

MEMORANDUM

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

From: Liza Monroe
Karen Morgan Mallo, AICP

Date: August 1, 2022

Project: Dental Office at Hampton Pointe
SP 22-01

Subject: Site Plan 3rd Review Comments

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 June 22, 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. General and Repeat Comments.

- a. 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. We ask that the Planning Staff provide a memo or email to the applicant noting the current process so that can be added to the case file.

- b. Label the acreage of each open space area to ensure they total the amount shown within the site data table. 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 has shown this area on the plans. However, LDO Section 6.2.1.G.12 states that public seating is required for nonresidential open space areas. The dental office will need to provide bench or other seating area within the open space area. The applicant is currently proposing to place the open space in the street buffer area, near the sidewalk. We would suggest bringing it further into the site and having the bench accessible from the building for employees and the like to enjoy.

- c. Please remove the subdivision plat from the plan set as it has not been approved nor recorded. Once recorded, the applicant is welcome to add this sheet since the Final Plat must be recorded prior to this plan being approved. In the meantime, the applicant may consider adding a note to the cover sheet stating the case number for the subdivision plat.

2. Alternative Parking Plan.

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 and approving the application.

- a. At the request of the Town of Rolesville, we have reviewed the APP in accordance with LDO Section 6.4.3.K and have the following findings:
 - (1) A parking study is submitted that is prepared by a registered Professional Engineer or Certified Land Use Planner in the State of North Carolina. **Confirmed to be complying.**
 - (2) The study must include 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. **Confirmed to be complying.**
 - (3) The APP may include provisions for off-site parking if the number of off-street parking spaces required cannot reasonably be provided on the same lot where the principal use is located. **N/A - this request to exceed the maximum parking allowed.**
 - (4) The APP does not detract from continuity, connectivity, and convenient proximity for pedestrians between or among existing or future uses in the vicinity. **Confirmed to be complying. All parking is internal to the site without any interruptions to existing or proposed pedestrian paths.**
 - (5) The APP minimizes the visual and aesthetic impact along the public street by placing parking areas to the rear or along the side of buildings, to the maximum extent feasible. **Confirmed to be complying.**
 - (6) The APP minimizes the visual and aesthetic impact on the surrounding neighborhood. **Confirmed to be complying.**
 - (7) The APP creates no physical impact on any facilities serving alternative modes of transportation. **Confirmed to be complying.**
 - (8) The APP creates no detrimental impact on natural areas or features. **Confirmed to be complying.**
 - (9) The APP maintains accessible parking ratios. **Confirmed to be complying.**

- b. 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.

The loading space was not mentioned or addressed in the APP. Please update the APP to provide justification for why the loading space was not provided.

3. Lighting plan.

- a. 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:

- (1) All proposed and existing buildings on the site. **Confirmed to be complying.**
- (2) Pedestrian and vehicular areas. **Confirmed to be complying.**
- (3) Other above-ground improvements. **Confirmed to be complying.**
- (4) The horizontal location of all proposed and existing outdoor lighting fixtures, including pole and wall-mounted fixtures. **Confirmed to be complying.**
- (5) Mounting heights of each fixture. **Confirmed to be complying.**
- (6) Overall height of each pole above grade.

Per LDO Section 6.6.G.12-13, lighting fixtures shall not exceed 30 feet in height. Additionally, light fixtures shall be twelve (12) to fifteen (15) feet in height in nonvehicular pedestrian areas (such as sidewalks). Please indicate the overall height of the parking light fixtures.

- (7) Fixture details. **Confirmed to be complying.**
- (8) Location of externally illuminated signs and associated fixtures.

There is a monument sign shown on the site plan sheet. Does the applicant intend to have lighting? If so, this should be labeled.

- (9) The location of all architectural and landscape lighting fixtures.

There appears to be lighting fixtures on the building, but they are not clearly labeled or noted on the Lighting Plan sheet. Please identify and differentiate from the landscaping.

- b. Lighting Plan: Illumination Values.

- (1) Lighting plans shall be specified and calculated in maintained footcandles (FC), unless specified otherwise in Section 6.6. **Confirmed to be complying**
- (2) 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. **Confirmed to be provided.**

- (3) These values must be calculated at grade and include contributions from all onsite fixtures. **Confirmed to be provided.**
- (4) 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. **Confirmed to be provided.**
- (5) 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. **Confirmed to be complying.**
- (6) The manufacturer's cut sheets (specifications) for each proposed fixture must be submitted. **Confirmed to be provided.**
- (7) A lighting fixture schedule that presents the fixture type, including the manufacturer's product identification catalog number, and the fixture mounting height. **Confirmed to be provided.**

4. Architectural Drawings

The applicant should revise the plans to include measurements, calculations, and additional details to demonstrate compliance with the following Ordinance requirements:

- a. Per LDO Section 6.8.2.D.2, buildings shall be designed to have a minimum transparency, using windows and doors, on ground and upper floors. Transparency applies to all sides of a buildings facing a public and/or private street.
 - (1) 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.
 - (2) 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.
- b. Please include the colors of the building on pages A4.3 and A4.4 to ensure compliance with LDO Section 6.8.2.D.5.
- c. All nonresidential buildings shall have at minimum of four design items including in their building design. We are unable to confirm if the applicant has provided four different design items.
- d. Please confirm if the changes in plane where there is a projection or recess is greater than six (6) inches.