

**To:** Chuck Truby  
**From:** Jeff Walton, Associate Planner; 910-341-3260  
**CC:** File;  
**Date:** 3/30/2015  
**Re:** Annex at the Reserve

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The following is a list of comments for review from planning regarding the project. Please provide your corrections as listed below. Additional review will be required once all the needed documents have been provided. Items or documents not provided on initial submission will be subject to further review. Please contact me for any further questions.

City Council Conditions:

1. All existing protected trees not impacted by essential site improvements shall be preserved or mitigated.
  - a. I need to review your tree removal plan. Please provide a sheet of trees to be removed/preserved overlaid on the site plan.
    - i. I have provided comments questioning tree removal in red circles on the attachment.
    - ii. Be sure to add tree protection fencing to the proposed trees that are preserved.
2. The use of Covil Avenue for driveway access to the site by commercial vehicles during construction shall be prohibited.
  - a. Add note, just show me sheet location.
3. A 10-foot wide multi-use path within a 30' easement shall be provided along Covil Avenue.
  - a. Show 30-foot public easement. This will need to be recorded when acceptance of constructed multi-use path.
4. A minimum of 30 bicycle parking spaces shall be provided on the site.
  - a. Show compliance in data table.
5. Exterior site lighting shall be installed so as not to shine directly onto adjacent parcels and shall be limited to full cutoff type fixtures.
  - a. Please provide a lighting plan and a detail sheet for proposed lighting.
6. A conceptual site lighting plan shall be submitted prior to construction release.
  - a. Please provide a lighting plan and a detail sheet for proposed lighting.
7. Any freestanding sign(s) on the site shall be monument style with landscaping around the base of the sign; no pole signs shall be permitted and internal illumination shall be prohibited.
  - a. Add note, just show me sheet location.
8. The use of pine straw as ground cover shall be prohibited within ten (10) feet of any combustible exterior construction.
  - a. Add note to landscape plan, just show me sheet location. Maybe state that you are using wood mulch?

9. Architectural features, including fenestration, material changes or other design features must be provided along all elevations fronting on a right-of-way such that blank wall space does not exceed fifteen (15) feet in length.
  - a. Show compliance with building elevation's facing public streets.
10. HVAC equipment, air conditioning window units, electrical equipment, fire escapes, solid waste facilities and other utility equipment shall not be located along facades with street frontage.
  - a. Add note and show location on site plan.
11. Tree protection fencing shall be installed along all protected trees with signage of no material storage in English and Spanish throughout construction.
  - a. Add note to plans.

SRB Conditions:

1. A fee of \$33,540.50 in lieu of providing the on-site open space shall be paid prior to map recordation in accordance with Section 18-383 of the Land Development Code.
  - a. Need to be paid prior to release for construction.
2. The applicant shall infiltrate all storm water from the site without utilizing the proposed storm water pond.
  - a. Can you dimension the proposed pond and show the top of bank. Having trouble trying to see the need why every tree within the pond is coming out.

Multi Family Comments:

- *Building height.* The maximum height of any building shall be ninety-six (96) feet. Building heights above thirty-five (35) feet must provide additional side and rear yards:
  - Show actual setbacks and compliance in data table.
- Private streets and surface parking areas on the site will be no closer than fifteen (15) feet to any side of a residential building used for entry into the building and will be no closer than five (5) feet to any other face of a building. Architectural features such as stairs, chimneys, bay windows, and roof overhangs may extend into this fifteen (15) foot area, but in no case may they be closer than five (5) feet to the private street and surface parking area.
  - It appears the site does not comply, please show how the proposed buildings comply.
- Building wall areas over two hundred (200) square feet and facing the public right-of way shall require a minimum of one (1) large maturing tree per thirty (30) feet of linear wall or one (1) small maturing tree per twenty (20) feet of linear wall no closer than fifteen (15) feet to the wall.
  - May need to include additional trees in front of the buildings. Streetyard trees cannot counts as the same for this clause.
- All locations for recycling containers, solid waste handling areas, dumpsters and/or compactors and their serviced entrances as required shall be shown on site plans for their review and approval.
  - Show a detail for proposed dumpster fence and gate detail.

Site Plan Comments:

- A recombination plat of parcels is required prior to construction release of the project. The pay-in-lieu for open space must also be paid prior to release.
- Sec. 18-60 (c) (4): Show in title block the address of the project.
- Sec. 18-60 (c) (5): Additional information is the site data table as follows:
  - Zoning: Label "MF-MH (CD)"
  - Setbacks of Building (proposed)
  - Number of units
- Sec. 18-60 (c) (12) (13): Show names of property owners of adjacent properties, zoning, land use, owner and deed book for properties adjacent to subject property including across the streets.

- Show bicycle parking compliance. Each new commercial or office development requiring 25 or more auto parking spaces shall make provisions for parking a minimum of 5 bicycles. Each additional 100 auto parking spaces above the minimum 25 spaces shall require provisions for parking of 5 additional bicycles up to a maximum of 25 bicycles. Bicycle parking facilities shall be provided within 200 feet of the primary entrance to the facility.
- A tree preservation/removal permit is required
- All federal, state and local permits are required prior to full construction release. This includes, but is not limited to: state storm water, state utility extension permits, wetland disturbance permits, city storm water, tree protection permits, etc.

Landscape Plan:

- Reminder, all single parking rows shall contain landscape islands at the end of each row at minimum 216 SF and contain one tree. All double parking rows shall contain landscape islands at the end of each row at minimum 324 SF and contain two trees.
- Please show minimum of required and proposed streetyard. You must meet the minimum streetyard requirement AND the parking lot landscaping of 216 SF. They cannot be counted in the same. I think you may lose two spaces along the northern driveway along Darlington Ave. The attachment in red boxes is just for illustration.
- Consecutive parking spaces shall incorporate landscaped islands at the ends of all parking rows and within the rows, such that no parking space is located more than one hundred twenty (120) feet from a planting island.
  - Several parking rows do not comply with this regulation, see attached in blue boxes.
- Sec. 18-462 (d) (13): Show proposed schedule for landscaping.
  - Can you break these into categories: (L1)
    - Large Trees
    - Understory Trees
    - Shrubs
    - Groundcovers

