

To: Denise Freund
From: Jeff Walton, Associate Planner; 910-341-3260
CC: File; Protrak
Date: 5/21/2014
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.
 - They somehow got in the second revised set.
- A tree preservation/removal permit and fee is required.
 - I need the permit even if you are not removing any trees; I just need to complete it for the final permit. If no trees are removed, then there is no fee for permit.

CBD Comments:

- *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.
 - Dumpster Screen adjacent to hotel: Provide color of door opening that blends with the façade. I like the Target example, maybe show a detail sheet showing the color and door type?
 - Dumpster Chamber: Show height and materials used for fence. On detail sheet the height and material is not shown.
- *Encroachment agreements.* An encroachment agreement shall be required for any projection into the right-of-way, such as balconies and door swings.
 - Keeping this in as a reminder that this needs to be completed.
- *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.
 - Please show the actual percent glazing only on the portion next to the convention center drive right-of-way. Like 70% glazing?

Landscape Plan:

- Dimension all landscape islands on sheet c102 that show single planting islands to be at least 216 SF and double rows to be 432 SF.
- *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.
 - Normally, shading is shown on sheet L100.
 - 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 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.
- Sec. 18-462 (d) (5): Show locations, dimensions and square footages of required parking lot landscaping islands.