



DATA SHEET FOR SITE PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF July 5, 2023

PLANNING COMMISSION MEETING OF July 17, 2023

Plan Title:	S-23-15 Walker Road Professional Center Medical Building
Plan Type:	Site Development Plan
Address:	101 Mont Blanc Boulevard
Location:	Southwest corner of Walker Road and Saulsbury Road and has its entrance access from Mont Blanc Boulevard
Tax Parcel:	ED-05-067.19-04-52.00-000
Owner:	Walker Pavilion, LLC.
Property Area:	2.615 acres +/- (113,909 S.F.)
Zoning:	C-PO (Commercial Professional Office Zone) COZ-1 (Corridor Overlay Zone)
Present Use:	Vacant grassy lot
Proposed Use:	Two (2) Office Buildings
Building Areas:	Proposed 2-story Office Building – 19,800 SF (each).
Off Street Parking:	Required – 132 spaces Proposed – 135 spaces
Impervious Areas:	Permitted – 75% Proposed – 68% (1.78 acres)
Sewer & Water:	Proposed City of Dover
Waiver Request:	Elimination of the Requirement to provide Loading Spaces

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: July 5, 2023

APPLICATION: Walker Road Professional Center Medical Buildings

FILE #: S-23-15 REVIEWING AGENCY: City of Dover Planning

CONTACT PERSON: Julian Swierczek, AICP PHONE #: (302) 736-7196

I. PLAN SUMMARY:

This Site Plan Review to permit the construction of two 19,800 Sq Ft office buildings, parking, and other site improvements. The parcel totals 2.615 acres +/- and is zoned CPO (Commercial and Professional Office Zone) and is subject to the COZ-1 (Corridor Overlay Zone). The property is located on the southwest corner of Walker Road and Saulsbury Road, and east of Mont Blanc Boulevard. The owner of record is Walker Pavilion, LLC and equitable owner is Walker Road Professional Center, LLC. Property Address: 101 Mont Blanc Boulevard. Tax Parcel Number: ED-05-067.19-04-52.00-000.

Previous Applications:

This property was previously subject to Site Development Plan Applications S-05-18, S-06-46, and S-09-19 where construction did not commence, and the plans expired. The most recent Site Development Plan Application S-20-12 Walker Pavilion was granted conditional approval by the Planning Commission in November 2020 with an extension until November 30, 2023. This Application S-20-12 proposed one two-story professional office building of 24,657 S.F. and associated site improvements. Final Plan approval is pending, and as such, the Application S-20-12 is still active.

II. PROJECT DESCRIPTION

The property located at 101 Mont Blanc Boulevard is the only undeveloped property of four commercial properties created as part of the Four Seasons Subdivision. The parcel is 2.615 acres +/- and has frontage along Saulsbury Road, Walker Road and Mont Blanc Boulevard. The proposed project, like the other commercial properties along this corridor will take access from Mont Blanc Boulevard only. All four of these properties have a shared stormwater management facility located to the south of the four commercial properties at the northeast corner of Mont Blanc Boulevard and Matterhorn Drive.

The subject application proposes two (2) two-story Office Buildings which will be situated at along the eastern boundary of the property along Saulsbury Road. Each Office Building is to comprise a total floor area of 19,800 SF (footprint of 9,900 SF each). The proposed building height is 28 feet. The project also includes a parking area to the west of the proposed buildings with the only vehicle access off Mont Blanc Boulevard, several pedestrian connections, and extensive landscaping. *The original plan set has been amended by a Letter of Clarification dated July 6, 2023 and its attached Exhibit Sheet: Revised Plan Sheet PL-02.*

Surrounding Land Uses:

In addition to the commercial properties zoned C-PO (Commercial and Professional Office Zone) to the south which include medical offices and a Child Day Care Center, there is the residential portion of the Four Seasons Subdivision located to the south and west is zoned R-8 (One Family Residence Zone). To the north there is a shopping center (the Shoppes of the Hamlet) zoned SC-1 (Shopping Center Development). To the east there are additional office buildings zoned C-PO and to the northeast there is the Northwest Dover Heights Subdivision which is zoned R-7 (One Family Residence Zone) consisting of one family detached dwellings. Properties with frontage on Saulsbury/ McKee Road to the north and south of the subject site are also subject to the COZ-1 Overlay Zone.

III. ZONING REVIEW

C-PO (Commercial and Professional Office Zone)

The types of permitted uses in the C-PO Zone are given in Article 3 §26 of the *Zoning Ordinance*. A business, professional or governmental office is a permitted use in C-PO; and medical offices are considered a type of professional office. The Bulk Standards of the CPO Zone is to be followed unless the COZ-1 is more restrictive.

COZ-1 (Corridor Overlay Zone -1)

The subject site area involved with this application is located within the COZ-1. The *Zoning Ordinance* details the requirements of the COZ-1 in Article 3 §27 and its subsections. The Corridor Overlay Zone as a planning and growth management tool is designed to foster an attractive, efficient, and economically vibrant urban corridor along Route 8/Forrest Avenue and Saulsbury/McKee Roads. To this end, more stringent standards are applied to development taking place in the corridor. A discussion of the provisions of the COZ-1 which apply to this application follow below.

The compliance of the project with the COZ-1 requirements is discussed below.

- The COZ-1 specifies a required front yard setback for non-residential properties. This site has three street frontages: Saulsbury Road, Walker Road, and Mont Blanc Boulevard. In this case, the front setback is from Saulsbury Road and is a maximum of 50 feet. The portion of the building fronting on Saulsbury Road complies with the minimum setback of 40 feet and the maximum of 50 feet; the setback of the buildings from Saulsbury Road is not provided but appears to comply.
- The COZ-1 building must sit parallel to the road with the longest side facing the road; the proposed buildings are placed adjacent to one another (one north, and one south), each

with their longest elevations being parallel to Saulsbury Road.

- Parking Lot layout/arrangement: The parking lot location is not in the front yard setback or located between the building and the corridor frontage when compared to Saulsbury Road. However, there are vehicle parking spaces being shown closer to Walker Road than the buildings themselves are placed.
- Further details and clarifications of dimensions of the medians and landscape islands within the overall vehicle parking lot to ensure compliance with the required minimum dimensions as stipulated in the COZ-1. *Note: The Exhibit Sheet shows some of this information.*
- Building complies with the allowable number of stories and maximum permitted height of 35 feet in the COZ-1.
- The proposal meets the requirement that a minimum of 25% of the lot consist of landscaped open space. With a Lot Coverage of 68% (noted in the data column), approximately 32% remains as open space.
- The project complies with the 6-foot sidewalk width and a landscaped area for a total width of at least 12 feet between the building and parking lot.
- The Site appears to comply with the required 25-feet of landscaped Open Space along the Saulsbury Road frontage.
- The property is required to provide one tree per 50 feet of road frontage, as well as 1 tree per 75 feet of non-road frontage. However, no details are provided regarding these provisions.
- Non-frontages in the COZ-1 are required to have landscaped open space of 15 feet when adjacent to residential uses and landscaped open space of 5 feet when adjacent to non-residential uses. The Plan appears to comply, but detailed measurements are not provided to confirm.
- See Building Architecture (Section VI) for Compliance with the COZ-1 provisions.

IV. PARKING SUMMARY

Vehicle Parking

The minimum off-street parking requirement for the C-PO (Commercial Zone) is based upon the square footage. It shall be provided at a rate of at least one (1) space per 300 square feet of floor area (Article 4 §4.15). Based on the 19,800 S.F. noted for each proposed building (39,600 total SF), this property would require a minimum of 132 vehicle parking spaces. The Cover Sheet of the Plan submitted incorrectly references a square footage of 33,660 and subsequent required vehicle parking rate of 113 spaces but notes a proposed vehicle parking count of 135 spaces, including 8 ADA spaces.

Bicycle Parking

Bicycle Parking is required at a rate of one (1) bicycle parking space for every twenty (20) vehicle parking spaces. With the proposed 135 vehicle parking spaces, this would require a minimum of seven (7) bicycle parking spaces. A note on the Cover Sheet (PL-01) notes that eight (8) bicycle parking spaces are to be provided.

Waiver Request: Loading Spaces

The *Zoning Ordinance*, Article 6 §4.22 notes the requirements for providing loading berths based on the type of use for a building. This stipulates that a building of 19,800 SF building containing medial (professional) offices would require one (1) loading space, meaning this project would require two total loading berths (1 for each building).

The *Zoning Ordinance*, Article 6 §4.4 allows for the Planning Commission to approve a waiver from these requirements under certain conditions. To that end, the Applicant has submitted a Waiver Request from the requirement to provide one (1) loading berth for each building (2 total). Specifically, the Applicant notes that drop-off areas shown on the Plans at the west entrance to each building would serve for small-box truck deliveries, which would be sufficient to meet the needs of the intended uses of the building.

V. SITE CONSIDERATIONS

Building placement requirements of the Corridor Overlay Zone are found in *Zoning Ordinance*, Article 3 §27.62. It includes the requirement that the building be placed with the long side to the roadway. This site design places the long side of both buildings parallel to Saulsbury Road, with the primary entrance to each building off the parking lot to the west.

Lighting

The location of the lighting is proposed in the form of light poles throughout the parking lot, and it does not appear that any exterior lighting is proposed on the buildings themselves. The office use would be considered a commercial use, thus requiring a minimum of 1.5 foot candles at grade. The proposed lighting must be adequate to safely light all parking and pedestrian areas yet must be shielded and directed as to not create a nuisance on the adjacent properties and roadways.

Dumpsters

For a professional office use, the *Zoning Ordinance* Article 5 §6.12 requires a minimum of two (2) dumpsters for the first 16,000 SF of gross floor area, and an additional dumpster required for each additional 16,000 SF of gross floor area or fraction thereof. With a combined floor area of 39,600 SF, this Application would require a minimum of four (4) dumpsters to be provided.

A Dumpster Enclosure is depicted on the plan at the northwest corner of the site near the intersection of Mont Blanc Boulevard and Walker Road. No details are provided regarding the dimensions of the proposed Dumpster Enclosure, nor the type of material to be used. The Plan appears to show that two (2) Dumpsters are to be provided. *The Letter of Clarification notes that the Dumpster enclosure will be masonry/brick and an area will be designated reserve a location for the other Dumpsters required.*

The Applicant does have the ability to seek a reduction in the minimum required number of dumpsters constructed per Article 5 §6.18, provided the Applicant provide an area reserved for future use, or otherwise utilizes a trash compactor.

Sidewalks

Sidewalks are shown as required along all the public street frontages of Walker Road and Mont Blanc Boulevard. There is a multi-use path along Saulsbury Road. There are also connections into the site from Walker Road on the north and Saulsbury Road on the east. There is sidewalk connection and striped path being shown from Mont Blanc Boulevard on the Revised Exhibit Sheet.

The sidewalk shown in the right-of-way of Walker Road and Saulsbury Road does not show a connection with the pedestrian crossing at the intersection. There are no barrier free access ramps or other similar ADA compliant features being shown where sidewalks or multi-use paths intersect with roadways and parking areas.

VI. BUILDING ARCHITECTURE

The submission includes the requisite Architectural Elevation drawings (three renderings submitted at time of application: aerial view northeast from parking area towards both buildings, a similarly angled view at ground level, and a view looking down the sidewalk running east/west between the building but with the direction not identified). The Applicant has also submitted a black/white series of drawings showing façade elevations and the floorplans. These drawings identify the east, south, west, and north elevations but do not specify any differences between the two proposed buildings.

For each building, the applicants are proposing a two story building with a flat roof. The primary entrance to each building is located on the west elevation facing the parking lot. The entrance is covered by a canopy structure which is suspended from the façade above the main entrance and extends outwards over the drop-off area. It appears that both buildings are faced in light colored panels at ground level on all four sides. The material of these panels is not identified but the renderings would suggest them to be of masonry. The second story of both buildings is comprised of red/orange masonry on all four elevations.

All four elevations of both buildings comprise a series of unarticulated, rectangular windows placed evenly throughout. The primary entrance on the west elevation again contains a canopy suspended over the main entrance, with larger rectangular windows shown directly above said canopy. There are also doors shown with canopies on the north and south elevations of each building.

This building is subject to the Architectural Review requirements found in Article 3 §27.69 for properties located within the Corridor Overlay Zone. This section of code reflects the amendments adopted November 13, 2006. See text below.

27.69 Architectural Review. The side of any building which faces the corridor (or corridors) shall be referred to as the "corridor elevation." Buildings in the COZ-1 shall be designed to front on the corridor, and the corridor elevation shall contain architectural elements traditionally associated with the front of a building. Blank walls without functioning windows are prohibited along the corridor. Windows must be incorporated into the overall design concept of the corridor elevation. Providing one or several small windows on a large corridor elevation shall not constitute

compliance with this ordinance.

A “functioning window” shall be defined as a window which lets light into the interior of the structure, and is integrated and related to the interior layout of the space. In addition to functioning windows, the corridor elevation shall have the following elements:

- a) A primary entrance door or doors (except for loading doors).
- b) A primary entrance feature, such as a porch, portico, awning, entrance walk, or other similar feature.

In addition, the corridor elevation shall have one of the following elements:

- a) Landscaping integrated into the building design concept.
- b) Architectural or urban design elements which link adjacent structures together, such as plazas, walkways, colonnades, or similar features.
- c) Architectural relief, such as vertical and horizontal off-sets in exterior wall elevations, band courses, lintels and sill courses, cornices and the like to create shadow lines.

As currently proposed, the corridor elevation of this building includes an extensive number of windows which qualify as functioning windows. The elevation drawings appear to show that the east elevations facing Saulsbury Road present similarly to the west elevations, in that a canopy is suspended outwards from the main façade over larger windows which mimic the effect of a building entrance; however, the Plans suggest no formal entrance being proposed. The plan as submitted does show trees being planted on the east side of the proposed buildings; however, there does not appear to be any smaller trees, shrubbery or other such landscape features being provided on this elevation.

VII. TREE PLANTING AND LANDSCAPE PLAN

The submitted plan sheet set includes the requisite Landscaping Plan elements. Based on the total site area of 113,910 S.F., thirty-eight (38) trees would be required. Thirty-six (36) tree plantings are proposed, with the Applicant noting that there are two (2) existing trees on site which are to be retained for thirty-eight (38) total trees. The trees identified to be planted include a mix of Red Maple, River Birch, Eastern Redbud, Linden, and Crape Myrtle, as well a Southern Magnolia Tree. These tree planting locations should maintain appropriate separation distances from utility lines.

The *Zoning Ordinance*, Article 3, Section 27.67 sets out the requirements for Open Space and Landscaping in the COZ-1. This includes the requirement that at a minimum 25% of the site consist of landscaping and landscaped parking areas. For this site, the Cover Sheet of the Plans submitted note a proposed Lot Coverage of 68%, leaving 32% of the overall lot area to meet the landscaped open space requirements. Article 3 §27.63(c) requires a landscaped buffer area of twelve (12) feet in width between the building and the parking lot or drive areas and also a six (6) foot wide sidewalk; this is shown on the Plan.

The COZ-1 (Corridor Overlay Zone –1) includes specific tree planting requirements along property lines. One tree per fifty feet of frontage is required. This property with a frontage of 270 ft. +/- on Saulsbury Road would require five (5) trees. One tree per 75 feet is required on the

non-frontage perimeters for a total of five (5) trees on the north property line by Walker Road, four (4) trees on the west property line by Mont Blanc Boulevard, and four (4) trees on the south property line. The Plans submitted make no reference to this tree planting requirement.

This parcel is across the street (Mont Blanc Boulevard) from residentially zoned parcels of land (R-8 zoning). Article 6 §5.43 and Article 5 §7.23 note the same requirements for parking lots near residential zones. These code sections require the following:

7.23 Parking Lots. Whenever a parking lot is located across the street from a residential use, it shall be screened from view of such land by a thick hedge located along a line drawn parallel to the street, such hedge to be interrupted only at points of ingress and egress and to meet the corner visibility standards of appendix B, zoning, article 5, supplementary regulations, section 1.31. The open area between such hedge and the street shall be landscaped in harmony with the landscaping prevailing on neighboring properties fronting on the same street. The hedge shall be at least two feet in height at the time of planting and shall grow to no more than four feet in height at the time of maturity. While the hedge is growing to a suitable height, an adjacent four foot high fence may be required by either the planning commission or city planner, according to the type of review required by appendix B, zoning, article 10, planning commission.

The landscape design includes the planting of evergreen shrubs immediately adjacent to the parking spaces where the series of parking spaces results in vehicles parking facing the residential zone.

The *Zoning Ordinance* Article 3, Section 27.63 (d)(ii) requires that when parking is facing onto the roadway of an adjacent public right-of-way, low profile screening shall be required. Said Screening may consist of a low wall, evergreen hedge with a minimum height of two feet at the time of planting, planted three feet apart on center, and a maximum height of three feet at maturity, or earth berm. The Plans submitted do not show any such feature being provided along the Walker Road frontage of the property.

As earlier referenced under Section VI regarding Building Architecture, the provisions of the COZ-1 overlay require landscaping integrated into the building design concept as an option for compliance with regards to the corridor frontage of Saulsbury Road. While there are tree planting shown along this property line, there is no shrubbery, or other ornamental plantings identified to achieve comply with this standard.

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.

- 1) Waiver Request: Loading Berths: The Applicant will need to provide one (1) loading berth for each of the two (2) proposed buildings (total of 2) unless a Waiver from this requirement is granted by the Planning Commission.
- 2) Minimum Number of Dumpster Required: The Applicant is required to provide a minimum

of four (4) dumpsters on site. It appears that only two (2) dumpsters are being proposed. The Letter of Clarification notes that they will reserve a location for the additional 2 required Dumpsters.

- 3) Confirmation of the dimensions of the parking islands and medians with minimum requirements. The Exhibit Sheet; Revised Plan begins to identify the dimensions of all such features on the Plan to ensure that they comply with the COZ-1 Overlay provisions. Parking Islands are required to be a minimum of 10 feet in width, and Parking Medians are required to be at least 8 feet wide.
- 4) Correct the Plans to show that the property is subject to front yard setback requirements of the C-PO (Commercial and Professional Office Zone) along the Walker Road and Mont Blanc Boulevard frontages. Note the actual setback in the Site Data Column and depict on the Site Plan.
- 5) Remove any reference or note on the Plan that states “30’ rear setback,” as the rear setback provisions will not apply to any property line on this site.
- 6) Provide a Details Plan Sheet that includes information on the Dumpster Enclosure (dimensions, materials, gates, etc.), upright curbing, as well as any other relevant site features.
- 7) Cover Sheet (PL-01):
 - a) The Data Column:
 - i) Correct the Proposed Land Use to read “Professional Office (Medical Offices)”
 - ii) For Utility Providers, the City of Dover does not provide Gas. Chesapeake Utilities would be the Gas provider.
 - iii) Under Item #12, Confirm the FEMA Panel Number, and date.
 - iv) Under Item #18, note all components of the bulk standards, and list as “Required” and “Proposed,” differentiating between those that are standards of the C-PO Zone, and those that are standards of the COZ-1 Overlay.
 - v) The Front Yard Setback for the COZ-1 is a minimum 40 feet and a maximum 50 feet. Correct the notes accordingly.
 - vi) The Front Yard Setback for non COZ-1 road frontages (Mont Blanc Boulevard and Walker Road) is per the C-PO bulk standards, which requires a minimum 10-foot front yard setback.
 - vii) Clarify the reference to the “Corner Setback.”
 - viii) Correct the Parking Calculations. The two buildings combined would total 39,600 Sf, yet the figure 33,660 is given. The minimum required number of parking spaces would therefore be 132, not 113.
 - ix) Correct the note regarding Loading Zone to instead read “Loading Berths,” and note that the requirement is one (1) Loading Berth per building (2 total).
 - x) Note the required Lot Coverage provisions of both the C-PO (maximum Lot Coverage is 75%), and the COZ-1 (minimum Landscaped Open Space requirement of 25%).
 - xi) Provide an overview of the Tree Planting Calculations.
 - xii) Provide the square footage of each building, as well as combined.

- xiii) Note the number of Dumpsters to be provided.
 - b) Any changes recommended or approvals by the Planning Commission.
- 8) Site Plan Sheet (PL-02)
- a) Note the actual building setbacks from South Saulsbury Road and Walker Road.
 - b) Note the distance between the two buildings, as well as from each building to the sidewalk.
 - c) Note the dimensions of the Dumpster Enclosure.
 - d) Show the distances from the parking lot to the property line, edge of pavement of the road, the right-of-way, sidewalks, and any other relevant site or site-adjacent features.
 - e) Show the dimensions of all sidewalks and provide the dimensions of the noted “concrete pads” shown on the south, east, and north of each building.
 - f) Identify the use, if any, of the said concrete pads.
 - g) Show any curb cuts or ramps especially where necessary to facilitate ADA access at pedestrian crossings, etc.
 - h) Show the dimensions of all medians and parking lot islands.
 - i) Clarify note reference 25’ corner setback.
 - j) Confirm the existing sidewalk/ pathways materials.
 - k) Complete the cross-access connection (both vehicle and pedestrian) to the adjoining parcel to the south.
 - l) Provide further bicycle parking details and confirm that such facilities do not impede pedestrian circulation on the sidewalks.
 - m) It is noted that Exhibit Sheet: Revised Plan PL-02 may have begun to address some of these comments.
- 9) Landscape Plan Sheet (PL-03)
- a) Note on the Plan the required 25-foot-wide landscaped open space required along the street frontage.
 - b) Note on the Plan the required 5-foot-wide landscaped open space required along side and rear yards abutting a non-residential use.
 - c) Note calculations pertaining to the required tree plantings based on road frontage. Trees are required to be provided along the frontage perimeter at a minimum rate of one tree for each 50 linear feet of frontage, and one tree for each 75 feet of non-linear frontage.
 - d) Additional plantings are required along the Saulsbury Road frontage that integrate into the overall building design concept.
 - e) In the Site Data Column, correct the zoning to include COZ-1 (Corridor Overlay Zone).
 - f) Ensure that tree and shrub plantings do not conflict with utilities lines such as sewer, water, fire department connection location, etc. and that separation distances are maintained.
 - g) The provisions of the COZ-1 require a landscaped open space of 5 feet when adjacent to non-residential uses. Note the distance from the parking lot to the south property line and provide landscaping accordingly.
 - h) Identify the surface material of the island medians (i.e., grass, mulch, stone, etc.)
 - i) The Letter of Clarification notes the Applicant’s intent to comply with the Landscaping requirements.

- 10) Refer to the requirements for the internal site linkages from Mont Blanc Boulevard to the front of the Office Building. The Exhibit Sheet: Revised Plan appears to have started to resolve this requirement. *Zoning Ordinance*, Article 5 §18.3(c) On-site linkages, states:

Within all nonresidential developments and all multifamily residential developments, sidewalk at least five feet wide, constructed of concrete or good paving brick laid substantially in concrete, shall be installed to make pathways between street frontages, parking areas, building entrances, and any other site features needing pedestrian access. Such pathways shall be designed to provide reasonable travel times between these features and disincentivize taking shortcuts across areas inappropriate for pedestrians. Where such pathways must cross drive lanes, standard City of Dover crosswalk shall be installed.

- 11) Confirm the method of trash collection as private or City service. Eligibility for City trash collection will be determined by the Public Works Department.
- 12) Include a note on the Plans that any signs shown on the plan are subject to the City of Dover Sign Provisions as found in Article 5, Section 4 of the *Zoning Ordinance*, and will require a separate sign permit application process.
- 13) Any Erosion & Sediment Control Plans and Stormwater Management Plans granted approval by Kent Conservation District (KCD) must reflect the Site Plan layout and design conditionally approved by the Planning Commission and be in compliance with the Zoning Ordinance and technical review requirements of other agencies.
- 14) The Final Plan set must include notes documenting any action taken by the Planning Commission and must list any additional conditions of approval.

IX. RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL 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 in particular listed in subsections 2.21 to 2.28.

- 1) Waiver Request: Loading Berths: Planning Staff recommends approval of the Waiver Request as submitted by the Applicant to reduce the number of loading berths required, and instead allow for the two drop-off points to be utilized for deliveries. The type of use proposed for each building (medical offices) would generally not likely require larger scale shipments/ deliveries. As stated in the Waiver Request Letter, the buildings would most likely expect “small box” deliveries which could be delivered using the aforementioned drop-off areas. There is one (1) such area at the front of each building,

and they allow for any vehicle to exit the drive aisle and not be in the way of any regular traffic movement. Planning Staff would agree that this would be sufficient for the intended uses.

- 2) Pedestrian Connections: Staff recommended improvements to the pedestrian connection from Mont Blanc Boulevard to the front of the proposed Office Buildings. The Exhibit Sheet; Revised Plan shows a sidewalk and pathway from Mont Blanc Boulevard at the ends of the parking aisles leading across the parking lot and to the front of the buildings which would give pedestrians an identified route through the parking area. This connection point would also connect to the sidewalk running between the two buildings and connecting through to the sidewalk in right-of-way along South Saulsbury Road, giving pedestrian access through the Site from east to west.
- 3) Dumpster Location: The current proposed location of the Dumpster Enclosure is very prominently situated at the corner of Mont Blanc Boulevard and Walker Road. The Letter of Clarification notes the Dumpster Enclosure will be of brick and also include landscaping to be placed so as to screen the Dumpster Enclosure from the public -right of way of both roads. It was suggested to look to at options relocate the Dumpster further south on the site, and away from Mont Blanc Boulevard; however, Staff recognizes the Applicant's documentation that the location of utilities and necessary positioning of the unit for pick-up limits other options.

X. ADVISORY COMMENTS TO THE APPLICANT:

- 1) The use of the tenant spaces within the proposed building are subject to compliance with the permitted uses and other regulations of the CPO (Commercial Professional Office) zoning district and other provisions of the *Zoning Ordinance*.
- 2) In the event, that major changes and revisions to the Site Plan occur in the finalization of the Site Plan contact the Department of Planning and Inspections. Examples include reorientation of building, relocation of site components like stormwater management areas, 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 regards to the plan.
- 3) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.
- 4) Following Planning Commission approval of the Site Plan, the Plan must be revised to meet all conditions of approval from the Development Advisory Committee or as otherwise noted. A Check Print must be submitted for review by Planning Office Staff. Upon determination that the Plan is complete and all agency approvals have been received, copies of the Plan may be submitted for final endorsement.

- 5) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate site inspections and permits are required.
- 6) Construction will have an effect on the adjacent property owners and nearby travel lanes. Any work requiring the closing or rerouting of potential customers or visitors to adjacent properties should be coordinated as to offer the least amount of inconvenience to the adjacent property owners.
- 7) The applicant shall be aware that Site Plan approval does not represent a Sign Permit, nor does it convey permission to place any sign on the premises. Any proposed site or building identification sign shall require a Sign Permit from the City of Dover prior to placement of any such sign.
- 8) The applicant shall be aware that Site Plan approval does not represent a Building Permit and associated construction activity permits. A separate application process is required for issuance of a Building Permit from the City of Dover.
- 9) With a proposal for two buildings on this property, the applicant is advised that separate addresses will need to be arranged for each building. You will need to consult with the Tax Assessor/ GIS Office regarding the assignment of address numbers for each building.

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: JUNE 28, 2023



APPLICATION: Walker Road Professional Center Medical Buildings at 101 Mont Blanc Boulevard

FILE #: S-23-15

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 PHONE #: 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. The proposed plan will require private trash collection services.

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 C900 PVC pipe.
4. 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.
5. 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.
6. 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.
7. Water services shall be either type K copper or SDR-9.
8. 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. This project will require a double check valve assembly to be installed downstream of the water meter in the building.
9. All water infrastructure on the property will be owned and maintained by the property owner.

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.
 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. All wastewater infrastructure on the property will be owned and maintained by the property owner.
 9. 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. Profiles of the sanitary sewer main must be provided with the construction plans. All water, sanitary sewer and storm sewer crossings must be shown on the profiles.
4. Wastewater impact fees will be required to be paid prior to Certificate of Occupancy for this project.
5. Depending on the effluent flow, the downstream pump station must be evaluated by the developer / engineer to verify it can handle the additional effluent flow.

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, 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 ELECTRIC
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: JUNE 28, 2023

APPLICATION: Walker Road Professional Center Medical Buildings at 101
Mont Blanc Boulevard

FILE #: S-23-15

REVIEWING AGENCY: City of Dover Electric Department

CONTACT PERSON: Shawn Burgett, Engineering Services & System Operations 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 if the new load requirements will change as soon as possible to verify 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>.
2. Provide how many and sizes of electrical transformers will be installed during the next fiscal year. This will help with lead times and prices.

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.

S-23-15

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 06/28/23

C
I
T
Y

O
F

D
O
V
E
R

F
I
R
E

M
A
R
S
H
A
L

APPLICATION: Walker Road Professional Center Medical Buildings at 101 Mont Blanc Blvd

FILE #: S-23-15 **REVIEWING AGENCY:** City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika, Fire Marshal

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 two medical buildings (business).
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 N/A 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. Fire lanes shall cover 25% of the proposed building.
Fire lanes are required to be 24 feet wide and run along the front of the building as determined by the primary entrance(s). In cases where there is more than one primary entrance(s), each shall be served by a fire lane even if this exceeds the percentage as required.

The closest edge of fire lanes shall not be located closer than ten (10) feet to the exterior wall and the closest edge of fire lanes shall not be located further than 50 feet from the exterior wall if one or two stories in height; 40 feet if three or four stories in height, or 30 feet if over four stories in height.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5)

6. Where parking is located between the building and the fire lane, parking shall not be located closer than 15 feet to the exterior wall.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.4.1)

Where parking is located between the building and the 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. 2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 3.5.2

7. All Fire Lanes shall be marked as follows:

both the inner and outer edges of the fire lane shall be marked, where curbs are present, the top and face of the curb shall be painted yellow, where no curbs are present, a four inch (4") solid yellow demarcation line shall mark the edge(s) of the fire lane.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 7)

8. The specific color yellow shall be the uniformly accepted yellow as utilized by State of Delaware Department of Transportation (DelDOT). Only vivid and durable paint shall be used and shall be suitable for street surfaces

9. Fire lane signs shall be located as follows:

see Figure 5-16 – Approved Sign For Marking Fire Lanes, fire lane signs shall be spaced at 150 foot intervals maximum, all fire lane signs shall be located no less than six feet (6') and no higher than eight feet (8') above the pavement, signs shall be placed at each end of the fire lane, and signs shall face all oncoming traffic.

Where parking is not restricted roadway markings shall utilize the words "FIRE" and "LANE" in lieu of fire lane signs and shall conform to the specifications of 7.6.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 7)

10. Where overhangs, canopies, balconies, or any other building or site features must project over any fire lane, an unobstructed vertical clearance of not less than 13'-6" above the fire lane shall be provided and the portion of the building perimeter which contains overhangs, canopies, balconies, or any other building features shall not apply towards the fire lane accessibility requirements of Section 4.0, Table 5-1 in this chapter.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.8)

11. Speed Reduction Devices must be approved, please see City of Dover Ordinance Chapter 98-10 in reference to this process.

12. Fire hydrants shall be installed per the requirements of City of Dover Public Utilities Water/Wastewater Handbook, NFPA requirements, and Delaware State Fire Prevention Regulations. City Ordinance Sec 46-9 (f).

5.1.1 Hydrant spacing as shown in the Fire Flow Tables shall be used as a general rule. Hydrants shall be located at the direction of the State Fire Marshal so as to minimize friction in fire hose. All hydrant spacing shall be located along available roads or at the direction of the State Fire Marshal. This measurement shall be calculated by way of accessible thoroughfare(s) from the building to be protected to the hydrant and may not necessarily be a radius. 5.1.3 Additional hydrants shall be provided when the State Fire Marshal deems it necessary based on the configuration of the site, building(s), exposures, construction, occupancy, and/or specific hazard(s).

Fire Flow table 2, hydrant spacing shall be 800 feet on center for one and two family detached dwellings, other residential, rowhouses and townhouses, assembly, health care, business, education, storage, industrial, mercantile, and mini storage. (702, Chapter 6)

NFPA 1

18.5.2 detached one- and two-family dwellings, fire hydrants shall be provided for detached one- and two-family dwellings in accordance with both of the following: 1. the maximum distance to a fire hydrant from the closest point on the building shall not exceed 600 feet 2. the maximum distance between fire hydrants shall not exceed 800 feet.

18.5.3 buildings other than detached one- and two-family dwellings, fire hydrants shall be provided for buildings other than detached one- and two-family dwellings in accordance with both of the following 1. The maximum distance to a fire hydrant from the closet point on the building shall not exceed 400 feet 2. The maximum distance between fire hydrants shall not exceed 500 feet

13. All fire hydrants shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation.

All fire hydrants shall have minimum of four-inch (4") solid yellow demarcation lines to define specific areas, where fire hydrants are located along a curb line with permitted parking, the area between the fire hydrant and the street or fire lane shall be stenciled with four inch (4") demarcation lines and the words "NO PARKING", demarcation lines shall be measured from the center line of the fire hydrant and extend for a distance 15 feet on both sides.

Where fire hydrants are located in parking lots or other areas susceptible to blockage by parked vehicles they shall be treated as follows: fire hydrants shall be protected in all directions for a distance of seven feet (7') with barriers or curbing, Minimum four-inch (4") diameter steel bollards filled with concrete and marked yellow shall be installed at the outermost corners of the fire hydrant demarcation area. The minimum height of the bollard shall be 36 inches above the finished grade of the adjacent surface, and the steamer connection of all fire hydrants shall be positioned so as to be facing the edge of the street, or traffic lane.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 6, 2)

The owner is responsible if the hydrant is private.

14. Hydrant barrels shall be provided with reflective material, such as paint, durable for highway/roadway markings or a reflective tape of a minimum of 2" in width around the barrel under the top flange, hydrant bonnets shall be color coded based on the following criteria: class AA 1500 GPM - painted light blue, class A 1,000 GPM -1499 GPM - painted green, class B 500 - 999 GPM - painted orange, class C 250 - 499 GPM - painted red, class D under 250 GPM - painted black.

(2021 Delaware State Fire Prevention Regulations 703, Chapter 3. 4)

The owner is responsible if the hydrant is private.

15. Hydrants are to be Darling Co. B-62-B Breakaway <https://american-usa.com/products/valves-and-hydrants/fire-hydrants/5-1-4-american-darling-b-62-b-5>
16. NFPA 72 compliant Fire Alarm System required 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)

17. Sprinkler system required. System is to be monitored by an approved Fire Alarm System.

This chapter shall apply to all buildings, structures, marine vessels, premises, and conditions which are modified by more than 50% after the effective date of these Regulations. The 50% figure shall be calculated utilizing the gross square footage of the building, structure, marine vessel, premises and conditions as to arrive at the correct application.

Any proposal that is presented to the Office of the State Fire Marshal for review and approval for a building rehabilitation as defined in the 101 Life Safety Code, for less than 50% of the gross square footage of a non-sprinklered building, may not have another such project for the same building submitted for review and approval any sooner than three (3) years after the date of the final inspection unless sprinkler projection is provided throughout the entire building.

In all buildings exceeding 10,000 square feet of aggregate, gross floor area.

In all buildings in excess of 40 feet in height or more than four (4) stories in height.

In all buildings or areas thereof used for the storage, fabricating, assembling, manufacturing, processing, display or sale of combustible goods, wares, merchandise, products, or materials when more than two (2) stories or 25 feet in height.

In all basement areas exceeding 2,500 square feet floor area.

In residential occupancies when of: Type V (0,0,0) or Type III (2,0,0) construction and exceeding two (2) stories or 25 feet in height. Type V (1,1,1) and Type III (2,1,1) or

Type IV (2,H,H) construction exceeding three (3) stories or 3In all residential apartment buildings storage areas except individual unit closets that are located within individual residential living units.

In all buildings used as health care occupancies as defined in the Life Safety Code, NFPA 101, as adopted and/or modified by these Regulations. In all buildings or areas classified as "high hazard" under the Life Safety Code, NFPA 101, or "extra hazard" under the Standard for the Installation of Sprinkler Systems, NFPA 13, as adopted and/or modified by these Regulations.

All buildings used as dormitories, in whole or in part, to house students at a public or private school or public or private institution of higher education. (16 Del.C. Ch. 88) This applies to all such dormitories regardless if new or existing.

(2015 State of Delaware fire Prevention Regulations, 702, Chapter 4)

Places of assembly shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13 when the following apply:

All new indoor places of assembly with an occupant load of 150 persons or greater.

Any interior renovations of 50 percent or more to an existing place of assembly with an occupant load greater than 150 persons.

Any additions or increase in interior size to an existing place of assembly that would create an occupant load of 150 persons or greater.

Places of assembly where alcohol is served for consumption on the premises shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13 when the following apply:

All new indoor places of assembly with an occupant load of 100 persons or greater and where alcohol will be served for consumption on the premises.

Any interior renovation of 50 percent or more to an existing place of assembly with an occupant load greater than 100 persons and where alcohol will be served for consumption on the premises.

Any additions or increase in interior size to an existing place of assembly which would create an occupant load of 100 persons or greater and where alcohol will be served for consumption on the premises.

New educational occupancies of 5,000 square feet or greater shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13.

(City of Dover Code of Ordinances 46-162)

18. Fire Department Connection is to be a 5-inch storz connection on a 30-degree elbow located within 50 feet of main entrance. Access to the Fire Department Connection must be clear unobstructed access as defined by the AHJ.

Fire department connections. Unless otherwise approved by the fire marshal, fire department connections shall be on the street side of the building and shall be located and arranged so that hose lines can be readily and conveniently attached to without interference from any nearby obstructions as defined by the fire marshal's office. Fire department connections shall be a five-inch Storz. Fire department connections shall be within 300 feet of an approved City of Dover Fire Hydrant and within 50 feet of the main entrance of the structure it serves. All fire department connections shall be not less than three feet nor more than five feet in height above finished grade. The fire marshal shall have the authority to require more stringent requirements when deemed necessary. (City of Dover Code of Ordinances 46-162)

19. Parking and/or obstructions shall be prohibited in front of fire department connections for a distance measuring from the center line and extending four feet on both sides.

(2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.4)

20. Fire Department Connection to be located within 300 feet of fire hydrant, measured as hose would come off the fire equipment.

21. All standpipe and sprinkler connections shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation. All standpipe and sprinkler connections shall have minimum of four inch (4") solid yellow demarcation lines to define specific areas, Solid yellow demarcation lines shall be measured from the center line of the connection and extend for a distance of four feet (4') on both sides, and where parking is allow between the building and the street or fire lane the solid yellow demarcation lines shall extend from the end of the sidewalk surface to the street or fire lane (Markings shall not be required on the sidewalk surface). All fire department connections (standpipe and sprinkler) shall have a minimum 12" x 18" sign that reads FIRE DEPT. CONNECTION, sign lettering shall be a minimum of 3 inches (3") in height with red scotchlite letters on white scotchlite background. The sign shall be clearly visible from the fire lane or roadway, and signs using NFPA international symbols shall be an acceptable alternative. (2021 Delaware State Fire Prevention Regulations, 705, Chapter 6, 3)
22. 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 a 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)

23. 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)

24. 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

25. 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

26. All new passenger elevators in a building shall be provided with a car sized to accommodate an ambulance cot 24 inches (609 mm) by 84 inches (2133 mm) in its horizontal open position. Where two or more new passenger elevators are located in a single hoist way and serve all or the same portion of the building, only one elevator car that provides a car sized to accommodate an ambulance cot 24 inches by 84 inches in its horizontal position for each hoist way shall be required. Elevator cars required to comply with 15.1 or 15.2 shall be identified by the international symbol for emergency medical services (star of life). The symbol shall be not less than 3 inches (76 mm) in height and shall be placed inside on both sides of the hoist way door frame. Firefighter recall keys shall be provided in a manner acceptable to the local fire department. (2021 Delaware State Fire Prevention Regulations 705, Chapter I, 15)

27. Project to be completed per approved Site Plan.

28. Full building and fire plan review is required.

29. Separate building permits/plans submission will be required for each building and/or tenant fit out. If the permit submission is for a "shell" a Certificate of Occupancy will not be issued. Separate plans and permits submissions will be required for each "tenant fit out" at which time a Certificate of Occupancy will be issued upon compliance/completion of each "tenant fit out".

Each "shell" will require a fire permit for sprinkler and fire alarm if applicable. Those systems (for the "shell") must be accepted into service prior to any "tenant fit out" fire permits being issued.

30. Construction or renovations cannot be started until building plans are approved.

31. 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.

32. Building cannot be occupied by the public until a Certificate of Occupancy is obtained.

33. 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. Need to confirm what type of medical offices will be to determine requirements. Currently utilizing business occupancy for this review. Need to know if any procedures will be completed.
2. Please identify the Fire Lanes
3. Please confirm that the Fire Lane is not located closer than ten (10) feet to the exterior wall as listed in item # 5 listed above.
4. Please confirm that the overhangs do not impede the Fire Lanes as outlined in item # 10 listed above
5. Fire hydrant is needed
6. Please confirm that the distance between the buildings is in compliance with IBC and NFPA (80A)

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
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY



=====

APPLICATION: Walker Road Professional Center Medical Buildings

FILE#: S-23-15

REVIEWING AGENCY: DelDOT

CONTACT PERSON: Michael Vandevander

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:

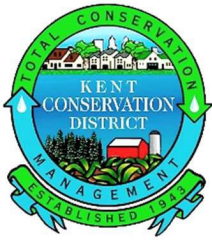
CITY & STATE CODE REQUIREMENTS:

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. A pre-submittal meeting with DelDOT is required to further discuss the project.
2. Right of way dedication along Saulsbury Rd will need to be discussed



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
JULY 2023**

APPLICATION: Walker Road Professional Center Medical Buildings at 101 Mont Blanc Boulevard

FILE #: S-23-15

REVIEWING AGENCY: Kent Conservation District

CONTACT PERSON: Kate Owens

PHONE: (302) 608 – 5370

EMAIL: 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. This is a major revision to the approved sediment and stormwater management plan. A revised sediment and stormwater management 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. A re-review fee is due at the time of plan submittal to the District's office.

ADVISORY COMMENTS TO THE APPLICANT:

A letter of no objection to recordation will be provided once the revised Sediment and Stormwater Management Plan has been approved.

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
D.A.C. MEETING DATE: 6/28/2023

**Dover/Kent
County
Metropolitan
Planning
Organization**

APPLICATION: Walker Road Professional Center Medical Buildings @ 101 Mont Blanc Blvd.

FILE #: S-23-15

REVIEWING AGENCY: Dover/Kent County MPO

CONTACT PERSON: Jim Galvin, AICP

PHONE #: (302) 387-6030

The MPO requested the opportunity to bring the recommendations on issues of our concern to the City as well. The MPO will limit comments to projects to development proposals and applications that may lead to new development. 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 7/17/2023
Project Review

This site is at the juncture of Saulsbury Road and McKee Road at Walker Road. The MPO was asked by DelDOT to study the potential expansion of the full Saulsbury-McKee-POW/MIA Parkway corridor. The MPO worked with Century Engineering on developing alternatives and a plan. The preferred alternatives was a cross section that included a center turn lane. There were two alternatives developed that included a center turn lane, Option 1 and Option 3. Both propose a Shared Use Path on the East side, but Option 3 only proposes a sidewalk on the West side, while Option 1 proposed a full Shared Use Path on the West side. Option 3 proposed the most ROW-consuming option, to include full 10 feet shoulders on both sides of the road. Those alternatives were expected to require between \$1.5 million and \$2 million in right-of-way costs. A copy of the presentation by Century Engineering describing the study and alternatives is on the MPO [website](#). Specific ROW needs at the site are not available in any of the materials from the study and will be determined if the project is accepted, funded and has the Preliminary Engineering completed.

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.

June 2, 2023

City of Dover
Planning Department
P.O. Box 475
Dover, DE 19903-0475

Michael R. Wigley, AIA, LEED AP
W. Zachary Crouch, P.E.
Michael E. Wheelleton, AIA
Jason P. Loar, P.E.
Ring W. Lardner, P.E.
Jamie L. Sechler, P.E.

Attn: Dawn Melson-Williams, AICP

RE: **Walker Road Professional Center**
Preliminary Site Plan - Waivers
Tax Map No.: 2-05-06719-04-5200
DBF #: 2916A026

Dear Mrs. Melson-Williams:

On behalf of our client, Walker Road Professional Center, LLC., we are respectfully requesting a waiver for one (1) of the components of the Zoning Code.

The requested waiver is from Article 6 Section 4.22 regarding loadings berths for a professional building with a floor area of 10,000 to 25,000 square feet. We have omitted the loading area as we would like to use the drop-off areas to serve the small box deliveries. We have provided both buildings with one drop-off area.

If you have any questions or require additional information, please do not hesitate to contact me at (302) 424-1441 or via email at jls@dbfinc.com.

Respectfully Submitted,
Davis, Bowen & Friedel, Inc.



Jamie L. Sechler, P.E.
Principal