



# Administrative Approval Action

Case File / Name: SUB-0055-2022  
DSLC - SUNCREST VILLAGE PHASE 4

City of Raleigh  
Development Services Department  
One Exchange Plaza  
Raleigh, NC 27602  
(919) 996-2492  
currentplanning@raleighnc.gov  
www.raleighnc.gov

**LOCATION:** The site is located on the north side of Grassy Knoll Lane with a common street address of 6461 Grassy Knoll Lane.

**REQUEST:** Conventional subdivision of approximately 0.3 acres zoned R-4-CU to create two detached house lots.

**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 February 6, 2023 by Arthue Duncil.

## **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:*

☒ **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 deed of easement, in addition to a plat showing the location of the easement, shall be submitted to the Planning and Development Services Department for review, and if acceptable, approved for recordation. Approved plats must be recorded at the Wake County Register of Deeds Office on or before the 14th day following approval by the City. The 14-day expiration date shall be clearly indicated on the plat. By the end of the next business day following recordation of the plat, all required legal instruments (including deeds of easement) shall be recorded, and recorded copies of the plat and all legal instruments required by the City in association with development approval shall be provided to the City. (Reference: UDO 8.1.7.A; 10.2.5.F.4.d)

### **Urban Forestry**

2. A public infrastructure surety for the 3 required street trees shall be provided to City of Raleigh Transportation – Development Engineering Division (UDO 8.1.3) in the amount of 125% of the improvement cost for the City of Raleigh infrastructure.

☒ **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:***



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## Stormwater

1. If total land disturbance will be over 12,000 sq. ft. for multiple houses, a separate site plan submittal & approval will be required. Site plans require an erosion control plan. (UDO 9.4.6.)

## Urban Forestry

2. 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 Grassy Knoll Lane.

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

## General

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.

**EXPIRATION DATES:** If significant construction has not taken place on a project after preliminary subdivision approval, that approval may "sunset" and be declared void, requiring re-approval before permits may be issued. To avoid allowing this preliminary approval to "sunset", the following must take place by the following dates:

**3-Year Sunset Date: March 7, 2026**

**Record at least ½ of the land area approved.**

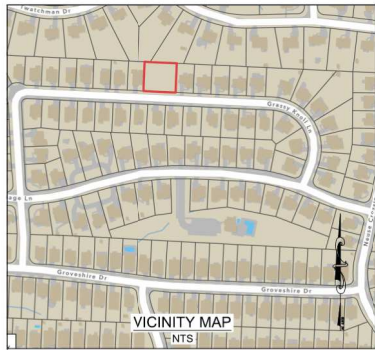
**5-Year Sunset Date: March 7, 2028**

**Record entire subdivision.**

I hereby certify this administrative decision.

Signed: Daniel L. Stegall Date: 03/07/2023  
Development Services Dir/Designee

Staff Coordinator: Rachel Smith



SOLID WASTE INSPECTIONS: STATEMENT  
DEVELOPER IS IN COMPLIANCE WITH  
THE REQUIREMENTS SET FORTH IN  
THE SOLID WASTE DESIGN MANUAL  
WILL USE 46 GALLON CONTAINERS  
STORED IN GARAGE  
TO BE PICKED UP FOR PICK UP  
ON DESIGNATED DAYS.

HORIZONTAL DATUM: NAD83  
VERTICAL DATUM: NAVD83

## OWNER/DEVELOPER:

Capital Hill Investments, LLC  
3601 Woods Myrtle Court  
Wilson, NC 27896  
PHONE: (919) 422-6183  
E-MAIL: aduncil@gmail.com



## CIVIL ENGINEER:

JAECO  
Consulting Engineers  
NC License F-0289  
333 Wade Ave., Raleigh, N.C. 27605  
Phone: (919) 828-4428  
Fax: (919) 828-4711  
E-mail: info@jaeco.com

## SITE DATA

OWNER:	CAPITAL HILL INVESTMENTS, LLC
SITE ADDRESS:	6461 GRASSY KNOLL LANE RALEIGH NC 27616
WAKE COUNTY PIN:	1747035993
REFERENCES:	DB 7668, PG 199
AREA:	13,246 SF (0.3041 AC.)
ZONING:	R-4-CU
AREA TO BE DEDICATED:	0 SF
PROPOSED TOTAL ACREAGE:	13,246 SF (0.3041 AC.)
PROP AREA LOT 1	6,622 SF (0.15 AC.)
PROP AREA LOT 2	6,622 SF (0.15 AC.)
EXISTING USE:	VACANT
PROPOSED USE:	SINGLE FAMILY RESIDENTIAL
IMPERVIOUS	
ON SITE	0 SF (0 AC.)
WITHIN EFFECTIVE AREA	0 SF (0 AC.)
ON SITE	NA
WITHIN EFFECTIVE AREA	NA

PROJECT IS EXEMPT FROM BLOCK PERIMETER REQUIREMENTS PER UDO 8.3.2.2 b  
PROJECT IS EXEMPT FROM RESIDENTIAL INFILL REQUIREMENTS PER UDO 2.2.7.B.1b. RIGHT-OF-WAY WAS DEDICATED VIA BM 2008 PG 217

ORDINANCE (1996) 649 ZC 386 CORRECTED COPY  
Effective: April 2, 1996

**Z-20-96** Neuse Crossing Drive, south end, south of Mitchell Mill Road, being Map 1737 (4/3/64). Approximately 53 acres zoned to Residential-Conditional Use and Conservation Buffer, according to maps on file in the Planning Dept.

Conditions: (2/14/98)

1. Stormwater control shall be in accordance with Raleigh Planning Commission C.R. 7107.

# SUNCREST VILLAGE PHASE 4 - LOT 98 PRELIMINARY SUBDIVISION PLAN SUB-0055-2022

6461 GRASSY KNOLL LN.  
RALEIGH, NC 27616

AUGUST 8TH, 2022  
REVISED: 10/04/22  
LAST REVISED: 02/06/23

## Preliminary Subdivision Application Planning and Development

Planning and Development Customer Service Center • One Exchange Place, Suite 402 • Raleigh, NC 27601 • 919-696-2900



INSTRUCTIONS: This form is used when submitting a Preliminary Subdivision (UDO Section 10.2.5). Please check the appropriate review type and include the plan checklist document. Please email all documents and your preliminary subdivision plans to [SubDiv@raleighnc.gov](mailto:SubDiv@raleighnc.gov).

DEVELOPMENT TYPE (UDO Section 2.1.2)	
<input checked="" type="checkbox"/> Conventional Subdivision	<input type="checkbox"/> Conservation Development
NOTE: Subdivisions may require City Council approval if a Minimum Parcel Overlay or Historic Overlay District.	
GENERAL INFORMATION	
Scoping/plan case number(s):	
Development name (subject to approval): Suncrest Village Phase 4	
Property Address(es): 6461 Grassy Knoll, Raleigh, NC 27616	
Recorded Deed PIN(s): 1747035993	
What is your project type?	
<input checked="" type="checkbox"/> Single family	<input type="checkbox"/> Townhouse
<input type="checkbox"/> Apartment	<input type="checkbox"/> Non-residential
<input type="checkbox"/> Other:	<input type="checkbox"/> Attached houses
CURRENT PROPERTY OWNER/DEVELOPER INFORMATION	
NOTE: Please attach purchase agreement when submitting this form.	
Company: Capital Hill Investments, LLC	Owner/Developer Name and Title: Alan Duncil
Address: 3601 Woods Myrtle Lane, Raleigh, NC 27896	
Phone: 919-422-6183	Email: <a href="mailto:aduncil@gmail.com">aduncil@gmail.com</a>
APPLICANT INFORMATION	
Company: Capital Hill Investments, LLC	Contact Name and Title: Alan Duncil
Address: 3601 Woods Myrtle Lane, Raleigh, NC 27896	
Phone: 919-422-6183	Email: <a href="mailto:aduncil@gmail.com">aduncil@gmail.com</a>

DEVELOPMENT TYPE + SITE DATA TABLE (Applicable to all developments)	
ZONING INFORMATION	
Gross site acreage: 0.3041 AC.	
Zoning district: R-4-CU	
Overlay district: NA	
Conditional Use District (CUD) Case # 2-020-96	
Board of Adjustment (BOA) Case # A-0013-2022	
STORMWATER INFORMATION	
Existing Impervious Surface: Acres: 0.00	Proposed Impervious Surface: Acres: 0.00
Neuse River Buffer: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Wetlands: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is this a flood hazard area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide the following:	
Flood study: NA	
FEMA Map Panel #: 0101700K	
NUMBER OF LOTS AND DENSITY	
Total # of townhouse lots:	0
Total # of single-family lots:	2
Proposed density for each zoning district (UDO 15.2.7):	NA
Total # of open space and/or common area lots:	0
Total # of requested lots:	2

SIGNATURE BLOCK	
The undersigned indicates that the property owner(s) is aware of this application and that the proposed project described in this application will be maintained in all respects in accordance with the plans and specifications submitted herewith, and in accordance with the provisions and regulations of the City of Raleigh Unified Development Ordinance.	
I, <u>Alan Duncil</u> , will serve as the agent regarding this application, and will represent the property owner(s) and respond to administrative comments, resubmit plans and applicable documentation, and will represent the property owner(s) in any public meeting regarding this application.	
I hereby declare, acknowledge, and affirm that this project is conforming to all applicable requirements applicable with the proposed development plan. I understand that this application is subject to the filing calendar and submission policy, which states that applications will expire after 180 days of inactivity.	
Signature: <u>Alan Duncil</u>	Date: 08/08/2022
Printed Name: Alan Duncil	
Signature: _____	Date: _____
Printed Name: _____	

## SHEET INDEX

SHEET NUMBER	SHEET NAME
C-0	COVER SHEET
C-1	EXISTING CONDITIONS
C-2	SUBDIVISION SITE & STREET TREE PLAN
C-3	GRADING, STORMWATER & UTILITY PLAN

## Traffic Control and Pedestrian Plan (TCPED) Notes:

- Prior to any work that impacts the right-of-way, closing or detouring of any street, lane, or sidewalk, the contractor must apply for a permit with Right-of-Way Services. Please direct any questions to [rightofway@raleighnc.gov](mailto:rightofway@raleighnc.gov).
- The City of Raleigh requires an approved Right-of-Way Permit for work on any public street or sidewalk and NCDOT road within Raleigh's jurisdiction.
- A permit request with a TCPED Plan shall be submitted to Right-of-Way Services through the City of Raleigh Permit and Development Portal.
- Prior to the start of work, the Client shall schedule a Pre-Construction meeting with the Engineering Inspection Coordinator to review the specific components of the approved plan, and ensure all permits are issued.
- All TCPED Plans shall comply with all Local, State, and Federal requirements and standards, including but not limited to:
  - Manual on Uniform Traffic Control (MUTCD)
  - Public Rights-of-Way Accessibility Guidelines (PROWAG)
  - American Disability Act (ADA) requirements
  - Raleigh Street Design Manual (RSDM)
- All public sidewalks must be accessible to pedestrians who are visually impaired and/or people with mobility concerns. Existing and alternative pedestrian routes during construction shall be required to be compliant with the Public Rights of Way Accessibility Guidelines (PROWAG), the ADA Standards for Accessible Design and the Manual on Uniform Traffic Control Devices (MUTCD).
- All permits must be available and visible on site during the operation.

## 6461 GRASSY KNOLL LANE, RALEIGH, NC DESIGN ALTERNATE APPROVALS CASE RA-23-302

## RALEIGH APPEARANCE COMMISSION FINDINGS OF FACT AND CONCLUSIONS OF LAW

This application for three (3) design alternates from the City of Raleigh Unified Development Ordinance (the "UDO") Sections 8.4.1.B.1 and 8.5.4.A. was before the Raleigh Appearance Commission (the "Commission") on January 5, 2023 for an evidentiary hearing. Based on the testimony of the witnesses, the documentary evidence, the Design Alternate Application and related materials, the exhibits and other evidence presented at the January 5, 2023 hearing, the Commission finds that the Design Alternates adequately presented, and in support thereof, makes the following Findings of Fact and Conclusions of Law.

## FINDINGS OF FACT

- The property at issue (the "Property") consists of a single parcel of land, 0.3 acres in size. The Property is located at 6461 Grassy Knoll Lane (PIN: 1747035993) in Raleigh.
- The Property is zoned Residential Medium-Density, low-stories maximum, Conditional Use (R-4-CU).
- The Property Owner is Capital Hill Investments, LLC (the "Property Owner").
- The Property is located in a residential subdivision and is currently undeveloped. The Property's northern (front) property line abuts Grassy Knoll Lane. The Property's eastern (side), western (side) and southern (rear) property lines abut the side and rear property lines of the subdivision, each with existing improvements.
- The Property Owner wishes to subdivide the Property into two lots of equal size (the "Subdivision").
- Grassy Knoll Lane is classified as a Neighborhood Yield Street pursuant to UDO Section 8.4.1.B.1. The Subdivision must include certain improvements, as set forth in UDO Section 8.5.4.A. as the portion of Grassy Knoll Lane that abuts the Property. These improvements include, but are not limited to: providing a 15' wide right-of-way width, providing a 6' wide sidewalk, and planting street trees within a specified planting area.

- In order to allow the Subdivision, the Design Alternate Application requests design alternates from UDO Sections 8.4.1.B.1 and 8.5.4.A. to allow the Subdivision while: (1) maintaining the existing right-of-way width for Grassy Knoll Lane; (2) landscaping trees in the existing street area; and (3) not constructing a sidewalk (the "Design Alternates"). The Design Alternates Request requires approval from the Commission, pursuant to the UDO.
- The Subdivision will result in two lots that are smaller and more narrow than the

Design Alternate (DA) 1: 1747035993

UDO currently allows. The size of the lots are allowed pursuant to a variance that was previously approved by the Raleigh Board of Adjustment.

- The Design Alternates Request will allow the Subdivision to occur while keeping the existing Grassy Knoll Lane streetcar access.
- If the Subdivision is completed with UDO Sections 8.4.1.B.1 and 8.5.4.A., the Property Owner would be required to dedicate a portion of the Property to expand the Grassy Knoll Lane right-of-way and construct a sidewalk, which would further reduce the width of the existing lot.
- There is currently a sidewalk on the other (southern) side of Grassy Knoll Lane; however, there is not currently a sidewalk on the northern side of Grassy Knoll Lane that abuts the Property.
- The Design Alternates Request will allow the construction of Grassy Knoll Lane to remain consistent and uniform with the existing built environment on the side of Grassy Knoll Lane that abuts the Property.

## CONCLUSIONS OF LAW

Pursuant to the foregoing FINDINGS OF FACT and UDO Section 10.2.7, the Commission makes the following Conclusions of Law:

- The Design Alternates Request should be granted.
- With respect to the Design Alternates Request from UDO Sections 8.4.1.B.1 and 8.5.4.A., the Property Owner / Applicant submitted competent material and substantial evidence to establish that:
  - The approved design alternates are consistent with the intent of UDO Articles 8.4 and 8.5;
  - The approved design alternates do not increase congestion or compromise safety;
  - The approved design alternates do not create additional maintenance responsibilities for the City;
  - The approved design alternates have been designed and certified by a professional engineer, or such other design professional licensed to design, and, and certify the alternates;
  - The approved design alternates will not adversely impact stormwater collection and conveyance; and

Design Alternate (DA) 1: 1747035993

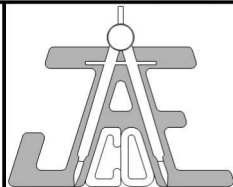
The Design Alternates are deemed reasonable due to one or more of the following:

- Given the existing physical environment, including but not limited to the following, compliance is not physically feasible:
  - An existing building would impede roadway expansion; or
  - Transferring from a different street section; or
- The burden of compliance is not reasonable given the size of the site or intensity of the development.

ACCORDINGLY, based on the foregoing FINDINGS OF FACT and CONCLUSIONS OF LAW, the Commission hereby grants the Design Alternates Request, as set forth above.

February 3, 2023  
This the day of February, 2023.

(Lisa Roberts)  
Chris Roberts  
AC Chair



JAECO  
Consulting Engineers and Land Surveyors

NC License F-0289  
333 Wade Ave., Raleigh, N.C. 27605  
Phone: (919) 828-4428  
Fax: (919) 828-4711  
E-mail: [info@jaeco.com](mailto:info@jaeco.com)

[www.jaeco.com](http://www.jaeco.com)

Suncrest Village Ph. 4  
6461 Grassy Knoll Lane  
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Capital Hill Investments LLC  
3601 Woods Myrtle Ct.  
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PHONE 919.422.6183  
EMAIL [aduncil@gmail.com](mailto:aduncil@gmail.com)

Call before you dig.

## LEGEND

Revision	Description	Date
1	Per City Comments	10/04/22
2	Per City Comments	03/06/23

## COVER SHEET

Revision	Description	Date
1	Per City Comments	10/04/22
2	Per City Comments	03/06/23

JAECO # 487-03

DRAWING SCALE: NA

DRAWN BY: CC

CHECKED BY: TT

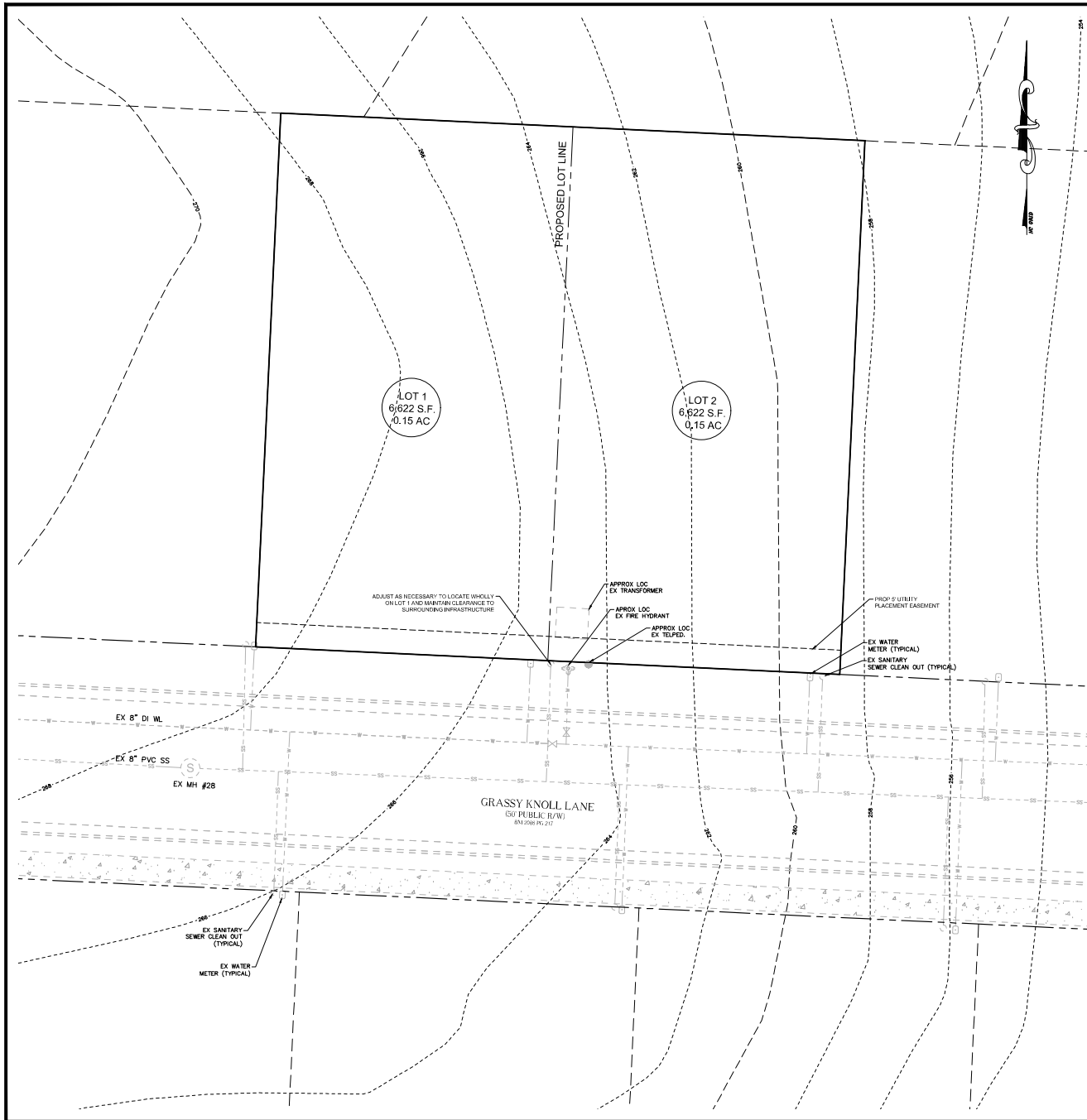
DATE ISSUED: 10/02

C-0

C-1







#### GENERAL NOTES:

- CONTRACTOR TO FIELD VERIFY LOCATION & ELEVATION OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION AND NOTIFY ENGINEER OF ANY CORRECTIONS.
- UTILITY CONSTRUCTION SHALL BE IN ACCORDANCE WITH CITY OF RALEIGH AND / OR NCDOT STANDARDS AND SPECIFICATIONS UNLESS OTHERWISE NOTED.

#### STANDARD UTILITY NOTES (as applicable):

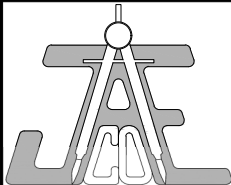
- All materials & construction methods shall be in accordance with City of Raleigh design standards, details & specifications reference: CORPUD Handbook, current edition.
- Utility separation requirements:
  - A distance of 100' shall be maintained between sanitary sewer & any private or public water supply source such as an impounded reservoir used as a source of drinking water. If adequate lateral separation cannot be achieved, furnish sanitary sewer line shall be installed & installed to satisfy specifications. However, the minimum separation shall not be less than 20' from a private well or 50' from a public well.
  - When installing water & sewer mains, the horizontal separation between utilities shall be 10'. If the separation cannot be maintained due to existing conditions, the separation allowed is the water main in a separate trench with the elevation of the water main at least 18" above the top of the sewer & must be approved by the Public Utilities Director. All distances are measured from outside diameter to outside diameter.
  - Where it is impossible to obtain proper separation, or where a sanitary sewer passes over a watermain, DIP materials or seal/encasement extended 5' on each side of crossing must be specified & installed to watermain encasement.
  - 5/2" minimum horizontal separation is required between all sanitary sewer & storm sewer facilities, unless DIP materials is specified for sanitary sewer.
  - Maintain 18" min. vertical separation at all watermain & RCP storm drain crossings; maintain 18" min. vertical separation at all sanitary sewer & RCP storm drain crossings. Where adequate separations cannot be achieved, specify DIP materials & concrete grade having 18" min. clearance per CORPUD details W-41 & S-41.
  - All other underground utilities shall cross water & sewer facilities with 18" min. vertical separation required.
- Any necessary field revisions are subject to review & approval of an amended plan for review by the City of Raleigh Public Utilities Department prior to construction.
- Developer shall provide 15 days advance notice to owner for any work required within an existing City of Raleigh Utility Easement traversing private property.
- Contractor shall maintain continuous water & sewer service to existing residences & businesses throughout construction of project. Any necessary service interruptions shall be provided by a 24 hour advance notice to the City of Raleigh Public Utilities Department.
- 3/2" minimum cover is required on all water mains & sewer force mains, 4/2" minimum cover is required on all reuse mains.
- It is the developer's responsibility to relocate or remove existing water & sewer services not being used in redevelopment of a site unless otherwise directed by the City of Raleigh Public Utilities Department. This includes abandoning, too at main & removal of service from ROW or assessment per CORPUD Handbook procedures.
- Install 12" copper water services with meters located at ROW or within a 2' x 2' Wet/Dry Flooded Easement immediately adjacent. NOTE: It is the applicant's responsibility to properly size the water service for each connection to provide adequate flow & pressure.
- Install 4" PVC sewer services @ 1.0% minimum grade with cleanouts located at ROW or easement line & spaced every 75 linear feet maximum.
- Pressure reducing valves are required on all water services exceeding 80 psi backwater valves are required on all sanitary sewer services having backing service lower than 1.0' above the next upstream manhole.
- All environmental permits applicable to the project must be obtained from NCDOW/USACE for FEMA for any portion of the project located in flood hazard areas (flooded areas) prior to construction.
- NCDOT / Railroad Encroachment Agreements are required for any utility work (including main extensions & service taps) within state or railroad ROW prior to construction.
- Grease Interceptor / Oil Water Separator sizing calculations & installation specifications shall be approved by the CORPUD FOG Program Coordinator prior to issuance of a Building Permit. Contact Stephen Caldwell at (919) 996-2334 or Stephen.Caldwell@raleighnc.gov for more information.
- Cross-connection control protection devices are required based on degree of health hazard involved as listed in Appendix-B of the Rules Governing Public Water Systems in North Carolina. These guidelines are the minimum requirements. The designer shall meet American Society of Sanitary Engineering (ASSE) standards or for the University of Southern California approval kit. The devices shall be installed and tested (both initial and periodic testing thereafter) in accordance with the manufacturer's recommendations or the local on-construction control program, whichever is more stringent. Contact Joanne Hanley at (919) 996-5923 or joanne.hanley@raleighnc.gov for more information.

#### ATTENTION CONTRACTORS:

The Construction Contractor responsible for the extension of water, sewer, and/or reuse, as depicted on these plans, is responsible for obtaining the PUBLIC UTILITIES DEPARTMENT at (919) 996-2400, and the PUBLIC UTILITIES DEPARTMENT at (919) 996-2400 at least 15 days before beginning any of their construction.

FAILURE to notify such City Departments in advance of beginning construction, will result in the issuance of monetary fines, and require reimbursement of any water or sewer facilities not required as a result of the notification failure.

FAILURE to call the inspection, install a Downstream Plug, have Permitted Variation (by photo, or any other Variation) CITY OF RALEIGH STANDARDS at least in a 2' x 2' Wet/Dry Flooded Easement from future work in the CITY OF RALEIGH.



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#### LEGEND

EX PROPERTY LINE	---
PROP LOT LINE	---
PROP SETBACK	---
CURB	---
EX WATER	---
EX SANITARY SEWER	---
PROP UTILITY EASEMENT	---
EX TOPOGRAPHY	---
EX CONTOUR ELEVATION	264
EX WATER METER	□
EX SANITARY CLEAN OUT	○
EX SANITARY MANHOLE	○ S
EX WATER VALVE	⊗
EX FIRE HYDRANT	⊗
EX SIDEWALK	---

#### GRADING, STORMDRAIN, & UTILITY PLAN

Revision	Number	Description	Date
1	1	Per City Comments	1/18/23
2	2	Per City Comments	02/06/23

JAECO F-0289  
DRAWING SCALE: 1"=10'  
DRAWN BY: CC  
CHECKED BY: TT  
DATE ISSUED: 01/22

**C-3**