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**DATE:** 07.15.2019  
**TO:** ProTrak  
**FROM:** Bill McDow  
 Transportation Planning

**CAROLINA GYMNSTICS PARKING AUXILIARY LOT [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. 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:**

- This plan appears to be a landscaping plan. The plan does not show the driveway, utilities, existing landscaping, property lines on all sides, or adjacent property details.

**NCDOT:**

The site has two driveway aprons. These aprons may require revision or closure to meet NCDOT and City Technical and Driveway Standards.

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

- The site has two driveway aprons. One of these driveway aprons may require closure. Note which existing driveways will be closed. Extend the curb along these driveways and restore the verge area to match the existing/proposed.
- Please clarify if the proposed driveway is an Access Easement, private street/ Alley or ROW.
- The adjacent property has standard, 5’ sidewalk. Provide standard 5’ public sidewalk per City of Wilmington Technical Standards and Specifications. [\[SD 3-10 CofW Tech Stds\]](#)
- Provide a sidewalk connection between the site and the public sidewalk.

**TECHNICAL STANDARDS – PARKING:**

- The parking lot appears to be missing a landscape island in the Southeast corner of the proposed parking lot. Protection from vehicles is required around all required landscaped areas within vehicular areas.
- The site is adjacent to the existing Carolina Gymnastic Parking Facility. Please consider providing a vehicle or pedestrian connection to the adjacent lot.
- Provide wheel stops for parking spaces perpendicular to any proposed street streets and fences/ walls, to allow for car overhang and prevention of cars hitting the wall.
- 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. [\[SD 15-11 CofW Tech Stds\]](#)

9. Although not a requirement, it is requested the Applicant consider adding some bicycle parking. Please add the required number and the proposed number to the site data table and graphically indicate on the plans the location of bike parking. [Sec.18-528 CofW LDC]

**TECHNICAL STANDARDS – Barrier Free Design:**

10. The plans do not show whether any of the proposed parking spaces will be Handicap Parking Spaces. Note the required and proposed number of handicapped spaces in the development data. [Sec. 18-529(b)(2) CofW LDC]
11. If Handicap Parking is provided, then please show location of handicap ramp(s) and signs and provide details on the plan.
12. If Handicap Parking Spaces are provided, then 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 parking stall markings and lane arrows within the parking areas shall be white.
- B. 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.
- C. Any broken or missing sidewalk panels, driveway panels and curbing will be replaced.
- D. 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.
- ❖ Provide a graphic scale.
- ❖ Include appropriate City of Wilmington approval stamps prior to submitting final plans.
- ❖ Transportation Planning Staff reserves the right to review and comment on any additional plans submitted for this development.

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.