

November 18, 2025

Antonina Tantillo, MPA, City Administrator
City of New Castle
220 Delaware Street
New Castle, Delaware 19720

RE: 1004 Gray Street Subdivision, Preliminary Plat

Dear Ms. Tantillo

AECOM is in receipt of the above-mentioned subdivision plan, entitled *Subdivision Plan for Project Known as 1004 Gray Street*, prepared by Woodin+Associates, dated October 23, 2025. As noted in Note 5. under Plan Data and General Notes, the purpose of the plan is to combine two existing lots of record into one parcel, and subdivide said parcel (tax parcel no. 21-014.00-190 into six lots to construct six semi-detached dwellings. In review of the subdivision plan, we have the following comments:

Procedural/Administrative

1. The subject plan is being submitted as a Preliminary Plat in accordance with Section 213-7.B. of the City's Subdivision Regulations. If the Preliminary Plat is approved by the Planning Commission, the applicant would then submit a Final Plat to the Planning Commission for approval.
2. Prior to seeking Final Plat approval, the applicant should submit the following plans to the following agencies:
 - Sediment and Stormwater Plan - New Castle Conservation District
 - Sanitary Sewer Plans - New Castle County Public Works
 - Water Service Plans - Municipal Services Commission
 - Sidewalk and Road Restoration Plans (see Planning/Technical comments #6 and #7 below) - City of New Castle
3. Prior to seeking Final Plat approval, the applicant should have made substantial progress on approvals with the above-mentioned plans and agencies.
4. Per Section 213-7.C.(4) of the Subdivision Regulations, if approved by the Planning Commission, the Final Plat must be approved by resolution or ordinance of City Council.

Planning/Technical

1. The subject parcel is zoned Residential (R-3).
2. Single-family semi-detached dwellings are permitted in the R-3 Zone per Section 230-18.A.(1) of the Zoning Ordinance.
3. The applicant received six (6) Variances from the City Board of Adjustment on September 23, 2025. The subject Variances are described in Note 11. under Plan Data and General Notes and are also reflected in the Provided column in the Area and Setback Requirements table at the top of the plan sheet.

4. The plan proposes the installation of 149 linear feet of sanitary sewer in Tenth Street to provide sewer to the subject lots. The sanitary sewer main would be dedicated to New Castle County. Section 213-14 of the Subdivision Regulations describes bonding requirements to guarantee public improvements associated with a subdivision. It is unclear at this time if New Castle County has its own sanitary sewer guarantee procedures or if they rely on the local jurisdiction. This will be determined prior to Final Plat submission to the Planning Commission.
5. Water service to the proposed lots is being provided via a 12-inch main in Tenth Street owned by the Municipal Services Commission.
6. A four-foot sidewalk exists along the parcel's frontage on Gray Street with no sidewalk along Tenth Street. The plan indicates the installation of a five-foot sidewalk along both frontages within the respective street's rights-of-way. Plans for said sidewalks should be submitted to the City for review and approval.
7. Given the sanitary sewer extension in Tenth Street and the six water service connections and six sewer laterals to the proposed units, AECOM recommends a full-width restoration of Tenth Street in lieu of multiple trench patches. Plans for the road restoration should be submitted to the City for review and approval.
8. The above-mentioned sidewalks and street restoration should be guaranteed in accordance with the aforementioned Section 213-14 of the Subdivision Regulations.
9. Survey monuments should be provided in accordance with Section 213-9 of the Subdivision Regulations and indicated on the Final Plat.
10. Per Section 230-28.A.(1)(c) of the Zoning Ordinance, two off-street parking spaces are required for each semi-detached unit. Said parking spaces are being provided by the garage and driveway and each lot.

If you have any questions or need additional information, please let me know.

Sincerely,

AECOM Technical Services, Inc.



Christopher J. Rogers, AICP
Principal Planner

cc: Michael Hoffman, Planning Commission Attorney
Jeff Bergstrom, Building Official
Eric Laramore, P.E., New Castle County
Scott Blomquist, Municipal Services Commission
Jayme Baer, P.E., Woodin+Associates