



**Planning, Development
and Transportation**
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DATE: 11.6.2018
TO: ProTrak
FROM: Bill McDow
Transportation Planning

■ **COUNSELING OFFICE OF TARA FERGUSON [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.

BASE INFORMATION:

- Revise plan/s to separate existing conditions, and Demolition, from the site plan, utilities and Stormwater plans. If possible place the site plans on a separate plan sheet.

TECHNICAL STANDARDS – DRIVEWAY ACCESS (Major Thoroughfares):

1. Driveways for lots along major thoroughfares must at least 75' offset from property lines to the curb line. [7-13 CofW Tech Stds]

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

2. The drawing is unclear as to the proposed changes to the existing driveway, shown on the plans as "Concrete Car Port". If the driveway is scheduled for removal, then addition changes will be required to close the existing driveway.
3. Distinguish between proposed and existing sidewalk(s) and provide dimensions.
4. Provide sidewalk in each area where driveways are removed.
5. The driveway must be paved.

TECHNICAL STANDARDS – PARKING:

6. The proposed parking lot appears to have parking spaces that are encroaching on the handicap parking space. The parking space and handicap parking space must be reconfigured to remove this conflict.
7. 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]
8. Provide a turning movement analysis of a Fire Engine on site.
9. As the developer has chosen to provide automobile spaces, the applicant is asked to provide bicycle parking for the project. Please add 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 proposed parking spaces near the handicap parking space must not interfere with the location of the Handicap parking space and meeting ADA requirements. An allowance for a 3' vehicle overhang must be considered. The area beside the handicap parking space must remain clear for pedestrian use. [\[Chapter VII, Detail SD 15-13 CofWTSSM\]](#)
11. The plans do not show the elevation and slope/ cross slope of the handicap ramp. Please revise the handicap ramp.

GENERAL NOTES TO ADD TO THE PLAN:

- A. Any broken or missing sidewalk panels, driveway panels and curbing will be replaced.
- B. 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. [\[SD 15-14 CofW Tech Stds\]](#)
- C. 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.
- ❖ 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.
- ❖ 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.