

Development Coordination Updates & Accomplishments

Todd Sammons
Subdivision Engineer

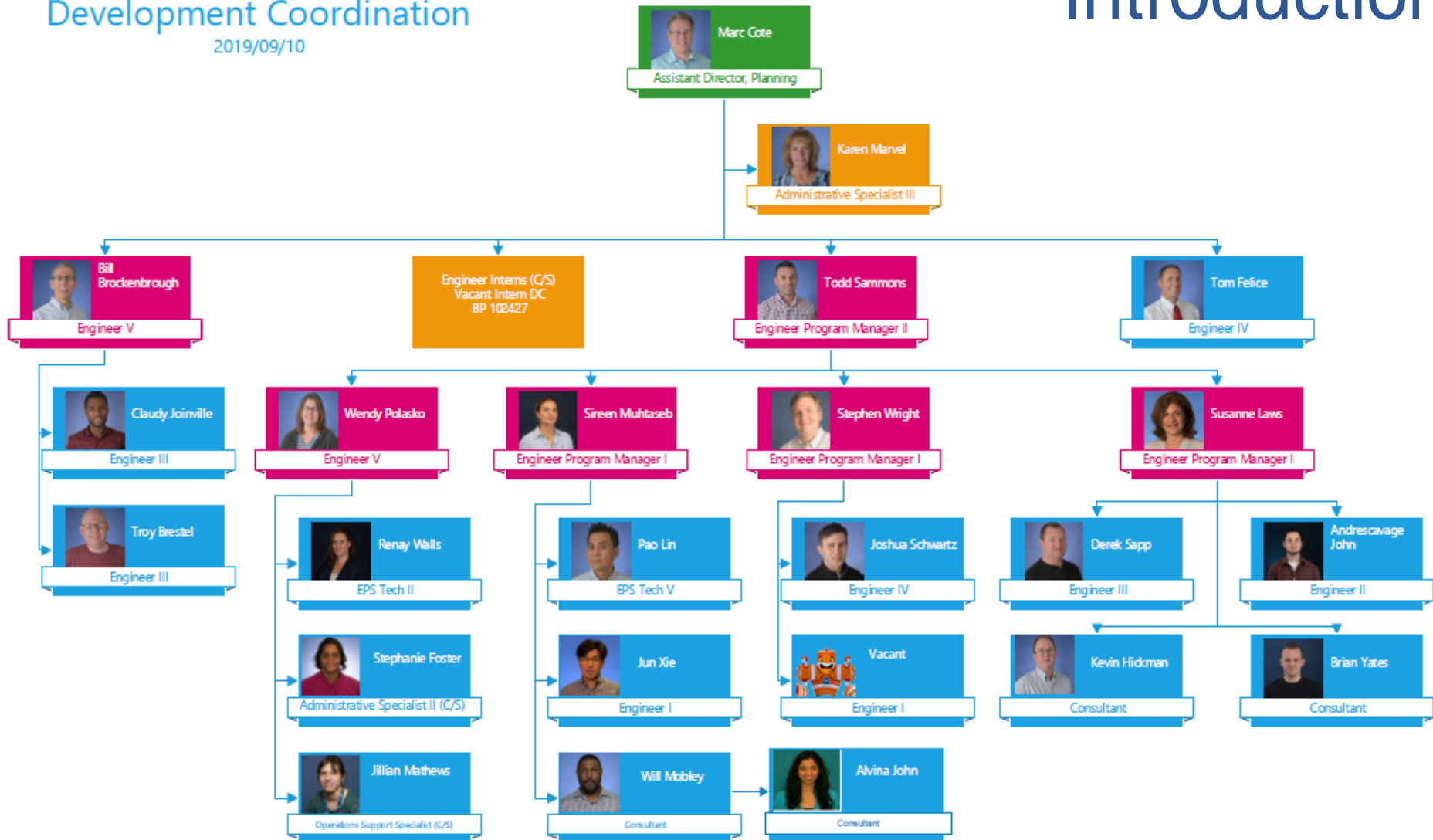
October 29, 2019

Staff

Introduction

Development Coordination

2019/09/10



Recent Section Changes

Sireen Muhtaseb – New Castle County Review Coordinator

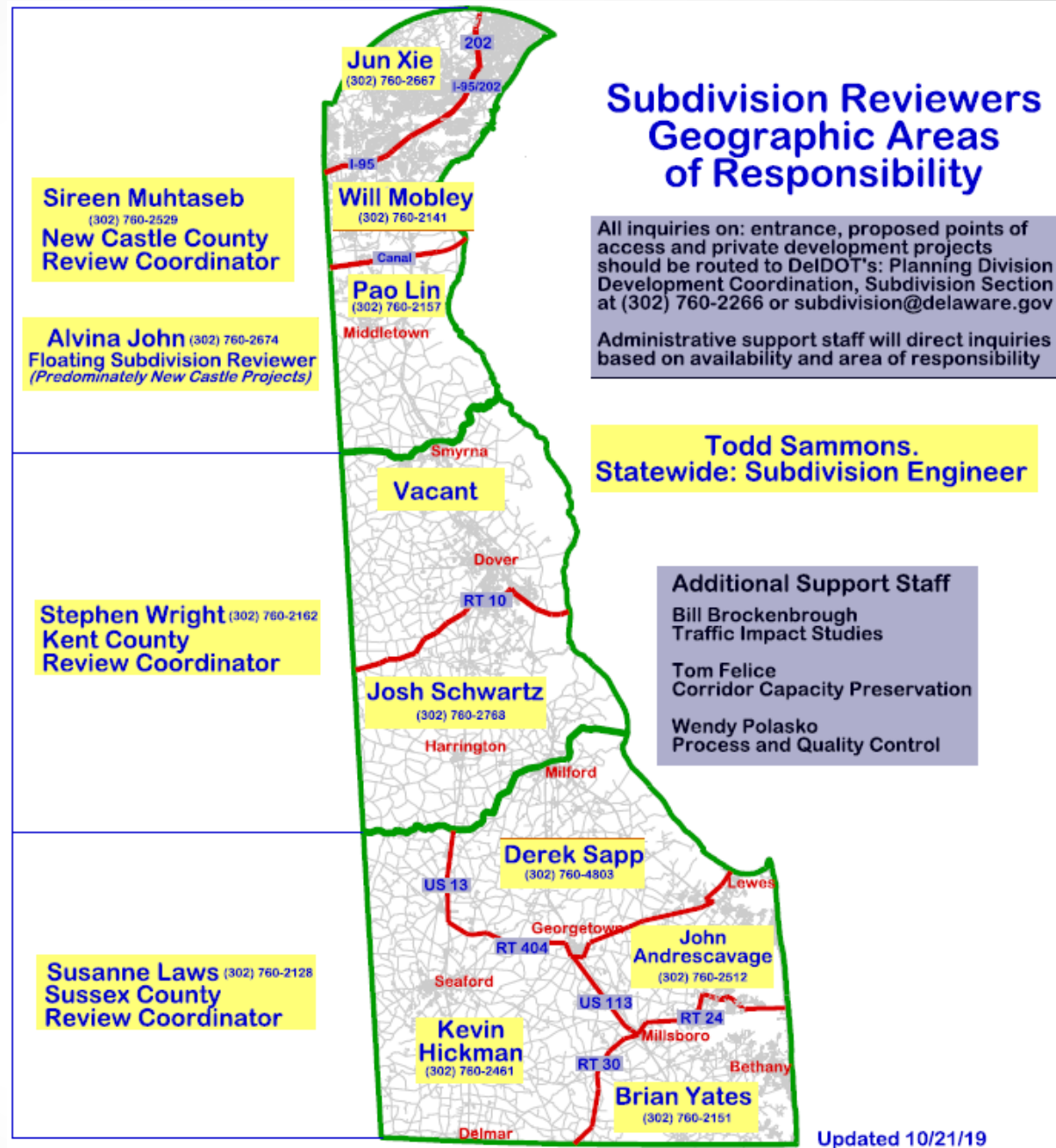
Susanne Laws – Sussex County Review Coordinator

Renay Walls - Process & Quality Control Technician

John Andrescavage – Sussex County Reviewer

Actively pursuing a Reviewer for Kent County

Alvina John – Floating Reviewer (Predominately New Castle Projects)



Contacts

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Accomplishments

(over the last year+)

- Processes and Process Timelines
- 30 Day Plan Review Cycle / 7 Day Final Approval
- Annual Project Processing of Submissions and Approvals
- Positions Expanded
- Automation / Electronic Web-Based Capabilities
- Development Coordination's Website Redesign
- Development Coordination Manual (DCM)



Accomplishments

Processes and Process Timelines

Minor Submissions – 2 weeks

- Lot-Line Adjustments and Minor Subdivisions

Letter of No Contention (LONC) Submissions – 3 weeks

- Letter of No Impact (LONI)
- Letter of No Contention (LONC) / Permit for Entrance Construction (PEC)

Accomplishments

Processes and Process Timelines

Major Submissions – 30 days

- Letter of No Objection to Recordation (LONOR) / LONOR-RED
- Entrance Plan Approvals (EPA) and Construction Plan Approvals
 - Subdivision Entrance
 - Commercial Entrance
 - Subdivision Street
 - Off-Site Roadway/Intersection
 - Industrial Street

Accomplishments

30 Day Plan Review Cycle / 7 Day Final Approval

- Formal Plan Submission Review Cycle Reduced from 45 Days to 30 Days
- Final Approval Reduced from 14 Days to 7 Days

Accomplishments

Annual Project Processing of Submissions

Statewide Processes	Submissions	Monthly Average
Letter of No Contention (LONC) / Permits for Entrance Construction (PEC)	229	19.1
Lot Line Adjustments	56	4.7
Minor Residential Subdivisions	255	21.3
Letter of No Objection to Recordation (LONOR) / Record Plan	429	35.8
LONOR / Record Plan - RED	37	3.1
Commercial Entrance Plan	328	27.3
Subdivision Construction / Entrance Plan	164	13.7
Subdivision Street Plan	40	3.3
Off-site Construction Plan	43	3.6
Industrial Street Plan	5	.4
TOTAL	1,587	132.3

Accomplishments

Annual Project Processing of Approvals

Statewide Processes	Approvals	Monthly Average
Letter of No Contention (LONC) / Permits for Entrance Construction (PEC)	134	11.2
Lot Line Adjustments	44	3.7
Minor Residential Subdivisions	317	26.4
Letter of No Objection to Recordation (LONOR) / Record Plan	188	15.7
LONOR / Record Plan - RED	6	0.5
Commercial Entrance Plan	111	9.25
Subdivision Construction / Entrance Plan	38	3.2
Subdivision Street Plan	17	1.4
Off-site Construction Plan	14	1.2
Industrial Street Plan	1	0.1
TOTAL	870	72.5

Accomplishments

Annual Traffic Analysis Group Reviews

Statewide Processes	Reviewed
PLUS Applications	97
Traffic Counts and Trip Distributions (TIS/TOA)	40
Preliminary Traffic Operations Analysis (TOA)	4
Preliminary Traffic Impact Study (TIS)	33
Traffic Operational Analysis (TOA)	8
Traffic Impact Study (TIS)	30
TOTAL	212

Accomplishments

Annual Traffic Analysis Group Final Approvals

Statewide Processes	Approved
Service Level Evaluations	117
Area Wide Study Fee Letter	21
Traffic Operational Analysis (TOA) Final Letters	8
Traffic Impact Studies (TIS) Discussion Drafts Issued	23
Traffic Impact Studies (TIS) Final Letters	13
TOTAL	182

Accomplishments

Positions Expanded

Full-Time & Part-Time In-House Positions

Traffic Section Representative and Liaison

Mark Galipo

Primary Responsibility:

- Review all Signing, Striping and Signalization in Plan Review

Public Works/District Representatives and Liaisons

New Castle - Chuck Leary; Kent - Jeff Steward; Sussex - TBD

Primary Responsibilities:

- Plan Reviews and Construction Coordination

Stormwater Representative from JMT as GateKeeping Reviewer

Terrance Hester

Primary Responsibility:

- Gatekeeping Plan Submissions

Accomplishments

Automation / Electronic Web-Based Capabilities

- Automated E-mails sent to the Developer and Developer's Engineer for Successful Submission, Due Dates and for Development Coordination Updates
- Expanded Electronic Capabilities:
 - Meeting Requests - Project Coordination, Scoping, & Presubmittal
 - Submissions - Traffic Impact Studies / Traffic Operational Analysis, Plans, Stormwater, Signal Design
 - Payments - Areawide, TIS, Offsite, Review Fees, Sidewalk/SUP Fees in Lieu of Construction, Capital Project Contributions, etc.
 - Approvals - EPA, Construction, LONORS, LONC / PEC, LONI

Accomplishments

Website Redesign

- Better organization
- Pull downs are now tabs to reduce screen space
- Now has a Section Home button
- Still work in progress, stay tuned for more upgrades

Development Coordination



[Click here to subscribe to Development Coordination Updates](#)

[Section Home](#) 

Information 

- PDCA
- Land Development
- Commercial Entrances
- Residential Entrance Permits
- Residential Subdivisions
- Roadside Stands & Farm Markets
- Special Use Entrance
- Email Blast Archive
- Project Timelines
- Presentations
- Transportation Improvement Districts












QUICK LINKS

GUIDANCE

FORMS

CHECKLISTS

Quick Links

-  [Subdivision Plan Review Schedules: Click Here](#)
-  [Statewide Plan Review Map - 05/22/2019 \(Essential Information\)](#)
-  [Complete Communities Tool Box](#)
-  [DRC \(Design Resource Center\)](#)
-  [DelDOT Road Design Manual](#)
-  [Entrance Permit Application](#)
-  [Gateway \(Functional Classification\)](#)
-  [Standard Construction Details](#)
-  [Model Plans \(Highway/Offsite Improvement Plan\)](#)
-  [Delaware Stormwater Regulations](#)
-  [DNREC: Division of Watershed Stewardship](#)

Accomplishments

DCM Updates

- Updated May 2018
 - Deleted Chapter 9 – Manual Updates
 - Updated the Aux Lane tables in Chapter 5
 - Updated the LONC process in Preface
- Updated April 2019
 - Updated Chapter 3 with the LONOR-RED process
 - Updated References in the Preface
- Upcoming November 2019
 - Updated the Aux Lane tables in Chapter 5
 - Combined the Preface and Chapter 1
 - Updated the Noise ‘Policy’

Accomplishments

DCM Updates

- Upcoming In 2020
 - Updates to Chapter 2
 - Updates to Signal Design section in Chapter 5
 - Updates to Lighting Design section in Chapter 5
 - Any other changes necessary to gain clarity with the Regulations.



Any Questions ??

