LOCATION:  This site is located east of Millbrook Road on the north side of Glenwood Avenue at 6820 Glenwood Avenue (PIN#0786-59-6095).

REQUEST:  Development of a 0.74 acre tract zoned CX-3-PL with existing retail use space of 6,568 sf of gross floor area. This proposed plan will create a new use space for a proposed restaurant with 38 seats which will occupy 2,186 sf of gross floor area while the existing retail use space will remain in the existing structure and occupy the remaining 4,382 sf of gross floor area. Since this structure is existing and no addition is being added, the existing transparency & average grade will remain the same for the building and the applicant is proposing no alterations to the existing exterior. Therefore, the building is exempt from meeting transparency requirements for a -CX zoning building type per UDO Sec.3.4.2.C.1.6.

DESIGN ADJUSTMENT(S)/ALTERNATES, ETC: N/A

FINDINGS:  City Administration finds that this request, with the below conditions of approval being met, conforms to the Unified Development Ordinance. This approval is based on a preliminary plan dated January 29, 2020 by Kimley-Horn and Associates.

CONDITIONS OF APPROVAL and NEXT STEPS:

This document must be applied to the second sheet of all future submittals except for final plats. This is a preliminary plan and as such no permits have been issued with this approval. To obtain permits and/or completion of the project, the following steps are required:

☑️ LEGAL DOCUMENTS - Email to legaldocumentreview@raleighnc.gov. Legal documents must be approved, executed, and recorded prior to or in conjunction with the recorded plat on which the associated easements are shown. Copies of recorded documents must be returned to the City within one business day of recording to avoid withholding of further permit issuance.

☑️ RECORDED MAP(S) - Submit plat to record new property lines, easements, tree conservation areas, etc.). Plats may be submitted for review when the Site Permitting Review plans, if required, have been deemed ready for mylar signature.

The following items must be approved prior to recording the plat:

Engineering

1. A 5’ utility placement easement and associated deed of easement shall be approved by the City and the location of the easement shall be shown on the map approved for recordation. The deed of easement shall be recorded at Wake County Register of Deeds within one day of recordation of the recorded plat. A recorded copy of these documents must be provided to the Development Services Department within one day from authorization of lot recordation. If recorded copies of the documents are not provided, further recordings and building permit issuance will be withheld.
**Administrative Approval Action**

**Case File / Name:** ASR-SR-40-2019

**Marco's Pizza**

- **BUILDING PERMITS** - For buildings and structures shown on the approved plans. Commercial building permit plans must include the signed, approved Site Permitting Review plans attached, if applicable. Permit sets may be reviewed prior to the recordation of required plats, but cannot be approved.

*The following items must be approved prior to the issuance of building permits:*

**General**

1. A profile & detail, for the existing solid waste services structure, in the rear of the site, is provided & shown on the building permit plans set. The screening must comply with UDO Sec.7.2.5.C & the COR SWS Manual.

**Engineering**

2. A fee-in-lieu for 1’ of sidewalk along the frontage of Glenwood Avenue is paid to the City of Raleigh (UDO 8.1.10).

**Urban Forestry**

3. A tree impact permit must be obtained for the approved streetscape tree installation in the right of way. This development proposes 3 street trees along Glenwood Ave.

4. A public infrastructure surety for 3 street trees is provided to the City of Raleigh Development Services – Development Engineering program (UDO 8.1.3).

*The following are required prior to issuance of building occupancy permit:*

**Urban Forestry**

1. Final inspection of all right of way street trees by Urban Forestry Staff.

**EXPIRATION DATES:** The expiration provisions of UDO Section 10.2.8 E, including the ability to request extensions in the expiration date, apply to this site plan. If significant construction has not taken place on a project after administrative site review approval, that approval may expire and be declared void, requiring re-approval before permits may be issued. To avoid allowing this plan approval to expire the following must take place by the following dates:

- **3-Year Expiration Date:** February 26, 2023
  Obtain a valid building permit for the total area of the project, or a phase of the project.

- **4-Year Completion Date:**
  Within four years after issuance of the first building permit for the site plan, the construction of the entire site plan must be completed unless an applicant has
been granted vested rights. Failure to complete construction within this specified time frame shall automatically void the approved site plan for which no building permits have been issued.

I hereby certify this administrative decision.

Signed: [Signature]  
Development Services Dir/Designee  
Date: 02/27/2020

Staff Coordinator: Jermont Purifoy
ADMINISTRATIVE SITE REVIEW FOR MARCO'S PIZZA
AT 6820 GLENWOOD AVENUE, SUITE 110
RALEIGH, WAKE COUNTY, NC
PARCEL PIN: 0786-59-6095
ASR-SR-40-2019
TRANSACTION: 577132

PROJECT LOCATION
SCALE: 1" = 500'
VICINITY MAP

SITE PROJECT LOCATION

TIME DATA

OWNERSHIP INFORMATION

SURVEYOR

KIMLEY-HORN AND ASSOCIATES, INC.
421 FAYETTEVILLE ST, STE 600
RALEIGH, NC 27601
CONTACT: DIANA HOWELL, PE
PHONE: 919-678-4129
EMAIL: DIANA.HOWELL@KIMLEY-HORN.COM

KCI ASSOCIATES OF NC
4505 FALLS OF NEUSE ROAD, FLOOR 4
RALEIGH, NC 27609
CONTACT: ROBERT BAUMGARTNER, NC PLS
PHONE: 919-783-9214
EMAIL: ROB.BAUMGARTNER@KCI.COM

ARCHITECT
GPN ARCHITECTURE, INC.
399 LUCERNE DRIVE
SPARTANBURG, SC 29302
CONTACT: KYLE HENRY
PHONE: 864-583-2215
EMAIL: MAIL@GPNARCHT.COM

DEVELOPMENT NOTES:

PROJECT LOCATION

SCALE: 1" = 500'
VICINITY MAP

Sheet List Table

Sheet Number Sheet Title

Preliminary

Not For Construction

811

MARCO'S PIZZA
PREPARED FOR R-TIME GW, LLC

COVER SHEET
1. Investigating the site to determine the exact location of utility in accordance with local laws. Do not burn or bury any proposed plant substitutions by the contractor. No plant material to be purchased unless approved by the landscape architect prior to purchasing plants.

2. By the landscape architect for approval of the master plant list.

3. Planting notes:
   a. Plants shall be full and heavy, and in healthy condition at the time of planting. Landscaping shall be done in groups of 3 - 7 and located as required to provide a general mixing of species. Do not plant in rows or repetitive patterns unless otherwise directed.
   b. All plantings shall be pruned before installation. Pruning cuts are to be deliberate and targeted only to the necessary branches in order to define leaf and stem density and maintain the integrity of the trees.
   c. The contractor shall fully maintain all plantings. The contractor shall remove all plant debris, cutting branches, and any other materials to their original condition to the satisfaction of the landscape architect.

4. Liquidations shall be performed by a certified arborist, and adhere to the ANSI A300 pruning standard. Necessary branches in order to satisfy sight and clearance requirements while maintaining the integrity of the trees.

5. Material shall be removed from the site and replaced with materials of the same type and quality.

6. Street trees adjacent to pedestrian walkways and sidewalks are to remain. The contractor shall restore disturbed areas.

7. All shrub, groundcover & annual planting beds shall be finished off 2' - 4' clear zone around trees with a 3" layer of hardwood mulch to maintain moisture in roots.

8. All trees and planting beds shall be located by soil edging and annual trimming period written on the plan and also noted on the site. Location of all trees shall be reviewed by the landscape architect prior to installation. The contractor shall provide 48 hours notice of review.

9. For new planting areas, remove all pavement, grading, cleaning, and construction debris. Properly compost soil and add 3" of new topsoil (including amended areas for the proposed site) before beginning construction.

10. All shrub, groundcover & annual planting beds shall be finished off 2' - 4' clear zone around trees with a 3" layer of hardwood mulch. Mound around trees to maintain moisture in roots.

11. Mixed plantings and species for mixed plantings shall be planted in groups of 3 - 7 and located as required to provide a general mixing of species. Do not plant in rows or repetitive patterns unless otherwise directed.

12. Street trees adjacent to pedestrian walkways and sidewalks are to remain. The contractor shall fully maintain all plantings. The contractor shall remove all plant debris, cutting branches, and any other materials to their original condition to the satisfaction of the landscape architect.

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