

Development Coordination Updates

- Staff Introduction & Recent Section Changes
 - Accomplishments
- Development Coordination Manual Update



Delaware Department of Transportation
 Division of Planning
 Development Coordination

Staff Introduction



SUSSEX



KENT



NEW CASTLE



Recent Section Changes

Section Update

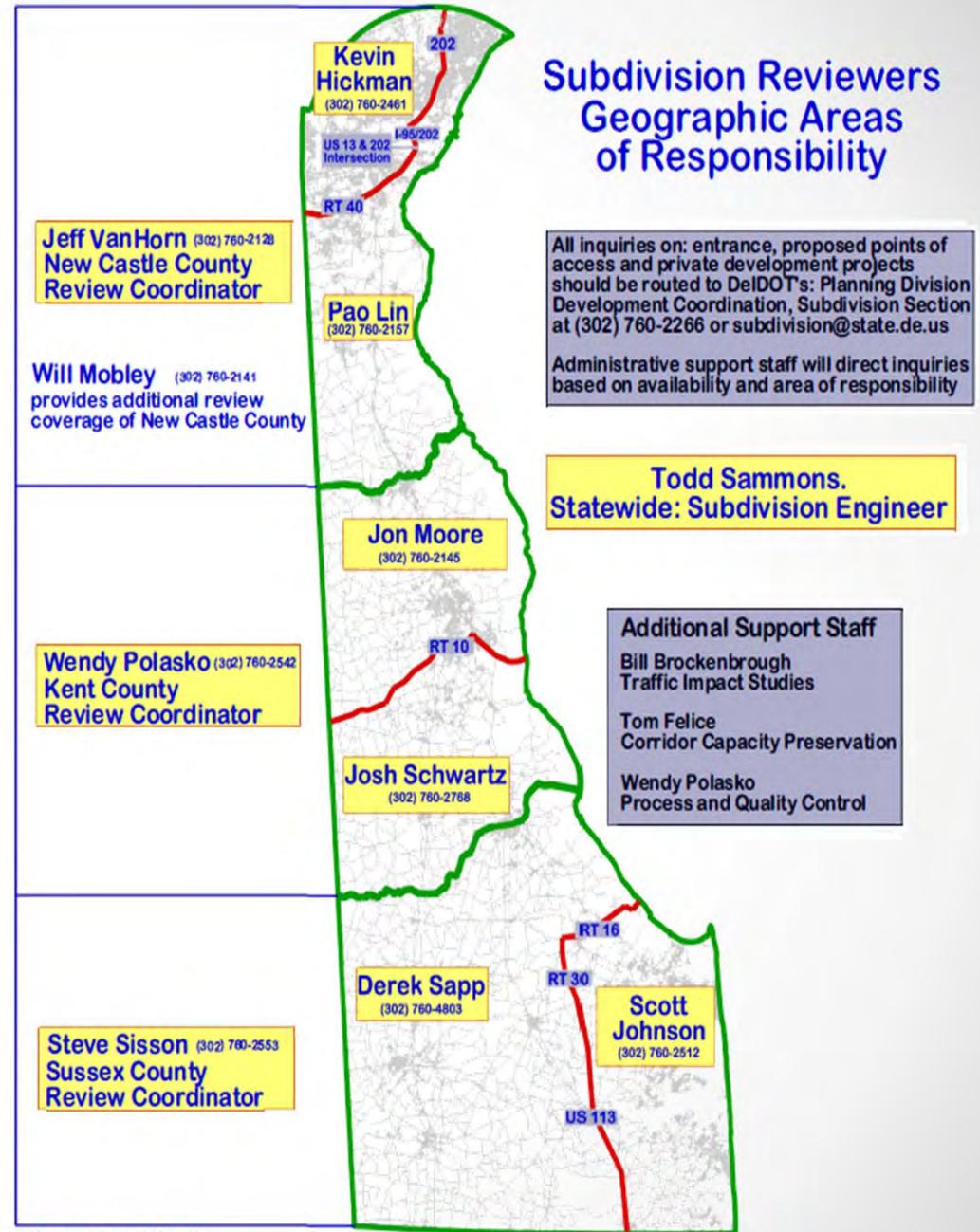
Mark Galipo –Traffic has joined Development Coordination

Wendy Polasko – Process & Quality Control Engineer

Jacqui Ervin – Acting Process & Quality Control Technician

Renay Walls – Process & Quality Control Administrative Assistant

Actively pursuing an Engineer for the Kent County Review Coordinator position



Contacts

Development Coordination Contact List

Main Contact 302.760.2266

Name	Title	Email	Phone
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Subdivision Section			
Todd Sammons	Subdivision Engineer	todd.sammons@state.de.us	302.760.2266
Christina Thomas	Administrative Assistant	christina.thomas@state.de.us	302.760.2266
Katlyn Dukes	Administrative Assistant	katlyn.dukes@state.de.us	302.760.2266
Jeff VanHorn	New Castle County Subdivision Engineer	jeffrey.vanhorn@state.de.us	302.760.2128
Kevin Hickman	Subdivision Reviewer	kevin.hickman@state.de.us	302.760.2461
Will Mobley	Subdivision Reviewer	will.mobley@state.de.us	302.760.2141
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Vacant	Kent County Subdivision Engineer		302.760.xxxx
Jonathan Moore	Subdivision Reviewer	jonathan.moore@state.de.us	302.760.2145
Joshua Schwartz	Subdivision Reviewer	joshua.schwartz@state.de.us	302.760.2768
Steve Sisson	Sussex County Subdivision Engineer	steve.sisson@state.de.us	302.760.2553
Derek Sapp	Subdivision Reviewer	derek.sapp@state.de.us	302.760.4803
Scott Johnson	Subdivision Reviewer	scott.johnson@state.de.us	302.760.2512
Process and Quality Control			
Wendy Polasko	Process & Quality Control Engineer	wendy.polasko@state.de.us	302.760.2542
Renay Walls	Administrative Assistant	renay.walls@state.de.us	302.760.2144
New Castle Public Works			
Matt Lichtenstein	Public Works Engineer	matthew.lichtenstein@state.de.us	302.326.4682
Kent Public Works			
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Sussex Public Works			
Gemez Norwood	Permit Supervisor	gemez.norwood@state.de.us	302.853.1341



Accomplishments

(over the last year+)

- PDCA (Planning and Development Coordination Application)
 - Electronic Plan Submissions, Payments and Approvals
- Expanded & Enhanced Website
- Communication Enhancements through Blackboard Connect
- Process Coordination Meetings





Filé's Projects

+ Add Project

Items to Show: 5

Search

View Map

Next Last

Protocol Tax Parcel #
Current Tax Parcel #: Last Submittal Date:

[View / Edit](#)
Edit the Site Information
Attach Site Plan Documents
Submit Project To DelDOT

Protocol Tax Parcel #:
Current Tax Parcel #: Last Submittal Date:

[View / Edit](#)
Edit the Site Information
Attach Site Plan Documents
Submit Project To DelDOT

Protocol Tax Parcel #:
Current Tax Parcel #: Last Submittal Date:

Recent Attachments Not Submitted

[View / Edit](#)
Edit the Site Information
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Protocol Tax Parcel #:
Current Tax Parcel #: Last Submittal Date:

Recent Attachments Not Submitted

[View / Edit](#)
Edit the Site Information
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Submit Project To DelDOT

Accomplishments

PDCA

- Electronic Submission
- Electronic Payment
 - Initial Stage
 - Construction Stage
 - Sidewalk Fee in lieu
 - Area Wide Study Fee
 - TID Fee
 - Off-site Contributions
- Electronic Approvals



Accomplishments

Expanded & Enhanced Website

DEVELOPMENT COORDINATION



online-only submissions
for **ALL** projects
now in effect!

[ALL Submittals Require PDCA Up-load and Fee Payments: Learn More Here!](#)

[View Online Payment Procedures: Click Here](#)

[Click here for PDCA: Account Requests, Login, Project Creation and Submittal Uploads](#)

[Click here to subscribe to notifications](#)

- ▶ Quick Links
- ▶ Guidance
- ▶ Forms
- ▶ Checklists
- ▶ Email Blast Archive
- ▶ Project Review Timelines



DeIDOT's Role in Land Development

- Plan Review Process
- Development Coordination Manual
- Traffic Impact Studies (Final TIS Ltrs)

[SEE MORE](#)



Commercial Entrances

- LONC Process (Existing Commercial Uses – DCM 3.4)
- LONC Request: Existing site with 199 ADT or Less
- LONC Request: Existing site with 200 ADT or More

[SEE MORE](#)



Residential Subdivisions

- Minor Subdivisions Checklist
- Lot Line Adjustment Checklist
- Chapter 3 DeIDOT Manual

[SEE MORE](#)



Residential Entrance Permits

- DeIDOT Manual Section 7.2
- Entrance Permit Application
- Public Works Contact Info



Special use entrance

- Special Events 8.5
- Mobile Business
- Temporary / Seasonal

[SEE MORE](#)



Roadside Stands & Farm Markets

- Produce Stands
- Temporary / Seasonal



Accomplishments

Expanded & Enhanced Website

Enhanced Features include multiple drop down lists (shown below) filled with useful information to help assist you throughout the development process

- ▶ Quick Links
- ▶ Guidance
- ▶ Forms
- ▶ Checklists
- ▶ Email Blast Archive
- ▶ Project Review Timelines

▼ Quick Links

-  [PDCA: Account Requests, Login, Project Creation and Uploads](#)
 - [Subscribe Now for Notifications! Look for us under 'DeIDOT > DeIDOT-Development Coordination': Sign Up Here!](#)
 - [PDCA Log-In Screen: For access from an existing user account](#)
 - [Manual Training \(DCM\) presentation, \(by Chapter\), for Development Coordination: Hosted on May 18th, 2015: Click Here](#)
 - [Subdivision Plan Review Schedules: Click Here](#)
-  [View Online Payment Procedures](#)

▼ Guidance

-  [Critical Items for Acceptance: Record Plan – 09/1/2016](#)
-  [Critical Items for Acceptance: Entrance/Construction/Subdivision Set Plans – 09/01/2016](#)
-  [Top 10 Most Frequently Seen Errors – 05/21/2014](#)
-  [Shared-Use Path and/or Sidewalk Termination Policy - 06/19/2014](#)
-  [Adopted - Shared-Use Path and/or Sidewalk Process - 04/11/2016](#)
-  [LONC Request: Existing site with 199 ADT or Less – 07/20/2016](#)



Accomplishments

Communication Enhancements

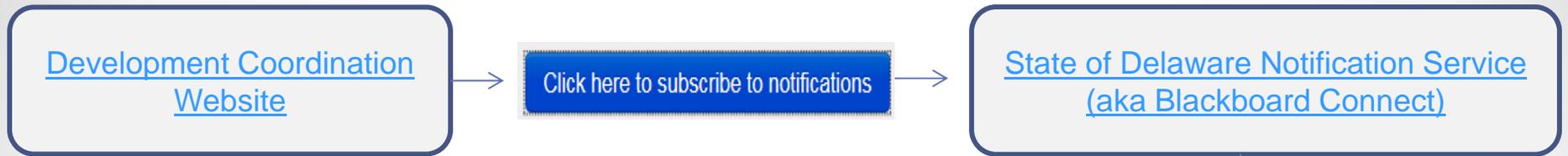
Communication Enhancements using Blackboard Connect

- To better share information with the outside we are updating everyone through Communication Enhancements, which is distributed through the Blackboard Connect System. We will send these blasts out for numerous reasons, such as process changes, updating general notes or checklists, or to register for various workshops
- Signing up to receive Communication Enhancements can either be done by Blackboards Website (<https://www.blackboardconnect.com/signin/default.aspx>) or by going to the Development Coordination Website and clicking on the 
- Signing up is easy and you can follow the step by step tutorial on the following slides



Accomplishments

Communication Enhancements



State of Delaware
DELAWARE.GOV

Welcome to the Delaware Notification Service website. This service will allow you to subscribe to information updates provided by Delaware agencies and government entities via email address.

In order to receive information updates, simply create a notification profile that includes your selection of the type of information you wish to receive.

Information submitted by all subscribers is protected under Delaware Statute. [Click here to read a copy of the State's privacy policy.](#)

Passwords must be at least 10 characters in length and must contain 3 of the following 4 character types:
Lower-case letters: a-z
Upper-case letters: A-Z
Numbers: 0-9
Symbols: #, \$, %, &

Spaces are not permitted, and you may not use any of your last 8 passwords. Avoid using a common word, your name, username, and repeating sequences.

You can access your portal account from your Smartphone. Download the app at [iOS](#) or [Android](#).

[Disclaimer](#)
[Delaware's State Privacy Policy](#)
[Delaware Notifications Subscriber Guide](#)

Email:
Password:
Forgot your password?
 Remember me

or [Sign Me Up!](#)

State of Delaware
DELAWARE.GOV

Welcome to the Delaware Notification Service website. This service will allow you to subscribe to information updates provided by Delaware agencies and government entities via email address.

In order to receive information updates, simply create a notification profile that includes your selection of the type of information you wish to receive.

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Portal passwords must be at least 8 characters, including at least 1 uppercase, 1 lower case letter or numbers (no symbols). Passwords cannot be the same as the user name. Please do not include dashes when adding phone numbers to your Blackboard Connect profile.

You can access your portal account from your Smartphone. Download the app at [iOS](#) or [Android](#).

Your First Name:
Your Last Name:
Your Email:
Choose a Password:
Confirm Password:

I agree to the Blackboard Connect User Agreement, which includes my consent to receive the messages I select in the site, as well as the use of cookies in connection with operating the site. More information on the use of cookies is available at the Blackboard Privacy Center.
All Fields Required

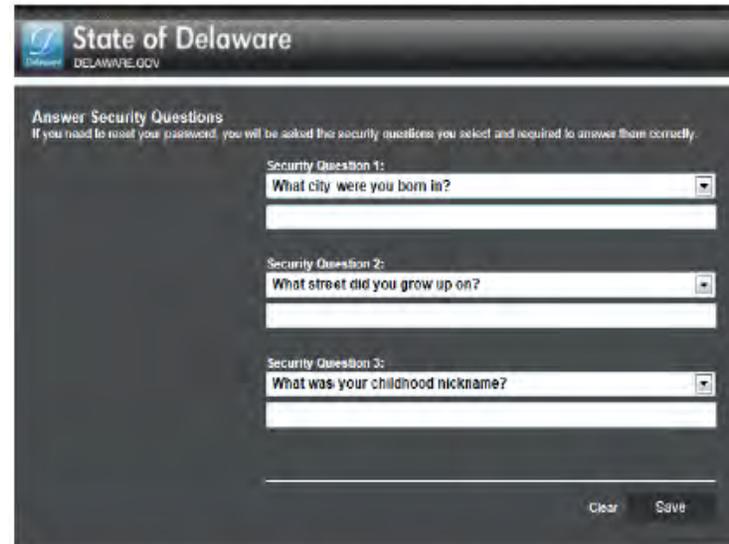


Accomplishments

Communication Enhancements

- A Confirmation Email will be sent to the provided email address.
- Follow email instructions to complete registration, by clicking on the provided link.

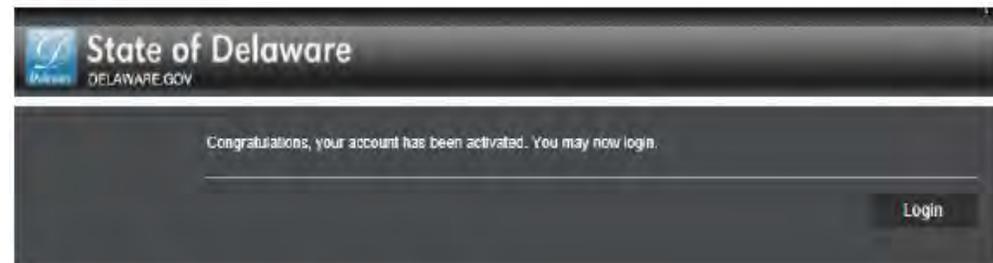
Once you click on the link, you will be taken to the BlackBoard Connect Portal to select challenge questions:



The screenshot shows the 'State of Delaware' logo at the top left. Below it, the text 'Answer Security Questions' is displayed, followed by a sub-instruction: 'If you need to reset your password, you will be asked the security questions you select and required to answer them correctly.' There are three security question prompts, each with a dropdown menu and a text input field: 'Security Question 1: What city were you born in?', 'Security Question 2: What street did you grow up on?', and 'Security Question 3: What was your childhood nickname?'. At the bottom right of the form are 'Clear' and 'Save' buttons.

Answer Security Questions to finish registration and then login!

After selecting the challenge questions and entering an answer, click on "Save" and the following message will appear:



The screenshot shows the 'State of Delaware' logo at the top left. Below it, a message reads: 'Congratulations, your account has been activated. You may now login.' At the bottom right, there is a 'Login' button.

Click on "Login" to setup your subscriptions.



Accomplishments

Communication Enhancements

New Subscriber functions

1. When you login to the newly upgraded Notification Services, you will get the screen below to verify your account information:

Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3

Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and 5 addresses.

Add Address | Add Email | Add Phone

E-mail Address: Your E-mail Address will appear

Home Address: Your Home Address will appear here

Next

Provide your contact information – phone #, text, email

After reviewing your information, please click on "Next" to "Set Your Subscriptions" and Validate Data for your Agency and School District.

2. On the "Set Your Subscriptions" step, please scroll to your respective Agency or School and validate data. If you are a Subscriber, this step enables you to select subscriptions of interest to you. By default, the subscriptions appear in "Expand All" mode, if you wish to view the summary, please click on "Collapse All" option, shown on the following screen.

Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3

Check the box next to each notification you would like to receive.

Check the box next to each notification you would like to receive.

Expand All | Collapse All

CLOSINGS AND DELAYS - STATE OF DELAWARE

CYBER SECURITY NEWS, ALERTS, AND ADVISORIES

DELAWARE CODE

DELDOT

Please tell us about yourself. [i](#)

I am a Resident (I live here) Business (I work here) Other

Outreach

DELDOT - DEVELOPMENT COORDINATION

Back Next

Subscribe only to the services YOU want by opening the drop down and choosing the specified department



Accomplishments

Communication Enhancements

3. After selecting your subscriptions, you will be able to "Set Your Preferences" for receiving notices.

Tell Us About Yourself | **Set Your Subscriptions** | Set Your Preferences

1 — 2 — 3

Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit.

Click "Edit" to "Set Your Preferences"

↓ CYBER SECURITY NEWS
CS_Cyber Security News, Alerts, and Advisories

↓ DELAWARE CODE
DC_DELAWARE CODE

↓ EDUCATION - NEWS AND ANNOUNCEMENTS
SA_Education-News and Announcements

↓ DEPARTMENT OF EDUCATION

↓ LEGISLATION INFORMATION
LH_Governor Signed
LH_House Passed
LH_Senate Passed

↓ PUBLIC ANNOUNCEMENTS
PA_Public Announcement

↓ PUBLIC ARCHIVES
AR_DPA HOLDINGS ANNOUNCEMENTS
AR_ONLINE RESEARCH SERVICES ANNOUNCEMENTS
AR_SPECIAL EVENTS ANNOUNCEMENTS

4. Click "Done" once you have completed the delivery preferences.

Back Done

5. You will receive the following screen once completed with the process

Home

State of Delaware
DELAWARE.GOV

Hi Boskey Kambaj

Thank you for registering with Delaware Notification Services. Your account email address is: baljinder.kambaj@state.de.us.

You may [Click Here](#) to manage all of your contact information and subscription preferences.

Sincerely,
Delaware Notification Services
Account Administration

Your Name will appear here

Welcome to the Delaware Notification Service website. This service will allow you to subscribe to information updates provided by Delaware agencies and government entities via email address.

You are currently registered to receive information from the following institutions:

- CYBER SECURITY NEWS, ALERTS, AND ADVISORIES
- DELAWARE CODE
- EDUCATION - NEWS AND ANNOUNCEMENTS
- LEGISLATION INFORMATION
- PUBLIC ANNOUNCEMENTS
- PUBLIC ARCHIVES
- PUBLIC HEALTH AND SAFETY - SEX OFFENDER NOTIFICATIONS

[Edit contact information](#)

Delaware Weather

- There are no active watches, warnings or advisories

RSS Feed

- School Delays & Closings
- State Agency Delays & Closings
- Sign Up for School Delays & Closings Emails
- State Holidays
- See the Next Two Weeks of Meetings

Set your preferences by choosing how you want to be notified, for each subscription you sign up for!
*(Default setting is email notifications)

And that's it, you are now signed up to receive future notifications from Development Coordination



Accomplishments

Process Coordination Meetings

- We maintain a constant list of improvements that we want to make to our regulations, procedures, policies, and ways we communicate. We started this list 5+ years ago through the Process Improvement Team, now called the Process Coordination Meeting (PCM).
- PCM meets quarterly as needed
- Forum that creates consistency for processes Statewide, promotes cooperation between Public Works, Development Coordination, Maintenance and Operations, Traffic and any other DeIDOT Sections.



Accomplishments

Process Coordination Meetings

- Developed the Letter of No Contention (LONC)/ Permit for Entrance (PEC) process for reuse of existing commercial sites
- Modified LONC/PEC process to remove ROW requirement for qualifying projects with 199 ADT or less
- Modified LONC/PEC process to remove ROW requirement for qualifying projects with 200 ADT or more for a Major Collector Road or less
- Create the E-mail of No Impact Process (EONI)
- Developed criteria for Agricultural Entrances (Poultry House and Produce Stands)
- Developed the Sidewalk Termination Policy/Sidewalk & Shared Use Policy



Development Coordination Manual Updates

DEVELOPMENT COORDINATION MANUAL

April 2016

- Appendices
- Chapter 3: Record Plan Design
 - Shared-Use Path and Sidewalk Easements
 - Drainage Easements
 - Noise Policy
- Chapter 5: Design Element Updates
- Chapter 9: Manual Updates



Development Coordination Manual Updates

FORMER APPENDICES (Reference Use Only)

Appendices

Appendices were incorporated into their respective sections within the manual.

[Development Coordination Website](#) provides guidance on where to find the forms, agreements, examples, etc.

- [Appendix A - Manual Updates](#) (See Chapter 9)
- [Appendix B - Improvements Requiring New Rights-Of-Way](#) (See DE Admin Code Title 2 section 2308)
- [Appendix C – Mtg. Request and Review Fee Application Forms](#) (Available at <http://devcoord.deldot.gov> > Forms)
- [Appendix D - Gatekeeping and Plan Review Checklists](#) (Available at <http://devcoord.deldot.gov> > Checklists)
- [Appendix E - Commercial Entrance Applications Forms](#)(Available at <http://devcoord.deldot.gov> > Forms)
- [Appendix F - Subdivision Street Const. Applications and Forms](#) (Available at <http://devcoord.deldot.gov> > Forms)
- [Appendix G - Industrial Site Applications and Forms](#) (Available at <http://devcoord.deldot.gov> > Forms)
- [Appendix H - Public road Off-Site Improvement Construction Applications and Forms](#)(Available at <http://devcoord.deldot.gov> > Forms)
- [Appendix I - Traffic Signal Agreement](#) (Available at <http://devcoord.deldot.gov> > Forms)
- [Appendix J - General Notes for Construction Plans](#) (Available at <http://devcoord.deldot.gov>>Quick Links> DelDOT Notes)
- [Appendix K - Functional Classification](#) (See section 1.4 through 1.7 of the DCM)
- [Appendix L - DelDOT Transportation Noise Policy for Dev. Projects](#) (Available at <http://devcoord.deldot.gov> > Forms)
- [Appendix M - Traffic Generation Example](#) (Available at <http://devcoord.deldot.gov> > Guidance)
- [Appendix N - Subdivision Trees](#) (See Section 3.7 in the DCM)
- [Appendix O - Scoping Meeting](#) (Available at <http://devcoord.deldot.gov> > Forms)
- [Appendix P - Critical Movement Summation How-To Guide](#) (Available at <http://devcoord.deldot.gov> > Guidance)
- [Appendix Q - Requirements for Review of Structural Items for Land Development Projects](#) (Available at <http://devcoord.deldot.gov> > Guidance)
- [Appendix R - Traffic Impact Study Flowchart](#) (Available at <http://devcoord.deldot.gov> > Guidance)
- [Appendix S – Intersection Corner Radii](#) (Available at <http://devcoord.deldot.gov> > Guidance)
- [Appendix T – Corridor Capacity Preservation Program](#) (Available [Here](#))



Development Coordination Manual Updates

Chapter 3: Record Plan Design

- Shared-Use Path & Sidewalk as well as Drainage Easements updates
- Acceptable Driveway spacing was reduced from 200' to 150'
- Noise Policy updates to our requirements.
- Landscaping within the ROW requirements has been modified and updated in section 3.7 outlining types of applications and specimens to be used.

3.2.5.1.3 Shared-Use Path and Sidewalk Easements:

- Updated to include sidewalks and paths that meander beyond the minimum ROW and outside of the 15' PE required.
- We have required an additional PE to be established that runs along the path that includes its metes and bounds as well as any other documentation to clarify the exact location of the path.
- This is accompanied by an additional call out on the plans: “A permanent easement containing X square feet is hereby established for the State of Delaware as per this plat.”



Development Coordination Manual Updates

Chapter 3: Record Plan Design

3.2.5.1.4 Drainage Easements:

- Clarified the section and updated how drainage easements are to be handled and called out on the plans.
- They will require additional metes and bounds as well as the following call out on the plans:

“A(n) X-foot wide permanent easement containing X square feet is hereby established for the State of Delaware as per this plat, for emergency access to drainage facilities conveying runoff from State maintained roads and/or rights-of-way. The portions of the drainage easement and system that are upstream or offsite as well as sections that are not directly collecting and conveying the drainage runoff of the proposed State maintained roads and/or rights-of-way shall be the responsibility of the developer, property owners, or both. The State of Delaware assumes no responsibility for the future maintenance of any exempted portions of the storm drain system and/or drainage easements.”



Development Coordination Manual Updates

Chapter 3: Record Plan Design

3.6 Noise Policy

- Expanded our policy on responsibilities and abatement criteria related to noise analysis.
- Developed a new record plan note, for commercial properties that have frontage along a qualifying roadway, which waives their right to perform any analysis for the site.
- Included Highway Noise Standards along with figures that breakdown the noise allowances for different types of use to their respective decibel levels.
- 3.6.4 & 3.6.5 Outline the Developer's Responsibilities within their site and walks them through the process for both on and offsite requirements.
- The remainder of the update includes our decision criteria overview, discusses the feasibility side of abatement issues, the reasonableness of requiring the study, and possible departures from our policy.



Development Coordination Manual Updates

Chapter 5 & Chapter 9

Chapter 5: Design Element

Provided clear direction on by-pass lanes as well as guidance on where and how they can be used.

- Updated the language to include current regulations and manuals.
- Updated the Drainage Easements sections to fall in line with chapter 3's update.

Chapter 9: Manual Updates

Chapter 9 was added to the manual discussing what the manual is, who is responsible for creation and continual managing of content, what kinds of changes are possible, resources used, etc.

