

**To:** Phil Tripp, Tripp Engineering, P.C.  
**From:** Megan Crowe, Associate Planner; 910-341-3257  
**CC:** File;  
**Date:** 5/16/2018  
**Re:** LaCroix Parking Lot Plan

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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:

- Be sure to include the following stamp on all plan pages:

Approved Construction Plan	
Name	Date
Planning _____	_____
Traffic _____	_____
Fire _____	_____

- Additional information is the site data table as follows:
  - Total amount of acreage within the project boundaries
  - Calculations for building lot coverage
  - Number of units
  - Number of buildings
  - Number of stories and square feet per floor
  - CAMA land use classification
  - Bicycle parking
- Confirm parking facility surfacing in accordance with
  - 18-529(e) All parking facilities containing twenty-five (25) or more spaces or stalls shall be paved with concrete or asphalt material, or with alternative paving material (e.g., concrete pavers, brick, "turfstone" or similar material) determined to exhibit equivalent wear resistance and load bearing characteristics as asphalt or concrete, according to the parking lot standards of the [city's] Technical Standards and Specifications Manual. There are three (3) exceptions to these requirements: Parking facilities in the Historic District (which may be surfaced with other materials, recognized as historical surfacing materials in the Historic District Design Guidelines); "overflow" parking facilities (i.e., parking facilities providing parking in excess of the number of spaces required in [section 18-532](#) of this chapter for the uses for which the parking is provided); and those parking facilities determined by the city manager or designee to serve establishments for which infrequent use of the parking facilities is anticipated (e.g., for certain assembly uses—Churches, recreational areas, etc.). **These latter two (2) types of parking facilities may be**

surfaced with material deemed appropriate for such facilities on a case-by-case basis by the city manager or designee upon consultation with the traffic engineering division and engineering department.

- 2 properties are shown on the site plan and the site data table includes only 1 parcel. Could you clarify the project boundary on the site plan or add the additional parcel to the site data table to treat as 1 common development
- Buffer required between non-residential use and the residential adjacent to the Northwest: no uses allowed in the buffer (turnaround is shown in buffer please amend)
- Show a proposed landscape plan.
- A tree preservation/removal permit is required
  - Parking over the essential site (3 spaces) requires that the trees be mitigated.  
Please provide mitigation calculations on the tree permit application
- 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.