



**TOWN OF GREENWOOD**  
**Planning Commission/Public Hearing Meeting**  
**Meeting to be held at Greenwood VFW Post 7478**  
**301 Mill St. Greenwood De. 19950**  
**Tuesday June 13, 2023 6:00 p.m.**

**AGENDA**

**APPROVAL OF MINUTES**

- Planning Commission Meeting Minutes 1/5/2023

**PUBLIC HEARING:**

- A. Application for James Thompson Co. to partition parcel #530-9.00-71.00.
- B. Application for conditional use application from Greenwood Associates LLC for a convenience store with gas pumps for the following parcel ids# 530-10.13-75.00, 530-10.13-76.00, 530-10.13-77.00, 530-10.13-79.01.

**Public Comment:** Please remember The Public Comment portion of the meeting affords members of the public the opportunity to share with the Planning Commission questions, thoughts, comments, concerns, and/or complaints regarding the agenda items for this meeting. Anyone interested in addressing the Planning Commission will be given three (3) minutes to do so. The Planning Commission is sincerely interested in hearing from the public, but please know that the Planning Commission is not legally required to provide responses to, or take action on, any matters addressed in public comment.

**ADJOURNMENT**

**NOTE:**

AGENDA SHALL BE SUBJECT TO CHANGE TO INCLUDE ADDITIONAL ITEMS OR THE DELETION OF ITEMS WHICH ARISE AT THE TIME OF THE MEETING. [29 Del. C. Sec.10004 (e)(3)].

AGENDA ITEMS MAY BE CONSIDERED OUT OF SEQUENCE.

In accordance with 29 Del.C. §10004(e)(2), this Agenda was posted on June 6, 2023, at least seven (7) days in advance of the meeting.



**Town of Greenwood**  
**Minutes**  
**Planning Commission Meeting**  
**Thursday, January 5, 2023 @ 6:00p.m.**

**Call to Order:**

Commission Chair Jennifer Nelson called the meeting to order at 6:00 pm.

**Commissioners Present:**

Jennifer Nelson, Megan Wilson, Hannah Byler, Lisa Workman

**Approval of Minutes:**

Commissioner Wilson made a motion to approve the March 30, April 26, and October 18, 2022, meeting minutes as written. Seconded by Commissioner Byler. CARRIED Unanimously.

**Old Business:**

Final Site Plan Review for Milford Housing Project (530-10.00-52.01). All approvals from outside agencies have been received. Commissioner Nelson wanted it recorded that there had been a list of concerns and conditions from Planning & Zoning that have been addressed. Motion to approve the final site plan made by Commissioner Wilson, Seconded by commissioner Byler. APPROVED Unanimously.  
All documents were signed and stamped.

**New Business:**

Application for site plan review from DeStorage at 9363 Beach Hwy. (530-10.00-55.00, -56.00, -56.02). Conditional use has already been granted. Siteworks Engineering gave a list of recommendations to be met before final site plan approval. Application now also needs to go through PLUS.  
Motion made to grant preliminary approval, if engineer recommendations are met, by Commissioner Wilson, Seconded by Commissioner Byler.  
Motion to approve by Commissioner Wilson, Seconded by Commissioner Workman.  
APPROVED Unanimously.

**Adjournment:**

Meeting adjourned at 6:22 p.m. with a motion by Commissioner Workman, Seconded by Commissioner Byler.

Attested \_\_\_\_\_, Town Manager

**Town of Greenwood  
Delaware, Incorporated  
100 West Market Street  
P.O. Box 216  
Greenwood, DE 19950  
(302) 349-4534**

**\*\*APPLICATION\*\***

**PARTITION**

The undersigned hereby make formal application to the Town of Greenwood for the approval of a partition for the property described below. Applications should be represented at the appropriate meetings or hearings. The applicant is aware that no applications will be accepted if violations exist on the property or if any service fees, including taxes, are delinquent. (Account must be in Good Standing)

Three (3) copies of a plat prepared in accordance to Subdivision Ordinance Requirements  
Copy of deed

NOTE: Approvals from other agencies will need to be submitted to the Town: ( if applicable)  
State Fire Marshall DNREC  
Sussex Conservation District PLUS  
Department of Transportation (DELDOT)

OWNER NAME JAMES THOMPSON & COMPANY, INC. PHONE NUMBER (      ) 302-349-4501  
ADDRESS PO BOX M; GREENWOOD DE, 19950  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
Please note: Legal Owner must sign application! Consent of property owner must be attached

APPLICANT NAME NICHOLAS GRISETO PHONE NUMBER (      ) 302-349-4501  
ADDRESS 301 SOUTH CHURCH STREET; GREENWOOD DE 19950

SITE LOCATION: ROAD Governors Ave (N)  (S) (E) (W) SIDE, S. Church St. (N) (S)  (E) (W)  
ROAD \_\_\_\_\_ LOT # \_\_\_\_\_

ZONING: EXISTING MLI PROPOSED: MLI TAX MAP NUMBER 530-9.00-71.00  
PRESENT USE: MANUFACTURING/WAREHOUSE PROPOSED USE: MANUFACTURING/WAREHOUSE

AREA OF PARTITION: 10.9 AREA OF ADJACENT LAND IN SAME OWNERSHIP 126.04

SANITARY FACILITIES: EXISTING  PROPOSED \_\_\_\_\_  
WATER SUPPLY: \_\_\_\_\_ EXISTING  PROPOSED \_\_\_\_\_

F.I.R.M. PANEL: ZONE X FLOOD PLAIN ZONE: 10005C0115K

WETLANDS ON SITE: YES \_\_\_\_\_ NO  COMPREHENSIVE PLAN RECOMMENDATION \_\_\_\_\_

VARIANCE INFORMATION (IF APPLICABLE) \_\_\_\_\_  
See attached board of adjustment application

CONTACT PERSON FOR APPLICATION: MARK H. DAVIDSON PHONE: 302-684-6207

APPLICATION RECEIVED BY _____	RECEIPT _____
NO. _____	FEE:\$ _____
DATE: _____	

**Surveyor:**

Name: ALAN M. DECKTOR, PE Phone: 302-684-6241  
Address: 18072 Davidson Drive; Milton, DE 19968

**I (We) the undersigned legal owner (s) of the subject property, certify that the statements and information contained in this application are true and correct to the best of our knowledge.**

Printed \_\_\_\_\_  
Signed Nicholas Gristo Date: 5/31/2022

Printed \_\_\_\_\_  
Signed \_\_\_\_\_ Date: \_\_\_\_\_

**We (I) the undersigned applicant, certify that the statements and information contained in this application are true and correct to the best of my knowledge.**

Printed \_\_\_\_\_  
Signed \_\_\_\_\_ Date: \_\_\_\_\_

Printed \_\_\_\_\_  
Signed \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: ALL FINAL PLANS MUST BE STAMPED "APPROVED" BY THE TOWN OF GREENWOOD AND RECORDED WITH THE OFFICE OF THE RECORDER OF DEEDS IN SUSSEX COUNTY.**

**For additional area to answer each question, please attach pages as needed.**



June 6, 2023

Mr. Alan M. Decktor  
Pennoni  
Via email: [ADecktor@Pennoni.com](mailto:ADecktor@Pennoni.com)

**RE: Partitioning Plan for Lands of James Thompson & Co., INC.  
TM#: 530-9.00-71.00**

Dear Mr. Decktor,

The Sussex Conservation District has reviewed the site plan for the above referenced site. The District has no objection to the Town of Greenwood for the approval of the partitioning plan. If you have any questions or need additional information, please do not hesitate to contact our office for assistance at 302-856-2105.

Sincerely,

*Jessica L. Watson*

Jessica L. Watson  
Program Manager



Town of Greenwood  
Delaware, Incorporated  
100 West Market Street  
P.O. Box 216  
Greenwood, DE 19950  
(302) 349-4534

**\*\*APPLICATION\*\***

SITE PLAN CONDITIONAL USE SUBDIVISION VARIANCE CHANGE OF ZONE  
(Circle One)

The undersigned hereby make formal application to the Town of Greenwood for the approval of a \_\_\_\_\_ plan for the property described below. Applications should be represented at the appropriate meetings or hearings. The applicant is aware that no applications will be accepted if violations exist on the property or if any service fees, including taxes, are delinquent.

OWNER NAME Greenwood Associates, LLC PHONE NUMBER (302)283-1800  
ADDRESS 3304 Old Capitol Trail - Suite 100, Wilmington, DE 19808  
SIGNATURE [Signature] DATE \_\_\_\_\_  
Please note: Legal Owner must sign application! Fee: \$350

APPLICANT NAME Greenwood Associates, LLC PHONE NUMBER (302)283-1800  
ADDRESS 3304 Old Capitol Trail, Wilmington, DE 19808

SITE LOCATION: ROAD Sussex Hwy (N)(S)(E)(W) (W) SIDE, East Market St. (N)(S)(E)(W) (N)  
ROAD \_\_\_\_\_ SUBDIVISION NAME \_\_\_\_\_ LOT # \_\_\_\_\_

ZONING: EXISTING HC PROPOSED: \_\_\_\_\_ TAX MAP NUMBER 530-10.13-75, 530-10.13-76, 530-10.13-77, 530-10.13-79.01

PRESENT USE: Commercial PROPOSED USE: Convenience Store with gas pumps

AREA OF PETITION: 3.272 Acre AREA OF ADJACENT LAND IN SAME OWNERSHIP \_\_\_\_\_

SANITARY FACILITIES: EXISTING x PROPOSED x  
WATER SUPPLY: \_\_\_\_\_ EXISTING x PROPOSED x

F.I.R.M. PANEL: 10005C0112K FLOOD PLAIN ZONE: N.A.

WETLANDS ON SITE: YES \_\_\_\_\_ NO x COMPREHENSIVE PLAN RECOMMENDATION \_\_\_\_\_

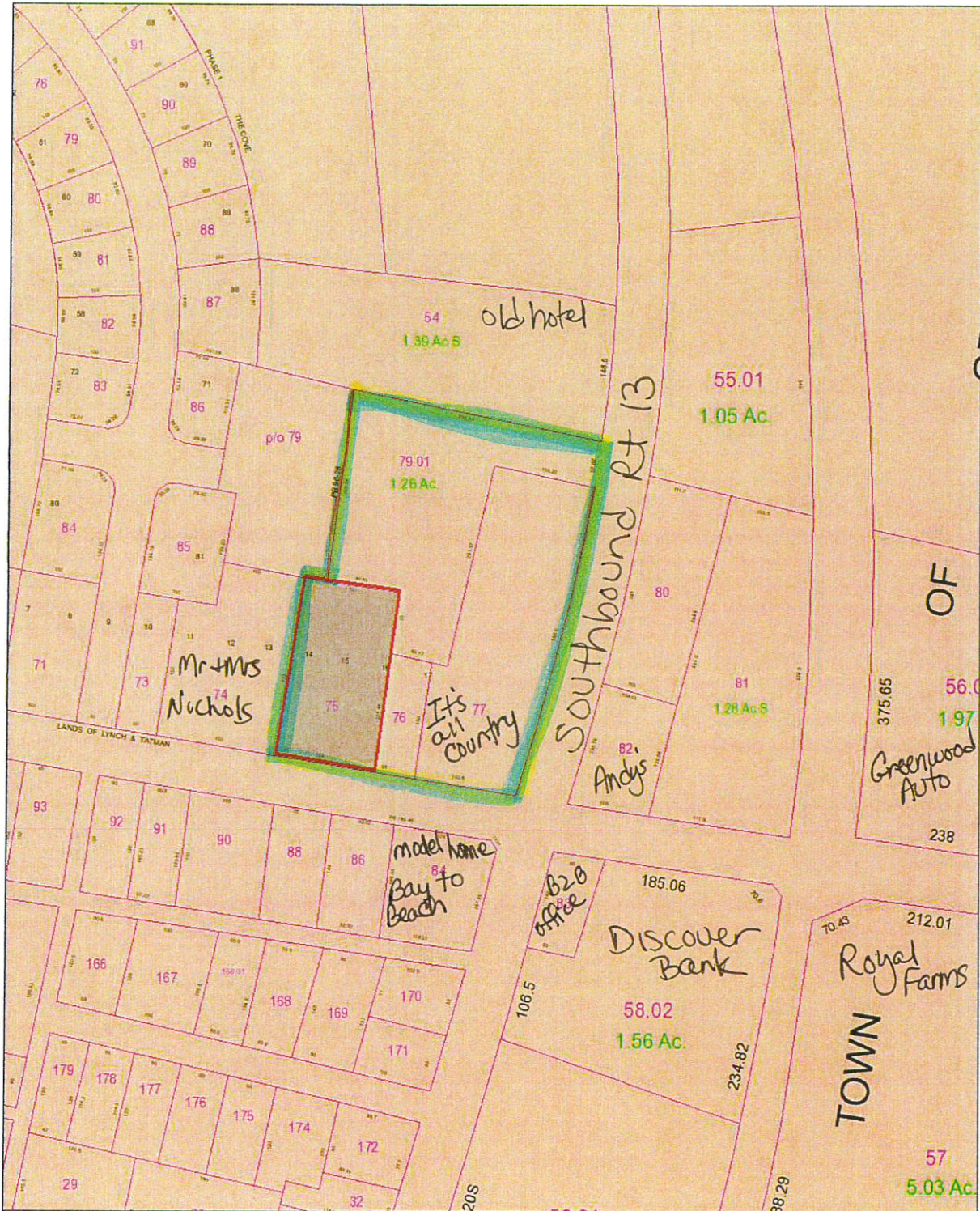
VARIANCE INFORMATION (IF APPLICABLE) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON FOR APPLICATION: Shaun Condron PHONE: 302-489-2353

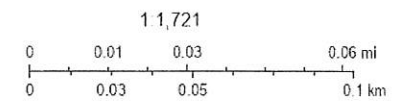
APPLICATION RECEIVED BY \_\_\_\_\_ email: scondron@verdantas.com RECEIPT \_\_\_\_\_

530-10.13-75.00 196 E MARKET ST, GREENWOOD, DE, 19950



June 5, 2023

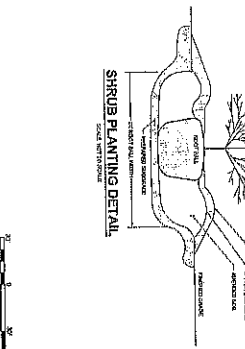
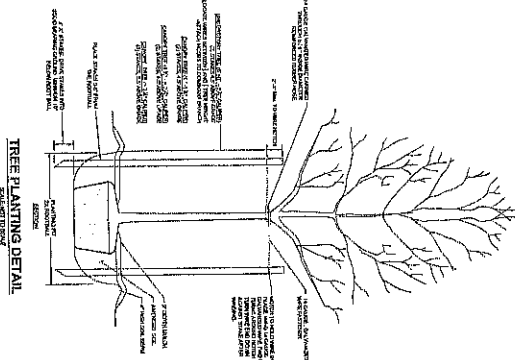
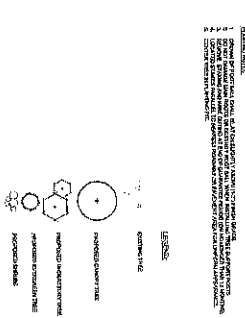
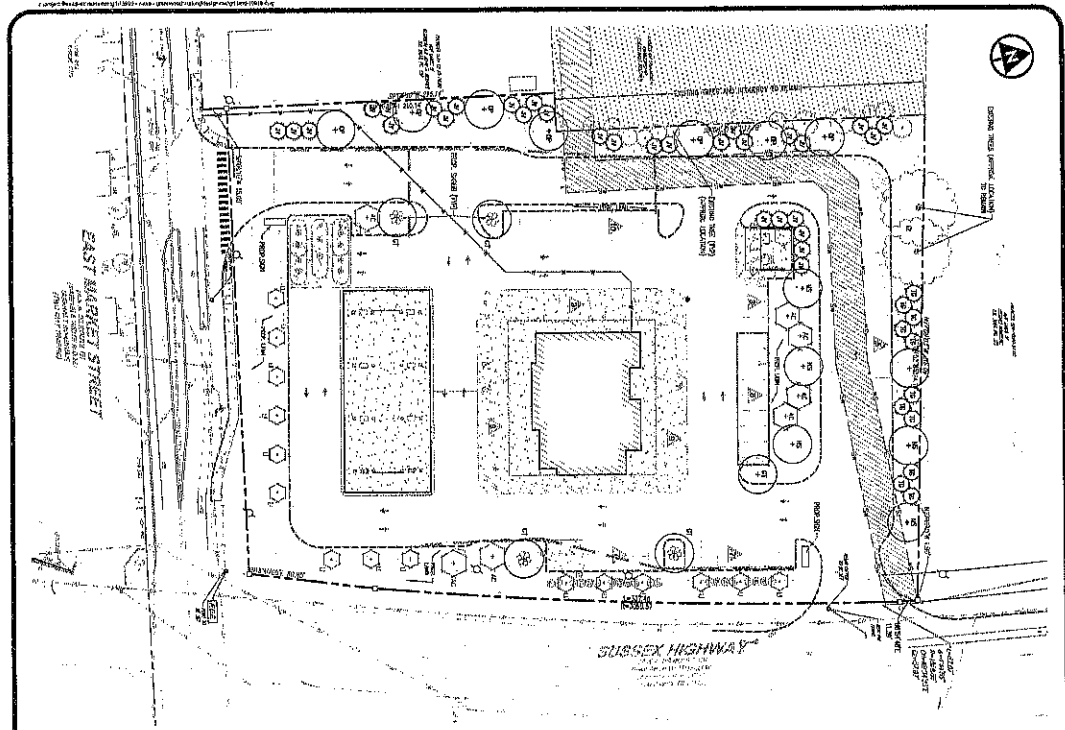
 Wawa Area



Sussex County Government

Property Tax Information - Sussex County DE





**PLANT SCHEDULE**

NO.	SYMBOL	PLANT NAME	QUANTITY	REMARKS
1	(Tree Symbol)	AMERICAN BEECH	10	PLANTING DETAIL 1
2	(Tree Symbol)	RED BARKED PINE	10	PLANTING DETAIL 2
3	(Shrub Symbol)	HYDRANGEA	20	PLANTING DETAIL 3
4	(Shrub Symbol)	DOGWOOD	20	PLANTING DETAIL 4
5	(Tree Symbol)	DOGWOOD	10	PLANTING DETAIL 5
6	(Tree Symbol)	DOGWOOD	10	PLANTING DETAIL 6
7	(Tree Symbol)	DOGWOOD	10	PLANTING DETAIL 7
8	(Tree Symbol)	DOGWOOD	10	PLANTING DETAIL 8
9	(Tree Symbol)	DOGWOOD	10	PLANTING DETAIL 9
10	(Tree Symbol)	DOGWOOD	10	PLANTING DETAIL 10
11	(Tree Symbol)	DOGWOOD	10	PLANTING DETAIL 11
12	(Tree Symbol)	DOGWOOD	10	PLANTING DETAIL 12
13	(Tree Symbol)	DOGWOOD	10	PLANTING DETAIL 13
14	(Tree Symbol)	DOGWOOD	10	PLANTING DETAIL 14
15	(Tree Symbol)	DOGWOOD	10	PLANTING DETAIL 15
16	(Tree Symbol)	DOGWOOD	10	PLANTING DETAIL 16
17	(Tree Symbol)	DOGWOOD	10	PLANTING DETAIL 17
18	(Tree Symbol)	DOGWOOD	10	PLANTING DETAIL 18
19	(Tree Symbol)	DOGWOOD	10	PLANTING DETAIL 19
20	(Tree Symbol)	DOGWOOD	10	PLANTING DETAIL 20

**LANDSCAPE REQUIREMENTS**

PROJECT: 15919  
ZONING: HC (HIGHWAY COMMERCIAL)

REQUIREMENT	REQUIRED	PROVIDED
MINIMUM TREE CANOPY COVERAGE	10%	10%
MINIMUM SHRUB COVERAGE	5%	5%
MINIMUM EVERGREEN COVERAGE	5%	5%
MINIMUM PLANTING DISTANCE FROM CURB	5'	5'
MINIMUM PLANTING DISTANCE FROM BUILDING	5'	5'
MINIMUM PLANTING DISTANCE FROM DRIVEWAY	5'	5'
MINIMUM PLANTING DISTANCE FROM SIDEWALK	5'	5'
MINIMUM PLANTING DISTANCE FROM STREET	5'	5'
MINIMUM PLANTING DISTANCE FROM INTERSECTION	10'	10'
MINIMUM PLANTING DISTANCE FROM SIGNAGE	5'	5'
MINIMUM PLANTING DISTANCE FROM UTILITY LINES	5'	5'
MINIMUM PLANTING DISTANCE FROM POWER LINES	10'	10'
MINIMUM PLANTING DISTANCE FROM TELEPHONE LINES	5'	5'
MINIMUM PLANTING DISTANCE FROM WATER MAINS	5'	5'
MINIMUM PLANTING DISTANCE FROM SEWER MAINS	5'	5'
MINIMUM PLANTING DISTANCE FROM GAS MAINS	5'	5'
MINIMUM PLANTING DISTANCE FROM RAILROADS	10'	10'
MINIMUM PLANTING DISTANCE FROM AIRCRAFT	10'	10'
MINIMUM PLANTING DISTANCE FROM HIGHWAYS	10'	10'
MINIMUM PLANTING DISTANCE FROM BRIDGES	10'	10'
MINIMUM PLANTING DISTANCE FROM TUNNELS	10'	10'
MINIMUM PLANTING DISTANCE FROM OVERHEAD POWER LINES	10'	10'
MINIMUM PLANTING DISTANCE FROM UNDERGROUND POWER LINES	5'	5'
MINIMUM PLANTING DISTANCE FROM UNDERGROUND TELEPHONE LINES	5'	5'
MINIMUM PLANTING DISTANCE FROM UNDERGROUND WATER MAINS	5'	5'
MINIMUM PLANTING DISTANCE FROM UNDERGROUND SEWER MAINS	5'	5'
MINIMUM PLANTING DISTANCE FROM UNDERGROUND GAS MAINS	5'	5'
MINIMUM PLANTING DISTANCE FROM UNDERGROUND RAILROADS	10'	10'
MINIMUM PLANTING DISTANCE FROM UNDERGROUND AIRCRAFT	10'	10'
MINIMUM PLANTING DISTANCE FROM UNDERGROUND HIGHWAYS	10'	10'
MINIMUM PLANTING DISTANCE FROM UNDERGROUND BRIDGES	10'	10'
MINIMUM PLANTING DISTANCE FROM UNDERGROUND TUNNELS	10'	10'

TOWN OF GREENWOOD - SUSSEX COUNTY - DELAWARE  
**CONVENIENCE STORE WITH GAS**  
 12600 SUSSEX HIGHWAY  
 SITE DEVELOPMENT PLAN  
 LANDSCAPE PLAN

SCALE: 1" = 30'

DATE: 2023-02-25

PROJECT NO. 15919

DESIGNED BY: J. [Name]

DRAWN BY: [Name]

CHECKED BY: [Name]

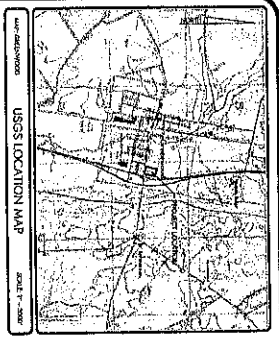
PROJECT NO. 15919

DATE: 2023-02-25

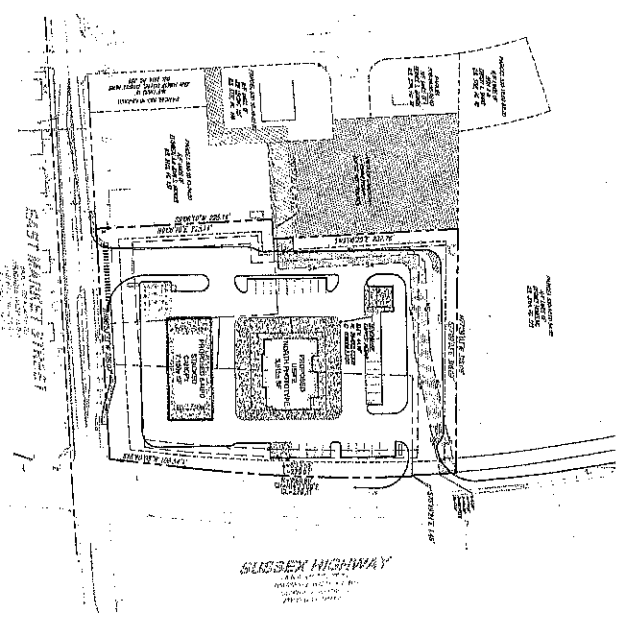
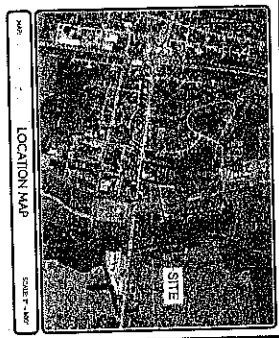
1:101

**verdantas**  
 PEOPLE FOCUSED SOLUTIONS

4100 PHOENIX BOULEVARD  
 SUITE 200  
 GREENWOOD, DE 19709  
 TEL: 302.441.4433  
 FAX: 302.441.4434



# SITE DEVELOPMENT PLAN CONVENIENCE STORE WITH GAS 12600 SUSSEX HIGHWAY



1. THE TOWN OF GREENWOOD HAS REVIEWED THE SITE DEVELOPMENT PLAN AND FINDS IT TO BE IN CONFORMANCE WITH THE ZONING ORDINANCE...
2. THE TOWN ENGINEER HAS REVIEWED THE SITE DEVELOPMENT PLAN AND FINDS IT TO BE IN CONFORMANCE WITH THE ZONING ORDINANCE...
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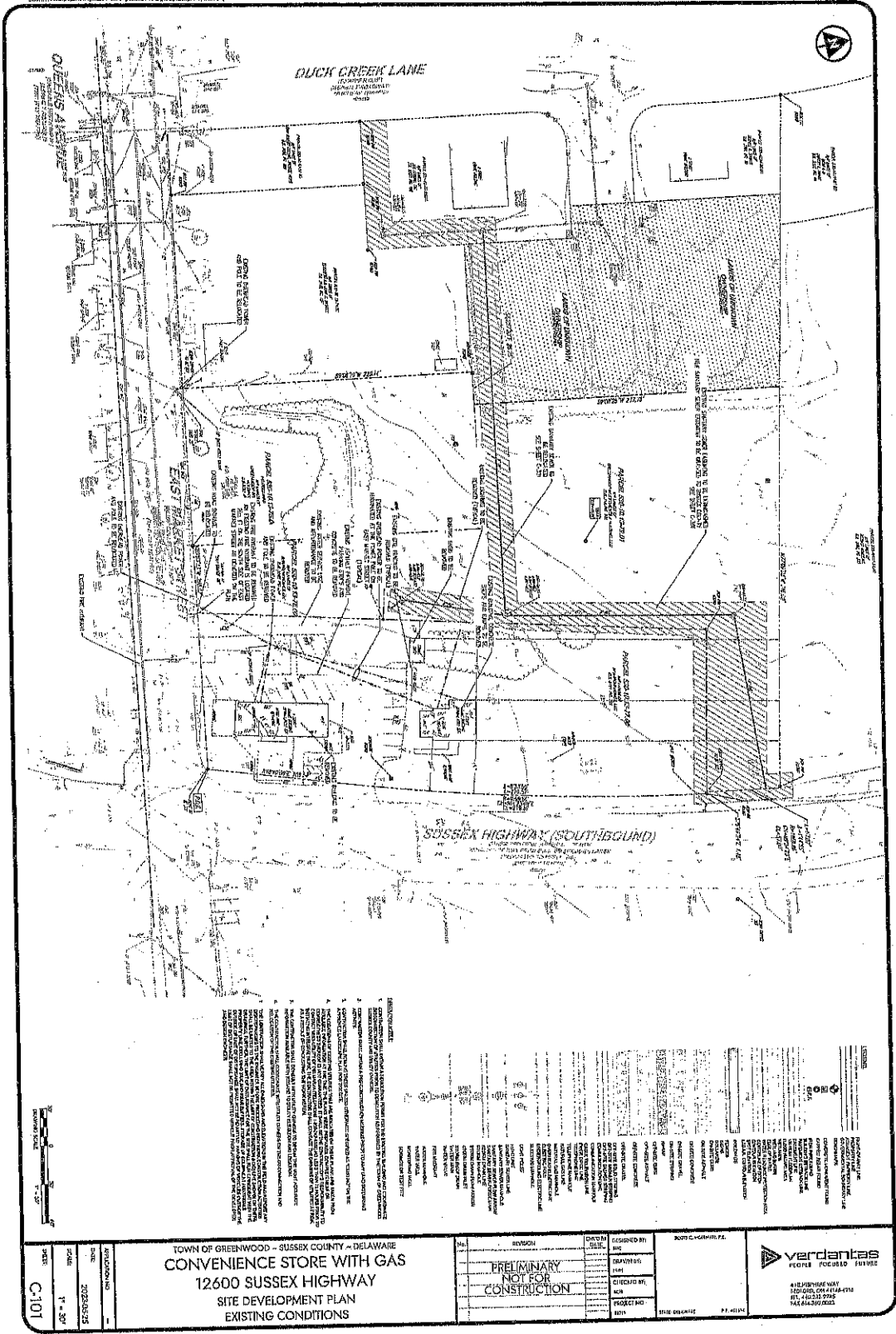
TOWN OF GREENWOOD - SUSSEX COUNTY - DELAWARE  
**CONVENIENCE STORE WITH GAS**  
12600 SUSSEX HIGHWAY  
SITE DEVELOPMENT PLAN  
INDEX SHEET

DATE: 2022/05/22	SCALE: 1" = 40'	SHEET: C-001
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**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

**verdantas**  
PEOPLE FOCUSED. FUTURE.

1201 S. COCHRAN AVE., SUITE 101  
DUBLIN, OH 43017  
TEL: 614.984.9200  
FAX: 614.984.9201



**QUEENS AVE**  
 (EXISTING) (CONTRACT NO. 10-10-10)  
 (CONTRACT NO. 10-10-10)  
 (CONTRACT NO. 10-10-10)

**DUCK CREEK LANE**  
 (EXISTING) (CONTRACT NO. 10-10-10)  
 (CONTRACT NO. 10-10-10)  
 (CONTRACT NO. 10-10-10)

**SUSSEX HIGHWAY (SOUTHBOUND)**  
 (EXISTING) (CONTRACT NO. 10-10-10)  
 (CONTRACT NO. 10-10-10)  
 (CONTRACT NO. 10-10-10)

TOWN OF GREENWOOD - SUSSEX COUNTY - DELAWARE  
**CONVENIENCE STORE WITH GAS**  
 12600 SUSSEX HIGHWAY  
 SITE DEVELOPMENT PLAN  
 EXISTING CONDITIONS

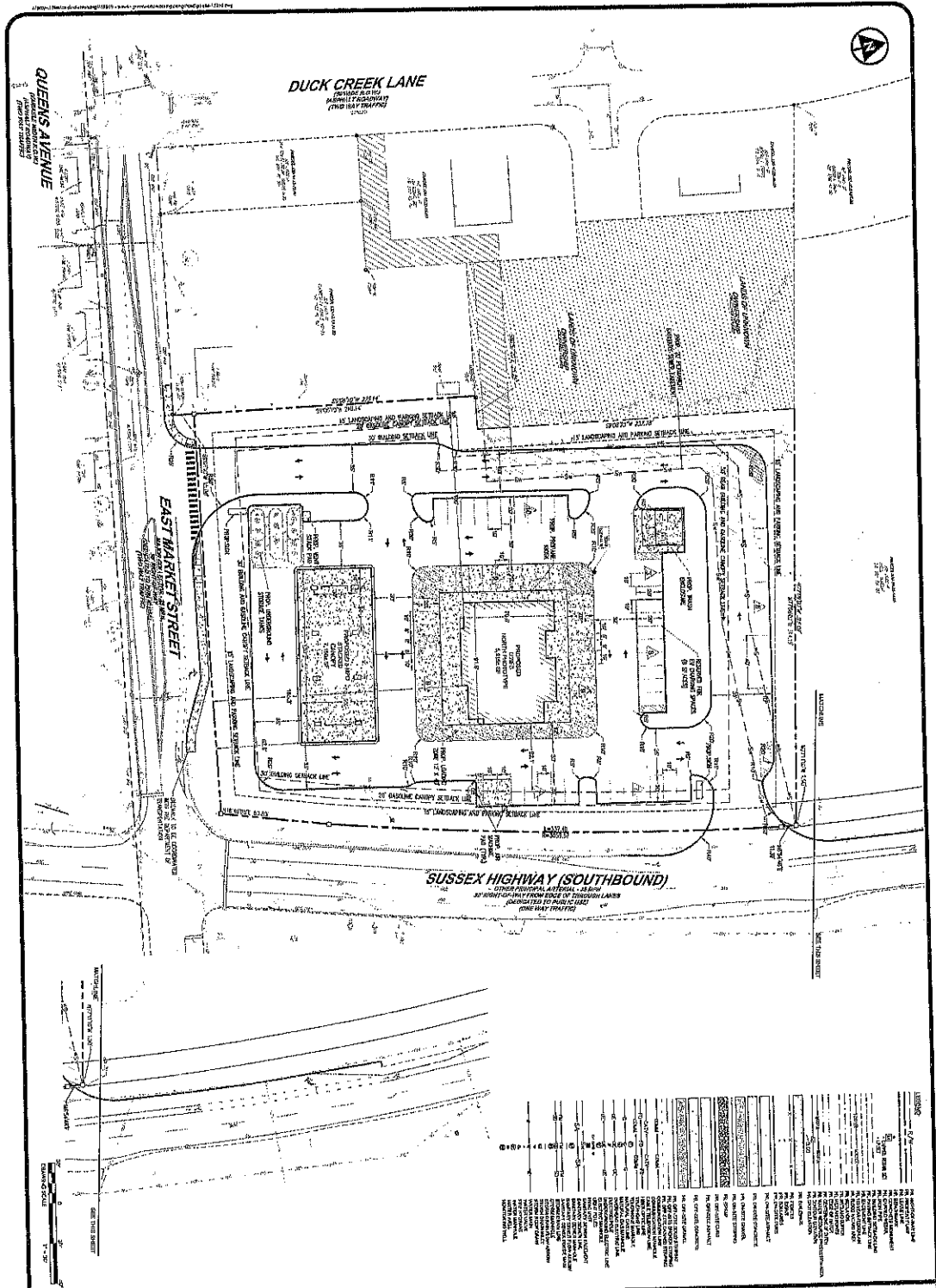
SCALE: 1" = 30'  
 DATE: 2/28/2012  
 SHEET: C-101

1. GENERAL NOTES: ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE DELAWARE DEPARTMENT OF TRANSPORTATION (DOT) SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION.
2. EXISTING UTILITIES: THE EXISTING UTILITIES SHOWN ON THIS PLAN ARE BASED ON THE MOST RECENT RECORD DRAWINGS AND FIELD SURVEY. ANY CHANGES TO THESE UTILITIES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
3. EROSION CONTROL: EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED THROUGHOUT CONSTRUCTION TO PREVENT SOIL EROSION AND POLLUTION OF ADJACENT AREAS.
4. TRAFFIC CONTROL: TRAFFIC CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED THROUGHOUT CONSTRUCTION TO MAINTAIN SAFE TRAVEL CONDITIONS FOR ALL TRAVELERS.
5. ENVIRONMENTAL PROTECTION: ENVIRONMENTAL PROTECTION MEASURES SHALL BE INSTALLED AND MAINTAINED THROUGHOUT CONSTRUCTION TO PROTECT ADJACENT WATERSHEDS AND OTHER ENVIRONMENTAL RESOURCES.
6. UTILITIES: ALL UTILITIES SHALL BE DEPTH MARKED AND PROTECTED THROUGHOUT CONSTRUCTION. ANY DAMAGE TO UTILITIES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
7. MATERIALS: ALL MATERIALS TO BE USED IN CONSTRUCTION SHALL BE OF THE BEST QUALITY AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ENGINEER.
8. CONSTRUCTION METHODS: ALL CONSTRUCTION METHODS SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ENGINEER.
9. SCHEDULING: THE CONSTRUCTION SCHEDULE SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ENGINEER.
10. SAFETY: ALL CONSTRUCTION SHALL BE CONDUCTED IN A SAFE MANNER AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ENGINEER.
11. MAINTENANCE: ALL CONSTRUCTION SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION TO PREVENT DAMAGE TO ADJACENT AREAS AND TRAFFIC.
12. AS-BUILT: ALL CONSTRUCTION SHALL BE AS-BUILT AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ENGINEER.

NO.	DESCRIPTION	DATE	BY
1	PRELIMINARY	2/28/2012	BOB CHAMBERLAIN
2	NOT FOR CONSTRUCTION	2/28/2012	BOB CHAMBERLAIN

DESIGNED BY	BOB CHAMBERLAIN
DATE	2/28/2012
DRAWN BY	BOB CHAMBERLAIN
DATE	2/28/2012
CHECKED BY	BOB CHAMBERLAIN
DATE	2/28/2012
PROJECT NO.	12600 SUSSEX HWY
DATE	2/28/2012
SHEET	C-101
TOTAL SHEETS	1





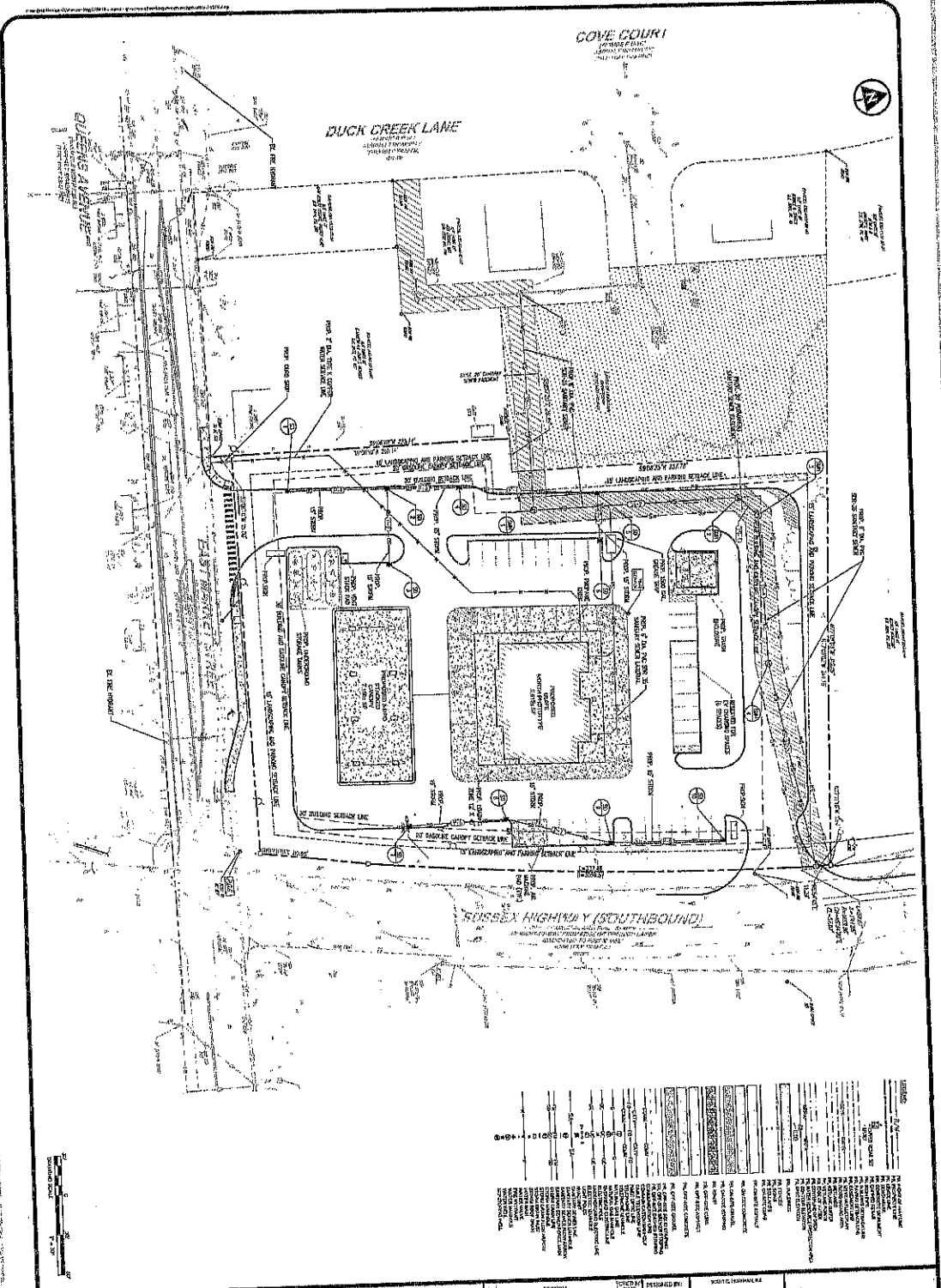
DATE: 02/28/2013  
 SCALE: 1" = 30'  
 SHEET: C-201

TOWN OF GREENWOOD - SUSSEX COUNTY - DELAWARE  
**CONVENIENCE STORE WITH GAS**  
 12600 SUSSEX HIGHWAY  
 SITE DEVELOPMENT PLAN  
 SITE PLAN

DESIGNER	DATE	PROJECT NO.	DATE
PROJECT	DATE	PROJECT NO.	DATE
DESIGNED BY	DATE	PROJECT NO.	DATE
DRAWN BY	DATE	PROJECT NO.	DATE
CHECKED BY	DATE	PROJECT NO.	DATE
PROJECT NO.	DATE	PROJECT NO.	DATE

**verdantas**  
 PEOPLE FOCUSED. BUSINESS.  
 A GREENBERG WAT  
 BROWN, LLP COMPANY  
 TEL: 484.211.4000  
 FAX: 484.211.4000

1.00	EXISTING	EXISTING
2.00	PROPOSED	PROPOSED
3.00	AS SHOWN	AS SHOWN
4.00	AS SHOWN	AS SHOWN
5.00	AS SHOWN	AS SHOWN
6.00	AS SHOWN	AS SHOWN
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NO.	DESCRIPTION	DATE
1	PRELIMINARY	10/1/2011
2	REVISED	10/1/2011
3	REVISED	10/1/2011
4	REVISED	10/1/2011
5	REVISED	10/1/2011
6	REVISED	10/1/2011
7	REVISED	10/1/2011
8	REVISED	10/1/2011
9	REVISED	10/1/2011
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11	REVISED	10/1/2011
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50	REVISED	10/1/2011

PROJECT NO. C-301  
 SCALE: 1" = 30'  
 DATE: 10/20/2015


TOWN OF GREENWOOD - SUSSEX COUNTY - DELAWARE  
**CONVENIENCE STORE WITH GAS**  
**12600 SUSSEX HIGHWAY**  
 SITE DEVELOPMENT PLAN  
 UTILITY PLAN

DESIGNED BY: JPC	CHECKED BY: JPC
DRAWN BY: JPC	PROJECT NO.:
DATE:	DATE OF PLOT:
PROJECT NO.:	PROJECT NO.:

**verdantas**  
 PEOPLE FOCUSED. FUTURE.  
 4880 BRIDGEWAY  
 GREENWOOD, DE 19842  
 TEL: 410.270.7646  
 FAX: 410.260.0222

**TOWN OF GREENWOOD PLAN REVIEW**

DAVIS, BOWEN & FRIEDEL, INC. Project Review Comments		Submittal Phase: <u>Preliminary</u>		Project No.:	
Date Submitted:				Project Title: <u>Convenience Store with Gas</u>	
Submittal No.:		<u>1</u>		Project A/E: <u>Verdantas</u>	
DBF Job No.:		<u>0347A026.I01</u>			
Date Returned:					
Distribution:		P & Z <input type="checkbox"/> Town Mgr <input checked="" type="checkbox"/>		Town Engineer <input type="checkbox"/> Other <input type="checkbox"/>	
Name of Reviewer:		<u>Ring Lardner</u>		Office: <u>Milford, DE</u> <u>302-424-1441</u>	
Documents Reviewed:		<u>Preliminary Review #1</u>			
DWG/SHEET NO.	COMMENT NO.	PROJECT REVIEW COMMENTS		REVIEWER RESPONSE	
<u>Previous Preliminary Plan Review Comments</u>					
1 of 2	1	Add ownership to all roads.			
C-001	2	Add ownership to all roads.			
C-301	3	End of town maintenance.			
C-301	4	Will Fire Marshal require sprinklers?			
C-301	5	Add note that backflow prevention will be required.			

Reviewer Signature:  \_\_\_\_\_ Page 1 of 1



STATE OF DELAWARE  
DEPARTMENT OF TRANSPORTATION  
800 BAY ROAD  
P.O. BOX 778  
DOVER, DELAWARE 19903

NICOLE MAJESKI  
SECRETARY

**MEMORANDUM**

**TO:** File

**FROM:** Annamaria Furfato, TIS Group Project Engineer *AdF*

**DATE:** February 12, 2023

**SUBJECT:** Convenience Store with Gas  
Traffic Impact Study (TIS) – Scoping Meeting (2/1/23)  
Scope of Work

**ATTENDANCE:** Shaun Condron, Verdantas  
Jeff Bross, Verdantas  
Fred Wittig, Diamond State Management  
Robert Wittig, Diamond State Management  
Janet Todd, Town of Greenwood  
Sean Humphrey, DelDOT Traffic  
Jose Quixtan, DelDOT Planning  
Sireen Muhtaseb, DelDOT Planning  
Claudy Joinville, DelDOT Planning  
Annamaria Furfato, DelDOT Planning

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**Background and Discussion**

Diamond State Management seeks to develop 5,585 square foot convenience store with 16 gas pumps on a 4.19-acre assemblage of parcels (Tax Parcels: 530-10.13-75.00, 76.00, 77.00, 79.01). The land is located on the northwest corner of Sussex Highway (US Route 13) and East Market Street (Delaware Route 16) in Greenwood. The land is currently zoned as H-C (Highway Commercial), and the developer does not plan to rezone the land.

Two access points are proposed, one full access on Delaware Route 16 and one on US Route 13. As US Route 13 is subject to the CCPP Policy at this location, access may be permitted if reasonable alternative access degrades the operation or the safety of an adjacent intersection as determined by a traffic engineering study. Construction is anticipated to be complete in 2025.

During the scoping meeting it was discussed whether access would be feasible through E. Market Street by way of Duck Creek Lane. The Developer is not interested in pursuing interconnection at this time.

### **Cases to be Evaluated**

The study shall evaluate the weekday morning, weekday evening, and Summer Saturday midday peak hours for the following situations:

- 1) Existing (2023);
- 2) 2025 without development;  
2025 with development;
- 3) Rt 16 full access, on Rt 13 no access
- 4) Rt 16 full access, on Rt 13 rights in access\*
- 5) Rt 16 full access, on Rt 13 rights in rights out access\*
- 6) Rt 16 Rights-in/Rights-out/Lefts-in, on Rt 13 rights in rights out access\*

*\*As US Route 13 is subject to the CCPP, the proposed access on that road is contingent on the results of the TIS and consistency with the program.*

### **Facilities to be Evaluated**

The TIS should evaluate conditions at the following intersections for capacity and level of service using the Highway Capacity Software (HCS). It should also evaluate the extent to which they meet the relevant DelDOT, AASHTO and MUTCD standards for geometry and traffic control devices.

- 1) E. Market Street (Delaware Route 16)/ Site Entrance A\*\*
- 2) US Route 13/ Site Entrance B\*
- 3) E. Market Street (Delaware Route 16)/ US Route 13 (1)
  - a. DE Route 16 / US 13 Southbound
  - b. DE Route 16 / US 13 Northbound

*(#) notates the number of intersections from a site entrance*

*\*Would be included in Scenarios 4, 5, and 6*

**While conducting the TIS / TOA, if the Consultant anticipates or determines an intersection would operate with LOS deficiencies or safety concerns and proposes to mitigate said deficiencies with a traffic signal, the Consultant should prepare and submit a warrant analysis and justification study described in the Delaware MUTCD. A completed copy of the warrant analysis and justification study should be included within the final TIS / TOA report, formatted as an appendix to the TIS/TOA.**

**Additionally, if speed limit adjustments are proposed for a roadway study area, the Consultant should conduct a speed study for each proposed speed limit adjustment. The**



**speed study should be submitted to DelDOT Traffic and included within the final TIS / TOA report submission, formatted as an appendix to the TIS / TOA.**

### **Traffic Counts**

The Consultant should conduct traffic counts for the intersections listed above from 7:00 a.m. to 9:00 a.m. and from 4:00 p.m. to 6:00 p.m., on a Tuesday, Wednesday or Thursday, and from 10:00 a.m. to 2:00 p.m. on a Saturday in summer to determine when the peaks occur. The Saturday counts should be conducted at a time when local area schools, as well as schools in the nearby metropolitan areas of Philadelphia, Baltimore, and Washington, D.C., are closed in June, July, or August. The weekday counts should be performed during a time when schools are open and operating at a normal capacity. *If unsure of the first and last eligible dates for collecting weekday or summer counts, the Consultant should coordinate with DelDOT in advance to confirm the eligible dates to counts. Counts collected on ineligible dates will not be accepted for review. The last week to count when schools are in session is the week of June 5<sup>th</sup>, 2023. The first weekend to count for Summer Saturday is June 17, 2023.*

Additionally, Automatic Traffic Recorders (ATRs) should be used to collect traffic data on Delaware Route 16 and US Route 13 near the area of the proposed site entrances. The ATRs should be placed for a one-week time period that includes the date(s) of the manual traffic counts. The ATR data will be used to verify the manual counts and determine whether adjustments are required.

Section 2.2.8.5, item 19, under Existing Traffic and Transportation Conditions in the Development Coordination Manual addresses how oversaturated intersections are to be counted.

The traffic counts should be submitted to DelDOT both electronically as Portable Document Format (PDF)/Excel files and as draft report figures showing peak hour volumes (labeled with date and peak hour interval) posted on diagrams of the road network.

The Consultant should be alert for events affecting the traffic counts, such as accidents or nearby construction and shall make note of any such events when submitting the counts. As necessary, DelDOT reserves the right to reject the counts or require adjustments to them.

### **Trip Generation**

The Consultant shall use the 11<sup>th</sup> edition of the ITE Trip Generation Manual in generating trips for this development.

Trip Distribution to be used for the site was developed using DelDOT's Travel Demand Model and is attached.

### **Future Growth**

The Consultant shall apply growth factors to the traffic counts. DelDOT will develop those factors after we receive the Consultant's traffic counts. *No recent substantive nearby Committed Developments have been identified.*

### **Highway Capacity Software**

The Consultant shall use the most recent version of the Highway Capacity Software (HCS) that implements the 6<sup>th</sup> Edition of the Highway Capacity Manual (HCM). Presently, that is HCS7. for the roads in the study area are as follows:

### **Seasonal Adjustment Factors**

<b>Roads</b>	<b>April</b>	<b>May</b>	<b>June</b>
US Route 13 – <b>TPG 5</b>	1.01	0.98	0.90
Delaware Route 16 – <b>TPG 8</b>	1.09	0.96	0.81
All Other Roads	1.00	1.00	1.00

### **DeIDOT Projects**

DeIDOT's **Corridor Capacity Preservation Program (CCPP)** seeks to maintain the through capacity of certain arterial highways through the management of access along them. US Route 13 is one of the highways included in the CCPP. For the purposes of CCPP, the site has frontage on Route 13 in an Investment Level 2 area. For details regarding the CCPP, the Consultant can find the policy at [https://deldot.gov/Programs/corr\\_cap/index.shtml](https://deldot.gov/Programs/corr_cap/index.shtml). For more information on the CCPP, the Consultant shall contact me at [Annamaria.Furnato@delaware.gov](mailto:Annamaria.Furnato@delaware.gov).

### **DeIDOT Studies**

DeIDOT Planning is working with the towns of Greenwood and Bridgeville to develop a future-looking, long-range transportation plan for Greenwood, Bridgeville, and the areas surrounding the towns, which will help integrate transportation improvements with community goals and visions. The planning process is focused on safety, mobility, economic development, quality of life, and other topics that emerge. This effort is an outgrowth of the Coastal Corridors Study, which focused on the east-west roads from the Maryland State Line to SR 1, between SR 16 and SR 404. Data collected during that study presented the opportunity to proceed with a longer-range transportation and community planning approach along the western side of the study area (west of US 113). This effort will be wrapping up summer of 2023 with a final public workshop anticipated later this spring. More information can be found on the municipal websites: <https://bridgeville.delaware.gov/information-plans-maps/2023-greenwood-and-bridgeville-transportation-plan/>

Questions regarding the study should be directed to the Project Manager, Jennifer Cinelli-Miller. Ms. Cinelli-Miller may be reached at [jennifer.cinelli@delaware.gov](mailto:jennifer.cinelli@delaware.gov) or (302) 760-2549.

### **Transit, Bicycle, and Pedestrian Facilities**

The study should describe the existing and proposed transit service in the project area and should also describe the existing and needed transit, bicycle, and pedestrian facilities on or near

the project site. In determining these items, the Consultant shall contact Mr. Jared Kauffman, a Service Development Planner at the Delaware Transit Corporation (DTC), and Mr. Anthony Aglio, of DelDOT's Local Systems Section. Mr. Kauffman may be reached at (302) 576-6062. Mr. Aglio may be reached at (302) 760-2509.

**General Notes**

- 1) All submissions relating to this study should be made electronically via the Planning and Development Coordination Application (PDCA), preferably in Portable Document Format (PDF).
- 2) The Consultant should e-mail DelDOT's Transportation Management Center (TMC) at [tmcl@delaware.gov](mailto:tmcl@delaware.gov) to obtain advance approval for the use of any signal timings.
- 3) The Consultant should refer to the attached memorandum from Scott Neidert of DelDOT's Traffic Section for guidance regarding requests for crash data within the study area. The Consultant shall report on this data and make recommendations for improvements if safety problems exist in the study area. Mr. Neidert may be reached at (302) 659-4075.
- 4) Before deploying temporary unmanned devices, e.g. cameras, radar detectors, or tube counters, in the State maintained right-of-way, the individual or company proposing to do so shall execute and file a Right-of-Way Use Agreement. Before each specific deployment of devices, the individual or company shall email a completed Temporary Data Collection Device Notification Form to [TMC1@delaware.gov](mailto:TMC1@delaware.gov). Copies of the standard agreement and the form are available from Peter Haag at (302) 659-4084 or [Peter.Haag@delaware.gov](mailto:Peter.Haag@delaware.gov).
- 5) Both DelDOT and the Town of Greenwood reserve the right to change this scope of work if the study is not performed within a reasonable time.
- 6) The developer may choose to have DelDOT's Consultant perform the TIS rather than use their own Consultant. If this option is of interest, the developer should request a cost estimate through the PDCA.
- 7) By copy of this memorandum I ask those copied to contact me at [Annamaria.Furmato@delaware.gov](mailto:Annamaria.Furmato@delaware.gov) regarding any significant errors or omissions. The Consultant should request any revisions to this memorandum through the PDCA.

Memorandum to File  
April 12, 2023  
Page 6 of 6

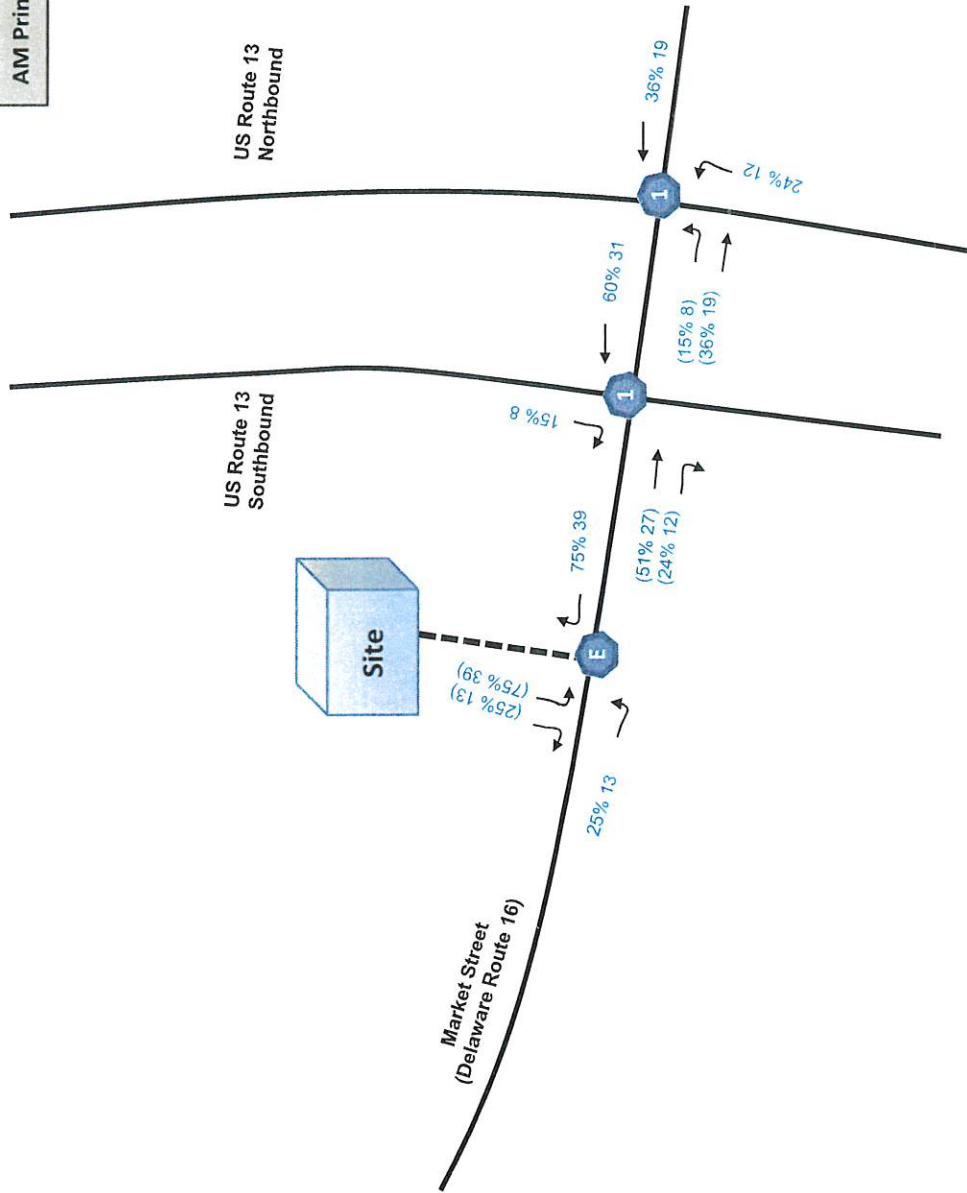
AF:afm  
Enclosure

cc: Brian Clarke, Verdantas  
Jamie Whitehouse, Director, Sussex County Planning and Zoning  
Michael Simmons, Assistant Director for Project Development South, DOTS  
Peter Haag, Chief Traffic Engineer, Traffic, DOTS  
Mark Whiteside, Project Manager, Project Development South, DOTS  
Alastair Probert, South District Engineer, DOTS  
Kari Glanden, Statistical Information Supervisor, DelDOT Traffic, DOTS  
Wendy Carpenter, Traffic Calming & Subdivision Relations Manager, DelDOT Traffic  
Scott Neidert, Design Resource Engineer, Traffic Section  
Matt Schlitter, South District Public Works Engineer, Maintenance & Operations  
James Argo, South District Project Reviewer, Maintenance & Operations  
David Dooley, Service Development Planner, Delaware Transit Corporation  
Jared Kauffman, Service Development Planner, Delaware Transit Corporation  
Jennifer Cinelli, Transportation Planner, Statewide & Regional Planning  
Anthony Aglio, Planning Supervisor, Statewide & Regional Planning  
Pam Steinebach, Director, DelDOT Planning  
Todd Sammons, Assistant Director, Development Coordination  
Kevin Hickman, Sussex County Review Coordinator, Development Coordination  
Andrew Parker, McCormick & Taylor, Inc.  
Mir Wahed, Johnson, Mirmiran, & Thompson, Inc.

**AM Peak Hour**  
Distribution / Assignment  
April 5, 2023

**Convenience Store With Gas - Greenwood**  
Trip Generation  
5,585 sf 16 vfp Convenience Store with Gas Station  
(ITE 11<sup>th</sup> Ed. LUC 945)

	Total	IN	OUT
Weekday ADT	4,114	2,057	2,057
Total AM Trips	433	216	217
AM Primary Trips	104	52	52



- Legend**
- State-maintained road
  - Site Entrance
  - Traffic lost / gained before intersections
  - State-maintained Intersections
  - Inbound Trips
  - Outbound Trips

Note: Figure Not Drawn to Scale



STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**  
800 BAY ROAD  
P.O. BOX 778  
DOVER, DELAWARE 19903

JENNIFER COHAN  
SECRETARY

**TO:** Requestors of Crash Data via DelDOT's Development Coordination Process

**FROM:** Scott Neidert, Design Resource Engineer, Traffic Section

**DATE:** September 5, 2019

**SUBJECT:** Revisions to Crash Data Requests and Releases

---

As of July 23, 2019, Governor Carney has signed SB 147 into law containing amendments to the release of crash data, namely permitting DelDOT to release certain de-identified data based on the nature of the requestor. Specifically, newly enacted 21 *Del. C.* §313(c)(1) provides that:

*"The Department of Transportation may provide the information under this subsection if the person requesting the information provides proof of identity and a sworn representation that the data will be strictly used for any of the following purposes:*

- a. To comply with federal, State, or local law or regulations.*
- b. By a municipality or municipal planning organization in carrying out official functions."*

To conform with the "proof of identity and... sworn representation..." clause, requestors will be required to complete an online crash data request as well as provide a notarized release form to be submitted with each crash request prior to being processed. A link to the release form is provided within the online crash request.

Effective immediately, all requests for crash data, when required, must be made at:  
<https://tmc.deldot.gov/tmcx/app/crashdata/public/info.html>

Requests for crash data will not be processed until all required fields are completed, and the release form has been completed and received.

SN

cc: Nicole Majeski, Deputy Secretary  
Shanté Hastings, Chief Engineer  
Drew Boyce, Director, Planning  
Annie Cordo, Deputy Attorney General  
Mark Luszczyk, Deputy Director, Division of Transportation Solutions  
Kari Glanden Thompson, Statistical Information Supervisor, Traffic Section