

City of



Dover

DATA SHEET FOR SITE DEVELOPMENT PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF October 9, 2024

PLANNING COMMISSION MEETING October 21, 2024

Plan Title: Capital School District Regional Bus Parking Lot at William Henry Middle School Campus
S-24-17

Plan Type: Site Development Plan

Property Owner: Dover Special School District (Capital School District)

Location: North side of Forest Street and east of Carver Road

Address: 65 Carver Road

Tax Parcel: ED-05-076.07-01-55.00-000

Site Area: 42.58 acres+/-

Zoning: IO (Institutional and Office Zone)
COZ-1 (Corridor Overlay Zone)

Present Use: School Campus including William Henry Middle School, Kent County Community School, and Booker T. Washington School

Proposed Use: Regional (School) Bus Parking Lot at School Campus
76 Bus Parking spaces and 76 Vehicle Parking spaces

Waivers Requested: None

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: October 9, 2024

APPLICATION: Capital School District Regional Bus Parking Lot at William Henry Middle School Campus

FILE #: S-24-17

REVIEWING AGENCY: City of Dover Planning Office

CONTACT PERSON: Dawn Melson-Williams, AICP

PHONE #: 302.736.7196

I. PLAN SUMMARY

This is a Site Development Plan for the construction of a Parking Lot for 76 buses and 76 cars with the required site improvements to serve as a Regional Bus Parking Lot for the Capital School District. The facility is to be located on the William Henry Middle School Campus. The property is zoned IO (Institutional and Office Zone) and is subject to the COZ-1 (Corridor Overlay Zone). The property consists of 42.58 +/- acres. The property is located on the north side of Forest Street and east of Carver Road. The owner of record is Dover Special School District. Property Address: 65 Carver Road, Dover, DE. Tax Parcel: ED-05-076.07-01-55.00-000.

II. PROJECT DESCRIPTION

The Site Development Plan proposes construction of a Regional Bus Parking Lot in the western portion of the William Henry Middle School/Kent County Community School/Booker T. Washington School campus. The area is currently an open field (grass area) to the north of Carver Road. Intended to serve as a school bus parking lot with 76 bus parking spaces and 76 car (vehicle) parking spaces, the Parking Lot is fenced and gated (vehicle and pedestrian gates) with access from Carver Road. Site improvements also include accessible parking spaces, bicycle parking, lighting, tree planting, and underground stormwater management facilities. No buildings are proposed with this project proposal and the existing school buildings on the campus are to remain as part of this Phase.

Previous Applications

This school campus was developed over a period of time with the earliest being the original building section of what is now the Booker T. Washington School with building constructions and expansions in the 1950s and 1960s. The most recent projects began in 2010 with Site Development Master Plan S-10-31 Site Improvements at the William Henry Middle & Booker T. Washington Elementary School consisting phased improvements to reconfigure site access and circulation, bus and parent drop-off areas and parking facilities as well as an increased number of parking spaces, and other associated site improvements on the 45 acres+/- campus. The Planning Commission had originally conditionally approved S-10-31 Site Development Master Plan on December 20, 2010 and with Phase 1: Final Site Plan Approval granted on June 27, 2011; Phase 1 was constructed in 2011.

Activity continued with Administrative Site Plan S-11-23 William Henry Middle & Booker T. Washington Elementary School Site Improvements: Phase 2 focusing on an access drive (bus and vehicle) connection to Weston Drive, demolition of district office building, and removal of multiple classroom/office trailers. In 2014, the focus was the expansion and renovation of Booker T. Washington School and the Kent County Community School with a Site Plan S-14-04 and Administrative Site Plan S-14-10 KCCS Addition (Main Site).

Surrounding Properties

The School Campus of 45 acres is located with frontage on Carver Road and Forest Street. To the east there are areas that are zoned IPM (Industrial Park Manufacturing Zone). To the south across Forest Street, there is a mix of RG-1 (General Residence Zone) and C-PO (Commercial and Professional Office Zone) zoning districts with residential dwellings and small office buildings. To the west of Carver Road are areas zoned C-2A (Limited Central Commercial Zone), C-1A (Limited Commercial Zone), and C-PO. Closest to the project site is a credit union building with a drive-through and another office building. To the west of the subject site, areas are also zoned C-PO with offices, properties zoned C-2A with motor vehicle service & sales and two residential dwellings, a property zoned C-3 (Service Commercial Zone) with a gas station, and a separate property zoned IO (Institutional & Office Zone) owned by the School District.

III. ZONING REVIEW IO (Institutional and Office Zone)

Zoning Ordinance, Article 3 Section 10 lists the permitted uses, conditional uses, and other provisions of the IO (Institutional and Office Zone). In Article 3 Section 10.1(d), it notes for the IO zone allows public and institutional uses such as schools as a permitted use. This Regional Bus Parking Lot is associated with /accessory to the school use. The bulk standards for the I-O zone are listed in Article 4 Section 4.15.

COZ-1: Corridor Overlay Zone

The parcel involved with this application is within the COZ-1 (Corridor Overlay Zone). 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 commercial corridor along Route 8/Forrest Avenue and Saulsbury/McKee Roads. To this end, more stringent standards are applied to commercial development taking place in the corridor. A discussion of the provisions of the COZ-1 which apply to this application follows below.

- No new buildings are proposed with this plan. Aspects of the COZ-1 that relate to building architecture, building placement etc., are not required as the site is considered an existing condition.
- The proposal meets the requirement that 25% of the lot consist of landscaped open space. It is estimated that 59.5% of the overall campus lot is open space.
- Where the COZ-1 is concerned, the applicable portions of the Code relate to parking lot design and planting requirements. These COZ-1 requirements pertain to the number of parking spaces permitted to occur without a landscaped island (maximum of 20 parking spaces).
- The Carver Road frontage is required to have a landscaped open space of 25 feet and provide one tree per 50 (fifty) feet of frontage.

- Non-frontages (side and rear yards) comply with landscaped open space of 15 feet when adjacent to residential uses and landscaped open space of 5 feet when adjacent to non-residential uses and to provide one tree per 75 (seventy-five) feet.

IV. PARKING SUMMARY

The parking requirement in the IO zoning district is one space per 300 S.F. floor area. Parking for schools at a minimum is based on the number of seats in the auditorium, cafeteria, or gym space (rate of one parking space per eight (8) seats). The Plan notes that the campus has 402 parking spaces plus designed parking spaces for buses. Any deficiency in required parking spaces for the school campus is considered an existing non-conformity on the site.

This project will construct a Regional Bus Parking Lot to consist of parking for 76 buses and 76 car (vehicle) parking spaces to accommodate the bus drivers. This the Bus Parking Lot is separated from the other parking and circulation areas of the school campus.

Bicycle Parking

The site is required to provide bicycle parking. The bicycle parking calculation is one for every twenty parking spaces. A bike rack location is shown at the south end of the parking lot to meet the minimum of four (4) bicycle parking spaces for this site.

Curbing

The *Zoning Ordinance*, Article 6 §3.6(b) requires upright curbing for all parking areas and access drives. The proposed Bus Parking Lot appears to comply with this curbing requirement. If necessary based on design refinements, a written Waiver Request for the elimination of upright curbing in select areas may be submitted to the Planning Office for consideration by the City Planner. The Request must cite the reasons for the request related to drainage related to stormwater management.

V. BUILDING ARCHITECTURE

There are no proposed buildings for this development plan. Existing structures will not be relocated.

VI. SITE CONSIDERATIONS

Access

The overall School Campus has access points to Weston drive and multiple access points on Carver Road. The property also has frontage along Clara Street Extended along its northern property boundary. The subject project for the Regional Bus Parking Lot proposes the construction of a new access point onto Carver Road only serve it. As part of the submission, a summary of operations for this New Bus Depot area and its traffic planning efforts was submitted. See attachments: Operations Summary and Letter of September 3, 2024.

Lighting

The lighting on the site is shown as light posts (~30 feet in height) are provided in several locations throughout the center of the bus parking area and at the perimeter of the parking lot. Lighting achieves the 1.5 foot-candles at grade.

Dumpsters

For non-residential uses, a minimum of two Dumpsters are required for the site. The Plan does not specifically show Dumpster for the Bus Parking Lot area but some type of trash/recycling disposal method may be warranted. Overall, there are Dumpsters associated with each school building on the campus.

Sidewalk

A sidewalk is required along all street frontages and within the site in accordance with *Zoning Ordinance*, Article 5 §18. A sidewalk is required along all street frontages. Sidewalks are already present along Carver Road, Weston Drive, and Forest Street. At the new entrance to the Regional Bus Parking Lot, sidewalk improvements must be ADA compatible and utilize current DelDOT standards for handicap accessibility. There is also a connecting sidewalk leading into the Parking Lot through a pedestrian gate and along the east side of the vehicle parking space row. There are also designated sidewalks in the three parking row islands that divide the bus parking spaces.

VII. TREE PLANTING AND LANDSCAPE PLAN

The Landscape Plan shows a concept for new tree plantings in the project area. *Zoning Ordinance*, Article 5 Section 16 lays out the requirements for tree planting and preservation. A new project is required to provide tree planting at a rate of one (1) tree per 3,000 SF of “Development Area.” Based on a development area (as a limit of disturbance) of 4.93 acres, the minimum required number of trees is seventy-two (72). A mix of deciduous, ornamental, and evergreen trees totaling 82 trees are found in parking lot islands and surrounding the perimeter of the parking lot.

Opaque Barrier

Screening is required wherever a non-residential use abuts a residential use. This screening must consist of an opaque barrier (a fence, wall, or berm) at least six feet in height, accompanied by landscaping (*Zoning Ordinance*, Article 5 §7.2). This Opaque Barrier requirement applies to a segment of the west property line adjacent to residential properties. The plan indicates the placement of vinyl fence as the opaque barrier component (fence, wall or berm) and a series of evergreen trees (American holly and eastern Red Cedar) as the landscaping component of the barrier.

COZ-1 Landscaping Requirements

The COZ-1 requires that a minimum of 25% of the site be landscaped open space. For the overall campus, approximately 59.5% is open space. Trees are utilized for the landscaping within the parking lot islands. The COZ-1 (Corridor Overlay Zone –1) also includes specific tree planting requirements along property lines. One tree per fifty feet of frontage is required. A series of trees (3 Red Maple trees) are shown along the frontage of Carver Road. One tree per 75 feet is required on the non-frontage perimeters within the COZ-1 along the west property line. There are tree plantings of Red maples and various evergreen trees in the 36ft. wide area between the parking lot curb edge and the fencing at the property line.

VIII. CITY AND STATE CODE REQUIREMENTS:

The subject proposal has been reviewed for code compliance, plan conformity, and completeness in accordance with the agency’s authority and area of expertise. The following items have been identified as elements which need to be addressed by the applicant:

- 1) Upright curbing must be provided around all parking areas and circulation drives in accordance with the *Zoning Ordinance*. Upon written request, a waiver may be granted by the City Planner, if necessary, for stormwater management.
- 2) The property is subject to the requirements of the Opaque Barrier as this non-residential use is adjacent to the residential use for a portion of the west property line. The opaque barrier (fence, wall, or berm) component and the landscaping component of the barrier have been satisfied with a new fence segment and tree plantings.
- 3) Sidewalks and entrance locations must be ADA compliant and utilize current DelDOT design standards. Ensure accessible ramps/markings are provided from the handicapped parking space onto sidewalk system and at points of intersection of sidewalk with parking lot.
- 4) Cover Sheet SP-01 – Site Plan Overall Layout:
 - a) Show location of the COZ-1 zoning district boundary line on the drawing.
 - b) There are some missing unprinted areas in the street names.
 - c) Add title of signee on behalf of owner.
 - d) In data column:
 - i) Add bicycle parking calculation.
 - ii) Check the size of Limit of Disturbance as listed here at 5.0 acres but 4.93 acres on Sheet LP-01. Revise all instances.
- 5) Sheet SP-102:
 - a) Label width of parking lot islands (two types).
Clearly label heights of existing and proposed fences especially at south end (front) of Parking Lot. Fences in the front yard setback are limited to 4 feet in height. Also show setback lines.
- 6) Sheet LP-1 - Landscape Plan and series:
 - a) For Supplemental Screening note, add reference: *Zoning Ordinance*, Article 5. Currently only the Section is given.
 - b) Check Limit of Disturbance size. This is used as the Development Area for tree planting calculations, Update as necessary.
 - c) Sheet LP-02:
 - i) Identify any existing trees within the property area and their status.
 - ii) Check label and Plant List: QB versus XQB.
 - iii) Check tree counts: only 1 MV is on drawing and there are 4 SAJ on drawing but not listed.
 - iv) Add totals of the overall tree types.
 - v) Confirm the height of the opaque barrier fence. In most places it is listed at 6 feet except for the details notes on Sheet LP-03 where style says 8 feet.
- 7) Consider identifying a method of disposal/collection of trash and recycling for the Bus Parking Lot activities.
- 8) Construction details for items such as bike rack, curbing, parking bumpers, traffic control signage, stormwater, and utility details, etc. will need to be added to the Site Plan.

- 9) A Record Plan sheet may be required to be recorded to show items such as right-of-way dedications, any easements, and other items affecting the property lines or if required by another agency's approval process.
- 10) The Site Plan must reflect any changes recommended by the Planning Commission. Add notes for any waivers or conditions acted upon by the Planning Commission.
- 11) The proposed sign locations shown on this plan sheet are for informational purposes only and approval of this plan does not grant approval to this signage. All signage must comply with Sign Regulations of the *Zoning Ordinance* and is subject to a separate Sign Permit Application. Signs are subject to a separate review and approval process in the City of Dover.
- 12) Any Sediment & Stormwater Management Plans granted approval by DNREC – Division of Watershed Stewardship 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.
- 13) Additional review comments may be provided in the future as more detailed plans are developed.

X. 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) Fencing: Planning Staff recommends review of the new and existing fencing between the proposed Regional Bus Parking Lot and Carver Road. As shown on the plan, the placement of new fencing will result in an oddly shaped fenced area on the east side of the new entrance. This area is proposed for tree planting and is near an existing monument sign. The remove of existing fencing and reconfiguration of the connection point will create a better appearance to this frontage area and ease of maintenance for grass cutting. *The applicant notes that the design team will look at this area of fencing for potential revision.*
- 2) Electric Vehicle Charging Stations: With the construction of this parking lot, identify if the project is planning for Electric Vehicle (EV) charging opportunities. Currently, the *Zoning Ordinance* does not require them. Electric Vehicle Charging Stations formats include EV-Capable, EV-Ready, and EV-Installed. *This applicant notes that this is in discussion.*

Other agencies may recommend additional considerations to meet code objectives in accordance with their areas of expertise.

XI. ADVISORY COMMENTS TO THE APPLICANT:

- 1) The Planning Commission should act upon any requests 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 parking lot, relocation of site components like stormwater management areas, and the addition of buildings. 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) Following Planning Commission approval of the Site Development Plan, the Plan must be revised to document all conditions of approval from the Development Advisory Committee or as otherwise noted. This process involves submission of Check Prints in order to achieve Final Plan approval.
- 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) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate site inspections, Pre-Construction meeting and permits/licenses are required.
- 6) Construction may have an effect on the nearby properties and Carver Road. Any work requiring the closing or rerouting of visitors to other properties served by this road should be coordinated as to offer the least amount of inconvenience.
- 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. It is recommended that the applicant discuss the sign regulation requirements with the Planning Staff prior to applying for a Sign Permit.
- 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 the issuance of a Building Permit from the City of Dover. The Parking Lot will require submission of an Administrative Building Permit to track this site improvements activity.

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

OCTOBER 2, 2024



APPLICATION: Capital School District Regional Bus Parking Lot
FILE #: S-24-17
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

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 / DNREC is submitted to our office.
2. Provide the stormwater management calculations that prove that the runoff created by this parking lot can be adequately handled by the existing storm sewer system.

SANITATION / WATER / WASTEWATER

1. None

STREETS

1. Please provide detailed information on the proposed driveway entrance, including, but not limited to truck turning diagram, spot elevations and curb radius.
2. Final site plan approval will not be granted until a copy of a letter of no objection, or approval letter, signed by DelDOT is submitted to our office.
3. 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.

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. 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

STREETS / SANITATION / STORMWATER / WATER / WASTEWATER / GENERAL

1. None.

ADVISORY COMMENTS TO THE APPLICANT

STREETS / SANITATION / STORMWATER / WATER / WASTEWATER / GENERAL

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: OCT 9, 2024

APPLICATION: Capital School District Regional Bus Parking Lot
FILE #: S-24-17
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

D.A.C. MEETING DATE: 10/02/24

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APPLICATION: Capital School District Regional Bus Parking Lot

FILE #: S-24-17 **REVIEWING AGENCY:** City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika, Fire Marshal
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 storage (parking lot)
2. Gated Areas: Fire Department access shall be provided to the property through the use of a system or device approved by the Fire Marshal. The system or device required shall be located in an area accessible to the fire department and approved by the Fire Marshal. All gates shall be either automatic or manual.

An automated system shall consist of one manual and one automated means to open the gate. The owner or their representative shall meet with the Fire Marshal prior to submission to agree on the system. A letter of agreement shall be created and signed by both parties. The letter shall include a detailed description of both the manual and automated means.

A manual gate shall consist of one manual means to open the gate. The owner or their representative shall meet with the Fire Marshal prior to submission to agree on the means to open. A letter of agreement shall be created and signed by both parties. The letter shall include a detailed description of the manual means to open.

To be considered accessible for fire department apparatus the actual clear openings shall be not less than 14 feet, the paved surface through the gate shall be not less than 12 feet, and the gate shall be setback from the perpendicular street by at least 50 feet.

Please contact this office to discuss options available to comply with this requirement.
(2021 Delaware State Fire Prevention Regulations 705, Chapter 5, 2.6)

3. 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)

4. 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

5. Project to be completed per approved Site Plan.

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

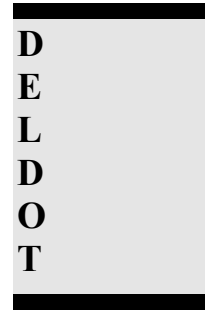
1. N/A

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: Capital School District Regional Bus Parking Lot

FILE#: S-24-17

REVIEWING AGENCY: DelDOT

CONTACT PERSON: Brian Williams

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. Applicant held a project coordination meeting to discuss trips. Applicant needs to continue working with the Department towards plan approval.
 - a. Request pre-submittal meeting with the Department.
 - b. Provide trip generation and possible traffic impacts to state-maintained roadway.
 - c. Provide clarified phasing plan.



State of Delaware
**DEPARTMENT OF NATURAL RESOURCES
AND ENVIRONMENTAL CONTROL**

DIVISION OF WATERSHED STEWARDSHIP
285 BEISER BOULEVARD, SUITE 102
DOVER, DELAWARE 19904

PHONE (302) 608-5458

**SEDIMENT AND
STORMWATER PROGRAM**

MEMORANDUM

TO: Dawn Melson-Williams, City of Dover Planning Office

FROM: Elaine Z. Webb, P.E. *ew*
DNREC Sediment and Stormwater Program

DATE: October 3, 2024

SUBJECT: S-24-17 Capital School district Regional Bus Parking Lot

CC: Jennifer Murphy, CDA Engineering
Ashley Barnett, Program Manager II, Sediment and Stormwater Program

DNREC Sediment and Stormwater Program (SSP) has reviewed the plan provided and offers the following comments:

1. A Sediment and Stormwater Management Plan must be approved by DNREC Sediment and Stormwater Program prior to any land disturbance taking place on site.
2. DNREC SSP has a required three-step plan approval process. The first step is to compile and submit the [Stormwater Assessment Study](#) prior to scheduling a project application meeting, followed by a preliminary and construction level plan submittals. The SSP had a preliminary meeting with the site designer for this project but no formal submittal has been made.
3. A Notice of Intent (NOI) for Stormwater Discharges Associated with Construction Activity must be secured prior to plan approval. The NOI application is filed online and the NOI fee of \$195 is paid electronically, and is assessed annually until construction is complete and the project is closed out.

If you should have any questions, please do not hesitate to contact me at (302) 608-5460 or Elaine.Webb@delaware.gov.

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
D.A.C. MEETING DATE: 10/9/2024

**Dover/Kent
County
Metropolitan
Planning
Organization**

S-24-17 Capital School District Regional Bus Parking Lot

FILE # S-24-17

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-24-17 Capital School District Regional Bus Parking Lot

The most important concern from Dover Kent MPO is that the Site Development Plan considers the ability of school buses to turn onto Carver Road. There is only one planned entrance to the parking lot, which could at times lead to a backup of vehicles. It might make sense to have a secondary entrance on Carver Road; by using a dedicated entrance and exit, the traffic flow could be moved in a single direction.

Coordination with DelDOT throughout the process will help in alleviating this issue. The applicant has already begun these discussions. If done properly, the improvements will provide a more convenient location for Capital School District buses, increase the capacity of bus parking, and improve the flow of traffic on the school property.

Carver Road already contains a network of sidewalks. As long as the new parking lot contains a pedestrian network of its own, there will be fewer concerns for pedestrian safety.

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.



Board of Education

Felecia R. Duggins, President
 Sean P. M. Christiansen, Vice-President
 John C. Martin, Jr.
 Dr. Chanda Jackson
 Dr. Anthony J. DePrima

Interim**Superintendent of Schools**

Dr. Victoir Cahoon
 Voice: (302) 857-4201
 Fax: (302) 672-1715
 Email: Victoir.Cahoon@capital.k12.de.us



198 Commerce Way
 Dover, DE 19904

Chief Financial Officer**Business Manager**

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 Voice: (302) 857-4205
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Summary of Operations of Capital School District New Bus Depot

Capital School District does not currently have a central bus storage facility. Buses are parked at several locations around Dover, which is inefficient for driver and route assignment and poses security challenges. To address these concerns, a new 76-bus central depot is proposed for unused land near the existing William Henry Middle School (WHMS) on Carver Road.

All bus drivers will arrive in personal vehicles at the bus depot at 6:00AM each school day and depart with all buses for morning runs, serving multiple schools throughout Capital School District. Buses will return to the depot between 7:30AM and 9:00AM, depending on which schools and routes they are serving. Bus drivers will depart the depot in personal vehicles upon their return.

At 10:00AM, approximately 10 bus drivers will arrive to perform runs for various midday school operations and return between 12:30PM and 1:00PM and depart after their return from midday runs.

At 1:30PM, all bus drivers will arrive in personal vehicles at the bus depot and depart with all buses for afternoon runs, again serving multiple schools throughout Capital School District. Buses will return to the depot between 3:45PM and 5:00PM, depending on which schools and routes they are serving. Bus drivers will depart the depot in personal vehicles upon their return.

All vehicles will enter and exit the bus depot through a card reader access-controlled gate on Carver Road. Buses will exit and re-enter the site using the Carver Road/Saulsbury Road intersection, and the signalized Weston Drive/Division Street intersection. The entire perimeter of the bus depot will be surrounded by 8-foot-tall chain link fencing.

Summary of Master Plan for William Henry Campus

The William Henry Campus hosts several facilities and programs:

- Kent County Community School (KCCS) – existing building to continue current use, to be renovated and expanded with a new addition.
- Kent County Secondary Intensive Learning Center (KCS ILC) – program currently hosted off-site in leased space, to be relocated to new District-owned building on William Henry Campus.
- William Henry Middle School (WHMS) – existing building to be mostly or wholly demolished to make space for new construction for KCS ILC facility and KCCS building addition. Portions of WHMS may be retained and renovated for use by KCS ILC.
- Booker T. Washington School (BTW) – existing building to continue current use.
- Bus Depot – new central bus depot described above.

William Henry Middle School (WHMS) previously served 1,000 5th and 6th grade students. In Fall 2023, the 6th grade moved to the newly completed Middle School of Excellence and Middle School of Innovation. Renovations of Central Elementary School (formerly Central Middle School) are underway and will be completed in time for the remaining WHMS 5th graders to move to that building in Fall 2025. At that time, facilities for KCCS and KCS ILC will be provided through a combination of renovation and demolition/new construction at the existing KCCS and WHMS buildings. This will result in a significant net reduction in traffic to the site, as the KCCS and KCS ILC programs combined are much smaller than WHMS. The net estimated reduction in trips at the completion of the bus depot, KCS ILC new construction, and KCCS renovations/addition is 772 fewer Weekday AM Peak Hour trips and 866 fewer Weekday PM Peak Hour trips.



2500 East High Street, Suite 650, Pottstown, PA 19464
610.326.3100 | INFO@TPDINC.COM

WWW.TPDINC.COM

September 3, 2024

Dawn Melson-Williams, AICP
City of Dover – Principal Planner
City Hall, 15 Loockerman Plaza
Dover, DE 19901

RE: William Henry Campus

City of Dover, Kent County, Delaware
TPD No. CDAE.00018

Dear Dawn Melson-Williams, AICP:

Traffic Planning and Design, Inc. (TPD) has been retained on behalf of Capital School District to provide traffic planning services for the proposed redevelopment of the William Henry Campus in the City of Dover. The existing campus includes the William Henry Middle School (WHMS) which currently has 5th and 6th grade students and the Kent County Community School (KCCS). The proposed redevelopment master plan is demolishing or renovating the WHMS for the KCCS, increasing the number of students and staff at KCCS, relocation of the Kent County Secondary Intensive Learning Center (KCS ILC) from its current location on Clara Street to the subject site, and the construction of a 76-central regional bus parking lot to serve the Capital School District.

The school campus is located on the west side of the City of Dover. The school campus has one full access driveway to Weston Drive and two full access driveways on Carver Road which connect to minor arterials: Forest Street (DE Route 8) and S. Salisbury Road (DE Route 15). Carver Road serves the school campus and nearby residential and commercial buildings, while Weston Drive serves the school campus and small industrial businesses. The existing campus has two full access driveways along Carver Road and one full access to Weston Drive (all existing accesses to remain in Phase 1 and Phase 2). The existing campus has the following:

- 1) William Henry Middle School (WHMS): 1000 students (600 - 5th grade students and 400 - 6th grade students) and 90 staff;
- 2) Kent County Community School (KCCS): 84 students and 75 staff;

The proposed redeveloped campus will be constructed in two phases:

Phase 1:

- 1) William Henry Middle School (WHMS): Remove the existing 400 - 6th grade students from the Middle School.
- 2) Regional Bus Parking Lot: 76-bus central depot
- 3) Kent County Community School (KCCS): Remain the same student/staff numbers and same operations.

Phase 2:

- 1) William Henry Middle School (WHMS): To be demolished or renovated for use by KCCS and KCS ILC beginning in June 2025 (after next school, calendar year).
- 2) Kent County Community School (KCCS): Expansion to 150 students and 150 staff.
- 3) Kent County Secondary Intensive Learning Center (KCS ILS): Addition of 96 students and 58 staff.

An additional full site access will be constructed along Carver Road located west of the existing WMHS and KCCS full access for the Regional Bus Parking Lot. The project team submitted a letter to DelDOT on August 9, 2024, showing that the Phase 1 and Phase 2 campus redevelopment will reduce daily and peak hour traffic volumes. DelDOT indicated on August 19, 2024 that a TIS or Area Wide Study Fee is not warranted due to the overall reduction in traffic.

The distribution of traffic to/from the existing and proposed campus generally follow the below described patterns. For entering passenger vehicles and school buses:

- » From the north, vehicles turn left from southbound S. Salisbury Road (DE Route 15) at the unsignalized intersection with Carver Road and enter the school campus on Carver Road.
- » From the south, vehicles turn right from northbound S. Salisbury Road (DE Route 15) at the unsignalized intersection with Carver Road and enter the school campus on Carver Road or turn left from northbound Forest Street (Road 23) at the signalized intersection with Division Street (DE Route 8) and enter the school campus on Weston Drive.
- » From the east, vehicles turn right from westbound Division Street (DE Route 8) at the signalized intersection with Weston Drive/Forest Street (Road 23) and enter the school campus on Weston Drive.
- » From the west, vehicles turn left from eastbound Forest Street (DE Route 8) at the signalized intersection with S. Salisbury Road (DE Route 15). Then vehicles turn right from northbound S. Salisbury Road (DE Route 15) and enter the school campus on Carver Road.

For existing passenger vehicles and school buses:

- » To the north, vehicles turn right from westbound Carver Road at the unsignalized intersection with S. Salisbury Road (DE Route 15) and exit to the north along S. Salisbury Road (DE Route 15).
- » To the south, vehicles turn left from westbound Carver Road at the unsignalized intersection with S. Salisbury Road (DE Route 15) and exit to the south along S. Salisbury Road (DE Route 15) or travel through southbound Weston Drive at the signalized intersection with Division Street (DE Route 8) and exit to the south along Forest Street (Road 23).
- » To the east, vehicles turn left from southbound Weston Drive at the signalized intersection with Division Street (DE Route 8) and exit to the east along Division Street (DE Route 8).
- » To the west, vehicles turn left from westbound Carver Road at the unsignalized intersection with S. Salisbury Road (DE Route 15) and travel along southbound S. Salisbury Road (DE Route 15). Then vehicles turn right from southbound S. Salisbury Road (DE Route 15) at the signalized intersection with Forest Street (DE Route 8) and exit to the west along Forest Street (DE Route 8).

As noted, the school campus redevelopment will result in a net reduction of vehicular traffic during the weekday peak hours of the adjacent street even as internal circulation changes occur for the school campus.

Overall, the William Henry Campus redevelopment will have minimal traffic operation impact to the external roadway network along Salisbury Road (DE Route 15) and Forest Street (DE Route 8).

TPD



Eric Ostimchuk, PE, PTOE - Vice President

eostimchuk@TPDinc.com

cc: Project Team
TPD File