

To: Denise Freund
From: Jeff Walton, Associate Planner; 910-341-3260
CC: File; Protrak
Date: 7/3/2013
Re: Embassy Suites Wilmington

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 following pages are **not** needed in the final approved set of drawings:
 - C113, C114, C115, C116, C117, C118.
 - The color elevation sheets.
 - A102, A103.
- Confirm if the address “6 Convention Center Drive” is the actual address or if you plan to appeal to addressing for address of Estelle Lee Drive. Confirm with Jim Sahlie @ (910) 341-5826
- A tree preservation/removal permit and fee is required.
 - Is there an opportunity to spade and move the three trees proposed for removal?
- 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.

CBD Comments:

- Please remove all wall signage from elevation drawings as they will be permitted separately.
 - One such sign per building façade shall be permitted, but no more than three (3) per building, except for buildings in the MX district with a gross floor area greater than 28,000 square feet, which are permitted a maximum of four (4) attached signs per building without a restriction on the number allowed per façade.
- Please provide show materials used on elevation drawings for each page. The color elevations are a great example but will not be part of the final set.
- *Bicycle parking.* Where automobile parking spaces are provided, bicycle parking shall be provided in accordance with Sec. 18-528 of this Chapter.
 - 5 bike parking spaces are required.
- *Trash containment screening.* All developments within the CBD are exempt from Sec.18-504 of this chapter and are subject to the following screening requirements:
 - All trash-handling and related equipment, and all areas for holding materials for recycling, shall be completely enclosed and screened with an opaque fence or wall. The enclosure shall be at least one (1) foot taller than the highest point of the trash receptacle. Chain link and exposed concrete blocks are prohibited.

- This applies to the exposed dumpster within the surface lot.
 - Provide a fencing and gate detail for both trash locations within the building and the dumpster pad in the parking lot.
- *Underground utilities.* All new utilities shall be installed underground, except where such placement is prohibited or deemed impractical by the utility provider. Underground terminal facilities for street lighting along all public streets abutting the subject site shall be installed by the developer.
 - Add note
- *Encroachment agreements.* An encroachment agreement shall be required for any projection into the right-of-way, such as balconies and door swings. De minimus encroachments including gutters, fabric awnings, door swings, and signs will be approved by the Zoning Administrator. Architectural elements less than twelve (12) inches in depth, and sub-grade structural elements shall be reviewed by City Engineering prior to approval by the Zoning Administrator. Encroachments over 12 inches in depth must be approved prior to construction release or issuance of a building permit. Application for any encroachment must be made to the City Engineer for review and the format of the encroachment agreement shall be determined and approved by the City Attorney. Official approval of such agreement shall be by resolution of the City Council. Contact Skipper Funderburg to schedule an appointment 341- 5899.
 - Show right-of-way line on west elevation to confirm needed encroachments into convention center drive.
- *Street-level facades.* New buildings shall front onto public sidewalks to reinforce pedestrian activity along public streets and pedestrian ways. A street-level facade that faces a public street, riverwalk, or sidewalk shall be predominately glazed by incorporating windows or doors of clear or lightly tinted glass that allow views into and out of the building.
 - Show glazing compliance against the portion fronting Convention Center Drive only.

Landscape Plan:

- Please turn off the existing conditions layer on the landscape plan.
- *Surface parking.* All surface parking lots shall adhere to the following requirements:
 - All surface lots shall meet the shading requirements of Sec. 18-481 of this Chapter.
- The interior area of a parking facility shall be shaded by canopy trees either planted or retained to provide twenty (20) percent or greater canopy coverage at maturity. For purposes of this section, a parking facility shall include any areas of a development devoted to pedestrian or vehicular use, including but not limited to parking areas, loading spaces, automobile sales lots, driveways and internal drive aisles. The following standards shall apply to interior parking area landscaping:
 - (a) All single planting islands measuring twelve (12) feet by eighteen (18) feet or having the equivalent square footage shall have at least one (1) tree. All double planting islands measuring twelve (12) feet by thirty-six (36) feet or having the equivalent square footage shall have at least two (2) small mature shade trees or one canopy tree. All larger planting islands will have additional trees in increments of one (1) tree for each additional two hundred (200) square feet if installing small shade trees or one (1) tree for every four hundred (400) square feet if installing canopy trees. All planting islands shall have additional ground cover or shrubbery from the approved plantings list to cover the entire landscaped island, subject to the walkway allowance as indicated below. At least seventy-five (75) percent of the trees required hereunder shall be of a large shade/canopy species as defined in the approved plantings list that have or will have at maturity a DBH of at least twelve (12) inches. Small maturing shade trees may be planted where overhead power lines would interfere with normal growth or for site design considerations, if trees are maintained in their natural form.
- For purposes of determining if the landscape plan meets the shading requirements of this section, each canopy tree of the type described in this section shall be presumed to shade a circular area of seven hundred and seven (707) square feet (based on having a canopy

radius of fifteen (15) feet with the trunk of the tree as the center). When smaller shade trees are planted, each tree shall be presumed to shade a circular area of three hundred and fourteen (314) square feet (based on having 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 parking lot landscaping has changed to require a shading standard.
 - Add a data table showing shading compliance to landscape 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 (d) (5): Show locations, dimensions and square footages of required parking lot landscaping islands.