

## MEMORANDUM

**To:** Meredith Gruber, Town of Rolesville, Planning Director  
Michael Elabarger, Town of Rolesville, Senior Planner

**CC:** Kelly Arnold, Town of Rolesville, Manager

**From:** Liza Monroe  
Karen Morgan Mallo, AICP

**Date:** August 29, 2022

**Project:** 503 South Main Street  
SP22-06

**Subject:** Site Plan 1<sup>st</sup> Review Comments

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We have completed a review of the site plan application completed by Gettle Engineering & Design, PLLC, dated July 26, 2022. The site proposes a mixed-use development with 13,200 square feet of commercial space and 11 residential units on a 1.83-acre lot.

There is a subsequent rezoning application (MA22-07) that requests the subject property, 503 South Main Street (PIN1758-78-4708), be rezoned from RL, Residential Low District and R & PUD, Residential and Planned Unit Development to GC, General Commercial. The review of this site plan is contingent upon the approval of the rezoning application.

When resubmitting, please cloud or highlight all revisions to the plan. We offer the following:

**HOLDING COMMENT:** There is a subsequent rezoning case MA 22-07. This site plan is contingent upon the approval of the rezoning application.

### A. Cover Sheet

1. Add case number SP22-06 to the cover sheet. Also, add the case number of the rezoning (MA22-07) to the cover sheet.
2. Lighting plan is noted in the Table of Contents but not provided. Ensure that lighting plan follows LDO Section 6.6.
  - a. The plan must be prepared by a licensed engineer, shall be signed and sealed, and shall be of an engineered scale that is easily legible.
  - b. A lighting plan must show all proposed and existing buildings on the site, pedestrian and vehicular areas, other above-ground improvements, the horizontal location of all proposed and existing outdoor lighting fixtures, including pole and wall-mounted fixtures, mounting heights of each fixture, overall height of each pole above grade, fixture details, location of externally illuminated signs and associated fixtures, and the location of all architectural and landscape lighting fixtures.
  - c. Lighting plans shall be specified and calculated in maintained footcandles (FC), unless specified otherwise in this section. Measurements of light levels shall be taken at finished grade with an accurate and calibrated light meter.

- d. The plan must include a footcandle plan that provides typical footcandle contours and a point photometric grid that indicates footcandle levels measured at grade across the site. Maximum, average and minimum site foot-candles, uniformity ratio (average and minimum), and depreciation factors also are required. The plan must show initial horizontal illuminance values in foot-candles for the area to be illuminated.
  - e. These values must be calculated at grade and include contributions from all onsite fixtures.
  - f. The plan must plot foot-candles of illumination at ground level to the nearest tenth of a foot-candle, and at horizontal grid intervals of no more than ten feet.
  - g. The plan shall show illumination level at the lot line (or perimeter of a development, if applicable) to ensure maximum illumination levels are not exceeded.
  - h. The manufacturer's cut sheets (specifications) for each proposed fixture must be submitted.
  - i. A lighting fixture schedule that presents the following information:
    - i. Fixture type, including the manufacturer's product identification catalog number.
    - ii. Fixture mounting height.
3. Within the site data table include the proposed building height as well as the overall square footage of the structure. Only the commercial square footage is provided on the site plan.

#### **B. Existing Conditions / Demolition Plan (Sheet C2)**

1. Label tree protection fencing as demolition is shown on the existing conditions sheet.
2. Removal of the 20" Sweetgum will require mitigation as it is a tree that qualifies for preservation per LDO Section 6.4.5.B.3. It shall be replaced on-site with at least four (4) or more trees of similar species and size.
3. Some tree types and size labels of existing vegetation are missing. Tree survey results shall be provided on preservation plan as noted in comment D1.
4. There are several existing trees shown that do not show tree protection fencing or the location of the critical root zones. As a reminder LDO Section 6.2.4.5.B requires that:
  - a. All trees that are to be preserved shall be enclosed with an appropriate, visible fence before grading begins for both site plans and subdivisions. This fence shall be located at a distance determined by the following formula: No less than one (1) foot from the tree trunk for each one (1) inch in tree diameter. For example, fencing is to be placed no less than ten (10) feet from a ten (10) inch diameter at breast height.
  - b. All tree protection fencing must remain in place throughout the entire site development process until the time a certificate of occupancy is issued. 10. In the case of subdivision development, tree protection fencing must remain in place until all units are completed (received certifications of occupancy) within any designated phase or plat.

- c. The critical root zone of each preserved tree must be within the protective yard. Twenty-five (25) percent of the critical root zone may be disturbed.

### C. Site Plan

1. All building and development subject to the standards of LDO Section 6.8 (Architectural Design Standards) shall be reviewed for compliance during the site plan process. Artistic renderings and/or elevation drawings shall be provided to ensure compliance.
2. A parking space shall be delineated on the plan as the "Mail Kiosk" parking for both the Mail truck to park and residents to collect their deliveries.
3. One loading parking space is required for the site per LDO Section 6.4.5.
4. Open space areas shall have an open space "type" proposed as per LDO Section 6.2.1.D.3. Further, open spaces shall also meet the design requirements of 6.2.1., Subsection G, such as distance, accessibility, seating, receptacles, and active and passive features. The applicant should demonstrate compliance with these requirements.
  - a. The parking islands are being shown as open spaces but do not contain any of the required features noted in LDO Section 6.2.1.3.
  - b. Given the size of the site, many of the features noted are not feasible. The applicant may consider smaller & simpler open space features like a community grill with picnic benches or lawn games.
5. The new fence shall comply with LDO Section 6.5.E. Please update the fence detail to ensure that it includes all required information needed to review for compliance.
6. The bioretention pond is shown on the adjacent property. This parcel is not included in the site and does not appear to be owned by the applicant. Therefore, the bioretention pond may not be located here unless an easement is recorded. We suggest that the applicant reach out to the adjacent property owner to discuss this manner.
7. A 10-foot buffer is required between GC zoned properties. A buffer may not be located within the bioretention pond area.

### D. Landscaping and Preservation

1. A preservation plan shall be required as part of any landscaping plan submitted to the Land Development Administrator and meet the standards noted in LDO Section 6.2.4.5.C.
2. All uses which require site plan approval shall preserve, install, and maintain a planted streetscape along each thoroughfare it abuts which protects the existing vegetation and abuts the perimeter of the property. (LDO Section 6.2.2.2.B) Further, the width of the streetscape buffer shall be at least thirty (30) feet, as measured from the right-of-way line. The applicant shall discuss the provision of this buffer with Town of Rolesville staff as there may be improvements related to Main Street which may impact this site.
3. Parking perimeter plantings shall be required to enhance the view of a parking lot from abutting streets and abutting properties per LDO Section 6.2.4.4.F.

4. Within the plant list, note which planting requirement the tree is fulfilling.
5. All existing trees on the site which are to be preserved need to meet the preservation protection standards of 6.2.4.5.B, specifically subsections 8-12 as they relate to the care of existing trees, before, during, and after construction.

#### **E. General Comments**

1. As indicated in the preapplication meeting, the existing fence and landscaping that was installed as a portion of the previous subdivision application, is required to be placed in a landscape easement to ensure its maintenance in perpetuity.
2. All non-residential development shall provide at least four (4) pedestrian amenities per LDO Section 6.8.4.B.2. Pedestrian amenities shall be constructed of materials similar to the principal building materials and shall have direct access to public sidewalk network. Pedestrian amenities may include, but are not limited to:
  - a. Patio seating;
  - b. Active use areas;
  - c. Café style tables and seating
  - d. Pedestrian features such as a fountain, water features or clock towers;
  - e. Pedestrian plaza with benches;
  - f. f. Decorative planters and large potted plants;
  - g. Public art installments such as statutes or monuments;
  - h. Enhanced paving areas and colored pavers;
  - i. Pocket parks or gardens; and
  - j. Focal feature
3. Landscaping within pedestrian areas shall meet the standards within LDO Section 6.8.4.B:
  - a. A minimum of one (1) tree and ground covering, or mulch shall be installed in each planting bed.
  - b. Planting beds shall be spaced at regular intervals and located between curbs and buildings.
  - c. A minimum of one (1) tree and ground covering or mulch shall be installed in each planting bed.
  - d. Such beds shall have at least three-hundred (300) square feet of area.

4. Transparency. Buildings shall be designed to have a minimum transparency, through the use of windows and doors, on ground and upper floors as noted in LDO Section 6.8.2. Transparency applies to all sides of a buildings facing a public and/or private street. Transparency shall not be required for service areas, loading/unloading areas, or those areas not visible from the public and/or private street.
  - a. Ground floor transparency shall be calculated based on the total façade area located between the finished ground floor level and beginning of the upper floor. All ground floor transparency shall be a minimum thirty (30) percent, unless stated otherwise in this LDO.
  - b. Upper Floor Transparency. Upper floor transparency is calculated based on total façade area located between the surface of any floor to the surface of the floor above it. If there is no floor above, then the measurement shall be taken from the surface of the floor to the top of the wall plate. All upper floor transparency shall be a minimum twenty (20) percent unless stated otherwise in this LDO.