951) was an office for a land surveyor until 2023 when the license was not renewed. Mr. Barrett acquired the property in June 2023.

II. PROJECT DESCRIPTION

This is a Site Development Plan Application to develop the property currently addressed as 1413 New Burton Road. The current property consists of 0.41 acres +/- with a small building previously used as an office and a small accessory building used as a shed. These buildings will be demolished as part of this redevelopment plan. The Site Development Plan shows one main structure to be utilized as an office building for a future tenant, along with associated site improvements. The property is located on the east side of New Burton Road, north of Garton Lane and Webbs Lane. Heading south on New Burton Road, this area is a series of 5 commercial buildings/establishments in the C-1A and C-3 Zones. To the north and east is the back side of a residential apartment development addressed on Haman Drive in the RG-2 (General Residence Zone). Directly behind the property for this application is the Wedgewood neighborhood with primarily single-family homes.

The applicant has noted two Waiver Requests on their plans. The first is a Waiver Request from the *Zoning Ordinance*, Article 5 §18.2 for sidewalk along the public street frontage along New Burton Road. The applicant states that with limited space available they are requesting this waiver.

The second Waiver Request asked for by the applicant is a waiver from the requirements of Article 6 §3.6(b) requiring that all permanent parking areas shall be enclosed with upright concrete curbing at least six inches in height. The applicant has stated that this waiver is requested due to the small, paved area and limited impact of the parking area. Parking barriers are proposed in the parking spaces adjacent to the street.

### III. ZONING REVIEW

#### C-1A (Limited Commercial Zone) and Lot & Bulk Standards

The development site is zoned C-1A (Limited Commercial Zone) and is subject to the regulations of *Zoning Ordinance*, Article 3 §12 and Article 4 §4.14. Business, professional, and governmental offices are listed as permitted uses in the C-1A zoning district.

The standards for the C-1A Zone are provided below:

| <b>Table 1: Required and Proposed Bulk Standards</b>   |                                       |                            |
|--------------------------------------------------------|---------------------------------------|----------------------------|
|                                                        | <b>C-1A (Limited Commercial Zone)</b> | <b>Applicant's Project</b> |
| Lot area                                               | -                                     | 17,860 SF                  |
| Lot width (ft.)                                        | 25                                    | 216.5                      |
| Lot depth (ft.)                                        | -                                     | 165                        |
| Front yard (ft.)                                       | 25                                    | 52 feet                    |
| Side yard (ft.)                                        | None but 5 ft. minimum if provided    | 15                         |
| Rear yard (ft.)                                        | 15                                    | 16                         |
| Side or rear yards which adjoin a Residence zone (ft.) | 15                                    | 16                         |
| Off-street parking spaces                              |                                       | 10                         |
| Per 300 sq. ft. floor area or                          | -                                     |                            |
| Per employee (whichever is greater)                    | -                                     |                            |
| Maximum permitted:                                     |                                       |                            |
| Building height                                        |                                       |                            |
| Stories                                                | 2                                     | 1                          |
| Feet                                                   | 30                                    | 20                         |
| Floor area ratio                                       | 1.5                                   | 16.9%                      |

### IV. PARKING SUMMARY

The C-1A zone (as noted above in Table 1) does not have a parking requirement. However, *Zoning Ordinance* Article 6 § 3.1 requires that medical offices provide at least one parking space per 300 SF of floor area. If the building were to be medical offices, based on its size, then 11 parking spaces would be required. The applicant had proposed to provide ten (10) parking spaces (including 1 handicapped) at the front of the building in a parking lot to be accessed from New Burton Road. They will be adding an additional parking space to their plan to conform to the requirements.

### Bicycle Parking

Bicycle parking is required at a ratio of one (1) space for every twenty (20) parking spaces. Based on the proposed ten (10) regular spaces, one (1) bicycle parking space must be provided. The plan indicates that a bicycle parking rack with three (3) spaces is to be provided. New Burton Road does have bicycle connectivity with a bike lane/shoulder area on the east side of the street.

## V. SITE CONSIDERATIONS

### Site Entrance

Vehicular access to the site will be directly off New Burton Road to the north side of the lot. New Burton Road is a state-maintained road, and any entrance will need approval of the Delaware Department of Transportation. Staff notes that Small Commercial Entrance Approval Letter of 3/22/24 is on file.

### Waiver Requested: Elimination of Upright Curbing

The *Zoning Ordinance*, Article 6 §3.6(b) requires upright curbing for all parking areas and access drives. The plan does not include curbing the parking lot. The Plan notes a written waiver request for the elimination of curbing for consideration by the City Planner. The plans submitted do provide parking barrier bumpers at the front of the parking spaces along New Burton Road. The applicant states that the reason for the Waiver Request is due to the small, paved area and low impact of the parking area. The absence of curbing on this site will also help to maintain the character of the area along New Burton Road which is largely commercial but still has a residential feel. A few previously developed commercial properties do not include upright curbing.

### Pedestrian Considerations

The site is currently an office building (previously residential) with an accessory shed on the south side of the lot. There is no sidewalk currently along New Burton Road. The parking lot is between the street and the building, providing a pedestrian route to enter the building from the parking lot. New Burton Road does have a bike lane on the east side of the street.

### Waiver Requested: Elimination of Sidewalk

Article 5 Section 18.3 states there should be barrier-free sidewalks along the public street frontage. Due to the limited size and shape of this site, the applicant has requested a waiver of sidewalk at the public street frontage of a property. There are currently no sidewalks on New Burton Road on either side of the street within 700 feet.

The applicant has stated that the request is due to currently no existing sidewalk along New Burton Road and due to the size and limited space available for development of the property.

### Lighting

Article 5 §7.1 stipulates that lighting shall provide no less than 1.5 footcandles at grade. Light shall also be deflected away from adjacent residential areas and shall not be distracting to traffic on adjacent roads. The plans show building wall-mounted light fixtures to be implemented. There is existing street lighting on the utility poles on both the north and south property lines along New

Burton Road. To the north, there is a streetlight at the intersection of New Burton Road and Kesselring Avenue entering the residential area.

### Dumpsters

*Zoning Ordinance* Article 5 Section 6.12 (as amended by Ordinance #2024-01 adopted 3/11/2024) requires that an office building as a non-residential use is required to provide two (2) dumpsters. The Plans submitted note a feature labeled as “12’ X 10’ Enclosed Dumpster Pad with fence and gate” to the north of the proposed building to the side of the parking lot closest to the entrance, fulfilling the requirement.

A Dumpster enclosure is required to screen the dumpster from view whenever these units are situated so that they will not be visible from any public right-of-way or from an adjacent property, as identified in Article 5 Section 6.11. This area is outlined in the plan with a description of a fence and gate. The fence material will need to be specified in a detail drawing.

### Signage

A separate Sign Permit application is required to be submitted for review prior to the installation of signage on the property pertaining to the building/site. The plan outlines a 12 SF monument sign north of the entrance. Planner notes that a sign up to 64 SF is allowed as there is no residential frontage within 200 feet of the property.

### Stormwater Management

Staff note that a Stormwater Plan was submitted with the plan set. An approved Standard Plan Approval application to Kent Conservation District was submitted with the application which is good for 5 years.

## VI. BUILDING ARCHITECTURE

The applicant has submitted an architectural rendering of the building depicting the structure as viewed from the front of the building looking northeast towards the building. The office building is one-story in height, with an overhanging, gabled roof above. The main entrance appears to be on the New Burton Road elevation. The façade appears to be paneled with a central double door and 3 windows on each side. Each side elevation has 2 windows, and the rear has an exit door and 3 windows. Due to the setback limitation, the angled rear left corner of the structure gives the building an unusual footprint shape.

## VII. TREE PLANTING AND LANDSCAPE PLAN

One (1) tree is required for every 3,000 SF of land area. This project site consists of a total lot area of 17,861 +/- SF which would require six (6) trees to be planted. The Landscape Plan shows 6 trees (3 Willow Oak and 3 Tonto Crepe Myrtle) and 26 shrubs of 2 varieties. The Landscape Plan also outlines 268 linear feet of fencing along the back of the property to provide the Opaque Barrier as required in Article 5 § 7 to separate the residential and this newly developed commercial area. The bushes inside the fence line will soften the visual effect. The existing tree on the site will be removed to make way for the entrance and parking areas.

## VIII. CITY AND STATE CODE REQUIREMENTS

The subject proposal has been reviewed for code compliance, plan conformity, and completeness

in accordance with this agency's authority and area of expertise. The following items have been identified as elements which need to be addressed by the applicant:

- 1) Revise plan to accommodate 11 parking spaces or submit written waiver request for a parking reduction. The waiver request must be submitted by May 9<sup>th</sup>.
- 2) Once parking has been updated, also update impervious calculations.
- 3) The Site Plan must be updated with changes recommended or approvals including any waivers granted by the Planning Commission. Add to plan as reference notes when submitting check and final print for approval before building permits.
- 4) Sheet 1/Cover Sheet:
  - a) Correct Lot area to 17,861 SF per deed D12544/9, as the plan lists 0.41 acres.
  - b) Correct Floor Area Ratio to 0.169.
  - c) Include the full building height. Change the 12' to 20'.
  - d) The 2 properties to the north are zoned R-8 (150 and 154 Haman Rd).
  - e) Please add details for the dumpster pad and enclosure. It should be on the plan, not necessarily on sheet 1. The dumpster enclosure should specify enclosure materials.
- 4) Landscape Plan  
With the property line showing as a thick black line, the fence line is not visible. For clarification, please make the fence line more visible with X's or similar.

#### IX. RECOMMENDED ADDITIONAL CONSIDERATIONS TO MEET CODE OBJECTIVES

In accordance with the *Zoning Ordinance*, Article 10 §2.2, the Planning Commission in considering and acting upon Site Development Plans may prescribe appropriate conditions and safeguards so that the public health, safety, and welfare, the comfort and convenience of the public in general, and the residents of the immediate neighborhood in particular shall be taken into consideration. These safeguards may to the maximum extent possible further the expressed intent of the *Zoning Ordinance* and the accomplishment of several objectives listed in subsections 2.21 to 2.28.

- 1) Waiver Requested: Elimination of Upright Curbing: In accordance with Article 6 §3.6(b) related to the requirement for upright curbing, Staff has approved the request to eliminate the upright curbing requirement for the office building. Staff acknowledges that the applicant is proposing to install parking barriers.

Due to the limited size of the parking area and comparable to the property's existing condition, staff believe that there would be little impact to the area by eliminating the upright curbing. The proposed impervious calculation for the site is 51% and rainwater can disperse to the grass area around the parking lot and building. There are not any proposed storm drains or retention ponds in the area that can collect storm water in an area if directed by upright curbing.

- 2) Waiver Requested: Elimination of Sidewalk: According to Article 5 Section 18.5, Planning Commission can reduce or eliminate requirements for pathway installation:
- a) When the property is isolated from the existing pathway network, with no existing pathways within the immediate vicinity of the property.
  - b) When the proposed use would not generate or attract additional pedestrians, bicycle, or other non-motorized trips.
  - c) When physical characteristics of the property are such that pathway installation is impractical or impossible.

The request from the applicant is to eliminate the frontage sidewalk on New Burton Road. Planning staff believe that this property qualifies for the elimination of the sidewalk based on no existing sidewalk network in either direction alongside the road on New Burton Road. There is a shoulder area for pedestrian/bicycle travel. The limited size and triangular shape of the lot along with the necessity to provide parking make it difficult to provide a sidewalk at this site.

#### X. ADVISORY COMMENTS TO THE APPLICANT

- 1) The Planning Commission should act upon the request for waivers as part of any motion regarding this project application, or as a separate motion as necessary. Note: All waivers are at the discretion of the Planning Commission. The Commission may approve or deny waiver requests.
- 2) In the event that major changes and revisions to the Site Development Plan occur in the finalization of the Plan, contact the Planning Office. Examples include reorientation of the building, relocation of site components like stormwater management areas and site entrances and increases in floor area. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other agencies and commissions making recommendations in regard to the plan.
- 3) In the event that there are changes to the architecture, building footprints, layout or square footage of the building contact the Planning Office. These changes may require review by the Planning Commission.
- 4) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.
- 5) Following Planning Commission approval of the Site Development Plan, the Plan must be revised to meet all conditions of approval from the Development Advisory Committee or as otherwise noted.
- 6) For building new construction, the requirements of the building code and the fire code must be complied with. Consult with the Chief Building Inspector and City of Dover Fire Marshal for these requirements. The resolution of these items may impact the site design

including such items as building dimensions and height, building openings, and fire protection needs, parking requirements, etc.

- 7) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate Site Plan approvals, Pre-Construction meetings, site inspections and permits are required.
- 8) Construction may have an effect on the adjacent property owners. Any work requiring the closing or rerouting of residents or visitors should be coordinated as to offer the least amount of inconvenience.
- 9) The applicant should be aware that Site Plan approval does not represent a Building Permit, Demolition Permits, and associated construction activity permits. A separate application process is required for the issuance of a Building Permit from the City of Dover. A Demolition Permit will be required for the existing building and shed.

**If you have any questions or need to discuss any of the above comments, please call the above contact person and the Planning Department as soon as possible.**



## CITY OF DOVER

### DEVELOPMENT ADVISORY COMMITTEE

### APPLICATION REVIEW COMMENTARY

**STAFF D.A.C. MEETING DATE: MAY 1, 2024**

---



**APPLICATION:** Lands of Ken Barrett Builders for Office Building at 1413  
New Burton Road

**FILE #:** S-24-05

**REVIEWING AGENCY:** City of Dover Department of Public Works and Water & Wastewater

**CONTACT PERSON:** Jason A. Lyon, P.E., Director of Water & Wastewater / Engineering Services

**CONTACT PHONE #:** 302-736-7025

**CONTACT EMAIL #:** jlyon@dover.de.us

---

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

#### **CITY AND STATE CODE REQUIREMENTS**

##### **SANITATION**

1. Every commercial customer shall provide such premises with a sufficient number of solid waste containers to provide adequate capacity for the solid waste placed out for collection without overloading the capacity of the containers. The City of Dover shall provide commercial customers with a maximum of two (2), 90-gallon trash containers and two (2), 90-gallon recycling containers.
2. Trash collection site shall be oriented for side-loading pick-up if customer is utilizing City of Dover sanitation services.
3. Any commercial customer requiring more containers, or larger containers, than provided above, must utilize private service.

##### **STORMWATER**

1. Final site plan approval will not be granted until a copy of the approved Stormwater/Erosion and Sediment Control Plan from Kent Conservation District is submitted to our office.
2. The size, length, slope, type and flow directions must be shown on all existing and proposed storm sewer lines. Rim and invert elevations must be labeled on all stormwater structures.

##### **STREETS**

1. Final site plan approval will not be granted until a copy of the approved entrance plan, signed by DelDOT is submitted to our office.
2. Please add the following notes to the plans:
  - a. Standard City of Dover sidewalk, as per chapter 98, article IV of the Dover Code of Ordinances, shall be required to be installed along the entire public street frontage of a property. Where frontage sidewalk exists but does not meet the standards of chapter 98, article IV, the sidewalk shall be re-laid to meet the standards. Sidewalk shall include barrier-free access ramping at points of intersection with street crossings and at other locations so as to afford reasonable barrier-free pedestrian movement and site access.

- b. In accordance to Appendix A, Article VI, Section B.3, all sidewalks shall ascend from the curbstone to the building line at the ratio of one-quarter of an inch to the foot. Nothing in this section shall be construed to affect any pavement previously laid by order of the city council, until it is taken up and relaid.

## **WATER**

1. All water utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
  - a. Hydrant connections by the contractor are prohibited. This method may not be utilized during any phase of the project.
  - b. Any existing water lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Water & Wastewater specifications and requirements.
  - c. The site contractor shall contact the City of Dover Department of Water & Wastewater Construction Manager at (302) 736-7025 prior to the start of construction. A representative from the City of Dover Department of Water & Wastewater must observe and approve all City owned water and sanitary sewer interconnections and testing. All water taps must be performed by a City of Dover approved contractor. The proposed location for the water connection may need to be adjusted in the field due to conditions of the existing main. Possible conditions that would require tapping relocation include proximity to pipe joints, other taps, concrete encasements, conflict with other utilities, and the like. Test holes must be performed by the contractor to determine the best tapping location. The City of Dover will not be held responsible for field conditions requiring adjustment of the tapping location or for any work required by the contractor to make an appropriate and lawful connection.
3. The size, type, and location of all proposed and existing water lines and valves must be shown on the plan. Please be advised that effective May 1, 2022, water mains can now be constructed using DR 18 PVC pipe.
4. The water service shall include a curb stop at the property line and the meter shall be installed in a pit within a non-traffic bearing location (including pedestrian).
5. Water usage projections (peak demand or plumbing fixtures) must be submitted to our office to correctly determine the size of the domestic and irrigation (if applicable) water meter for the proposed buildings. These projections must be submitted prior to approval so the meter size can be placed on the final site plan. The proposed water meter must be installed in a pit per City of Dover requirements and manufacturer's recommendations. Also, a dual check valve is required downstream of the meter.
6. The domestic service, fire main connection and valves must be clearly shown for each building. A valve must be installed at the tee to isolate combined fire and domestic water service to the building from the water loop. Typically, this valve is installed at the tee or an acceptable distance from the building. A valve must be provided on the domestic water service, which must be tapped off of the combined eight-inch (8") fire/domestic service outside of the building. The domestic water tap and valve should be as close to the building as possible. Typically, the domestic tap and valve are located within five feet (5') to ten feet (10') of the building. A blow up detail of this layout is recommended.
7. Provide a construction detail for the proposed restraining system for the fire main located within the buildings. The Department of Public Works will test and inspect all fire mains to a blind flange located inside the buildings. The blind flange with tap is used for hydrostatic pressure testing (200 psi for two (2) hours) and dechlorination. The flange must be restrained in the direction of the pipe entering the facility. A pipe entering horizontally through a wall sleeve shall be restrained with rods through the wall. A pipe entering vertically through a slab shall be restrained through the floor to the ninety degree (90°) bend and thrust block. All rods shall be a minimum of ¾" all thread. All pipes through walls and slabs must be Class 52 cement lined ductile iron pipe. Confirm particulars to meet this requirement with mechanical designer.
8. Water services shall be either type K copper or SDR-9.
9. On October 24, 2022, City of Dover Council approved the new Cross Connection Control Program. This program requires certain backflow prevention assemblies on water service connections to the city's distribution system. Please provide the use of the building so our team can determine the assembly required.
10. The current water service connection appears to be connected to the overhead electric line, please revise.

## **WASTEWATER**

1. All wastewater utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
  - a. Any existing sanitary sewer lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Water & Wastewater specifications and requirements.
  - b. Part II, Chapter 180, Article III, Section 180-10 of the Code of Kent County requires that "no person shall discharge or cause to be discharged any stormwater, surface water, uncontaminated groundwater, roof runoff, subsurface drainage, uncontaminated noncontact cooling water or unpolluted industrial process waters to any sanitary sewer", this shall include condensate. Sec. 110-231 of the City of Dover Code defines storm sewer as "...any system used for conveying rain water, surface water, condensate, cooling water or similar liquid wastes, exclusive of sewage." The contractor, developer, owner and designers shall ensure during construction that no illegal discharges to the sanitary sewer system are created with the site improvements.
3. The size, length, slope, type and flow directions must be shown on all existing and proposed sanitary sewer lines. Rim and invert elevations must be labeled on all sanitary structures, including cleanouts.
4. Cleanouts must be installed on sanitary sewer laterals within five feet (5') of the building, one foot (1') outside of the right-of-way and at all bends. Any cleanout located within a traffic bearing location shall be installed with a heavy duty cast iron frame and cover to prevent damage to the cleanout and lateral.
5. Sizing (flow) calculations must be submitted for all sanitary sewer laterals (other than for single-family dwellings) showing that velocity and all other requirements are met.
6. The minimum size of all sanitary sewer laterals shall be six-inch (6").
7. If kitchen facilities are proposed a minimum 1,000 gallon, two chamber grease trap, meeting all Kent County ordinance requirements, must be provided. A construction detail for the proposed grease trap, as well as the proposed location, must be provided on the plan.
8. Sanitary sewer laterals shall be connected directly to the main, not manholes, unless impracticable, as determined by the Department of Water & Wastewater.

## **GENERAL**

1. All existing utilities shall be adjusted to final grade in accordance with current City of Dover requirements and practices. This must be included as a note on the plan.
2. No trees may be planted within ten feet (10') of utility infrastructure.
3. No structure may be installed within ten feet (10') of utility infrastructure, please depict all underground utilities and structures on the utility plan sheet to confirm compliance.
4. The final site plan must be submitted in the following compatible digital formats:
  - a. AutoCAD 2018 (.dwg format).
  - b. Adobe Reader (.pdf format).

## **RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES**

### **SANITATION / STORMWATER / STREETS / WATER / WASTEWATER / GENERAL**

1. None.

## **ADVISORY COMMENTS TO THE APPLICANT**

## **WATER**

1. The City of Dover water system is available to this site. The developer is responsible for all costs associated with extending and providing service to the proposed development.
2. Prior to plan approval, the water system plans must be submitted to the Division of Public Health, Office of Drinking Water for review and approval. The owner/developer will be responsible for providing all completed forms and plan sets to the City of Dover as required for submission to the Office of Drinking Water. Plans will not be submitted to the Office of Drinking Water until review has been completed by our office.
3. Hydrant flow testing is currently only performed during the spring and fall. The applicant must call the Department of Water & Wastewater directly to schedule these tests. This applies to both existing hydrants as well as those proposed for the site.
4. Water impact fees will be required to be paid prior to Certificate of Occupancy for this project.

## **WASTEWATER**

1. The City of Dover sanitary sewer system is available to this site. The developer is responsible for all costs associated with extending and providing service and capacity to the proposed development.
2. Prior to plan approval, it may be required to submit the sanitary sewer system plans to the DNREC, Division of Water Resources, Surface Water Discharges Section for review and approval. The owner/developer is responsible for providing all application fees, completed forms and plan sets directly to DNREC.
3. Wastewater impact fees will be required to be paid prior to Certificate of Occupancy for this project.

## **GENERAL**

1. The applicant is advised that depending upon the size of the existing water service and sanitary sewer lateral to be abandoned, flowable fill may be required.
2. Construction plans will not be reviewed by our office unless all previous comments have been clearly addressed within the plan set and accordingly identified within an itemized response letter and with the Water/Wastewater Initial Plan Submission Checklist, which can be obtained from the following website: [https://imageserv9.team-logic.com/mediaLibrary/198/WaterWastewaterHandbookFinal\\_1.pdf](https://imageserv9.team-logic.com/mediaLibrary/198/WaterWastewaterHandbookFinal_1.pdf), page 88.

## **SANITATION / STORMWATER / STREETS**

1. None.

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

## CITY OF DOVER

## DEVELOPMENT ADVISORY COMMITTEE

## APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 05/01/24

APPLICATION: Lands of Ken Barrett Builders for Office Building at 1413 New Burton Rd

FILE #: S-24-05 REVIEWING AGENCY: City of Dover, Office of the Fire MarshalCONTACT PERSON: Jason Osika, Fire Marshal  
[josika@dover.de.us](mailto:josika@dover.de.us)PHONE #: (302) 736-4457

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY, AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESS BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. Proposed occupancy classification is business (medical office)
2. Building Access shall be no further than 50 feet from a primary entrance.

Where buildings are provided with an automatic sprinkler system installed in accordance with NFPA 13, access shall be no further than 100 feet from the primary entrance.  
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 3.4)

3. Parking shall be prohibited in front of the primary entrance for a width of not less than 1.5 times the width of the door(s) or for 10 feet, whichever is greater.  
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.2)
4. Perimeter access shall be 30% and clearly shown on the plans.

Perimeter Access minimum width shall be 10 feet for one-story buildings and 15 feet for buildings of two or more stories, measured from the face of the building at grade with a maximum slope of ten percent (10%). Plantings and utility services (includes condenser units, transformers, etc.) shall be permitted within the perimeter access, and shall not interfere with emergency services fire ground operations.

If a physical barrier (fence, pond, steep slope, etc) prevents access, that portion of the building perimeter shall not be included in the calculation of Percent of Perimeter Access.  
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 3.5)

Where parking is located between the building and perimeter access area, parking shall not be located closer than 10 feet to the exterior wall for one-story buildings and 15 feet to the exterior wall for building of two or more stories.

5. All access roadways shall be paved and be a minimum of 20 feet clear width for two-way traffic and 14 feet clear width for one-way traffic. The paved width of access roadway shall be measured

from edge of parking spaces, or face of curb for vertical curb and back of curb for mountable curb, or edge of pavement if there is no curbing. (2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 5.2)

6. NFPA 72 compliant Fire Alarm System TBD per occupancy code requirements.

Fire alarm in place of assembly. *Fire alarm required.* Any new occupancy or new portion of an occupancy determined to be a place of assembly by the fire marshal and is capable of receiving an occupant load of 75 persons or greater, shall be required to install a fire alarm in accordance with NFPA codes governing the installation of fire alarms and the National Electrical Code.

*Fire alarm system required.* Any existing occupancy or portion of an existing occupancy determined to be a place of assembly by the fire marshal, and is undergoing renovations in excess of 50 percent of the assessed value of the building and is capable of receiving an occupant load 75 persons or greater or is being enlarged to receive an occupant load of 75 persons or greater, shall be required to install a complete fire alarm system in accordance with NFPA codes governing the installation of fire alarms and the National Electrical Code.

*Public mode audible requirements.* To ensure that audible public mode signals are clearly heard by occupants of a structure, they shall have a sound level at least 15 decibels (dB) above the average ambient sound level or five decibels (dB) above the maximum sound level having a duration of at least 60 seconds, whichever is greater, measured five feet (1.5m) above the floor in the area required to be served by the system using the A-weighted scale dBA. In the event the stated requirement cannot be met a shunt trip relay/switches shall be the approved method of meeting the intent of this section of the Code.

(City Code of Ordinances 46-171)

7. The installation of natural gas and LP gas meters, regulators, valves, and LP gas bottles shall be protected from impact damage by impact protection. Natural gas and LP gas meters, regulators, and valves located inside structures shall have impact protection, except when located in separate protected utility rooms.

*Dimensions of bollards.* Bollards shall be a minimum of six-inch diameter filled with concrete. The bollard shall be set into the ground at a depth of at least 36 inches (three ft.) embedded in concrete at a minimum of 18 inches surrounding the bollard. The bollards must be at least 48 inches (four ft.) in height above the finish grade elevation. Any deviation of the stated requirements must be approved by the fire marshal and/or chief building inspector. The above dimensions shall serve as the requirement for installation; however, the fire marshal and/or chief building inspector shall have the authority to require more stringent dimensions to fit the needs of devices warranting impact protection.

*Color of bollards.* Bollards should be of the following colors; yellow, amber or orange. All colors shall be of fluorescent or have a reflective coating. Any deviation of the stated requirements must be approved by the fire marshal and/chief building inspector.

(City of Dover Code of Ordinances, 46-4)

8. Every house, building or structure used or intended for use as living quarters or as a place for conducting business, and having any wall facing or abutting any public or private street or alley, shall have displayed on that wall, in legible, easily read characters which are of contrasting color to the background, the proper street number for such house, building, or structure in accordance with the following:

*One-family and two-family residential structures, height*, the number shall measure a minimum of four inches in height, *location*, the number shall be placed on the house above or to the left or right of the front entrance, *color*, the number shall be contrasting to the background color, *Arabic numerals*, all numbers shall be Arabic numerals.

*Multiple-family dwellings, measurements*, the number shall measure a minimum of six inches when identifying individual apartments with exterior doors, and 12 inches when identifying buildings with apartment complexes where there are two or more buildings not assigned street addresses. Individual buildings with street addresses shall have numbers measuring six inches, *location*, numbers shall be placed either in the center of the building or on the street end of the building so as to be visible from either the public or private street or from the parking lot, *color*, numbers shall be contrasting to the background color, *Arabic numerals*, all numbers used shall be Arabic numerals.

*Commercial, industrial and office buildings, height*, the numbers shall measure a minimum of 12 inches in height, *location generally*, numbers shall be placed either in the center of the building or on the street end of the building so as to be visible from either the public or private street or from the parking lot,

*property line or driveway*, should the building be located far enough from a public or private road so that the numbers are not clearly visible from the street, then the street address shall also be posted on the property at or near the property line or driveway to said building,

*color; each building*, numbers shall be contrasting to the background color and shall be placed on each building in the complex,

*Arabic numerals*, all numbers used shall be Arabic numerals,

*Shopping centers*. Shopping centers consisting of two or more stores shall have a tenant or suite number affixed to the front of the tenant space and on the outside of the rear door which corresponds with that tenant space. Numbers shall measure six inches in height.  
(City of Dover Code of Ordinances, 98-344)

9. TBD A lock box (Knox) containing any and all means necessary for fire department access shall be provided at the following occupancies: any occupancy that contains a fire alarm signaling system that is monitored off-site, or any occupancy that contains an automatic sprinkler system.  
(2021 Delaware State Fire Prevention Regulations 705, Chapter 5, 2.4)

*Secured key systems. When required; exemption*. A secured key system shall be required for any new or existing building where a fire alarm or sprinkler system is being installed. It shall be the responsibility of the owner or occupant to keep a set of keys in the secured key box that are current to the locks of the protected occupancy. Buildings with 24-hour staffing or guard service shall be exempt from this subsection.

*Location*. The secured key system shall be located as close to the main entrance as possible. Should the building design not allow the secured key system to be located by the main entrance, the fire marshal and fire chief shall come to an agreement as to an alternate location for the key box. A secured key system, once installed, shall not be obstructed from view or obstructed by any means that would delay the fire department access to the box.

*Required keys*. Keys to be secured in the key box shall include keys to all points of ingress or egress, whether on the interior or exterior of the building, and keys to locked mechanical

rooms, electrical rooms, elevator rooms, fire alarm and sprinkler controls and any area protected by automatic fire detection. Keys to individual residential apartment units are not required.

*Ordering responsibility.* It shall be the responsibility of the general contractor to order the key box for new buildings. It shall be the responsibility of the owner or tenant to order the key box for existing buildings.

*Installation before testing.* No acceptance test for sprinklers or fire alarms shall be conducted before the installation of a key box.

(City Code of Ordinances 46-127)

Knox Box to be mounted 6 feet above ground level

10. All required means of egress shall have an exit discharge consisting of a non-slip surface and leading to and terminating at a public way. NFPA 101
11. Project to be completed per approved Site Plan.
12. Full building and fire plan review is required.
13. Construction or renovations cannot be started until building plans are approved.
14. Fire alarm systems, fire suppression systems, hoods, exhaust ducts, and hood suppression systems require a fire permit from the Fire Marshal's Office. This work cannot be started until the permit is approved.
15. Building cannot be occupied by the public until a Certificate of Occupancy is obtained.
16. The following is City Ordinance, Appendix B-Zoning, Article 8 Enforcement and Penalties:

**Section 1. - Building permits.**

No building or structure in any district shall be erected or structurally altered without a building permit duly issued upon application to the building inspector. No building permit shall be issued unless the proposed construction or use is in full conformity with all the provisions of this ordinance. Any building permit issued in violation of the provisions of this ordinance shall be null and void and of no effect, without the necessity for any proceedings for revocations or nullification thereof, and any work undertaken or use established pursuant to any such permit shall be unlawful (see section 4 for penalties).

1.1 No building permit shall be issued for the construction or alteration of any building upon a lot without frontage upon, or legal permanent access to, a public street improved to the satisfaction of the planning commission, or without access to a public sewer.

1.2 No building permit shall be issued for any building where the site development plan of such building is subject to approval by the planning commission, except upon approval of such plans approved by the said commission.

1.21 No building permit shall be issued for any building in a subdivision unless the subdivision plot has been approved by the planning commission.

1.3 No building permit shall be issued for a building to be used for any conditional use in any zone where such use is allowed only with approval of the planning commission, unless and until such approval has been duly granted by the said commission.

(Ord. of 7-12-1993, § 3)

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. Please confirm that this is outpatient only.
2. Kitchen equipment will require proper protection
3. Demo permit will be needed for the existing structure

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):

2021 NFPA 1 Fire Code (NFPA; National Fire Protection Association)

2021 NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)

2019 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)

2019 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)

2009 IBC (International Building Code)

Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations

2021 Delaware State Fire Prevention Regulations

City of Dover Code of Ordinances

**\*If you have any questions or need to discuss any of the above comments, please call the above contact person listed.**

**CITY OF DOVER ELECTRIC**  
**DEVELOPMENT ADVISORY COMMITTEE**  
**APPLICATION REVIEW COMMENTARY**

**STAFF D.A.C. MEETING DATE: MAY 1, 2024**

---

**APPLICATION:** Lands of Ken Barrett Builders for Office Building at 1413  
New Burton Road

**FILE #:** S-24-05

**REVIEWING AGENCY:** City of Dover Electric Department

**CONTACT PERSON:** Shawn Burgett, Engineering Services & System Ops Superintendent

**CONTACT PHONE #:** 302-674-7568

**CONTACT EMAIL #:** sburgett@dover.de.us

---

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

**CITY AND STATE CODE REQUIREMENTS**

**ELECTRIC**

1. The roadway and curbing must be in.
2. The right-of-way must be within 6" of final grade.
3. The property corners must be staked.
4. Owner is responsible for locating all existing underground electric, communications and water facilities.
5. Owner is responsible for installing all conduits and equipment pads per the City of Dover Engineering Department specifications.
6. Owner is responsible for site and/or street lighting.
7. Meter locations will be determined by City of Dover Engineering Department.
8. Load sheets and AutoCAD compatible DXF or DWG diskettes of site plans, including driveways, are required prior to receiving approved electrical construction drawings.
9. Any relocation of existing electrical equipment will be engineered by the City of Dover Electric Department. Developer may be required to perform a quantity of the relocation. Any work performed by the City of Dover will be at the owner's expense.
10. Prior to construction, owner is responsible for granting an easement to the City of Dover Electric Department. Easement forms will be furnished and prepared by the City of Dover Electric Engineering Department.
11. Fees will be assessed upon final site plans. The owner will be responsible for fees assessed prior to construction. Owner is required to sign off plans prepared by the Electric Department.
12. Must maintain 10' clearance around all electrical equipment, unless pre-approved by the City of Dover Electric Engineering Department.

13. Prior to the completion of any/all designs and estimates, the owner is responsible for providing the Electric Engineering Department with a physical address of the property.
14. All Engineering and design for Dover Electric will be engineered upon final approved plans. All Engineering work will be furnished by the City's Electric Engineering Department.

**RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES**

**ELECTRIC**

1. Owner must give the City of Dover Electric Department three (3) months' notice prior to construction. Owner is responsible for following the requirements outlined in the City of Dover's Electric Service Handbook. The handbook is now available on the website at the following link: <https://evogov.s3.amazonaws.com/media/27/media/13108.pdf>.

**ADVISORY COMMENTS TO THE APPLICANT**

**ELECTRIC**

1. Provide load sheets as soon as possible for proper sizing of transformers and creation of primary fee estimates. Current load sheets can be found at the following link: <https://www.cityofdover.com/media/Electric%20Department/COD%20Electric%20Load%20Sheet.pdf>.

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

CITY OF DOVER  
DEVELOPMENT ADVISORY COMMITTEE  
APPLICATION REVIEW COMMENTARY



=====

APPLICATION: Land of Ken Barnett Builders

FILE#: S-24-05

REVIEWING AGENCY: DelDOT

CONTACT PERSON: Will Mobley

PHONE#: 302-760-2141

=====

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY & STATE CODE REQUIREMENTS:

No person, firm, corporation or the like shall construct, open, reconstruct, maintain, modify or use any crossing or entrance onto a state-maintained highway, street or road, including any drainage modifications leading into or carried by the highway drainage system, without first having complied with standards and regulations adopted by the Department and having obtained a permit issued by the Department. Please contact the Delaware Department of Transportation - Development Coordination section to begin permit process.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

1. The developer has a Small Commercial Entrance Approval from DelDOT dated 3/22/24. No further action required.



STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**  
800 BAY ROAD  
P.O. BOX 778  
DOVER, DELAWARE 19903

RECEIVED

APR 5 2024

CITY OF DOVER  
PLANNING & INSPECTIONS

NICOLE MAJESKI  
SECRETARY

March 22, 2024

Mr. Kevin Minnich  
Minnich Engineering  
868 Greenwood Road  
Greenwood, Delaware 19950

**SUBJECT: Small Commercial Entrance Plan Approval Letter  
Lands of Ken Barrett Builders**  
Tax Parcel # 2-05-08511-01-0100-00001  
KCR00190-NEW BURTON ROAD  
Dover, East Dover Hundred, Kent County

Dear Mr. Minnich:

The Delaware Department of Transportation (DelDOT) has reviewed your request, dated January 29, 2024, requesting a new Small Commercial Entrance. We have determined that this project is eligible and have issued an approved Entrance Plan dated March 22, 2024. This plan approval shall be valid for a period of one (1) year. If an entrance permit has not been obtained within one year, then the project must be resubmitted for review and approval.

The applicant acknowledges and accepts additional requirements may need to be constructed in the State of Delaware Right-of-Way to promote the safety and functionality of the applicants' new commercial entrance facility. These changes may be addressed as 'field changes' and could include but are not limited to the following items: sign relocation or placement, striping removal, additional striping, additional paving/repairs and additional transportation facility repairs or upgrades. Further the applicant agrees to adhere to all Maintenance of Traffic requirements that will be outlined in the Pre-Construction meeting.

**This letter does not authorize the commencement of construction. The following items will be required prior to the pre-construction meeting. A pre-construction meeting may be required as determined by the Central District Public Works office.**

1. A copy of the Site Plan which is consistent with the DelDOT "General Conformity" stamped plan.
2. Three (3) copies of the approved entrance plans.
3. Completed permit application.

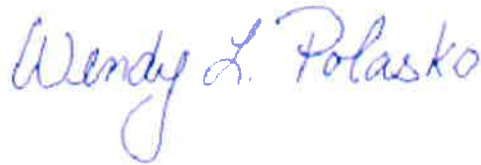


Lands of Ken Barrett Builders  
Mr. Minnich  
Page 2  
March 22, 2024

4. Executed agreements (i.e. construction, signal, letter).
5. An itemized construction cost estimate (only for entrance improvements).
6. A 150% security for the entrance improvements based upon an approved itemized construction cost estimate and W-9 form (if providing escrow).
7. A letter of source of materials, work schedule, list of subcontractors, emergency telephone numbers and names of contact persons.

Please contact the Central District Public Works office (302) 760-2433 concerning any questions you may have relative to the aforementioned required items.

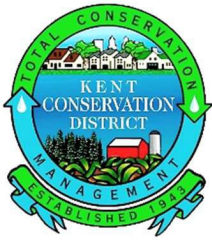
Sincerely,



Wendy L. Polasko, P.E.  
Subdivision Engineer,  
Development Coordination

Enclosure

cc: Kevin Minnich, Mary Ann Byler  
Kristopher Connelly, Kent County Planning & Zoning  
Jared Adkins, Kent Conservation District  
Steve McCabe, Central District Public Works Engineer  
Jeff Steward, Central District Project Reviewer  
Jerry Nagyiski, Safety Officer Supervisor  
Jennifer Pinkerton, Chief Materials & Research Engineer  
Linda Osiecki, Pedestrian Coordinator  
John Fiori, Bicycle Coordinator  
Robert J. Johnson, Safety Officer Central District  
Sean Humphrey, Traffic Development Coordination Engineer  
Tremica Cherry, DTC Planner  
Jason Reichert, JMT  
Will Mobley III, Interim Kent County Review Coordinator  
Will T. Mobley III, Kent County Reviewer



# KENT CONSERVATION DISTRICT

1679 SOUTH DUPONT HIGHWAY • DOVER, DELAWARE 19901 • (302) 608-5370 • WWW.KENTCD.ORG

**CITY OF DOVER  
DEVELOPMENT ADVISORY COMMITTEE  
APPLICATION REVIEW COMMENTARY  
May 2024**

---

**APPLICATION:** Lands of Kent Barrett Builders for Office Building at 1413 New Burton Road

**FILE #:** S-24-05

**REVIEWING AGENCY:** Kent Conservation District

**CONTACT PERSON:** Kate Owens

**PHONE:** (302) 608 – 5370

**EMAIL:** [stormwater@kentcd.org](mailto:stormwater@kentcd.org)

---

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

Source: 2019 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

1. As the disturbance for this site exceeds 5,000 square feet but is less than 1 acre, a standard erosion and sediment control plan must be reviewed and approved by the District prior to any land disturbing activity (i.e. clearing, grubbing, filling, grading, etc.) taking place.
2. Please provide Kent Conservation District with the following:
  - a. A completed and signed Standard Plan Application for Non-Residential Construction.
  - b. Standard plan application fee.
  - c. Two (2) hard copies of the plan set that is signed/sealed by the design engineer and has the Sediment & Stormwater Owners Certification signed by the owner.
  - d. One (1) electronic PDF of the construction plan set that contains the erosion and sediment control plan that is signed/sealed by the design engineer and has the Sediment & Stormwater Owners Certification signed by the owner.

ADVISORY COMMENTS TO THE APPLICANT:

1. Standard Plan Application, fee schedule, and plan review checklists may be downloaded from the Kent Conservation District website [www.kentcd.org/services/sediment-stormwater/design-permitting](http://www.kentcd.org/services/sediment-stormwater/design-permitting).
2. A letter of no objection to construction will be provided upon approval of the Standard Plan Application for Non-Residential Construction.



Kent Conservation District  
1679 S. DuPont Hwy.  
Dover, Delaware 19901  
stormwater@kentcd.org  
(302) 608-5370

APPLICATION FOR STANDARD PLAN APPROVAL  
**NON-RESIDENTIAL CONSTRUCTION  
LESS THAN 1.0 ACRE DISTURBED**

RECEIVED

APR 5 2024

CITY OF DOVER  
PLANNING & INSPECTIONS

**Applicability Criteria**

1. The disturbed area for construction of the improvements will not exceed 1.0 acre.
2. Within the disturbed area, the pre-development land use is not classified as forest.
3. For project site locations within an area previously managed for stormwater quantity and quality under an approved Sediment and Stormwater Plan, the post construction condition meets the original stormwater design criteria.
4. For project site locations within an area previously unmanaged for stormwater quantity and quality under an approved Sediment and Stormwater Plan, one of the following is met:
  - a. Comparison of the existing parcel curved number (CN) based upon the Department's 2017 aerial photography to the proposed CN for the parcel after non-residential construction results in less than one whole number change in the CN,  
**OR**
  - b. No new impervious area is proposed as a result of construction.

**Site Information**

Project Name: Lands of Ken Barrett Builders  
Site location: 1413 New Burton Road, Dover DE 19904  
Previous Plan Name: None  
Previous Plan Approval Number: None  
Tax Parcel ID: ED-05-085.11-01-01-000

Parcel Total Acres (nearest 0.1ac): 0.4 Acres  
Disturbed Acres (nearest 0.1ac): 0.3 Acres  
Proposed Impervious Area (square feet): 9,147 SF  
Wooded area to be cleared: 0.0 Acres  
Pre CN: 69 Post CN: 80

**Applicant Information**

Owner: Ken Barrett Builders, LLC  
Mailing Address: 2308 Woodlytown Road, Magnolia DE 19952  
Owner Phone: 302-270-6056  
Email Address: kennethbarrett2007@comcast.net

Applicant: Kevin R. Minnich  
Mailing Address: 868 Greenwood Road, Greenwood DE 19950  
Applicant Phone: 302-495-7244  
Email Address: krminnich@comcast.net

**Applicant Certification**

I, the undersigned, certify that the information supplied on this Application for Standard Plan Approval is accurate, the proposed land disturbing activity meets the criteria established, and all conditions of this Standard Plan Approval will be met by the applicant, builder, contractor, and owner during construction and post construction.

Applicant Signature: [Signature] Date: 3/13/2024  
Applicant Printed Name: Kevin R. Minnich Title: Engineer

**Fees:** \$625 for up to ½ acre \$1,250 for ½ acre to 1 acre

**Approval Information (for office use only)**

Permit # 71930

Fee Paid: \$ 625.00

☒ Check # 11353 ☐ Cash

Expiration Date: 3/14/29

APPROVED  
KENT CONSERVATION DISTRICT  
APPROVED BY [Signature] DATE 3/14/24  
VALID FOR FIVE (5) YEARS  
JACK

#### Standard Conditions

1. Discharges from rooftops will be disconnected using one of the following methods or another method approved by the Department or Delegated Agency:
  - a. Individual downspouts will discharge to lawn or landscape area.
  - b. Discharges from downspouts will be collected to discharge to a rain garden.
  - c. Discharges from downspouts will be collected in rain barrels or cisterns for reuse.
2. Driveways, sidewalks, patios, and other impervious surfaces will be graded to sheet flow to lawn or other pervious areas to the maximum extent practicable.
3. Unless waived in writing by the Department or Delegated Agency a construction site stormwater management plan in accordance with Department or Delegated Agency guidance for this Standard Plan shall be followed. The attached checklist has been developed to serve as guidance for preparing the construction site stormwater management plan.
4. Approval of this Standard Plan does not relieve the applicant from complying with any and all federal, state, county or municipal laws and regulations.

#### Stabilization Conditions

1. Following initial soil disturbance or redistribution, temporary or permanent stabilization with seed and mulch shall be completed within 14 calendar days to the surface of all disturbed areas not actively under construction.
2. Specific stabilization recommendations may be found in the Delaware Erosion and Sediment Control Handbook, 3.4.3 Standard and Specifications for Vegetative Stabilization.

**\*THIS STANDARD PLAN APPLICATION FORM MUST BE MAINTAINED  
ON THE SITE AT ALL TIMES DURING CONSTRUCTION\***

### EXISTING CONDITIONS

|      | ROOF (98)    | PAVED (98)   | GRASS (61)   | TOTAL |
|------|--------------|--------------|--------------|-------|
| AREA | <u>0.025</u> | <u>0.063</u> | <u>0.322</u> | 0.41  |
| CN   | 2.475        | 6.164        | 19.633       |       |

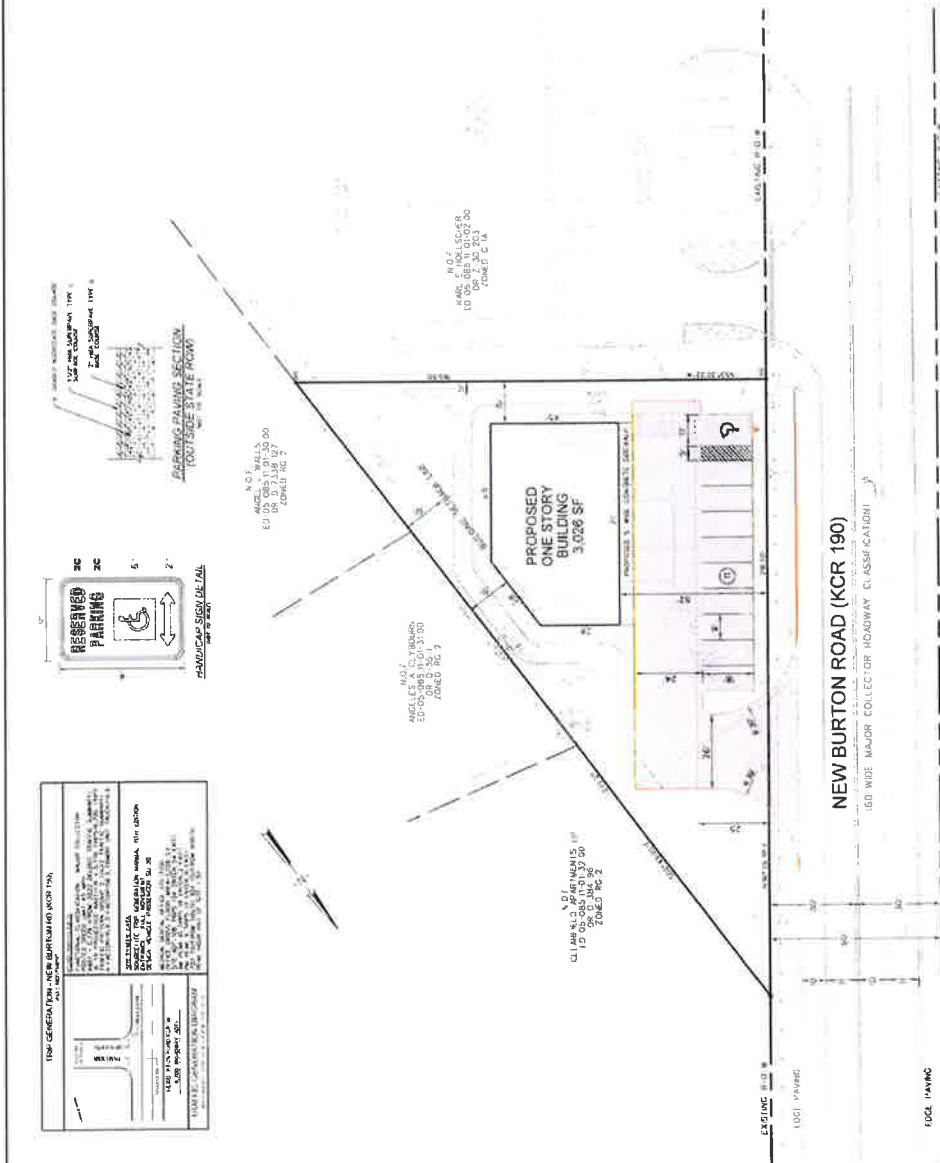
|              |       |
|--------------|-------|
| COMPOSITE CN | 68.96 |
|--------------|-------|

### PROPOSED CONDITIONS

|      | ROOF (98)    | PAVED (98)  | GRASS (61)  | TOTAL |
|------|--------------|-------------|-------------|-------|
| AREA | <u>0.069</u> | <u>0.14</u> | <u>0.20</u> | 0.41  |
| CN   | 6.762        | 13.622      | 12.322      |       |

|              |       |
|--------------|-------|
| COMPOSITE CN | 79.77 |
|--------------|-------|

DIFFERENCE IN CN= 10.82



**LEGEND**

|                   |                   |          |                       |                  |                  |                      |                      |                         |                     |                     |                       |                       |                         |                         |
|-------------------|-------------------|----------|-----------------------|------------------|------------------|----------------------|----------------------|-------------------------|---------------------|---------------------|-----------------------|-----------------------|-------------------------|-------------------------|
| PROPERTY BOUNDARY | RIGHT-OF-WAY LINE | LOT LINE | BUILDING SETBACK LINE | EXISTING CONTOUR | PROPOSED CONTOUR | EXISTING STORM DRAIN | PROPOSED STORM DRAIN | PROPOSED SANITARY SEWER | EXISTING WATER LINE | PROPOSED WATER LINE | EXISTING UTILITY POLE | PROPOSED UTILITY POLE | EXISTING SPOT ELEVATION | PROPOSED SPOT ELEVATION |
|                   |                   |          |                       |                  |                  |                      |                      |                         |                     |                     |                       |                       |                         |                         |



**DATA COLUMN**

| ITEM | DESCRIPTION       | REMARKS        |
|------|-------------------|----------------|
| 1    | EXISTING LOT AREA | 10,000 SQ. FT. |
| 2    | EXISTING LOT AREA | 10,000 SQ. FT. |
| 3    | EXISTING LOT AREA | 10,000 SQ. FT. |
| 4    | EXISTING LOT AREA | 10,000 SQ. FT. |
| 5    | EXISTING LOT AREA | 10,000 SQ. FT. |
| 6    | EXISTING LOT AREA | 10,000 SQ. FT. |
| 7    | EXISTING LOT AREA | 10,000 SQ. FT. |
| 8    | EXISTING LOT AREA | 10,000 SQ. FT. |
| 9    | EXISTING LOT AREA | 10,000 SQ. FT. |
| 10   | EXISTING LOT AREA | 10,000 SQ. FT. |

**GENERAL NOTES**

- THE PROPOSED BUILDING IS SHOWN ON THE BOUNDARY LINES AND SETBACKS.
- THE PROPOSED BUILDING IS SHOWN ON THE BOUNDARY LINES AND SETBACKS.
- THE PROPOSED BUILDING IS SHOWN ON THE BOUNDARY LINES AND SETBACKS.
- THE PROPOSED BUILDING IS SHOWN ON THE BOUNDARY LINES AND SETBACKS.
- THE PROPOSED BUILDING IS SHOWN ON THE BOUNDARY LINES AND SETBACKS.
- THE PROPOSED BUILDING IS SHOWN ON THE BOUNDARY LINES AND SETBACKS.
- THE PROPOSED BUILDING IS SHOWN ON THE BOUNDARY LINES AND SETBACKS.
- THE PROPOSED BUILDING IS SHOWN ON THE BOUNDARY LINES AND SETBACKS.
- THE PROPOSED BUILDING IS SHOWN ON THE BOUNDARY LINES AND SETBACKS.
- THE PROPOSED BUILDING IS SHOWN ON THE BOUNDARY LINES AND SETBACKS.

**PRELIMINARY SITE PLAN**

**LANDS OF**

**KEN BARRETT BUILDERS**

**Minnich**

CONSULTING ENGINEERS & ARCHITECTS

1000 WEST 10TH AVENUE, SUITE 100

MINNEAPOLIS, MN 55408

PHONE: 612.338.1234

DATE: 08/28/2024

DATE: 08/28/2024

SCALE: 1" = 400'

SHEET NO. 1 OF 1

**OWNER CERTIFICATION**

I, the undersigned, hereby certify that the information furnished herein is true and correct to the best of my knowledge and belief, and that I am the owner of the property described herein.

DATE: 8/28/2024

SIGNATURE: KEN BARRETT

**ENGINEER CERTIFICATION**

I, the undersigned, hereby certify that the information furnished herein is true and correct to the best of my knowledge and belief, and that I am a duly licensed professional engineer in the State of Minnesota.

DATE: 8/28/2024

SIGNATURE: [Signature]

CITY OF DOVER  
DEVELOPMENT ADVISORY COMMITTEE  
APPLICATION REVIEW COMMENTARY  
D.A.C. MEETING DATE: 5/8/2024

**Dover/Kent  
County  
Metropolitan  
Planning  
Organization**

---

APPLICATION: S-24-05 Lands of Ken Barrett Builders for Office Building at 1413 New Burton Road

FILE # S-24-05

REVIEWING AGENCY: Dover/Kent County MPO

CONTACT PERSON: Malcolm Jacob

PHONE #: (302) 387-6030

---

Issues of concern to the MPO are effective transit, reducing the amount of vehicle emissions by shortening or eliminating trips, and facilities for alternative modes of transportation, including bicycle and pedestrian access. The MPO considers the bicycle facilities required by the City of Dover to be the standard for all applications, not to be waived.

**City of Dover Planning Commission**  
Site Development Plan Review

**S-24-05 Lands of Ken Barrett Builders for Office Building at 1413 New Burton Road**

- 1) The MPO strongly recommends adding sidewalks to the frontage of this property. The New Burton Road corridor is an area with high potential for connectivity, linking downtown Dover to the Kent County Recreation Center. New Burton Road is also listed in the [Dover Bicycle and Pedestrian Plan](#) (2020), and potential improvements to the road have been proposed in order to make conditions safer for bicyclists. The corridor has been amended into the MPO's [Metropolitan Transportation Plan](#) (MTP) and has previously been submitted to DelDOT for consideration in its Capital Transportation Program (CTP).

The posted speed limit is 45 mph and the [level of traffic stress](#) is measured at LTS 4, which means the conditions are unsafe for pedestrians. The surrounding neighborhood is also an equity focus area as defined by DelDOT's [Equity Analysis Tool](#). Although sidewalks do not currently exist within the majority of the corridor, these conditions are likely to change in the future due to public investment or through various grant opportunities. With this in mind, sidewalks at this property would help begin the process of making the corridor safer for all users.

**If you have any questions or need to discuss any of the above comments, please call the above contact person and the Planning Department as soon as possible.**

