



**Planning, Development  
and Transportation**  
Transportation Planning  
305 Chestnut Street  
PO Box 1810  
Wilmington, NC 28402-1810

**DATE:** 03.19.2014  
**TO:** ProTrak  
**FROM:** Bill McDow  
Transportation Planning

---

910 341-3258  
910 341-7801 fax  
www.wilmingtonnc.gov  
Dial 711 TTY/Voice

## ■ 320 CHESTNUT STREET ADDITIONS & RENOVATIONS [Initial 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.



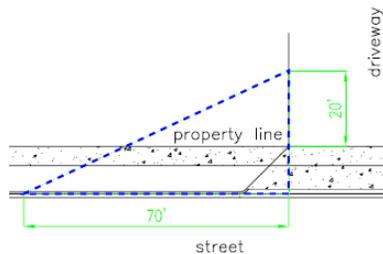
### **BASE INFORMATION:**

- Revise all sheets to accurately illustrate the existing conditions on and surrounding this parcel. Show all adjacent traffic signs, lane configurations, traffic control devices and pavement markings on the site inventory plan. Please refer to the Technical Standards and Specifications Manual (link is below) Ch. VII C.1.a.2. for specific information and distance requirements. Contact Traffic Engineering at 341-7888 if you need assistance locating these elements.
- The site plan shows parking meters and marked parking stalls on N. 4<sup>th</sup> Street which are scheduled to be removed or obstructed on the plan. Please contact Betty Gurganus at 342-2786 to coordinate the movement, storage and protection of these parking meters.

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

1. The Alternative #2 Accessibility Upgrade drawing has illegible notes and labels. It appears that two or more labels are superimposed on top of the original label on sheet AC1.1.
2. Revise spelling within the callouts and text boxes on sheet AC1.1, including “painted”, “Constructed”, “perimeter”, “construction”, and “responsibility” (two occurrences).
3. Clarify the note on Trash Dumpster Enclosure regarding the Drop rods and gate rods.
4. Site plans do not show the proposed temporary location for US Postal boxes that are on the portion of closed sidewalk for this project.
5. Construction fencing along 4<sup>th</sup> Street and Chestnut Street shall not interfere with the smooth movement of traffic on these streets. The proposed fencing locations appear to be in the travel lanes for Chestnut St and N. 4<sup>th</sup> Street.
6. The construction fencing for the site has narrowed the driveway entrance to the Thalian Hall Loading dock, and obstructed two-way traffic for this driveway.

7. Provide sidewalk detail SD 3-10 on the plan.
8. Show all adjacent traffic signs and pavement markings on the plan. [Sec. 18-529(b)(2) CofW LDC]
9. Site plans show proposed locations where the sidewalk will be closed or restricted on the site plan. Applicant shall contact Skipper Funderburg, [Skipper.Funderburg@wilmingtonnc.gov](mailto:Skipper.Funderburg@wilmingtonnc.gov) to coordinate necessary permits and pedestrian protections for the sidewalk closure/ restrictions during this construction. [Sec. 11 CofW LDC]
10. Provide a pedestrian access plan, (4<sup>th</sup> Street and Chestnut Street approaches) for the site. Include details on access routes for the site, while the sidewalks will be closed for construction. If wheel chair ramps, pedestrian signals/ pushbuttons are closed or relocated during construction, show proposed locations on the site plans.
11. All traffic signal facilities located along the site property lines and/or within the limits of construction shall be shown on the plans. Contact City of Wilmington Traffic Engineering at 910-341-7888 for help in locating these facilities.
12. The proposed pavement demolition area on Chestnut St (Sheet C2.1, I) for utility installation in the street, appears to overlap existing traffic loops that service the traffic signal. Coordinate all utility work in this area with Traffic Engineering.
13. Any traffic signal infrastructure adjustments, including traffic loops, overhead or underground signal system fiber communication lines, are the responsibility of the applicant/developer.
14. The City shall be notified immediately of any traffic signal facilities damaged during construction.
15. Damaged facilities shall be replaced, at contractor/developer expense.
16. All traffic signal plans and traffic signal plan revisions are to be included in the construction plans for release, approved and implemented prior to issuance of any certificate of occupancy.
17. 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:

18. The minimum standard vehicle parking space size is 8.5' in width by 18' in length.
19. Wheel stops shall be 4" in height. The site detail showed wheel stops with 5" height.
20. 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, SD 15-13 CofWTSSM]
21. The Thalian Hall parking lot provides access to school buses and other large vehicles. Provide a route for the safe ingress and egress of buses on the site during construction. If the buses will not be able to turn within the minimum radius provided while the construction fencing is in place, a temporary parking plan may be necessary.
22. Provide a turning movement analysis of a School Bus within the parking lot location.
23. Provide additional dimensions to clearly indicate the drive aisle widths at areas where proposed improvements alter the width.
24. Protection from vehicles is required around all required landscaped areas within vehicular areas.
25. Clearly mark the area in front of the existing transformer as a no-parking area.

26. Stop Signs and Do Not Enter Signs shall not be mounted on the existing building. Modify the Traffic Control Note #2, which refers to the placement of MUTCD required signs on the site.
27. Although not a requirement, it is requested the applicant consider adding some bicycle parking. Add the number required and proposed to the site development data. [[Sec.18-528 CofW LDC](#)]

**TECHNICAL STANDARDS – Barrier Free Design:**

28. Standard markings for Van Accessible Spaces utilize an 8’ parking space adjacent to an 8’ striped access aisle. The current spaces are marked with a 5’ access aisle and an 11.5’ parking space.
29. The 5’ sidewalk located adjacent to the Alternative #2 Accessibility Upgrade and in front of the handicap parking space does not meet ADA requirements. An allowance for a 2.5’ vehicle overhang must be considered. 4’ of the sidewalk must remain clear for pedestrian use. [[Chapter VII, Detail SD 15-13 CofWTSSM](#)]
30. Note the required and proposed number of handicapped spaces in the development data. [[Sec. 18-529\(b\)\(2\) CofW LDC](#)]

**REVISIONS TO NOTES ON THE PLAN:**

31. Please revise Traffic Control Notes #2 and #9 on sheet C1.1 to reflect the following verbiage:
  - #2: Handicap Signs will be mounted on the existing building.
  - #9: Change city of Jacksonville MSSD standards to “**City of Wilmington TSSM Standards**”.

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

- A. All traffic control signs and markings off the right-of-way are to be maintained by the property owner in accordance with MUTCD standards.
- B. All parking stall markings and lane arrows within the parking areas shall be white.
- C. 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.
- D. Any broken or missing sidewalk panels, driveway panels and curbing will be replaced.
- 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. Contact Traffic Engineering at 910-341-7888 forty eight hours prior to any excavation in the right of way to ensure that all traffic signal facilities and equipment are properly located.
- G. Immediately notify City of Wilmington Traffic Engineering at 910-341-7888 if any traffic signal facilities or City-Owned streetlight facilities are damaged.
- H. Damaged facilities shall be replaced, by an approved contractor, according to standard NCDOT replacement schedules and current NCDOT design standards.
- I. All repair/replacement of traffic signal infrastructure shall be coordinated with the City of Wilmington Traffic Engineering Division.

**MISCELLANEOUS:**

- ❖ Contact 342-2786 to discuss proposed removal/reconfiguration/ construction sequencing related to on street parking spaces.
- ❖ Transportation Planning Staff will review the landscape plan once submitted for compliance with sight distance requirements.
- ❖ Include appropriate City of Wilmington approval stamps prior to submitting final plans.

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.