



Administrative Action

Preliminary Subdivision Cluster Unit Development

City of Raleigh
Development Plans Review Center
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Raleigh, NC 27602
(919) 516-2626
www.raleighnc.gov

Case File / Name: S-12-10 / Belmont Hall Cluster – Re-submittal

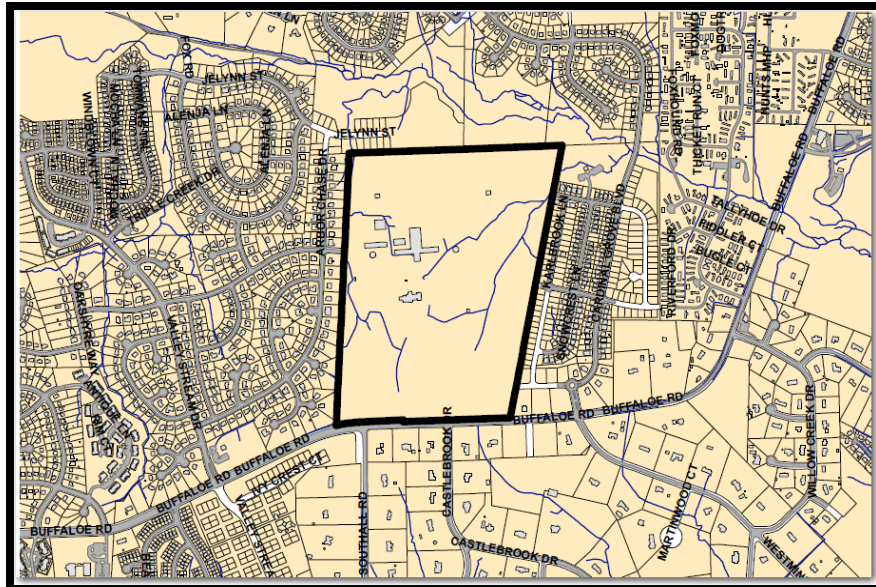
General Location: Located on the North side of Buffalo Road, south of its intersection of Southall Road and Castlebrook Drive, inside the city limits

CAC: Northeast

Nature of Case: Subdivision of 99.06 acres into 194 single family cluster lots, 1 recreation site and 5 open space lots in 5 phases. Phases 1 - 4 have a total of 72.35 acres. Phase 5 will be reserved for future development of 26.21 acres. The property is split zoned Residential-4 CUD and Residential-6 CUD.

S-86-06 Belmont Hall Cluster Subdivision was approved by staff on 8/28/07. The approval was for 172 single family lots. S-12-10 approval will add 22 single family dwellings and reduces the originally approved number of 6 phases to 5 phases and reduces open space lots from 6 to 5 lots.

Contact: Hugh J Gilleece and Associates



S-12-10 Belmont Hall Cluster Re-submittal – site map

SUBJECT: S-12-10 Belmont Hall Cluster - Revision

CROSS-REFERENCE: S-86-06 & Z-33-05

LOCATION: Located on the North side of Buffalo Road, south of its intersection Southall Road and Castlebrook Drive, inside the city limits

REQUEST: This request is to approve a cluster unit development consisting of 194 single-family lots, on a 99.06 acre tract, zoned R-4 CUD and R-6 CUD. The overall residential density for phase 1-4 is 2.68 units per acre. A total of 72.35 acres in phases 1-4 is being approved. The remaining 26.21 acres is being reserved for future development and will require subdivision approval. The minimum lot size for single-family lots is 6,534 square feet for R-4 CUD and 4,356 square feet for R-6 CUD. There is a total of 35.03 acres in the R-4 CUD zoning and 63.53 acres in the R-6 CUD zone.

OFFICIAL ACTION: Approval with conditions

CONDITIONS OF APPROVAL:

Prior to issuance of a land disturbing permit for the site:

- (1) That prior to the issuance of a grading permit, the final tree conservation plan must be approved by the Forestry Specialist in the Inspections Department. The plan must show metes and bounds descriptions of all tree conservation areas, and tree protection fence around all tree conservation areas. Tree protection fence must be located in the field and inspected by the Inspections Department. A copy of the approved plan is placed on file in the Planning Department;
- (2) That as the developer purposes to disturb a designated riparian buffer for the purpose of a street crossing, as shown on the preliminary plan, the North Carolina Division of Water Quality shall approve the disturbance of the riparian buffer before any grading or approval of construction drawings, (whichever first occurs) and evidence of such approval shall be provided to the Stormwater Engineer in the Public Works Department, and a written watercourse buffer permit is thereby issued by the Inspection Department before commencement of work (per code section 10-9044(a));
- (3) That a stormwater control plan with a stormwater operations and maintenance manual and budget shall be approved by the Stormwater Engineer in compliance with Part 10 Chapter 9, including the designation of buffer areas and open space areas for stormwater purposes prior to grading or the approval of construction drawings, whichever event comes first;
- (4) That prior to the issuance of a grading permit, the final tree conservation plan must be approved by the Forestry Specialist in the Inspections Department. The plan must show metes and bounds descriptions of all tree conservation areas, and tree protection fence around all tree conservation areas. Tree protection fence must be located in the field and inspected by the Inspections Department. A copy of the approved plan is placed on file in the Planning Department;

- (5) That prior to the issuance of a grading permit or building permit a tree protection plan is approved by the Site Review Specialist in the Inspections Department for trees located within the 50' Neuse Riparian Buffer;

Prior to Planning Department authorization to record lots:

- (6) That as the developer has chosen to offset a portion of nitrogen export load limitation by paying monies to the North Carolina Ecosystem Enhancement Program (NCEEP) in accordance with Nitrogen reduction requirements of Section 10-9022, this payment shall be made to NCEEP and verification of the amount of payment shall be provided to the City of Raleigh Stormwater Engineer;
- (7) That since construction drawings have been approved under S-86-06, that revised construction plans for public improvements to reflect S-12-10 be approved by the Public Utilities Department and the Public Works Department;
- (8) That a 15x20 foot transit easement located on Buffaloe Road be approved by the Transit Planner in the Public Works Transportation Department, be shown on all maps for recording, and that a transit easement approved by the City Attorney is recorded with the local County Register of Deeds. That the recorded copy of this transit easement be provided to the Planning Department within 14 days of authorization of lot recording. If a recorded copy of this easement is not provided to the Planning Department within the 14 day period, further plat recordings and building permits authorization may be withheld;
- (9) That a tree conservation map be recorded with metes and bound showing the designated Tree Conservation Areas and shall be in compliance with Code section 10-2082.14;
- (10) That a demolition permit be issued by the Inspections Department and this building permit number be shown on all maps for recording;
- (11) That prior to recording of lots in phase 2, the applicant submit a cumulative map showing all lots, open space, and public rights-of-way that have been recorded to date along with subdivision case numbers, and a table showing the total units approved in each phase, total and net acreage in each phase, zoning districts and open space allocated for each phase, recorded book and page numbers of required legal documents including amendments and successive annexations to each phase, number of units transferred, and total of all units, acres, and open space for the entire cluster unit development;
- (12) That the 45' protective yard, along the western property line as shown on the preliminary plan, be shown on all maps for recording;
- (13) That the 30' perimeter yard, along the northern property line as shown on the preliminary plan, be shown on all maps for recording;
- (14) That the 20' perimeter yard, as shown on the preliminary plan, be shown on all maps for recording;
- (15) That 90' – 110' in width of right of way along Buffaloe Road be dedicated to the City of Raleigh and a copy of the recorded plat be provided to the Site Review Specialist in the Inspections Department at permit review;

- (16) That as stormwater control facilities are to be owned and maintained by a property owners' association, the City's three party form "Stormwater Replacement Easement and Access Maintenance Agreement and Replacement Contribution" (Installment or Lump Sum payment version) shall be completed and executed by the developer, the property owners' association and given to the City of Raleigh Planning Department for signature of the City Manger. Following the signatures of the City, the developer shall record the Stormwater Agreement with the local county Register of Deeds. A recorded copy of the Stormwater Agreement shall be given to the Stormwater Engineer in the Public Works Department within (14) days of plat recording . No building permit will be issued until a recorded copy of the drainage easement is provided to the Inspections Department;
- (17) That as this subdivision plan creates lots less than one acre in size, stormwater control measures are required to be shared among all lots, and said stormwater control measures shall be owned and maintained by a homeowners association for which all lot owners shall be a member. The homeowners' legal documents shall be prepared in accordance with Raleigh City Code Section 10-3071 through 10-3074 and 10-9027(b), and the City Attorney shall either actually approve the homeowners' legal documents or a certificate be submitted to the City Attorney from the attorney who prepared the homeowner legal documents state that the declaration of covenants contains all of the provisions of the Raleigh City Code Requirements set forth in City form Article.
- (18) That a final detailed landscape plan showing street yards in accordance with 10-2082.5 be submitted/stamped and approved by the Site Review Specialist in the Inspection Department and a stamped approved copy is placed on file in the Planning Department;
- (19) That riparian buffers, in accordance with the preliminary plan and the State of North Carolina regulations, shall be shown on plats for recording along with a note stating "The areas shown on the recorded plat identified as Neuse River Riparian Buffer shall be maintained in perpetuity in their natural or mitigated condition, No person or entity shall fill, grad, excavate, or perform any other land-disturbing activities; nor cut, remove, or harm any vegetation; nor construct any structures nor add any additional impervious surface, nor allow animal grazing or water or any other agricultural use on such protected areas without written authorization from NC Division of Water Quality in accordance with the Riparian Buffer Protection Rules (15A NCAC 2B.0233 or .0259).". This covenant is to run with the land, and shall be binding on the Owner, and all parties claiming under it;
- (20) That the following note be shown on all maps for recording: A minimum finished floor elevation will be required for all lots along the floodplain boundary.
- (21) That flood prone areas, as approved by the City Stormwater Engineer, are shown on the preliminary plan and shall be shown on the recorded map;
- (22) That all blue line features (as shown on the USGS map and the SCS Wake County Soil Survey map) on the property will be required to be shown on all recorded maps. All buffers associated with the blue line features shall be shown on the plat unless evaluation/documentation from DWQ is provided stating that the feature no longer exists on the site and, therefore, the buffer does not exist;

- (23) That all stormwater control measures and means of transporting stormwater runoff to and from any nitrogen and stormwater runoff control measures shall be shown on all plats for recording as private drainage easements and the plats shall contain the following note: "All private storm drainage easements & stormwater measures will be maintained by the homeowner association."
- (24) That as this subdivision plan creates lots less than one acre in size, stormwater control measures are required to be shared amount all lots, and said stormwater control measures shall be owned and maintained by a homeowners association for which all lot owners shall be a member. The legal documents establishing the association and its powers shall be prepared in accordance with the requirement of N.C.G.S Chapter 47F and the Raleigh City Code. The stormwater management documents required by Code section 10-9027 must be on forms provided by the City, be completed per their instructions, and be submitted to the Planning Department for review ahead of recording,

Prior to issuance of building permits in the Inspections Department:

- (25) That all conditions of Z-33-05 shall apply and shall be satisfied.

I hereby certify this administrative decision.

Signed: (Planning Dir.) Mitchell Lohm (C. Lohm) Date: 8-19-10

Staff Coordinator: Jacque Baker

SEE LAST PAGE FOR IMPORTANT INFORMATION ON THE NEXT STEP IN THE SUBDIVISION PROCESS.

FINDINGS: City Administration finds that this request, with the above conditions being met, conforms to Chapter 2, Part 10, Sections 10-2017 & 10-2019 Chapter 3, Part 10, Sections 10-3001-3071-3074. This approval is based on a preliminary plan dated 6/30/10, owned by Buffalo Partners LLC, submitted by Hugh J. Gilleece and Associates.

ADDITIONAL NOTES: The Northeast CAC reviewed Belmont Hall on June 10, 2010 per Z-33-05.

CLUSTER STANDARDS:

ZONING DISTRICTS:

Residential-4 CUD & Residential-6 CUD.
Ordinance (2005) 890 ZC 574 Effective 9/6/05.

1. The maximum allowable density for the property shall be 400 units. No more than 40% of the dwellings may be other than single family detached.
2. Uses shall be restricted to the following:
 - Single family detached dwelling units
 - Townhouse development
 - Residential accessory uses and structures
 - Recreational uses related to residential development
 - Home occupation and limited home business (Board of Adjustment Approval Required)
 - Cluster unit development
 - Utility services substation
 - Other uses typically associated with residential development
3. The following conditions shall apply to the frontage along Buffalo Road.
 - a. A continuous 150' wide open space/yard shall be established along the right-of-way of Buffalo Road where only landscaping, lighting, fence/walls, entry

features, signs, and street crossings may occur. This area shall be irrigated and may contain items listed in 3.a above.

- b. A street and single family detached lots shall be developed adjacent to the 150' open space from Southall Road eastward.
 - c. Any neighborhood recreation structures such as clubhouse, swimming pool, playgrounds, etc. shall not be located closer than 350' to the future right-of-way of Buffalo Road.
Any lot within this area and within 250' of the future right-of-way of Buffalo Road shall be a minimum of 110' wide at the building line and 16,000 square feet in area. Any lot within this area and within 400' of the future right-of-way of Buffalo Road shall be a minimum of 12,000 square feet in area. The first row of lots in this area shall contain dwellings that are oriented such that a front or side elevation faces Buffalo Road.
 - d. Within the area described above and within 400' of Buffalo Road, one story dwellings shall contain a minimum of 2200 heated square feet in area and dwellings greater than one story shall contain a minimum of 2800 heated square feet. Said dwellings shall contain a minimum of a two-car garage. Garage doors shall not face Buffalo Road except that if a third garage door is provided then one garage door may face Buffalo Road.
4. The following conditions shall apply to the property along the western property line, adjacent to Winchester Subdivision.
- a. If Southall Road is developed as a Thoroughfare (or any street equal to or greater than thoroughfare status) per the City of Raleigh Thoroughfare Plan then the following be provided:
 - 1) A forty foot protective yard (active tree preservation) shall be provided along the western boundary of the property. If no lots are proposed between Southall Road and the western property line then a 90' minimum and 120' average setback will be provided to the right-of-way of Southall Road. A 30' Type C transitional protective yard located within the 40' protective yard shall be installed consisting of 7 trees per 100 linear feet and 55 shrubs per 100 linear feet and supplemented with a staggered row of evergreen trees with an average spacing of 10' on center (10 trees per 100 linear feet). Said evergreen trees shall be installed at 8' in height and consist of Leyland Cypress, Eastern Red Cedar, Arborvitae, Holly, Cryptomeria or similar locally adapted species that will attain an ultimate height of 30'. In the area between Windmere Chase Drive and a point 600' from Buffalo Road where no trees currently exist, an earthen berm of at least 6' – 8' in height (with no maximum) measured from the existing grade of the western property line, shall be installed. The above planting standards shall be incorporated on the sides and top of the berm.
 - 2) Any lot developed along Southall Road and abutting the western property line from Buffalo Road to Windmere Chase Drive shall be at least 14,000 square feet in area and a minimum of 90' wide. One store dwellings shall contain a minimum of 1850 heated square feet and dwellings greater than one story shall contain a minimum of 2000 heated square feet. Said dwellings shall contain a two-car garage with front or side access. No individual driveway access will be permitted on Southall Road. All dwellings and structures shall be setback a minimum of 65'

from the western boundary of the tract (the eastern property line of Winchester Subdivision).

- 3) Pending approval by the Transportation Department Windmere Chase shall be extended to Southall Road and terminate in a "T" intersection with Southall Road.
 - 4) No attached dwellings shall be located closer than 300' of the western property line along Winchester Subdivision.
- b. If Southall Road is not developed as a Thoroughfare (or any street equal to or greater than thoroughfare status) then the following shall apply.
- 1) A 30' protective yard (with active tree preservation) shall be provided along the western property line where trees exist. Landscape plantings equal to a 30' Type C transitional protective yard shall be installed (7 trees & 55 shrubs per 100 linear feet). A continual row of shrubs shall be installed adjacent to the rear property line of the proposed lots and within the 30' yard.
 - 2) Any lot within 100' of the western property line between Buffalo Road and Windmere Chase Drive shall be at least 14,000 square feet in area and a minimum of 90' wide at the building line. Any lot within 100' of the western property line north of Windmere Chase Drive shall be at least 12,000 square feet in area and have a minimum lot width of 80' at the building line. All dwellings and structures shall be set back a minimum of 65' from the western boundary of the tract (the eastern property line of Winchester Subdivision). One story dwellings shall contain a minimum of 1850 heated square feet and dwellings greater than one story shall contain a minimum of 2000 heated square feet. Said dwellings shall contain a two-car garage with front or side access.
 - 3) No attached dwellings shall be located closer than 300' of the western property line along Winchester Subdivision.
5. The following conditions shall apply to various dwelling units:
- a. Single family detached dwellings shall have raised foundation walls with crawl spaces. Exterior foundation walls shall consist of brick or stone (cultured & real).
 - b. Exterior skin materials for single family detached dwellings shall consist of brick, stone (cultured & real), wood and hardiplank siding, and wood and hardiplank shakes.
 - c. At least 50% of the detached dwelling on lots within the first 250' of the future right-of-way of Buffalo Road shall have a masonry (brick, stone, cultural stone, etc.) front elevation. At least 25% of the detached home on lots within the first 400' of the future Buffalo Road shall have a masonry (brick, stone, cultural stone, etc.) front elevation. Within any R-4 zoned area not covered above at least 10% of all detached dwellings shall have a masonry (brick, stone, cultural stone, etc.) front elevation.
 - d. The minimum roof pitch for single family dwellings (main portion of roof) shall be 8/12.
 - e. The minimum heated floor area for single family detached homes, not covered above, shall be 1800 square feet.

- f. The minimum heated floor area for townhouses shall be 1200 square feet.
 - g. The maximum number of attached townhouses in one building shall be seven (7).
 - h. The maximum height of townhouse buildings shall be three stories or 38'.
 - i. As a minimum each single family detached lot shall be landscaped with the following:
 - 1) two shade trees @ 2-1/2 – 3" caliper (min.)
 - 2) one small or flowering tree @ 1-1/2 – 2" caliper (min.)
 - 3) ten foundation shrubs @ 18' in height (min.)
 - 4) Front yard of lots less than 9,000 square feet shall be sodded.
 - j. Streets serving single family detached dwellings shall have 6" high City of Raleigh standard curbs.
 - k. Only single family detached dwellings shall be constructed in the acreage zoned R-4.
6. Prior to subdivision approval or the issuance of any building permit, whichever shall first occur, the owner of the property shall deed to the City a transit easement measuring twenty (20) feet long adjacent to Buffaloe Road by fifteen (15) feet wide to support a bus stop for future transit services in the area. The location of the transit easement shall be approved by the Transit Division of the City and the City Attorney shall approve the transit easement deed prior to recordation. Such easement shall be located as far east on Buffaloe Road as practicable and per City approval.
7. Reimbursement for future right-of-way dedication shall be made at Rural Residential values.
8. Except for street lighting associated with public thoroughfares and public residential streets all site lighting fixtures shall be a maximum of 25 feet in height.
9. Pending approval of the Transportation Department and the NC DOT no access to the development shall be located aligning with Castlebrook.
10. Subdivision plans and/or site plans shall be submitted to the Northeast CAC for information purpose and input during the normal administrative review process.
11. A 20' protective yard shall be established on the eastern property line adjacent to Stowcroft subdivision. Where no trees exist an earth berm 3-5' in height (no maximum) shall be installed and planted with 4 trees and 25 shrubs per 100 linear feet.
12. The open space along Buffaloe Road and the public street and lots bordering it will be developed in the first phase of development with the possible exception of the Southall Road frontage. Building permits for 50% of the homes adjoining the open space will also be obtained in the first phase.

DEVELOPMENT

DENSITY: The number of units allowed in this zoning district per Z-33-05 is 400 buildable units. The proposed plan contains 194 units in phases 1-4. The residential density for phase 1- 4 is 2.68 units per acre. There is 35.03 acres in the R-4 CUD for a density of 2.08 units per acre. There is 63.53 acres in the R-6 CUD for a density of 4.41 units per acre. Phase 5 will be approved as a separate phase but the overall development will not exceed 400 units.

PHASING: There are 5 phases in this development. Phases 1- 4 are being approved now, and phase 5 will receive preliminary approval at a later date. The sunset date will apply only to the phases approved now. The overall density and open space for existing phases approved to date collectively conform to the zoning district. The first phase in this development is 28.61 acres and does not require restrictive covenants to be placed on the remainder of the cluster in accordance with 10-3071(b)(9)b.

LOTS / SETBACK: The minimum lot size allowed this cluster is 6,534 square feet for R-4 CUD zone and 4,356 square feet for R-6 CUD zone. The aggregate side yard setback is 15'. There shall be no less than 5' of side yard setback on any lot in this development.

BLOCK LAYOUT: The proposed street layout conforms to City Code, providing for efficient circulation of traffic within the entire neighborhood area. The maximum block length in this development meets the 1500-foot standard as noted in the Streets, Sidewalk and Driveway Access Manual. No dead end street in this development exceeds 800 feet in length.

OPEN SPACE: Open space conforms to minimum requirements in Raleigh City Code Section 10-2103(d). 10% or 7.23 acres required for phases 1- 4, 14% or 15.01 acres of managed open space is provided, phase 5 will provide managed open space once the phase has been submitted for approval. Open space quotient required = 75, provided = 273. Open space meets the standards for topography (a maximum average slope of 8% for the lesser of 1/3 or two acres of the required open space). The subdivision is not divided by a thoroughfare.

LANDSCAPING: The preliminary street yard landscaping in conformity with Section 10-2082.5 is shown.

TREE CONSERVATION: A total of 3.76-acres or 3.81% of tree conservation is being provided.

COMPREHENSIVE PLAN:

GREENWAY: There is no greenway on this site.

THOROUGHFARE / COLLECTOR PLAN:

Dedication of right-of-way and construction of the following streets are required by the Thoroughfare and Collector Street Plan:

Street	ROW	Construct	Slope Esmt.
Buffaloe Road	½ of 90' -110'	½ 65' b/b with 5' sidewalk	N/A

Additional right-of-way to be dedicated is reimbursable under the facility fees program. Reimbursement for future right-of-way dedication shall be made at Rural Residential values per Z-33-05.

TRANSIT: The following transit-oriented features of this site are incorporated into the proposed plan: 15'x20' transit easement along Buffaloe Road is required.

URBAN FORM: This site is located in the Northeast CAC. Subdivision plan meets applicable Comprehensive Plan policies and guidelines.

**SUBDIVISION
STANDARDS:**

- PUBLIC UTILITIES:** City water and sewer services are available. The subdivider is responsible for installation of all lines necessary to provide service to this site.
- SOLID WASTE:** Refuse collection is to be provided based on the standards in the Solid Waste Manual.
- CIRCULATION:** Proposed street improvements shall conform to City construction standards.
- PEDESTRIAN:** Proposed sidewalk locations conform to City regulations.
- FLOOD HAZARD:** There are flood hazard areas on this site is required to be shown on all maps for recording.

**STORMWATER
MANAGEMENT:**

This site is subject to stormwater management zoning conditions that require that runoff be held to no more than that expected for R-4 development for the 2 and 10-year storms. Retention / detention facilities are shown on the preliminary plat.

PAYMENT TO NCDENR

This project has chosen to offset a portion of nitrogen load limitations by paying monies to the North Carolina Department of Environment and Natural Resources fund. [10-9022(c)].

RIPARIAN BUFFER DISTURBANCE

The developer proposes to disturb a designated riparian buffer for the purpose of a street crossing, the North Carolina Division of Water Quality shall approve the disturbance of the riparian buffer and evidence of such approval shall be provided to the Conservation Engineer in the Public Works Department.

SHARED FACILITIES / LEGAL DOCUMENTS/ AGREEMENTS

Lots less 2 acres - This subdivision plan creates two lots less than one acre in size, stormwater control measures are required to be shared among the all lots and a drainage easement is required. The drainage easement shall include a maintenance covenant prepared and recorded in accordance with section 10-9027 (b), and the attorney who prepared this legal document shall certify in writing to the Raleigh City Attorney that the maintenance covenant is in accordance with Raleigh City Code requirements.

Cluster - This development is a cluster unit development and contains shared stormwater control measures to be owned by a property owners' association.

Legal documents shall be prepared in accordance with Raleigh City Code sections 10-3071 to 10-3073. In addition, a Maintenance Covenant shall be prepared and recorded in accordance with Section 10-9027.

Replacement - A "Stormwater Replacement Easement and Access Maintenance Agreement and Replacement Contribution" (Installment or Lump Sum payment version form, as required by Section 10-9027(c), shall be completed between the developer, the property owners' association and the City, recorded, and returned to the Conservation Engineer within 14 days of recording.

**WETLANDS
/ RIPARIAN
BUFFERS:**

Neuse River riparian buffers are required on this site.

STREET NAMES:

1 new street name approval is required for this development. A street name application has not yet been approved. All proposed names must be approved by the City and by Wake County prior to recording.

**OTHER
REGULATIONS:**

Developer shall meet all City requirements, including underground utility service (§10-3059), flood protection measures (Part 10, Chapter 4), and the soil erosion ordinance (Part 10, Chapter 5), unless specifically varied by this approval.

SUNSET DATES:

If significant lot recording 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: 8/18/2013

Record at least ½ of the land area approved.

5-Year Sunset Date: 8/18/2015

Record entire subdivision.

WHAT NEXT?:

- MEET ALL CONDITIONS OF APPROVAL.
- COMPLETE CONSTRUCTION DRAWINGS FOR ANY PUBLIC IMPROVEMENTS Streets, Utility lines to be owned and maintained by the City. and submit them to the Development Plans Review Center for approval.
- HAVE A REGISTERED SURVEYOR PREPARE FINAL PLATS FOR RECORDING. These also must be submitted to the Development Plans Review Center for authorization signature prior to recording with the Wake County Register of Deeds.
- MEET THE REQUIREMENTS OF THE SUNSET THRESHOLDS AS NOTED ABOVE.

**FACILITY FEES
REIMBURSEMENT:**

If oversized street construction takes place, or greenway or oversized public street right-of-way is conveyed to the public, the owner is responsible for application to the City for reimbursement allowed by Code. Reimbursement takes place twice a year in January and July; a written request must be filed with the

Planning Department for greenway and street right-of-way; and in the Engineering Department for street construction; by the first working day in November and May each year.