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Submittal Comments for Site Plan Version 1 at Williamson Medical Offices (20120610345)

Reviewer/Title: **Brian Capo – Urban Forester - City of Wilmington**

Urban Forestry review includes:

- The inventory seems to be missing trees and has mis-identified trees.
Patrick Bristow, PS, has revisited the site, and confirmed that the original survey showing tree locations is correct, with the exception of an elm located on the property line outside of the scope of work. This elm is now shown on the revised survey and plans.
- Trees are missing along the property lines where the locations appear to be both on and just off-site.
See above. Several of the closer trees are on the adjacent property are now shown on the L-series plans for clarity.
- The critical ones include hardwoods and magnolias along the western line adjacent to the city R.O.W. where the end of the parking lot is proposed.
See above. Several of the closer trees are on the adjacent property are now shown on the L-series plans for clarity.
- There are three magnolias between the street and the front of the building along that western line that appear to be on the site.
See above. Several of the closer trees are on the adjacent property are now shown on the L-series plans for clarity.
- The tree at the entrance labeled a black cherry appears to be a flowering plum, and another one in the front yard listed as a regulated Bay is actually a non-regulated viburnum or ligustrum.
Survey and sheet L1 have been corrected.
- Trees that are located on the site or omitted from the site need **not** be recorded if they are outside the area proposed for disturbance, so that it only seems we need correction in the front yard.
Trees and tree protection are shown over the entire property (even outside of the area of proposed disturbance) to ensure that contractors do not lean materials or park trucks, etc. in other areas.
- Some of the trees not recorded are under the regulated size and could be relocated (like the dogwood in the area of the proposed parking lot that is about 3" caliper) rather than removed and replaced as proposed with the purchase of dogwoods.
The 2" dogwood will be relocated to the location of the previously misidentified ligustrum, which will be removed.

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PLANNING DIVISION

Reviewer/Title: Captain Chris Elrod – Wilmington Fire Dept.

No specific requirements for this site from City Fire at this time

No action required at this time.

Reviewer/Title: Angela Faison – Assoc. Planner – City of Wilmington

Williams Offices Project (5114 Wrightsville Ave):

The following comments preliminary environmental review of the proposed development:

1. Please spade existing trees targeted for removal for replanting on site where feasible. **Some of the trees targeted for removal are invasive species, not native, and should be removed from the site. However, the 2" dogwood will be spaded and relocated as requested. Please see Revised Landscape Plans for details.**
2. Stormwater runoff shall be directed to landscape islands and planting areas where soils permit to reduce stormwater treatment volume.
Per the Drainage Plan requirements and review comments by Mr. Rob Gordon, P.E., all stormwater runoff is required to be directed by sheet flow to the public right of way. Some of the runoff will make its way to the tree islands and planting area as it sheet flows toward the right of way.
3. Stormwater management systems shall be integrated into the landscaping plan by employing rain gardens, bioretention cells, and infiltration areas, as combined landscaping/stormwater management features.
Because this project is covered under a "Drainage Plan" Permit, there are no requirements for detention or the installation of structural BMPs. Thus, the stormwater runoff has been directed to the public right of way as requested by Mr. Rob Gordon, P.E. with the City of Wilmington Engineering Dept.
4. Stormwater runoff shall be directed to landscape islands and planting areas where practical to reduce irrigation needs and to take advantage of water quality and water recharge benefits.
Again, Stormwater runoff has been directed to the Public R/W as instructed by Mr. Rob Gordon, P.E. with the City of Wilmington Engineering Dept. Please see Mr. Gordon's review comments.
5. Please verify the presence or absence of wetlands on the site.
There are no jurisdictional wetlands present on this site. A note has been added to Sheet C3 of the Revised Plans.
6. Please note the CAMA Land classification on the site.
According to the 2006 CAMA Plan Land Classification Map, the site appears to be located in the "Urban" Land Classification. A note has been added to Sheet C3 of the Revised Plans.

Please contact me if you have any comments or questions.

Reviewer/Title: Dawn M. Snotherly – Assoc. Planner – City of Wilmington

Williamson Medical Offices- 5114 Wrightsville Avenue
Planning review comments on 11/16/12 (initial) plan submittal
December 6, 2012

1. Orient the site plan so north is at the top of the map/plan sheets;
The Site Plan has been oriented such that the plan is readable from the bottom and right side of the page, which is consistent with industry standards of our profession. The City Standards require the provision of a north arrow, which has been provided on all sheets. The orientation provided allows for better plan understanding for the contractors and inspectors in the field.
2. A tree inventory signed and sealed by a professional surveyor, to scale must be submitted for the project. Comments from the city urban arborist indicate that there may be some discrepancies in the tree inventory. Please have the surveyor contact Mr. Brion Capo at 341-0078 to discuss.
A sealed copy of the survey is enclosed in the resubmittal package. Per discussions with Mr. Capo, the surveyor has revisited the site and the discrepancies have been revised on the Landscape Plans and Civil Sheets. Please see revised plans.

Sheet C2

3. Please delineated the overhead power lines and power poles along Wrightsville Avenue if they are any on the south side;
The existing overhead utilities are located on the North side of Wrightsville Ave. No action required at this time.
4. Indicate the zoning and land use of all adjacent properties, include all adjacent properties across Wrightsville Avenue from the project site;
As requested, the zoning and use of all adjacent properties has been added to Sheets C2 & C3. Please see revised plans.
5. Under General Notes:
Revise note (6) to read Cape Fear Public Utility Authority vs. City of Wilmington;
As requested Note 6 has been revised to include the Cape Fear Public Utility Authority for water and sewer pipes. However, the City of Wilmington reference was still included since “stormwater pipes” fall under the City’s jurisdiction. Please see the revised plans.

Sheet C3

6. Show the location of all existing HVAC and mechanical equipment planned at ground level;
As requested, the proposed mechanical units have been shown at the rear of the building where the existing HVAC unit is located. Please see the revised plans.
7. Please make a note about the installation of a new sidewalk along Wrightsville Avenue abutting the project site;
As requested, a note regarding the new sidewalk along Wrightsville Ave. has been added to Sheet C3. Please see revised plans.
8. Landscape islands must be located at the end of parking rows such that no parking space is located more than 120 feet from a parking island. Each island must be a

minimum of 216 SF. For this project, a min. of 2 parking islands must be provided at either end of the parking rows;

The required landscape islands have been added as requested. Please see revised plans.

9. Site Plan Information

a. Please list the existing land use;

As requested, the existing land use has been noted in the site plan information. Please see revised plans.

b. Please change the current zoning to O&I-1;

As requested, the zoning has been changed to O&I-1. Please see the revised plans.

c. Does the existing building size include the entire footprint of the building?;

Yes, the existing building size includes the entire footprint of the building and carport area which is to be enclosed. Please note, this is the SURVEYED size of the building exterior including the open carport and NOT the Gross Square Footage of usable floor area inside the building.

d. Why is the parking based on 3,240 SF when the building size is listed as 3,524SF?

As mentioned above, the 3,524 SF is the surveyed exterior of the building and NOT the GSF of the building. The surveyed "Building Size" includes the open carport. 3,240 SF is the proposed GSF of the building based on the architectural floor plan. Thus, parking is based on the proposed 3,240 SF

e. Please revised the building setbacks to include the required corner side setback-20'; Also, provide a column of what the proposed setbacks will be;

As requested, the building setbacks have been revised to include the 20' corner side setback. However, since we are not proposing setbacks different than those required by code, a column for "Proposed Setback" was not necessary.

f. Add a number 16. CAMA Land Use classification – Urban

As requested, the CAMA Land Use Classification has been added to the site plan information table.

g. Add a number 17. which lists the amount of disturbed area and the calculations for the amount of trees required per disturbed acre, i.e. 0.26 x 15 trees per disturbed acre = 4 trees

As requested, the required trees calculation has been added to item #6 of the Site Plan Summary Table on Sheet C3. Please see revised plans.

10. Please indicate the location of all fencing if proposed;

No new fencing is proposed at this time. No action required.

11. What will be the method of solid waste removal? Where will the waste removal facilities be located on the site;

The site will be served by City of Wilmington roll-out bins which will be kept at the rear of the building and do not require screening.

12. Please add a note on the plan that "No obstructions shall be permitted in the space between thirty (30) inches and ten (10) feet above the ground level within the triangular sight distance";

As requested, this note has been added to Sheet C3 of the Revised Plans.

Sheet C4

13. Indicate the limit of disturbance on the plan to include all areas of proposed disturbance;
As requested, the limits of disturbance has been revised to include all of the the denuded area associated with the project. Please see revised plans.

Sheet L2

14. Is irrigation for landscaping currently in use on the site? Is it proposed? If so please add a note to the plan or landscape plan that "A rain/freeze sensor shall be installed as a part of any irrigation system used on the site";
At this time, no irrigation is currently in use or proposed. A note has been added per request. Please see revised plans.
15. Please provide a minimum of 2 landscape islands or the project;
Landscape islands have been added per instructions. Please see revised plans.
16. No obstructions shall be permitted in the space between thirty (30) inches and ten (10) feet above the ground level within the triangular sight distance";
Sight triangles have been revised, and note has been added in 'General Landscape Notes' on L2.
17. Please add a note on the plan or landscape plan that "All planted and retained living material, required to meet the provisions of the city of Wilmington Land Development Code, shall be perpetually protected and maintained to professionally accepted standards by joint and several responsibility of the owner, occupant, tenant, and respective agents of the property on which the material is located.";
Note has been added to L2 per instructions, please see revised plan.
18. Please revise the sight triangles for the driveway to comply with the following standard:
- a. the triangular area at the intersection of a street with a driveway determined by measuring a distance of twenty (20) feet along the side of said driveway at the property line and seventy (70) feet along the curb line of the street, or roadway edge if no curb is present;

Sight triangles have been revised per instructions.

19. Please revise the plan so that no plant material taller than 30" is within the sight triangles;
Planting around sight triangles has been revised, and note has been added per instructions.
20. Please indicate shading provided by all trees that may provide a canopy on the parking and driveway areas;
Revised shading calculations are provided in Landscape Calculations table.
21. In accordance with Section 18-483, when a parking facility is within 50 feet of a r/o/w a low buffer must be incorporated into the streetyard to provide protection from vehicle headlights within the parking lot. The buffer shall consist of shrubbery, a grade change or planted berm or any combination thereof that serves to shield traffic

on the right-of-way from headlights within the parking lot. The buffer shall be a minimum of three (3) feet in height and five (5) feet in width and may be incorporated in a street yard, provided the street yard is fifteen (15) feet or more in width. Depressions and curb cuts shall be allowed for water quality protection. Please revise the landscaping adjacent to the parking facility and within the streetyard to comply with these provisions. All shrubbery plantings must be installed at a minimum height of 3 feet;

Plant heights have been added to the Landscape Schedule per requirements to better describe the designed buffer area, and the low buffer description has been added to the Landscape Calculations table.

22. Red maples apparently do not do well in parking areas in our areas, please substitute with a different tree species;

Red maples are already present on the site. Revised plans show 1 Red Maple (*Acer rubrum*) along the parking area, and a Blackgum (*Nyssa sylvatica*) in the planting island, which is adjacent to a vegetated/undisturbed (unimproved) right-of-way.

23. Landscape Calculations:

- a. Please revise to show that the zoning of the subject site is O&I-1; **Corrected, please see revised plan.**
- b. Please revise under trees required that the min. size for all trees is 2" caliper; **Corrected, please see revised plan.**
- c. Foundation Plantings – Please show calculations, i.e. height of building x length x 12%; **Corrected, please see revised plan.**

24. Plant Schedule:

- a. Is the symbol for Bloodgood Japanese Maple correct, should it not be JMB; **Corrected, please see revised plan.**
- b. All trees must be a minimum of 2" caliper at planting. Please list all trees proposed for planting by size in caliper inches; **Corrected, please see revised plant schedule.**
- c. All shrubbery proposed for planting must be listed by height. The min. height for shrubbery is 12 inches except for those required under Section 18-483; **Corrected, please see revised plant schedule.**
- d. I counted 9 HQS; **Corrected, please see revised plant schedule.**

Sheet L1

25. Under Existing Trees To Be Preserved:

- a. Please revise the credit calculation for the two 24" sweetgums, should be $6 \times 2 = 12$ **Revised.**
- b. I could not locate the 6" Dogwood on the plan, please verify its location; **Typo of '6" Dogwood' has been corrected. (There is not a 6" Dogwood on the property.)**
- c. It appears the 2" Dogwood is proposed for removal, please verify its location; **The 2" Dogwood will be transplanted per recommendation by Brion Capo – this has been noted on the revised drawing.**
- d. Please revise totals; **Revised.**

26. Please date all revisions. **Revisions have been clouded and dated with triangular symbol.**

The planning section reserves the right to review and comment on any additional plans submitted for this project. Please feel free to contact me if you have any questions.

Reviewer/Title: Tara S. Murphy – Assoc. Transportation Planner – City of Wilmington

All comments are based on adopted policy documents, specific City of Wilmington Land Development Code (CofW LDC) and City of Wilmington Technical Standards and Specifications Manual (CofWTSSM) requirements in effect at the time of this review. Some of these have been noted after the comment as appropriate for your ease in further research.

The City Engineer may administratively approve dimensional variance requests per LDC Sec. 18-348. If the Applicant feels further interpretation is in order, please contact Transportation Planning directly to discuss in additional detail. Please apply for all administrative variances in writing, an email is acceptable or this may be included on the plan set. Please see Sec. 18-348 of the Land Development Code for the information required to process a variance request.

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NCDOT:

It is the Applicant's responsibility to coordinate directly with NCDOT to determine if any driveway permits/ revisions/ review processes are required. Contact David Leonard, PE at 910. 251.2655.

BASE INFORMATION:

- 1. Rotate the site plan to orient north to the top of the page plan to match the vicinity map.
For ease of reading by contractors and field inspectors and as consistent with industry standards, the plans have been oriented such that they are plan readable from the bottom and right of the page. A north arrow has been provided.
- 2. Show edge of pavement, driveways on adjacent parcels and across the street, all pavement markings, bike trail, etc.
As requested, these features have been shown on the revised plans.

TECHNICAL STANDARDS:

1. Current driveway does not meet city driveway standard for radius and tapers. Driveways shall be City-standard ramp-type driveways. Show appropriate City standard detail SD 8-02 on plan. [Chapter VII ,Detail SD 8-02 (curb) CofWTSSM]
As requested, SD 8-02 has been added to the revised plans. The Plans have been revised to include a ramp type driveway with the required taper. Please see revised plans.
2. Show proposed driveway centerline elevations at both the front and the back of the concrete driveway apron, at the curb line, property line & points at 26' and 52' behind the property line. [Chapter VII, C(1)(a)(2)12 CofWTSSM]
As requested, centerline elevations have been shown as requested along with directional arrows and slope labels. Please see revised plans.
3. Provide sidewalk detail SD 8-15 on the plan.
As requested, detail SD 8-15 has been added to Sheet C5 of the plans.
4. Provide a wheelchair ramp detail.
The NCDOT Wheelchair Ramp Detail (Detail 848.05) has been added to the plans on Sheet C3.
5. Provide vertical protection or horizontal separation for the proposed flush sidewalk located adjacent to the drive lane.
As requested, the sidewalk has been raised with 6" of vertical separation.
6. Show and apply the City's 20'x70' sight distance triangle at each driveway on the site plan and landscaping plan, as measured from property line. The sight distance triangle is improperly shown on the landscape plan (20' is measured from the ROW line) and also needs to be shown on the site plan. Please refer to the illustration below for proper placement. The proposed sign is within the sight distance triangle and will need to be located elsewhere. [Sec.18-529(c)(3)CofW LDC] Add a note indicating that all proposed vegetation within sight triangles shall not interfere with clear visual sight lines from 30"-10'. [Sec.18-566 CofW LDC]
The 20'x70' sight distance triangle have been added to Sheet C3 of the plans.
7. The minimum radius is 25' for any portion of a parking lot adjacent to a travel way (i.e. islands at the end of a parking bay) for parking that is open to the public. If the travel way will not be used for emergency service vehicles or truck traffic, you may request a tighter radius, the minimum is 15'. This request must be made in writing (an email message is acceptable). The right turn radius to the parking (10') is inadequate for emergency vehicle access. [Chapter VII, Detail SD 15-13 CofWTSSM]
As requested, the site plan has been revised to reflect the minimum 25' radius. Please see revised plans.
8. Wheel Stops shall be installed 2.5' from the rear of parking spaces, and shall not exceed 4" in height. Please note this on the plans and/or provide a detail.
A wheelstop detail is located on Sheet C5. The notes regarding the distance from the rear of the parking spaces and height have been added to that detail.
9. The backing stub is to be a minimum of 10' deep by 15' wide. Please dimension. [Chapter VII, Detail SD 15-12 CofWTSSM]
The backing stub has been revised as requested.
10. Although not a requirement, it is requested the Applicant consider adding some bicycle parking. This site is in close proximity to the River to Sea Bikeway and Gary Shell Cross City Trail facilities.
The applicant does not wish to add bicycle parking at this time.
11. Please add the following general notes to the plan:

- A. All pavement markings in public rights-of-way and for driveways are to be thermoplastic and meet City standards. [Detail SD-13 CofW Tech Stds]
- B. All signs and pavement markings in areas open to public traffic are to meet MUTCD (Manual on Uniform Traffic Control Devices) standards. [Detail SD 15-13 CofW Tech Stds]
- C. All traffic control signs and markings off the right-of-way are to be maintained by the property owner in accordance with MUTCD standards.
- D. All parking stall markings and lane arrows within the parking areas shall be white.
- E. A landscaping plan indicating the location of required street trees shall be submitted to the City of Wilmington Traffic Engineering Division and Parks and Recreation Department for review and approval prior to the recording of the final plat. [SD 15-14 CofW Tech Stds]
- F. Any broken or missing sidewalk panels will be replaced.
- G. Contact Traffic Engineering at 341-7888 forty-eight hours prior to any excavation in the right of way.

The requested Transportation Notes have been added to Sheet C3 of the revised plans.

MISCELLANEOUS:

Permitting of business identification signage is a separate process. **No Action Required.** Transportation Planning Staff will review the landscape plan once submitted for compliance with sight distance requirements. **No Action Required.**

Please let me know if you have any questions or if I can be of further assistance as this development moves through the review process. **No Action Required.**

Reviewer/Title: Rob Gordon, P.E. – Project Engineer – City of Wilmington

Engineering has done an initial review of the Williamson Medical Offices and has the following comments:

1. All newly constructed impervious area is subject to the requirements of the Wilmington Stormwater Ordinance. Newly constructed impervious surface is different from "new" or the net increase in impervious area. Any existing impervious that is removed and reconstructed is considered newly constructed. It is difficult to tell from the impervious data in the site data table if the project is proposing 4400 sf of newly constructed impervious area or if that is the net increase. Please identify the following on the site data table:
 - a. Existing impervious (already provided)
 - b. Existing impervious removed/demo'd (not provided)
 - c. Newly constructed impervious area (not provided). You may break this down into pavement, sidewalks etc. on the plans, it will have to be broken down on the application.
 - d. Total onsite impervious area $\{(d) = (a) - (b) + (c)\}$
 - e. Total offsite newly constructed area. Note - we do not count any offsite newly constructed impervious area towards the 10,000 sf threshold.

The Site Data Table has been revised to include the information requested above. Please see the revised plans.

2. If the project does remain <10,000 sf, the project will require drainage plan approval. Please submit a completed application (attached) as well as a \$200 review fee for approval.

The project remained under the 10,000 sf threshold. Thus, the drainage plan application and permit fee are enclosed.

3. Please replace the "stormwater management plan" approval stamps with the attached "drainage plan" approval stamp on each sheet in the plan set.

As requested, the stormwater management plan approval stamp has been removed and replaced with the "Drainage Plan" approval stamp. Please see revised plans.

4. Note #4 on C4 is not technically correct. This project is not exempt from an NCDENR permit, it is not subject to NCDENR regs. It is subject to the City's stormwater management ordinance. It is also not exempt from City Stormwater permitting requirements. It appears to require drainage plan approval only.

As requested, Note #4 has been revised as such:

- (4) **THE PROPOSED SITE IMPROVEMENTS DISTURB LESS THAN ONE (1) ACRE AND CREATES MORE THAN 2,500 SF BUT LESS THAN 10,000 SF OF NEW IMPERVIOUS SURFACE. THEREFORE SITE MUST OBTAIN AN APPROVED DRAINAGE PLAN FROM THE CITY OF WILMINGTON.**

5. See the attached drainage plan requirements. The drainage must be directed toward the r/w. Fortunately, the project is surrounded by r/w on 3 sides, so sheet flow discharge should be possible (advisable). But it does appear the area between the building and the drive aisle is being graded to drain some of the pavement runoff to the East. Please make sure runoff is being directed to the North, South or West to avoid discharge to neighboring property. If the roof drains on the structure are being modified in any way, it is preferred that they be directed to the r/w as well.

As requested, the plans have been revised to direct all stormwater runoff toward the public right of way by sheet flow. Please see revised plans.

6. There does appear to be a few dimensional issues with the drive aisle and parking lot that are not consistent with the technical standards (turning radius, backing stub). Transportation planning will comment on the specific concerns, but if variances are required they will be reviewed and processed by Engineering.

The dimensional issues mentioned have been revised to meet the technical standards as requested by the Transportation Dept. Please see revised plans.

7. Please reference/include City SD 8-15 for the sidewalk within the r/w. WWF should not be used in sidewalk within the r/w. The onsite portion of the concrete walkway can obviously utilize the detail provided.

City Detail SD 8-15 has been added to Sheet C5. Please see revised plans.

8. City standard driveway details should be specified and shown.

City Detail SD 8-02 has been added to Sheet C5. Please see revised plans.

9. The proposed cover over the driveway pipe does not meet the 2' technical standard.

The City standard driveway detail requires a ramp-up configuration and the grading plan indicates the grade is dropping off the r/w. Please revise.

As requested, a ramp type driveway has been included on the revised plans. This revision increased the cover over the pipe to 1.45 ft. This project cannot meet the 2' cover required in the technical standards. However, we feel that given the use of reinforced concrete pipe, the 1.45 ft. of cover provided is adequate. Please consider waiving this item due to the physical constraints of the site.

10. Please provide spot grades in the roadside ditch to ensure constant fall into, through and out of the driveway culvert. Some ditch clean-out may be necessary.

Notes have been added to Sheet C4 to clean out and regrade the existing ditch to maintain positive drainage at 0.50% minimum slope. Please see revised plans.