



**Planning, Development  
and Transportation**  
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**DATE:** 2.17.2017  
**TO:** ProTrak  
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■ **LAW OFFICE OF JASON VAUGHN [TRC Plan Review]**

☞ Initial Review Note ☞

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. 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.

**NCDOT:**

It is the Applicant's responsibility to coordinate directly with NCDOT to determine if any driveway permits/ revisions/ review processes are required. Contact NCDOT at 910. 251.2655. Please note additional comments may be forthcoming once coordination occurs.

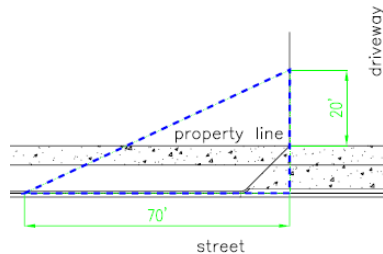
**TECHNICAL STANDARDS – DRIVEWAY ACCESS (Major Thoroughfares):**

1. Traffic Engineering's stance on sites that interconnect along a major thoroughfare is that the combined frontage must meet all driveway spacing requirements per the City's technical standards.
2. Maximum allowed driveways along major thoroughfares is 1/600 lf of continuous frontage plus 1/every 300 additional lf or portion thereof as measured at the property line. [\[7-13 #b CofW Tech Stds\]](#)
3. Shared driveways are permitted in the Residential Office Zoning district. This type of one-way driveway is not typically allowed by NCDOT. Where multiple driveways are allowed along major thoroughfares they must be separated by 250' as measured along the curb line.

**TECHNICAL STANDARDS – ACCESS (driveway, sidewalk, and sight distance):**

4. Show driveways for adjacent lots and lots across the street.
5. For this driveway to meet NCDOT and City Technical Standards, one entrance should be closed. Note which existing driveways will be closed. Extend the curb along these driveways and restore the verge area to match the existing/proposed.
6. Driveways shall be City-standard ramp-type driveways. Show appropriate City standard detail(s) on plan. [\[Chapter VII ,Detail SD 8-02 \(curb\) CofWTSSM\]](#)
7. Show proposed driveway centerline elevations at both the front and the back of each 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\]](#)
8. Dimension driveway widths and tapers. [\[Sec.18-529 CofW LDC\]](#)

9. The minimum two-lane driveway width is 23'. [\[7-9 CofW Tech Stds\]](#)
10. Provide a public 5' sidewalk along the Oleander Drive frontage.
11. Provide a sidewalk connection between the site and the public sidewalk.
12. Provide sidewalk detail SD 3-10 on the plan.
13. Show all adjacent traffic signs and pavement markings on the plan. [\[Sec. 18-529\(b\)\(2\) CofW LDC\]](#)
14. Show any traffic signal facilities and equipment in front of the development. Contact Traffic Engineering at 341-7888 for help in identifying these.
15. Show and apply the City's 20'x70' sight distance triangle at each driveway on the site plan and landscaping plan. [\[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'. [\[Sec.18-566 CofW LDC\]](#)



#### TECHNICAL STANDARDS – PARKING:

16. The RO district does not allow parking in the front of the building. Move the parking to the rear of the building, and set up the parking in accordance with the LDC. [\[Sec.18-526 CofW LDC\]](#)
17. The proposed cross access between this property and the adjacent property must occur at the rear of the property to meet Residential Office requirements.
18. The available access area on the side the existing building appears to be limited to less than 18'. Please remove obstacles along the side of the building to allow two way traffic to the required parking area at the rear of the building.
19. 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). [\[Chapter VII, Detail SD 15-13 CofWTSSM\]](#)
20. Twenty-four feet (24') is the minimum drive aisle width behind perpendicular parking.
21. Protection from vehicles is required around all required landscaped areas within vehicular areas.
22. Once the parking area is moved, please ensure the parking does not hit walls or buildings. Provide wheel stops for parking spaces perpendicular to any proposed retaining walls to allow for car overhang and prevention of cars hitting the wall.
23. Parking lot must meet requirements of standard details SD 15-13 and 15-10 for parking lots under 25 stalls. Provide a continuous perimeter border and 6" gravel surface. [\[SD 15-11 CofW Tech Stds\]](#)
24. Show the location of any proposed dumpsters or trash cart corrals on the site plan. If a dumpster is installed, show the turning movement for a Trash Truck to the Dumpster.
25. Although not a requirement, it is requested the Applicant consider adding some bicycle parking.

#### TECHNICAL STANDARDS – Barrier Free Design:

26. The proposed handicap parking space must be moved to the rear of the building, per the RO zoning requirements.
27. The proposed Handicap parking space will require an accessible path from the parking space to the building. If the front entrance is proposed, then a ramp will be required, due to the stairs that are part of the existing structure.
28. Please show location of handicap ramp(s) and signs and provide details on the plan.

29. Note the required and proposed number of handicapped spaces in the development data. [\[Sec. 18-529\(b\)\(2\) CofW LDC\]](#)
30. Note/label the plan with spot elevations that clearly indicate the accessible route from the HC space(s) to the building. [\[Sec. 18-529\(b\)\(2\) CofW LDC\]](#)

**GENERAL NOTES TO ADD TO THE PLAN:**

- A. All pavement markings in public rights-of-way and for driveways are to be thermoplastic and meet City and/or NCDOT 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 utility cut permit is required for each open cut of a City street. Note this on the plan and contact 341-5888 for more details. In certain cases an entire resurfacing of the area being open cut may be required.
- F. Any broken or missing sidewalk panels, driveway panels and curbing will be replaced.
- G. 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. [\[SD 15-14 CofW Tech Stds\]](#)
- H. Contact Traffic Engineering at 341-7888 forty-eight hours prior to any excavation in the right of way.

**MISCELLANEOUS:**

- ❖ Permitting of business identification signage is a separate process. NCDOT/ City of Wilmington will not allow obstructions within the right of way.
- ❖ Contact Traffic Engineering at 341-7888 to discuss street lighting options.

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.