BEACON ENGINEERING LLC
CELEBRATING 10 Years of Service
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Transmitted via Email: dmelson@dover.de.us

June 6, 2024

City of Dover
Department of Planning & Inspections
15 Lookerman Plaza
Dover, Delaware 19903

Attn: Ms. Dawn Melson-Williams, AICP, Principal Planner

RE: Variance Clarification Request – V-13-10
Warehouse Expansion & Parking Improvements
Procter & Gamble
Tax Map # 2-05-07600-01-0700
City of Dover, East Dover Hundred
Kent County, Delaware
Project No. P&G01-02

Dear Ms. Melson-Williams:

The purpose of this letter would be to request clarification to apply the purpose and intent of variance V-13-10 that was granted by the Board of Adjustment on July 12, 2013. This variance granted relief from the requirement that the larger of 1 parking space per 800 square feet of floor area or 1 space per employee per the largest working shift be provided. At the time this variance was granted, Mr. Bramble, EH&S and Utilities Manager, testified that 186 people were employed at P&G, which resulted in 96 parking spaces required for the employee calculation. Mr. Bramble also testified that the gross floor area calculation based upon a then 600,013 SF building warranted 766 spaces. The variance granted the request to reduce the total parking to 306 spaces, a variance of 460 spaces without assigning a future method of calculating the required parking for future expansion. If the parking calculation is based upon 306 spaces being provided for a 600,000 SF building, a reasonable method for calculating parking based on the spirit of the variance would result in 1 parking space provided per 1,961 SF of floor area.

Enclosed, please find e-mail correspondence between P&G representatives and Beacon Engineering where the 10-year employee and contractor census projection would be 215 and 80 persons, respectively (refer to pages 9 & 10 of the document. The site development master plan (master plan) site data column publishes a proposed building area of 662,942 square feet. Applying 1,961 square feet of floor area per parking space, the total parking required would be 338 spaces. The master plan demonstrates 371 parking spaces are proposed, not including the 15 spaces north of the guard house.

With the contractor and employee populations using separate parking areas, it is also important to demonstrate that each population is apportioned an appropriate number of parking spaces. The 10-year projection for contract employees is 80, and 112 spaces are proposed in the contractor parking lot. The 10-year employee projection is 215, and 259 spaces are proposed in the employee lot. As a result, it appears that the total parking is consistent with variance V-13-10, and the apportionment of parking between contractors and employees also supports the census.

Following your review, please confirm that the above described parking rationale remains in harmony with the variance V-13-10 and the proposed contractor and employee parking is consistent with the intent of that variance. Should you have any questions, please call.

Respectfully Submitted,

Robert J. Palmer, P.E.
President | Senior Engineer

Enclosure

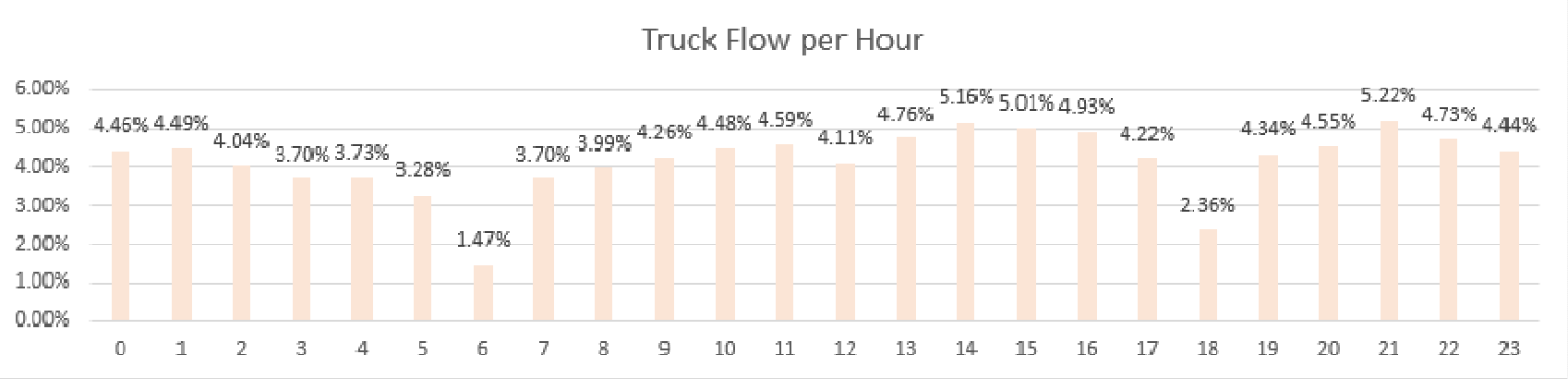
RJP/

Brian Sweetman

From: Hebert, Justin [Non-PG] <hebert.j.1@pg.com>
Sent: Thursday, March 7, 2024 10:09 AM
To: Brian Sweetman
Cc: Robert Palmer; Laura Hudson; Elobeid, Mohammed
Subject: RE: P&G01-02 - Existing and proposed traffic data for the site

Brian,

I asked our team to analyze the truck volume by hour and was actually more even loaded than I imagined.



Let me know if you need anything else to complete the DOT submission.

Cheers,
Justin

Justin Hebert
Engineering, Innovation, Leadership Consultant at *Faith Innovation Inc.*
+1-513-332-3120 (mobile)
Hebert.j.1@pg.com
Justin@FaithInnovation.net

From: Hebert, Justin [Non-PG]
Sent: Friday, March 1, 2024 9:50 AM

To: Brian Sweetman <BSweetman@beaconengineeringllc.com>
Cc: Robert Palmer <RPalmer@beaconengineeringllc.com>; Laura Hudson <LHudson@beaconengineeringllc.com>; Elobeid, Mohammed <elobeid.m@pg.com>
Subject: RE: P&G01-02 - Existing and proposed traffic data for the site

Answers below:

Justin Hebert
Engineering, Innovation, Leadership Consultant at *Faith Innovation Inc.*
+1-513-332-3120 (mobile)
Hebert.j.1@pg.com
Justin@FaithInnovation.net

From: Brian Sweetman <BSweetman@beaconengineeringllc.com>
Sent: Friday, March 1, 2024 9:28 AM
To: Hebert, Justin [Non-PG] <hebert.j.1@pg.com>
Cc: Robert Palmer <RPalmer@beaconengineeringllc.com>; Laura Hudson <LHudson@beaconengineeringllc.com>; Elobeid, Mohammed <elobeid.m@pg.com>
Subject: RE: P&G01-02 - Existing and proposed traffic data for the site

[EXTERNAL]

Justin:

Thanks for the updated data. I have a few follow up questions. Your data says currently 64 trucks a day. Is that total the number of trucks entering and exiting or just trucks entering? This is the total number of physical trucks, each one entering and exiting once. Please confirm if the FedEx, UPS, and USPS deliveries will use the truck entrance or the employee entrance. They will use the truck entrance. Do these truck numbers already include the FedEx, UPS, and USPS deliveries? Yes these numbers include courier deliveries. Is the truck traffic evenly distributed threw out the day or do you know when the peak number of trucks typically enter and or exit the site? Definitely peaks during daytime business hours. Would you like an estimate here?

Regards,

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Email: bsweetman@beaconengineeringllc.com

From: Hebert, Justin [Non-PG] <hebert.j.1@pg.com>
Sent: Thursday, February 29, 2024 5:34 PM
To: Brian Sweetman <BSweetman@beaconengineeringllc.com>
Cc: Robert Palmer <RPalmer@beaconengineeringllc.com>; Laura Hudson <LHudson@beaconengineeringllc.com>; Elobeid, Mohammed <elobeid.m@pg.com>
Subject: RE: P&G01-02 - Existing and proposed traffic data for the site

Brian, thanks for your patience here. The detailed truck analysis took time to iron out and showed significantly more traffic than our first look.

See below the answers to your questions:

Justin

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Justin@FaithInnovation.net

From: Brian Sweetman <BSweetman@beaconengineeringllc.com>
Sent: Tuesday, February 13, 2024 8:47 AM
To: Hebert, Justin [Non-PG] <hebert.j.1@pg.com>
Cc: Robert Palmer <RPalmer@beaconengineeringllc.com>; Laura Hudson <LHudson@beaconengineeringllc.com>
Subject: RE: P&G01-02 - Existing and proposed traffic data for the site

[EXTERNAL]

Justin:

The purpose of this request would be to establish current traffic patterns and trip distribution to support the DelDOT Pre-Submittal Meeting Request we are currently preparing.

Existing truck traffic data request:

Please provide the current daily truck traffic totals for all trucks entering and leaving the property. The numbers should include delivery trucks, the trailers that are leaving the site and being stored off site, the stored trailers returned to the property to be stored or unloaded, and the outbound shipments. This could be the truck totals over the span of a month, quarter, or a year. It would also be helpful to have a narrative that describes the trucking operations in your current arrangement so that we may clearly convey to DelDOT the impact associated with the use of offsite warehousing and drop lots.

Current Daily truck traffic: 64 trucks per day. This is based on the six month period from July 1 2023 to Dec 31 2023.

Incoming materials are received at the site and unloaded directly or redirected to offsite storage; offsite materials come back to the site again when ready for consumption. This results in double-handling and extra trucks coming from/going to the site.

Finished product bound for P&G's distribution network always departs from the site directly; product that is stored temporarily at offsite storage returns to the site before departing again for the distribution network. This results in double-handling and extra trucks coming from/going to the site.

Proposed truck traffic data request:

Please provide the projected daily truck totals in similar manner as in the existing traffic data request. Indicate how the proposed warehouse and drop lots will reduce, or eliminate, the dependence on offsite warehousing and drop lots.

The addition of warehouse capacity for raw materials and finished product, as well as drop lot capacity, will eliminate the need to rely on external warehouses and lots for storage. This will result in a *reduction* of truck traffic despite projections of production growth in the coming 3-5 years. After the project is operational, truck traffic will reduce to 41 trucks/day.

Please let me know if you have any questions.

Regards,

Brian Sweetman
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Beacon Engineering, LLC
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Georgetown, DE 19947

Phone: 302.864.8825
Email: bsweetman@beaconengineeringllc.com

From: Hebert, Justin [Non-PG] <hebert.j.1@pg.com>
Sent: Monday, February 12, 2024 4:59 PM
To: Brian Sweetman <BSweetman@beaconengineeringllc.com>
Cc: Robert Palmer <RPalmer@beaconengineeringllc.com>; Laura Hudson <LHudson@beaconengineeringllc.com>
Subject: RE: P&G01-02 - Existing and proposed traffic data for the site

Hi Brian,

I talked this with Miebach last week and they requested until the end of this week, earliest, to provide that data.

In addition to future state of trucks coming/going, is there other data you need from the study? In Bob's meeting notes today, he stated:

ACTION ITEMS:
*1. **Beacon – P&G:** Coordinate with PM Hebert to finalize site circulation for shipping and receiving on the north side of the warehouse. Internal P&G analysis is in process. Details will be provided in the next few weeks.*

Let me know what this looks like, as specific as you can, so I can be sure to pass on to the consulting team.

Thanks,
Justin

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Justin@FaithInnovation.net

From: Brian Sweetman <BSweetman@beaconengineeringllc.com>
Sent: Monday, February 12, 2024 4:04 PM
To: Hebert, Justin [Non-PG] <hebert.j.1@pg.com>

Cc: Robert Palmer <RPalmer@beaconengineeringllc.com>; Laura Hudson <LHudson@beaconengineeringllc.com>
Subject: RE: P&G01-02 - Existing and proposed traffic data for the site

[EXTERNAL]

Justin:

Do you have the breakdown of the truck traffic for how many trucks are going to/coming from external storage to understand the future ideal state?

Regards,

Brian Sweetman
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Phone: 302.864.8825
Email: bsweetman@beaconengineeringllc.com

From: Hebert, Justin [Non-PG] <hebert.j.1@pg.com>
Sent: Monday, January 22, 2024 7:27 AM
To: Brian Sweetman <BSweetman@beaconengineeringllc.com>
Cc: Robert Palmer <RPalmer@beaconengineeringllc.com>; Laura Hudson <LHudson@beaconengineeringllc.com>
Subject: RE: P&G01-02 - Existing and proposed traffic data for the site

Brian,

I got a first look at raw data for trucks this morning: In 2023 there were a total of 7100 trailer trucks arriving and leaving the site. I do not yet have a breakdown of how many of these are going to/coming from external storage to understand the future ideal state.

Note that these numbers do not include UPS/Fedex/USPS/Amazon/catering deliveries. If you need to include those, we will need to estimate. A starting point might be 3 deliveries per business day (~250 days/year, or 750 deliveries/year).

I'll pass on the breakdown of external storage trucks soon. Is there any other data you might need?

Cheers,
Justin

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Justin@FaithInnovation.net

From: Brian Sweetman <BSweetman@beaconengineeringllc.com>
Sent: Thursday, January 18, 2024 9:11 AM
To: Hebert, Justin [Non-PG] <hebert.j.1@pg.com>
Cc: Robert Palmer <RPalmer@beaconengineeringllc.com>; Laura Hudson <LHudson@beaconengineeringllc.com>
Subject: RE: P&G01-02 - Existing and proposed traffic data for the site

[EXTERNAL]

Justin:

Thanks, have a great day.

Regards,

Brian Sweetman
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Phone: 302.864.8825
Email: bsweetman@beaconengineeringllc.com

From: Hebert, Justin [Non-PG] <hebert.j.1@pg.com>
Sent: Thursday, January 18, 2024 9:09 AM
To: Brian Sweetman <BSweetman@beaconengineeringllc.com>
Cc: Robert Palmer <RPalmer@beaconengineeringllc.com>; Laura Hudson <LHudson@beaconengineeringllc.com>
Subject: RE: P&G01-02 - Existing and proposed traffic data for the site

Brian,

Yes the dayshift workers are nominally 09:00-17:00 and the shift workers are the 07:00-19:00.

Raw data for truck movements should be available in a few business days.

Thanks,
Justin

Justin Hebert
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Justin@FaithInnovation.net

From: Brian Sweetman <BSweetman@beaconengineeringllc.com>
Sent: Thursday, January 18, 2024 9:06 AM
To: Hebert, Justin [Non-PG] <hebert.j.1@pg.com>
Cc: Robert Palmer <RPalmer@beaconengineeringllc.com>; Laura Hudson <LHudson@beaconengineeringllc.com>
Subject: RE: P&G01-02 - Existing and proposed traffic data for the site

[EXTERNAL]

Justin:

Thanks, Yosra provided us with the same numbers as the Design target (+10% buffer) column. I believe this email will work for the employee/contractor data I requested. I want to clarify a point of your data. When you say dayshift employees do you mean people working 09:00-17:00? I want to confirm the shift x2 shifts workers are the ones working from 07:00-19:00.

I look forward to receiving the truck data when it is available.

Regards,

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Email: bsweetman@beaconengineeringllc.com

From: Hebert, Justin [Non-PG] <hebert.j.1@pg.com>
Sent: Wednesday, January 17, 2024 8:11 PM
To: Brian Sweetman <BSweetman@beaconengineeringllc.com>
Cc: Robert Palmer <RPalmer@beaconengineeringllc.com>; Laura Hudson <LHudson@beaconengineeringllc.com>
Subject: RE: P&G01-02 - Existing and proposed traffic data for the site

Here are the assumptions from Yosra, as I can find in email history. Can you confirm this lines up with your data?

This is for dayshift peak, at shift exchange:

Day shift	Current	Future (10 years)	Design target (+10% buffer)
P&G Parking	165	195	**215**

Per Ownership, average daily visitor traffic represents 10% of employee traffic.

Contractor Parking	82	72	**80**
Trailer Drop Lot Parking	205	250	**275**

The 195 P&G employees consist of approximately 50 per shift x2 shifts (at exchange) and 95 dayshift employees.

The 80 contractors consists of 20 per shift x2 shifts (at exchange) and 40 dayshift employees.

Does that answer your questions here?

Cheers,
Justin

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Justin@FaithInnovation.net

From: Brian Sweetman <BSweetman@beaconengineeringllc.com>
Sent: Wednesday, January 17, 2024 10:19 AM
To: Hebert, Justin [Non-PG] <hebert.j.1@pg.com>
Cc: Robert Palmer <RPalmer@beaconengineeringllc.com>; Laura Hudson <LHudson@beaconengineeringllc.com>
Subject: RE: P&G01-02 - Existing and proposed traffic data for the site

[EXTERNAL]

Justin:

Thank you, I look forward to receiving the truck data when it is available. Yosra did provide employee / contractor totals. I wanted to confirm those numbers are still correct and if you could provide the split between shifts per each group employees and contractors.

Regards,

Brian Sweetman
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Phone: 302.864.8825
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From: Hebert, Justin [Non-PG] <hebert.j.1@pg.com>
Sent: Wednesday, January 17, 2024 10:07 AM
To: Brian Sweetman <BSweetman@beaconengineeringllc.com>
Cc: Robert Palmer <RPalmer@beaconengineeringllc.com>; Laura Hudson <LHudson@beaconengineeringllc.com>
Subject: RE: P&G01-02 - Existing and proposed traffic data for the site

Hi Brian,

We are working a model of the truck flows this month and can tie in your request to that work. It will take a week or two to complete the analysis.

In the meanwhile, I can confirm that shift change occurs at 07:00 and 19:00.

For the employee/contractor totals, didn't Yosra provide these to Beacon in order to converge on the latest concept? I'll have to find that communication to confirm.

Thanks,
Justin

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Justin@FaithInnovation.net

From: Brian Sweetman <BSweetman@beaconengineeringllc.com>
Sent: Wednesday, January 17, 2024 9:27 AM
To: Hebert, Justin [Non-PG] <hebert.j.1@pg.com>

Cc: Robert Palmer <RPalmer@beaconengineeringllc.com>; Laura Hudson <LHudson@beaconengineeringllc.com>
Subject: P&G01-02 - Existing and proposed traffic data for the site

[EXTERNAL]

Hi Justin:

Bob asked me to contact you to seek the existing and proposed traffic data for the site. The purpose of this request would be to establish current traffic patterns and trip distribution to support the DelDOT Pre-Submittal Meeting Request we are currently preparing.

Existing traffic data request:

Please provide the current daily truck traffic totals for all trucks entering and leaving the property. The numbers should include delivery trucks, the trailers that are being stored off site, the stored trailers returned to the property to be stored or unloaded, and the outbound shipments. This could be the truck totals over the span of a month, quarter, or a year. It would also be helpful to have a narrative that describes the trucking operations in your current arrangement so that we may clearly convey to DelDOT the impact associated with the use of offsite warehousing and drop lots.

Please also provide the current number of employees and contractors that access the site daily on a daily basis, by shift. Please confirm the shift change occurs in the 07:00 and 19:00 hours.

Proposed traffic data request:

Please provide the projected daily truck totals in similar manner as in the existing traffic data request. Indicate how the proposed warehouse and drop lots will reduce, or eliminate, the dependence on offsite warehousing and drop lots.

Please confirm the projected number of employees at 215 and contractors at 80. At this point, we have assumed that this data is split evenly between the 2 shifts, but if one shift is more heavily populated, that would be important to understand.

Please let me know if you have any questions.

Regards,

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Email: bsweetman@beaconengineeringllc.com