

**To:** Greg A. Wayne  
**From:** Nicole Smith, Associate Planner; 910-341-1611  
**CC:** File;  
**Date:** 4/17/2020  
**Re:** Robert Holding Subdivision

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.

Review	Department	Comments
Nicole Smith	Planning	See comments below
Trent Butler	Engineering	Previous comments not addressed
Chris Walker	Fire	See comment below
Michelle Hutchinson	Addressing Coordinator	See comments below
Bill McDow	Transportation Planning	See comments below
Mitesh Baxi	Traffic Engineering	See comments below

Site Plan Comments (Nicole Smith):

- Sec. 18-60 (c) (9): Width of Airlie Road public rights-of-way.
- Sec. 18-60 (c) (10): Add sidewalk along Airlie Road. Detail needed on plan sheet.
- A tree preservation/removal permit is required
- Sec. 18-383: Show open space calculations.

Engineering (Trent Butler):

1. The project appears to be proposing construction of new impervious surface area greater than 2,500sf, qualifying it as a Drainage Plan. The applicant will need to submit the City of Wilmington Engineering Department for Drainage Plan review. Required for Drainage Plan review is a completed Stormwater Management Permit Application Form, \$400 Review Fee, one set of plans, etc. See page 5 of the Application and the City of Wilmington Engineering Plan Review Checklist for submittal requirements. 2. Verify that this project will not exceed one (1) acre of disturbance, which would require a sedimentation and erosion control permit from NHC. If an erosion control permit is required, full stormwater review will be required in lieu of a Drainage Plan. See Section 18-735.b.1 of the LDC for SW Ordinance applicability and jurisdiction. 3. The project is proposing a non-standard private access easement width of 20 feet. A standard private

access easement requires a 34-foot width (CoW SD 1-14). A variance will be required. 4. The maximum length of a private access easement (CoW SD 1-14) is 400 feet. The proposed easement exceeds the maximum allowable length. A variance will be required. 5. A standard private access easement requires a 16-foot asphalt surface. This project proposes a 14-foot permeable pavement surface with 1-foot ribbon curb on both sides. A variance will be required. 6. If the intent of the access drive is to be pervious, please specify the use of 6" of a washed stone. 7. A residential concrete driveway (SD 3-03.1/3-03.2) will be required. Where no curb exists in the vicinity of the proposed driveway, a flat slab type shall be installed. 8. The bar scale appears to be incorrect. 9. Please verify with Planning if this project triggers infrastructure improvements along the property frontage, i.e. a sidewalk along Airlie Road.

Fire (Chris Walker):

Show a hydrant within 500' of all the parcels(s) by road. (Residential)

Addressing Comments(Michelle Hutchinson):

**Project Address**

Overall Project Site address is approved as 1205 Airlie Road

**Development Name**

A formal development name should be submitted for review and approval, if Robert Holding Division will not be the development name.

**Street Names**

Any public street or private drive which is more than 200 feet and serves as the primary means of ingress/egress for a minimum of 4 homes, will be required to have a street name. The development has 1 private drive, which require an approved street name. Please submit names for review as soon as possible.

All street names must be approved by the City of Wilmington. Proposed street names should be submitted to one of the following City employees for approval:

Michelle Hutchinson (910) 341-4643, [Michelle.Hutchinson@wilmingtonnc.gov](mailto:Michelle.Hutchinson@wilmingtonnc.gov) or  
Jim Sahlie, (910) 341-5826, [Jim.Sahlie@wilmingtonnc.gov](mailto:Jim.Sahlie@wilmingtonnc.gov)

Approved street names must be properly labeled on all final construction plans and final plats submitted to the City. Failure to properly label the names may result in the re-submittal or re-recording of a construction plan or plat.

Street name signs for public and private streets must be erected before a Certificate of Occupancy is issued. Contact Traffic Engineering at 910.341.7888 for information about street signs for this project.

Street names may not duplicate, sound-alike, or be similar to any other street name or development name in New Hanover County (Addressing Standards and Procedures, Section 2.2.5).

Street names must be a minimum of three (3) characters and a maximum of twenty-four (24) characters in length (Addressing Standards and Procedures, Section 2.2.1 and 2.2.2).

Street names should avoid the use of special characters, such as hyphens, apostrophes, or periods (Addressing Standards and Procedures, Section 2.2.3).

Street names should avoid the use of words or syllables that may be confused with directional or street type designations (i.e. Northglen Dr or Circle Dr) (Addressing Standards and Procedures, Section 2.2.4).

Continuous streets passing from one existing subdivision to a new one should continue the same name (Addressing Standards and Procedures, Section 2.3.4).

The Addressing Standards and Procedures Manual for the City of Wilmington and New Hanover County can be found online by clicking [here](#). Please reference this document for additional information about street suffix usage (Section 2.4.1) and other details or rules regarding street naming and addressing.

### Final dwelling/unit addresses

Individual dwelling and/or unit addresses will be assigned upon final site plan approval and will be based on approved street names.

Lot or unit numbers should be labeled on site plan. Lot numbers shown on site plan should not be used as unit/dwelling address.

### Transportation Comments (Bill McDow):

#### ■ AIRLIE VIEW- Formerly ROBERT HOLDING SUB-DIVISION [SUBDIVISION Plan Review #2]

##### TECHNICAL STANDARDS – NEW ROADS:

1. As previously requested, please label the width of the Airlie Road Public ROW at the intersection of the access road.
2. The 20' Access Easement does not appear to match the Alley cross section. Please extend the stone base beyond the header curb for support, per the SD. [[SD 3-01.9](#), [CofW Tech Stds](#)]

##### TECHNICAL STANDARDS – ACCESS (driveway, sidewalk, and sight distance):

3. Show driveway locations for the lots.

##### TECHNICAL STANDARDS – PARKING:

4. As previously requested, provide a turning movement analysis of a Fire Engine and Rescue vehicle at turnarounds at Lot #2 and Lot #4 locations.

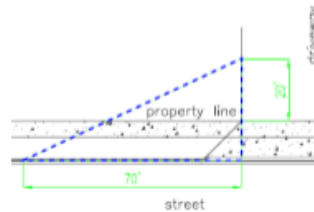
Please let me know if you have any questions or if I can be of further assistance as this development moves through the review process.

### Traffic Engineering (Mitesh Baxi):

#### ■ AIRLIE VIEW (ROBERT HOLDING DIVISION) [TRC Plan Review #2]

##### TECHNICAL STANDARDS:

1. Show and apply the City's 20'x70' sight distance triangle at the driveway accurately on the site plan as per below image [[Sec.18-529\(c\) \(3\) CofW LDC](#)] [[Sec. 18-812 CofW LDC](#)]. Add a note indicating that all proposed vegetation within sight triangles shall not interfere with clear visual sight lines from 30"-10'. [[Sec.18-556 CofW LDC](#)]



Please let me know if you have any questions.