

## 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:** March 1, 2022

**Project:** Dental Office at Hampton Pointe  
SP 22-01

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

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The following is a review of the site plans for the Dental Office at Hampton Pointe. The plan was submitted on January 5, 2022, by the Tarr Group, and was revised on March 28, 2022. The project proposes the construction of a 4,260 square foot dental office on a 1.06-acre site (PIN: 1758461097) along South Main Street (401 Business). The address of the proposed site is to be determined following approval of the subdivision plat. The site is zoned General Commercial (GC) according to the most recent zoning map. The project shall be reviewed under the Land Development Ordinance (LDO).

There is a concurrent final plat under review to establish the new property lines for the site and the remaining portions of the parcel. This plat, FP 22-02, shall be approved *prior to the site plan* approval. It is our understanding that this site plan is meant to be a dual site plan and construction drawing set for the proposed dental office.

When resubmitting, please **cloud or highlight in another color any revisions** to the plan set. For repeat comments, staff tried to provide some clarity as to what is being requested. If there are further questions, please feel free to contact us. We offer the following comments:

### 1. Repeat Comments.

- a. The extent of existing vegetation on the site is not indicated. 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 6.2.4.5C.

*Please allow us to clarify and expound on this comment. Per LDO Section 6.2.4.2.A.12, a tree and/or vegetative survey shall be provided as a part of the landscape plan. Additionally, a preservation plan, as noted in LDO Section 6.2.4.5.C, should provide at a minimum: critical root zones areas as well as the size, location, and species of all trees. The applicant has shown two (2) trees that are to be removed and require replacement, but the results of the tree survey was not provided for the rest of the site which is well forested according to a recent iMaps aerial. On the landscape plan sheet, the applicant mentions another 20" dbh to be preserved, yet this tree is not mentioned anywhere else in the plan set.*

- b. The required Type 1 Perimeter Buffer between the two parcels shall not contain any development, impervious surfaces or site features that do not function to meet the standards of this section (LDO Section 6.2.2.2). The required 10' (or wider) buffer shall remain free of other improvements. It appears that the shared access easement is located within the buffer.

*Please provide documentation from Planning staff for the case file determining that this comment is no longer valid.*

- c. Any tree removal will require a tree removal permit. No person shall cut, remove, or relocate any trees on any public or private property unless a preservation plan or tree removal permit has been approved. (LDO Section 6.2.4.5D)

*We will defer to the Town of Rolesville Planning Staff for how they aim to keep record of tree removal at this time while the tree removal permit is being finalized.*

- a. LDO Section 6.2.4.6. requires screening of service areas. The plans should be revised to demonstrate compliance with this Ordinance section:
  - i. Provide a detail of the dumpster enclosure including the height and materials used.

*Although provided, these details were submitted as separate exhibit sheets. Please include these in the overall plan set submittal going forward.*

- ii. Provide screening for the transformer shown to the right of the entrance

*Staff still does not see that the transformer has been appropriately screened. There is ground cover and one Ginkgo shown near the transformer. However, if using landscaping for screening, LDO Section 6.2.4.6.B notes that landscaping of the service area or equipment shall be done with a row of understory trees, shrubs, or berms which shall mature to the height necessary to fully screen the area or equipment.*

- e. Label all site distance triangles on the site plan sheet.

*Please allow us to clarify. As this original comment was related to potential monument signs and the LDO's requirement that they not obstruct any cross-visibility area or traffic control device, we are requesting the applicant label **internal** sight distance triangles within the development. We have noted the triangle shown on Louisburg Road and are requesting that same detail within the site.*

- f. Include the right-of-way width for all streets shown on the site plan sheet.

*The ROW widths are not clearly labeled on the site plan sheet C2.1.*

- g. Label the acreage of each open space area to ensure they total the amount shown within the site data table.

- i. For commercial developments less than twenty-five (25) acres, required open space shall include at least one (1) small open space type. (LDO Section 6.2.1D). The small open space area shall be a minimum of 500 square feet.

*The applicant noted that there are several eligible open space areas on the plan. As a reminder, small open spaces can be plazas, pocket parks, amenity areas, green areas, squares, or active use areas. We are requesting an area be specifically called out as a small open space area, at least 500 square feet, to demonstrate compliance with LDO Section 6.1.2.D.*

## **2. Parking.**

- a. The proposed parking areas exceed the maximum spaces permitted. Per LDO Section 6.4.3.B, the applicant may submit an Alternative Parking Plan (APP) for review and consideration by the Land Development Administrator and approval from the Board of Commissioners. The APP shall include a parking study prepared by a registered Professional Engineer or Certified Land Use Planner in the state of North Carolina. WithersRavenel will defer to the Town of Rolesville staff about next steps regarding the APP as they would be reviewing the application and submitting it to the Board agenda calendar.
- b. The applicant has provided a parking letter prepared by a Professional Engineer. However, this letter does not appear to include the information required in a parking study: the size, type, and proposed use(s) of the development; anticipated peak parking; anticipated normal parking amounts; and a narrative and data as to why the parking requirements of the LDO do not accurately reflect the needs of the proposed development.
- c. Per LDO Section 6.4.5.C, a minimum of one (1) loading space is required per 50,000 square feet of office/medical space. The applicant has not labeled the loading space on the site plan. If the applicant does not need a loading space, this could be a portion of the Alternative Parking Plan in which this requirement is mentioned and reasoning for omission provided.

## **3. General Comments.**

- a. Please include bicycle rack detail on the detail sheet.
- b. Several of the exhibit sheets submitted shall be included in the plan set and not a separate sheet. Please combine sheets A11.1, EX A, and EX B with the overall plan set.
- c. Lighting plan. The applicant provided a lighting plan (L5.1), however it does not provide all the information required per LDO Section 6.6. Plans shall be prepared by a licensed engineer and signed and sealed. It should include the following information:
  - i. All proposed and existing buildings on the site
  - ii. Pedestrian and vehicular areas
  - iii. Other above-ground improvements
  - iv. The horizontal location of all proposed and existing outdoor lighting fixtures, including pole and wall-mounted fixtures
  - v. Mounting heights of each fixture
  - vi. Overall height of each pole above grade
  - vii. Fixture details
  - viii. Location of externally illuminated signs and associated fixtures
  - ix. The location of all architectural and landscape lighting fixtures.

- d. Lighting Plan: Illumination Values.
  - i. Lighting plans shall be specified and calculated in maintained footcandles (FC), unless specified otherwise in Section 6.6. Measurements of light levels shall be taken at finished grade with an accurate and calibrated light meter.
  - ii. 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.
  - iii. These values must be calculated at grade and include contributions from all onsite fixtures.
  - iv. 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.
  - v. 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.
  - vi. The manufacturer's cut sheets (specifications) for each proposed fixture must be submitted.
  - vii. A lighting fixture schedule that presents the fixture type, including the manufacturer's product identification catalog number, and the fixture mounting height.
- e. Provide architectural drawings showing the buildings facades including heights, materials, and proposed colors.