LOCATION: This site is located on the east side of Wake Forest Rd. The site is addressed at 832 Wake Forest Rd, which is inside City limits.

REQUEST: Change of use of a 0.44 acre tract zoned OX-3 with a Neighborhood Conservation Overlay District (Mordecai Conservation District 2) from Supportive Housing to Office. There will be 4,000 square feet of gross floor area.

DESIGN ADJUSTMENT(S)/ALTERNATES, ETC: A variance was Approved with Conditions for relief from Neighborhood Transition requirements (case A-107-18).

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 12/20/2018 by Stewart, Inc.

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:

☒ CONCURRENT SITE REVIEW NOT REQUIRED AT THIS TIME – However, plan revisions or further development that includes land disturbance of 12,000 square feet or greater, public or private infrastructure, shared stormwater devices, etc. will require concurrent site review.

☐ CONCURRENT SITE REVIEW - For land disturbance of 12,000 square feet or greater, public or private infrastructure, shared stormwater devices, etc. Concurrent Site Review may be submitted upon receipt of this signed approval document.

☒ 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.

| ☒ | City Code Covenant |
| ☐ | Slope Easement |
| ☐ | Stormwater Maintenance Covenant |
| ☐ | Transit Easement |
| ☒ | Utility Placement Easement |
| ☒ | Cross Access Easement |
| ☐ | Sidewalk Easement |
| ☐ | Public Access Easement |
| ☑ | Other: |
**RECORDED MAP(S)** - Submit plat to record new property lines, easements, tree conservation areas, etc.). Plats may be submitted for review when the Concurrent Site Review plans, if required, have been deemed ready for mylar signature.

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

**Engineering**

1. The required right of way for proposed and/or existing streets shall be dedicated to the City of Raleigh and shown on a map approved for recordation.

2. A 5’ general utility 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.

3. An offer of cross access agreement among the lots identified by PIN 1704838154 and the proposed development, PIN 1704839244 shall be approved by the Development Services Department for recording in the Wake County Registry, and a copy of the recorded offer of cross access easement shall be returned to the Development Services Department within one day of plat recordation. If a recorded copy of the document is not provided, further recordings and building permit issuance will be withheld.

**BUILDING PERMITS** – For buildings and structures shown on the approved plans. Commercial building permit plans must include the signed, approved Concurrent Site 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**


5. Provide fire flow analysis.

**Engineering**

6. The required right of way for proposed and/or existing streets shall be dedicated to the City of Raleigh and is shown on a plat approved for recordation.

7. A 5’ general utility 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 this document must be provided to the Development
Services Department within one day from authorization of lot recordation. If a recorded copy of the document is not provided within this time, further recordings and building permit issuance will be withheld.

8. A fee-in-lieu for 1’ of sidewalk across the property frontage of Wake Forest Rd shall be paid to the City of Raleigh (UDO 8.1.10).

9. A public infrastructure surety shall be provided to the City of Raleigh Development Services – Development Engineering (UDO 8.1.3).

10. An offer of cross access agreement among the lots identified by PIN 1704838154 and the proposed development, PIN 1704839244 shall be approved by the Development Services Department for recording in the Wake County Registry, and a copy of the recorded offer of cross access easement shall be returned to the Development Services Department within one day of plat recordation. If a recorded copy of the document is not provided, further recordings and building permit issuance will be withheld.

11. The proposed cross access shown on this plan is utilizing UDO Section 8.3.5.D.5.a to dedicate an area for future cross access with this proposed development with the understanding that if/when the adjacent property (PIN 1704838154) redevelops and makes a reciprocal offer of cross access, that the offer will be accepted, and a shared driveway will be constructed. With the new driveway connection, the existing driveway connection for this development on Wake Forest Road will need to be closed and the sole access from Wake Forest Road will need to come from the new shared driveway.

12. A right-of-way obstruction permit shall be obtained from Right-of-way Services for any construction activity within the right-of-way.

Urban Forestry

13. A tree impact permit must be obtained for the approved streetscape tree installation in the right of way. This development proposes seven street trees along Sasser Street.

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

1. All Water, Sanitary Sewer and Reuse facilities shall be installed, inspected, tested and accepted by the City of Raleigh Public Utilities Department for operations and maintenance.

2. Required public right-of-way infrastructure improvements shall be, at a minimum, sufficiently completed to provide the necessary, safe emergency and vehicular access.

3. Required underground storm drainage improvements shall be completed and as-built plan(s) and certification(s) reviewed and accepted by the City of Raleigh Development Services – Development Engineering program.

4. All street lights and street signs required as part of the development approval are installed.
5. Copies of certified inspection reports for alleys and internal access ways are submitted to the City of Raleigh Development Services – Development Engineering program.

6. As-built drawings and associated forms for all Stormwater devices are accepted by the Engineering Services Department (UDO 9.2.2.D.3).

7. 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: 1-23-2022
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: (Development Services Dir./Designee) 

Date: 1/23/19

Staff Coordinator: Ryan Boivin
832 WAKE FOREST ROAD

CITY OF RALEIGH

ADMINISTRATIVE SITE REVIEW SUBMITTAL

ASR TRANSACTION 569518
SR-88-18

SUBMITTED ON SEPTEMBER 11, 2018
RESUBMITTED ON OCTOBER 29, 2018
RESUBMITTED ON NOVEMBER 30, 2018
RESUBMITTED ON DECEMBER 20, 2018

APPLICATION

832 WAKE FOREST ROAD

CLIENT
JOHN REX ENDOWMENT
712 W. NORTH STREET
RALEIGH, NC 27603

CONTACT:
KELLAN S. MOORE
919.838.1100 (T)
kellan@rexendowment.org

CIVIL ENGINEERING - LANDSCAPE ARCHITECTURE - GEOMATICS - GEOTECHNICAL

SITE DATA

PROJECT NAME: 832 WAKE FOREST ROAD
SITE ADDRESS: 830, 832 WAKE FOREST ROAD
COUNTY: WAKE COUNTY
PARCEL PIN #: 1704839267, 1704839210
PARCEL OWNER: HAVEN HOUSE INC.
PARCEL AREA: 0.44 AC
TOTAL DISTURBED/PROJECT AREA: 1,321 SF
CURRENT ZONING: OX-3, OVERLAY DISTRICT: MORDECAI 2
EXISTING LAND USE: GROUP HOME
PROPOSED USE: OFFICE
RIVER BASIN: N/A
CONSTRUCTION TYPE: N/A
MAX BUILDING HEIGHT: N/A
PROPOSED BUILDING HEIGHT: N/A
EXISTING IMPERVIOUS AREA: 9,670.00 SF
PROPOSED IMPERVIOUS AREA: 9,644.00 SF

OVERALL PARKING SUMMARY

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<tr>
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<th>PROPOSED</th>
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<tr>
<td>REGULAR 9'x18' SPACES</td>
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<tr>
<td>REGULAR ACCESSIBLE SPACES</td>
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<tr>
<td>TOTAL VEHICULAR PARKING SPACES</td>
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<tr>
<td>BIKE PARKING</td>
<td>8</td>
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EXISTING PARKING REQUIREMENT:
1/4 BEDS + 1 SP, 4 MIN (SUPPORTIVE HOUSING RESIDENCE) = 12 BEDS/4 +1 = 4 SPACES
REQUIRED PARKING: 1/400 SF (OFFICE) = 4,000 SF/400 = 10 SPACES
REQUIRED BIKE PARKING (OFFICE): 4 SHORT TERM: 4 LONG TERM
PROVIDED BIKE PARKING (OFFICE): 4 SHORT TERM: 4 LONG TERM

NOTE:
1. ELEVATION SHEET WAS NOT PROVIDED DUE TO NO CHANGES TO BUILDING EXTERIOR. ALL BUILDING CHANGES ARE INTERIOR UPFITS.
2. CURBSIDE RECYCLING SERVICE WAS APPROVED BY SOLID WASTE DEPARTMENT. PLEASE SEE ATTACHED PROOF OF APPROVAL.
3. NO TCA REQUIRED DUE TO PARCEL SIZE UNDER 2 ACRES.
4. NO AMENITY AREA REQUIRED DUE TO “DETACHED” BUILDING TYPE.
5. BOA HAS APPROVED THE VARIANCE OF INTERNAL SIDEWALK AND PROTECTIVE YARD ON NOVEMBER 13, 2018. PLEASE SEE ATTACHED RALEIGH BOARD OF ADJUSTMENT DECISIONS (CASE #A-107-18), EXHIBIT 6 AND EXHIBIT A-1 FOR MORE INFORMATION.

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<td>EXISTING CONDITIONS PLAN</td>
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<td>Sheet L5</td>
<td>PLANTING PLAN</td>
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STEWART INC. - LANDSCAPE ARCHITECTURE
CONTACT: JENNIFER WAGNER, PLA, ASLA, LEED AP
919.380.8750 (T)
919.380.8752 (F)
JWAGNER@STEWARTINC.COM

RESUBMITTED ON NOVEMBER 30, 2018
RESUBMITTED ON DECEMBER 20, 2018
NOTE: TREE SPECIES AND POWER POLE WERE ADDED BY STEWART, PER SITE VISIT ON NOVEMBER 20, 2018 AND SITE PHOTOS SHOWN IN COMMENT RESPONSE.