

**To:** Mat Trowbridge, El  
**From:** Kathryn Thurston, Associate Planner; 910-341-3249  
**CC:** File; Bill McDow, Rob Gordon, Chris Elrod, Aaron Reese, rob@phdevelopers.com  
**Date:** 11/1/2013  
**Re:** Shops at College Road

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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:

- The zip code listed on C-00 under “Governing Agencies” should be 28401 rather than 28402. The later is for the city’s post office box rather than physical location.
- Sec. 18-60 (c) (5): Additional information is the site data table as follows:
  - Tax Parcel Identification Number –
    - The subject property appears to be a portion of parcel ID R04920-003-005-000. Has this portion recently been subdivided from the parent parcel? If so, please provide new parcel identification number. If not, please indicate that the subject site is a “portion of parcel R04920-003-005-000” in the site data table.
  - Total percent of impervious surface areas (amount provided but also need as percentage)
- Sec. 18-60 (c) (12) (13): In addition to the names of adjacent property owners, please indicate zoning and land use. Include information for adjacent properties across the street.
- Since the proposed project exceeds 5,000 square feet, please indicate proposed loading area on site plan pursuant to Section 18-527. Loading area is not required to be painted or marked, staff just needs to verify adequate automobile movement around loading area.
- Sec. 18-60 (c) (16): Show site inventory map and tree survey combined with an overlay of the proposed layout. The tree inventory must be certified by a registered land surveyor. Please sign and seal indicating approval by Michael Underwood.
  - Please indicate size and/or height of crape myrtles to be removed.
  - Even without the benefit of a tree survey with the site design overlaid, it appears that the 4” ornamental on the northeastern corner of the site could remain without impacting the proposed site layout.
  - 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.

- Please differentiate more clearly between trees to be removed and trees to be protected. Trees designated for removal should be marked with an “X” or slash.
- OPTIONAL: Consider adding bicycle parking to the site. New commercial development requiring fewer than 25 auto parking spaces is not required to provide bicycle parking, but due to the proximity of the site to UNCW and to the Cross City trail, customers may prefer to arrive by bicycle rather than automobile. Dedicated bicycle parking would be a nice amenity for those patrons.
- Please indicate on the plans that the parent parcel, Best Buy, will remain in compliance with parking requirements after the development of the proposed project.
- 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, grading permits, etc.
- Please contact Beth Wetherill for information about obtaining a grading permit.

Landscape Plan to Include:

- The frontage along College Road appears to be approximately 153 feet rather than 138 feet as indicated on the plan submitted. Please revise calculations and provide additional landscaping as necessary. The portion of the lot that appears to contain a freestanding sign for Best Buy cannot be considered as a separate lot. If the subject property is subdivided from the rest of the Best Buy parcel, the existing sign would be an off-premise sign, which is not permitted.
- The existing landscaped buffer between the adjacent car wash and the existing parking area should remain to satisfy the landscape buffer requirement between parking facilities and drive aisles. Pursuant to Section 18-482, the buffer must be a minimum of 10’ and have at least one tree every 18-27 feet. It appears that the width of the existing buffer may be reduced and still comply with the 10’ width requirement.
- Please provide a low buffer for protection from vehicle headlights along College Road and New Centre Drive LDC 18-483. Buffer must be a minimum of 3’ in height and 5’ in width and may be planted within the provided street yard.
- A landscape island is required in the northeast corner of the property adjacent to the solid waste disposal area. Planting islands must be a minimum of twelve (12) feet by eighteen (18) feet or have the equivalent square footage and must contain at least one (1) tree. This could be achieved by incorporating the parking space at the end of that parking row into the landscape island.
- A landscape island is also required on both sides of the parking on front of the building and along South College Road. Adding these islands will also help the site meet the 20% canopy coverage requirement over parking areas, as trees that do not have at least half of their canopy over parking areas are only counted at 50% credit (353 square feet of coverage).
- The Crimson Spire Oak is not on the City’s approved planting list for canopy trees. Please verify that this species will have a 15’ canopy at maturity. If a smaller shade tree is planted in lieu of a canopy tree, each tree shall be presumed to shade a circular area of three hundred and fourteen (314) square feet (based on a canopy radius of ten (10) feet).
- Perimeter trees shall be given credit for that portion of the circumference that intersects the parking area. Using this standard, twenty (20) percent of the parking facility area must have canopy coverage. For existing trees, credit shall be given for the actual canopy overhanging the parking facility. The trees counted toward meeting the shading requirement shall be indicated and calculations shall be shown on the site plan.
- The legend will need to be tweaked for your planting schedule. Can you separate into four categories: 1. Large Shade Tree, 2.Small Shade tree, 3.Shrubs, 4. Groundcovers.
- Sec. 18-462 (a): Show date of plan preparation – plans note only “October 2013”

- Sec. 18-462 (d) (3): Show approximate locations, species and critical root zones of all protected trees.
- Sec. 18-462 (d) (5): Show dimensions and square footages of required parking lot landscaping, including streetyard and perimeter lot landscaping. Please add foundation planting requirements for all four sides of the building.
- Sec. 18-462 (d) (6): Show details of required landscaping showing species, dimensions, and spacing of planted materials and the use and protection of existing vegetation.
- Sec. 18-462 (d) (9): Show adjacent zoning district including across the street or streets.
- Sec. 18-462 (d) (13): Show proposed schedule for landscaping.
- Please show sight distance triangles.
- OPTIONAL: Number parking spaces to serve as a reference point for explaining comments.