

**To:** Rob Balland

**From:** Nicole Smith, Associate Planner; 910-341-1611

**CC:** File;

**Date:** 9/15/2017

**Re:** Coastal Finance Retail Center

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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.

Site Plan Comments:

- For future plan review submittals by your company, please include a contact email for your client or property owner so that everyone can be kept in the loop.
- Sec. 18-60 (c) (5): Additional information is the site data table as follows:
  - Proposed Setbacks of Building
  - Existing Building size, if still located on site
  - Total amount and percent of impervious surface areas, including post development
  - Revise off street parking calculations, 1/200 sq. ft. is the maximum for professional office space.
- Sec. 18-60 (c) (10): Show Location and dimension of on-site pedestrian access ways, from the site onto public streets and curb and sidewalk lines.
- Sec. 18-60 (c) (11): Show location and dimension of all fencing and screening, including the retention wall.
- Consider a different tree species within the site triangle.
- 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 to Include:

- Sec. 18-448(2): Unless otherwise noted all trees planted as a function of fulfilling the requirements of this Article shall be a minimum of two (2) and one half (2 ½) inch caliper for shade canopy trees, eight to ten feet in height for understory and multi-trunk trees, and shrubs shall be a minimum of twelve (12) inches in height.
- Sec. 18-462 (c): Verify property owner and mailing address. Different owners represented on L-1.0 and C-2.1.
- Sec. 18-462 (d) (4): Show note on plan stating that prior to any clearing, grading, or construction activity, tree protection fencing will be installed around protected trees or

groves of trees. And no construction workers, tools, materials or vehicles are permitted within the tree protection fencing.

- Sec. 18-462 (d) (6): Show details of required size and spacing of planted materials in plant schedule.
- Sec. 18-481(j): Revise shading requirement calculations. ( $13520LF \times 20\% = 2704$  required) (7 trees  $\times$  707=4949 provided)
- Sec. 18-483: When a parking facility is within fifty (50) feet of a right-of-way, if the bufferyard provisions of the ordinance do not call for a planted buffer, a low buffer shall be incorporated into the streetyard to provide protection from vehicle headlights within the parking lot. The buffer shall consist of shrubbery, a grade change or planted berm or any combination thereof that serves to shield the traffic on the right-of-way from headlights within the parking lot. The buffer shall be a minimum of three (3) feet in height and five (5) feet in width and may be incorporated into the streetyard, provided the streetyard is fifteen (15) feet or more in depth. The proposed nine foot streetyard is not sufficient to satisfy this code requirement. An additional five foot parking area screening is required.
- Sec. 18-501: No activities shall occur in the buffer except for maintenance of the buffer and the installation and maintenance of water, sewer, electrical and other utility systems where the installation causes minimal disturbance of existing vegetation. Verify the buffer boundary-it appears the proposed stormwater pond and retaining wall encroach into the required 20 foot buffer.