

STAFF REPORT

TO: Board of Aldermen

DATE: September 25th, 2007

PROJECT: Conditional Use Permit for Matthews Family Building located at 609 Highway 54 West.

APPLICANT: Bud Matthews
205 Severin Street
Chapel Hill, NC 27516

OWNER: W3W, LLC
205 Severin Street
Chapel Hill, NC 27516

PURPOSE: Requesting a Conditional Use Permit for two commercial buildings at 609 Hwy. 54 West. The 1st building is an existing one-story masonry building that is 3,200 square feet in size. The 2nd building will be 3,000 square feet prefab metal-type building.

EXISTING ZONING: B5- Watershed Commercial

TAX MAP NUMBER: 7.113.B.22

LOCATION: 609 Highway 54 West

TRACT SIZE: 2.08 acres/90,797 square feet

EXISTING LAND USE: Vacant- existing masonry building on-site

PROPOSED LAND USE: Use# 3.120, 2.120, 2.130, 2.220, 2.230 & 3.220

SURROUNDING LAND USES: North: Street Right-of Way
South: WR- Single Family Residence
East: B5- Vacant
West: WR- Single Family Residence

ZONING HISTORY: B5, since 1983

**RELEVANT
ORDINANCE
SECTIONS:**

Section 15-54- Special Use Permits and Conditional Use Permits.

Section 15-316, 317 & 318- Retention and Protection of Trees.

Section 15-262 & 15-263- Drainage, Stormwater Management.

Analysis

Background

Bud Matthews, applicant is requesting a Conditional Use Permit for the property located at 609 Highway 54 West, further identified as Orange County Tax Number 7.113.B.22.

The existing vacant one-story masonry type building that is 3,200 square feet will be renovated and the second building that is a metal type prefabricated building will be 3,000 square feet in size. This building will be constructed as Phase II.

The proposed uses will consist of the following: #3.120- office, #2.120- low volume retail, #2.130- wholesale sales, #2.220- retail with low volume traffic, #2.230- wholesale sales, #3.220- operation to attract little traffic.

Traffic, Parking and Sidewalk

Traffic:

The property is presently being served by two gravel driveways that connect to Highway 54. The applicant is proposing abandoning the existing two driveways and installing a new driveway that will be thirty (30) feet in width and paved. This new driveway will provide easier access for delivery trucks.

The applicant has not conducted a full traffic study for the proposed project, but has submitted a traffic impact study (**see attachment D**). The applicant has stated that this business will be for his heating/cooling business and that his employees will arrive in the morning for their job assignment. Once they receive their job assignment, they will not return to the business till the next morning. There will little to no on-site sales at the business location.

Parking:

Parking for the site will be provided by a total of sixteen (16) parking spaces consisting of: twelve (12) standard parking spaces, three (3) compact parking spaces and one (1) van accessible handicap parking space.

Staff has reviewed the parking requirements per Section 15-291(g) "Table of Parking Requirements" and applied the parking standard of one (1) space per 400 square feet. With this parking ratio, a minimum of sixteen (16) parking spaces would be required for this project.

The applicant has provided for the sixteen (16) parking which consists of: twelve (12) standard parking spaces, three (3) compact spaces and one (1) van accessible handicap space.

A loading area (12' by 55') will be placed in the rear of vacant/renovated building. Additionally, a loading dock (10' by 10') will be placed on the southern side of the pre-fabricated building.

The applicant has chosen not to install a bike rack at this proposed development. Little to no on-site sales will take place with this proposed development, so the need for a bike rack is unnecessary.

Sidewalks:

No sidewalks are proposed to be installed in the front area of the proposed development.

Conclusion:

The proposed CUP complies with all provisions of the LUO related to traffic and parking.

Tree Protection, Screening and Shading

Tree Protection

Section 15-316 of the LUO specifies that all trees greater than 18 inches in diameter or any specimen trees must be preserved, to the extent practicable. The applicant has identified a total of fifteen (15) trees greater than 18 inches in diameter with a total of ten (10) of these trees to be removed for building placement, parking, bio-retention basin etc. Of those ten (10) trees to be removed, nine (9) of them are pine trees that range in size from eighteen to nineteen inches in diameter. The tenth tree to be removed will be a sycamore tree that is twenty (20) inches in diameter.

Screening

An examination of the screening requirements of Section 15-308 of the LUO reveals the type of screening required for this project. Specifically, a "Type C" screen must be provided for along Highway 54 (northern property line). To provide for the "Type C" screening along the northern property line, the applicant has proposed a combination of Red Maple, Eastern Redbud and Fringe Tree.

To provide for the "Type A" screening along the western property line, the applicant intends to leave the existing trees- in essence, this will leave a vegetated area of approximately 170 feet between the proposed metal fabricated building the western property line.

To provide for the "Type A" screening along the southern property line, the applicant intends to retain a majority of the medium hardwood and pine mixture along this property line. Additionally, the applicant will install combination of English laurel backed by American holly along the area where the bio-retention spill outlet will be located.

No screening is required along the eastern property due to this area being zoned Watershed Commercial also.

Shading

Section 15-317 of the LUO requires that 20% of all vehicle accommodation areas be shaded with shade trees complying with the recommendation of Appendix E-10. The applicant is required to provide a minimum of 1,930 square feet of shaded area and is surpassing this with providing 2,310 square feet of shading within the parking lot. The 2,310 square foot shading within the parking area will be provided by two Southern Magnolias and one Red Maple.

Conclusions:

The proposed CUP complies with all provisions of the LUO related to tree protection, screening and shading.

Drainage/Impervious Surface, Grading, and Erosion Control

Drainage/Impervious Surface:

The applicant has placed one bio-retention basin along the southern property line in order to meet the water quality/quantity provisions of the LUO.

Additionally, this bio-retention basin is meeting Section 15-266(a) of the LUO. This section of the LUO requires that commercial development to not exceed twenty-four (24) percent impervious surface and the developments exceeding six (6) percent impervious surface to have stormwater techniques to retain/treat the first one inch of rainfall running off all impervious surfaces of the lot.

The existing site has an impervious surface total of 7,018 square feet (3,278sq. ft for the building, 3,740 sq. ft. for the gravel lot) and the proposed impervious surface with the new parking lot, prefabricated building etc. will be 17,589 square feet. This will create an impervious surface for the 2.08 acre lot of nineteen (19) percent. Per Section 15-266(a) of the LUO, allows an impervious surface limitation of twenty-four (24) percent is allowed- this project being below that threshold.

In brief, all stormwater associated with the renovated building, new building and parking lot will be captured and routed towards the bio-retention basin for treatment in order to meet the requirement of Section 15-266(a) of the LUO.

Grading:

Grading for the lot will be minimal due to the lot being relatively flat. Town staff and the Town Engineer have reviewed the proposed grading plan and find that it meets the requirements of the LUO.

Erosion Control:

Ren Ivins, of Orange County Erosion Control (OCEC), has indicated to the Zoning Division that the project has received Erosion Control approval.

Conclusions:

The proposed CUP complies with all provisions of the LUO related to drainage, grading and erosion control.

Utilities

OWASA:

The existing vacant building is presently served by OWASA water and sewer. The applicant will continue to use the water and service for the soon to be renovated building. As for the proposed pre-fabricated building, this will be served off the existing sewer service. It should be noted that the extension of public sewer is not permissible within this zoning district per Section 15-238 of the LUO. As stated above, the extension of the sewer service line to the new building is not an extension of the OWASA line.

A new water line will be extended off the service along Highway 54.

OWASA has reviewed the plans and supplied a letter of approval (**see attachment G**).

Electric Services:

The existing overhead electrical service to the vacant building will be retained. This service is being presently served by Duke Energy. The electrical service to the future pre-fabricated building will be placed underground.

Exterior Lighting:

Section 15-242 and Section 15-243 of the LUO deal with exterior lighting requirements. The applicant will be installing three (3) EZ wall mounted 100 watt lights on the building at a height of thirteen (13) feet. According to the foot-candle measurements, all site lighting is in compliance with Section 15-243(d) of the LUO.

There is an existing overhead light located on the eastern property which will be removed.

Refuse:

The applicant has provided a 24 foot by 25 foot dumpster pad area that has been reviewed by the Public Works department. Per a discussion with the applicant, the refuse pickup will be completed by a private company.

Fire Hydrant:

The closest fire hydrant to this development is within 150 feet to the east along Highway 54 West.

Conclusions:

The proposed CUP complies with all provisions of the LUO related to utilities and exterior lighting.

Architecture- Exterior Design

Building Material:

The existing vacant one-story building is constructed of cinder blocks and presently painted. Staff does not know if the applicant intends to repaint the exterior of the building.

The applicant intends to construct a pre-fabricated building of 3,000 square feet in Phase II of the project. The details, such as height, exterior color etc. of the proposed building have not been provided to staff. A generalized "look" of the building has been provided in the details section of the plans.

Staff recommends that this building be reviewed by the Appearance Commission prior to a building permit being issued for its construction.

- The Appearance Commission review the proposed pre-fabricated building prior to a building permit being issued for its construction.

Miscellaneous Issues

Neighborhood Information Meeting:

A neighborhood meeting with all property owners within 1000 feet of the property was not held, but the applicant chose to personally visit the property owners of the homes in close proximity to the proposed develop (see attachment F). According to the applicant, a favorable approval was received by the homeowners.

Recommendation

The administration recommends that the Board of Aldermen approve the Conditional Use Permit to allow two (2) commercial buildings at 609 Hwy. 54 West with the following conditions:

1. That the applicant must obtain a driveway permit from NCDOT prior to construction plan approval.
2. That the Appearance Commission review the proposed pre-fabricated building prior to a building permit being issued for its construction.
3. That the applicant shall provide to the Zoning Division, prior to the release of the Certificate of Occupancy or before the release of a bond if some features are not yet in place at the time of wishing to obtain the Certificate of Occupancy, mylar and digital as-builts for the stormwater features of the project. Digital as-builts shall be DXF format and shall include a base map of the whole project and all separate plan sheets. As build DXF files shall include all layers or tables containing storm drainage features. Storm drainage features will be clearly delineated in a data table. The data will be tied to horizontal controls.
4. That prior to Construction Plan approval, an engineer certify that the impervious surface of the proposed development does not surpass twenty-four (24) percent.

TOWN OF CARRBORO

LAND USE PERMIT APPLICATION

DATE: 20 Nov 2006FEE: \$1,300.90

APPLICANT: <u>Bud Matthews</u>	OWNER: <u>W3M LLC</u>
ADDRESS: <u>205 Severin St</u>	ADDRESS: <u>205 Severin St</u>
CITY/STATE/ZIP: <u>Chapel Hill N.C. 27516</u>	CITY/STATE/ZIP: <u>Chapel Hill N.C. 27516</u>
TELEPHONE/FAX: PHONE: <u>919-929-0203</u> FAX: <u>933-6449</u>	TELEPHONE/FAX: PHONE: <u>919-929-0203</u> FAX: <u></u>
LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER:	TAX MAP(S), BLOCK(S), LOT(S): <u>7.113.B.22 & 7.113.B23</u>
PROPERTY ADDRESS: <u>609 & 611 W. NC 54, Carrboro</u>	PROPOSED LAND USE & USE CLASSIFICATION: <u>3.120 enclosed bldg, Little traffic</u>
PRESENT LAND USE & USE CLASSIFICATION: <u>commercial - vacant</u>	LOT AREA: <u>2.08</u> Acres <u>90797</u> Square Feet
ZONING DISTRICT(S) AND AREA WITHIN EACH (including Overlay Districts): <u>B-5 Watershed Commercial</u>	

# OF BUILDINGS TO REMAIN <u>1</u>	GROSS FLOOR AREA <u>3138</u> square feet
# OF BUILDINGS PROPOSED <u>1</u>	GROSS FLOOR AREA (of proposed building or proposed addition) <u>3000</u> square feet

NAME OF PROJECT/DEVELOPMENT: Matthews Family Building

TYPE OF REQUEST	**INFORMATION REQUESTED (Refer to Attached Key)
SUBDIV. FINAL PLAT / EXEMPT PLAT	1, 18, 19, 21, 23, 31, 33, 34, 36
CONDITIONAL USE PERMIT (CUP)	1, 2, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 32, 34, 35, 36
CUP MODIFICATION	SAME AS CONDITIONAL USE PERMIT (CUP)
SPECIAL USE PERMIT (SUP)	1, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 32, 34, 35, 36
SUP MODIFICATION	SAME AS SPECIAL USE PERMIT (SUP)
ZONING PERMIT (Project)	1, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 29, 30, 32, 34, 35, 36
ZONING PERMIT (Building) Residential Infill & Additions	9, 10, 22, 24, 34, 36 (also see "Building Permit Review - Residences Only" checklist)
SIGN PERMIT	1, 10, 13, 14, 17, 20, 36
VARIANCE	4, 5, 10, 20, 29, 34, 36 Attachment A
APPEAL	4, 5, 36, Attachment B
SPECIAL EXCEPTION	1, 4, 5, 8, 10, 20, 35, Attachment C

APPLICANT: Bud MatthewsDATE: 11-20-06OWNER: Bud Matthews (Member)DATE: 11-20-06

SGI Technical Services
200 North Greensboro Street Suite B-13A
Carrboro, NC 27510
Phone: (919) 942-7612
Fax: (919) 942-3647

17 November 2006

Town of Carrboro
915-A Jones Franklin Road
Raleigh, NC 27606

Attn: Mr. James Thomas

Reference: Traffic Impact Statement
Matthews Family Building CUP 1st Submittal
Carrboro, NC

Dear Mr. Thomas:

The following Traffic Impact Statement is intended to accompany the initial submittal for the Matthews Family Building project, located at 609/611 West NC Hwy 54 in Carrboro.

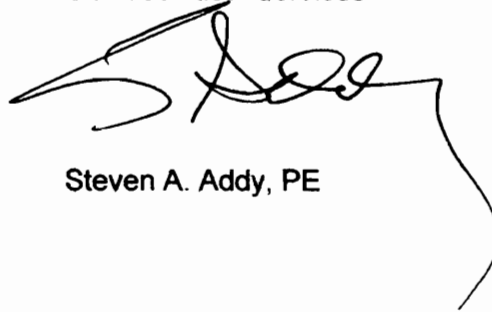
The 2.08 acre Matthews property and an existing ~3,200-sf single-story structure that has not been used in recent years are located on the southern side of West Hwy 54 in Carrboro, NC. The Matthews project, as proposed, consists of up-fits to the existing structure, installation of a storage building of similar size and construction of a paved 16-space parking lot.

Currently, access to the Matthews property is by two gravel driveways that connect to the southern side of NC Hwy 54. For better access and to provide clearance for delivery trucks, a replacement driveway is proposed. Simultaneously, the two existing driveways will be removed and the roadside ditch will be restored. The new 30-ft width driveway will be asphalt paved and will connect the parking area to Hwy 54.

Due to the type of business operation intended for this property, changes to existing traffic volume and flow on Hwy 54 will not be great. Several employees will work at the site during the day and will park personal vehicles on the site. The business has ten-to-fifteen employees who visit the site in their trucks, once per day, five days per week in the morning, to receive a job assignment. Other traffic generating activities include irregular parts deliveries via truck and an occasional retail sale during business hours. No other regular traffic generating activities are anticipated for this development.

If there are any questions or comments or if additional information is necessary, please do not hesitate to contact SGI Technical Services at (919) 942-7612.

Sincerely,
SGI Technical Services

A handwritten signature in black ink, appearing to read 'S. Addy', with a long, sweeping horizontal line extending to the right.

Steven A. Addy, PE

TOWN OF CARRBORO



MEETING FORM TO ACKNOWLEDGE THAT THE APPROPRIATE NOTICE HAS BEEN GIVEN TO THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO:

DUE TO PROPOSED LAND DISTURBING ACTIVITY TO TAKE PLACE ON PROPERTY LOCATED AT:

609 1/2 611 West Mc Hwy 54 Carrboro 27510

TO BE CALLED Matthew's Family Building

AND TAX MAP REFERENCED AS: # 9769-21-9460/7

I, Steven Addy, REPRESENTING Mr. But Matthews 7.113.B.22

SUBMIT THIS NEIGHBORHOOD MEETING FORM TO ACKNOWLEDGE THAT:

[PLEASE CHECK THE APPROPRIATE BOX BELOW.]



A MEETING WAS HELD WITH THE MEMBERS OF THE NEIGHBORHOOD ON

14 June 2007 (See attached)



Residents (including Property Owners and Renters), up to 1000 feet of the property, were notified of the neighborhood meeting.



A MEETING WAS NOTIFIED TO THE MEMBERS OF THE NEIGHBORHOOD.

THIS NEIGHBORHOOD MEETING FORM IS RESPECTFULLY SUBMITTED TO THE TOWN STAFF ON THIS 16 **DAY OF** August **20** 07.

By affixing my signature, I attest to the accuracy of the submitted information.

Signature

SGI Technical Services
200 North Greensboro Street Suite B-13A
Carrboro, NC 27510
Phone: (919) 942-7612
Fax: (919) 942-3647

16 August 2007

Town of Carrboro
301 West Main Street
Carrboro, NC 27510

Attn: Mr. James Thomas

Reference: Matthews Family Building CUP Submittal
Meeting with Neighbors
Carrboro, NC

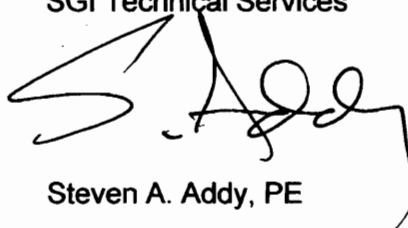
Dear Mr. Thomas:

The following information concerning the proposed Matthews Family Building project is intended as a supplement to the enclosed Town of Carrboro Neighborhood Meeting Form.

On 14 June 2007, site developer/owner Mr. Bud Matthews visited residences at 519 Terrace View Dr. (Mr. Riggsbee), 523 Terrace View Dr. (Mr. Bynum), 603 Terrace View Dr. (Ms. Holeman), 609 Terrace View Dr. (Ms. Cervantes) and 701 Hwy 54 (Ms. Alston). Mr. Matthews introduced himself to the residents, informed them of his intention to develop the referenced property and specifically requested information in regards to any stormwater drainage issues or any other concerns that neighbors may have regarding his proposed development. According to Mr. Matthews, neighbors responded that there were no ongoing drainage problems or other specific complaints.

If there are any questions or comments or if additional information is necessary, please do not hesitate to contact SGI Technical Services at (919) 942-7612.

Sincerely,
SGI Technical Services



Steven A. Addy, PE



BUD MATTHEWS SERVICE, INC.
205 Severin St. • Chapel Hill, NC 27516
(919) 929-0203 • Fax (919) 933-6449

Heating

Air
Conditioning

Attachment F

May 31, 2007

Town of Carrboro
301 West Main Street
Carrboro, NC 27510

Re: 54 West Property

This letter states that there will be no hazardous waste materials at above said referenced property.

Bud Matthews



ORANGE WATER & SEWER AUTHORITY

Quality Service Since 1977

May 9, 2007

Ms. Jane L. Tuohey
Carrboro Zoning Division
301 West Main Street
Carrboro, NC 27510

Re: CUP Review #2 for the Matthews Building – submittal of April 20, 2007

Dear Ms. Tuohey:

Submitted plans for the above named project have been received and reviewed by this office.

OWASA's *Policy for the Extension of Water and Sewer Lines or Connections Thereto in the University Lake Watershed*, as adopted on November 10, 1994, prohibits "the extension of water and sewer facilities and services under its control or connections thereto in the University Lake watershed" It is our understanding that the proposed building will use existing water and sewer service connections that are already legally attached to the OWASA system. Because the project will not require the extension of any OWASA facilities and does not represent a "new" connection to the system, it is not restricted by the policy noted above. It is our further understanding that any plumbing modifications proposed for the "customer side" of the water and sewer connections on this site would be subject to local code requirements as administered by Carrboro's Building Inspection Department.

Sincerely,

Ted Blake
Engineering Associate

c: Todd Spencer – OWASA
Ed Holland - OWASA

SUMMARY SHEET OF STAFF AND ADVISORY BOARD RECOMMENDATIONS

CONDITIONAL USE PERMIT FOR COMMERCIAL DEVELOPMENT AT 609 HIGHWAY 54 WEST

STAFF RECOMMENDATIONS

Staff Recommendations (w/ Advisory Board support where applicable):	<i>Explanation: Staff recommendations, primarily related to LUO compliance, are represented by #s 1-9 below. If an advisory board voted to 'support' the staff recommendation, then such board is listed after staff in the left-hand column.</i>
Recommended by	Recommendations
Staff, TAB, PB, EAB	1. That the applicant must obtain a driveway permit from NCDOT prior to construction plan approval.
Staff, TAB, PB, EAB	2. That the Appearance Commission review the proposed pre-fabricated building prior to a building permit being issued for its construction.
Staff, TAB, PB, EAB	3. That the applicant shall provide to the Zoning Division, prior to the release of the Certificate of Occupancy or before the release of a bond if some features are not yet in place at the time of wishing to obtain the Certificate of Occupancy, mylar and digital as-builts for the stormwater features of the project. Digital as-builts shall be DXF format and shall include a base map of the whole project and all separate plan sheets. As build DXF files shall include all layers or tables containing storm drainage features. Storm drainage features will be clearly delineated in a data table. The data will be tied to horizontal controls.
Staff, TAB, PB, EAB	4. That prior to Construction Plan approval, an engineer certify that the impervious surface of the proposed development does not surpass twenty-four (24) percent.

ADVISORY BOARD COMMENTS / RECOMMENDATIONS

Additional Advisory Board Comments & Recommendations:	<i>Explanation: Comments and recommendations solely from advisory boards follow. If a comment involves LUO interpretation, then the applicable LUO section(s) are noted parenthetically. Otherwise, the Board may wish to consider comments in the context of public health, safety, or welfare findings. Staff generally does not endorse nor refute comments from advisory boards.</i>
Recommended by	Recommendations
PB	1. Addition to Staff Recommendation #2- an attractive non-metal building should be added;
	2. That cut off lighting fixtures should be used.
EAB	1. That the applicant incorporate full cut-off lighting;
	2. That the applicant specify the maintenance provider for the bio-retention area prior to Certificate of Occupancy.



PLANNING BOARD

301 West Main Street, Carrboro, North Carolina 27510

R E C O M M E N D A T I O N


MATTHEWS FAMILY BUILDING

SEPTEMBER 6, 2007

Matthew Barton moved and David Clinton seconded the motion that the Planning Board supports the Matthews Family Building with the inclusion of the staff recommendations and the following:

- 1) Item 2 of staff recommendation: An attractive non-metal building should be added.
- 2) Add Item 5 - full cut off lighting fixtures should be used (In view of the fact that this is a primary entrance to the Town of Carrboro, we would like to see structures that are in keeping with the building facades.)

VOTE: AYES: (8) Barton, Bell, Carnahan, Chadbourne, Clinton, Cook, Lavelle, and Paulsen; NOES: (0); ABSENT/EXCUSED: (3) Fritz, Poulton, and West; ABSTENTIONS: (0).

 September 14, 2007
James Carnahan, Chair (date)

TRANSPORTATION ADVISORY BOARD

RECOMMENDATION

September 6, 2007

SUBJECT: CUP Request for the Matthews Building

Motion: The Transportation Advisory Board (TAB) recommends that the Board of Aldermen approve the project with the staff recommendations.

Moved: Heidi Perry

Second: Charlie Hileman

Vote: Ayes (6- Daniel Amoni, Charlie Hileman, John O'Leary, Heidi Perry, Dave Deming, Tom High), Noes (0)

Heidi Perry (by Amoni)
TAB Chair

Sept 17 /07
DATE

**Town of Carrboro
Planning Department**

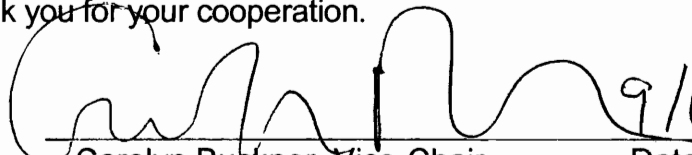
**MEMORANDUM**

Date: September 6, 2007
To: Carrboro Board of Aldermen
From: Environmental Advisory Board (EAB)
Through: Kendal Brown, Planner/Zoning and Development Specialist
Copy: Marty Roupe, Development Review Administrator
Subject: Conditional Use Permit Comments from 09/06/07 Joint Review

On September 6, 2007, the Matthews Family Building Plan was presented for joint review at Town Hall. Based on the applicants presentation, the EAB recommends the approval of the application subject to the following conditions:

1. that the applicant incorporate full cut-off lighting.
2. that the applicant specify the maintenance provider for the bioretention area prior to COO.

Thank you for your cooperation.


Carolyn Buckner, Vice-Chair

9/6/2007
Date

**Town of Carrboro
Environmental Advisory Board**



RECOMMENDATION
September 6, 2007



Request from the Environmental Advisory Board that the Board of Aldermen approve the CUP application for the Matthews Family Building subject to the conditions in the staff report and the following additional conditions:

- 1) That the applicant incorporate full cut-off lighting, and
- 2) That a maintenance provider for the bioretention area be specified prior to issuance of a Certificate of Occupancy.

VOTE: AYES (4) Apple, Buckner, Elting, Taylor; NOES (0); ABSENT (2) Cors, Everett, Rabinowitz

 9/12/07
Carolyn Buckner, Vice-Chair Date

TOWN OF CARRBORO



CONDITIONAL OR SPECIAL USE PERMIT WORKSHEET

I. COMPLETENESS OF APPLICATION

- ☐ The application is complete
☐ The application is incomplete
-
-
-

II. COMPLIANCE WITH THE ORDINANCE REQUIREMENTS

- ☐ The application complies with all applicable requirements of the Land Use Ordinance
☐ The application is not in compliance with all applicable requirements of the Land Use Ordinance for the following reasons:
-
-
-

III. CONSIDERATION OF PROPOSED CONDITIONS

If the application is granted, the permit shall be issued subject to the following conditions:

1. The applicant shall complete the development strictly in accordance with the plans submitted to and approved by this Board, a copy of which is filed in the Carrboro Town Hall. Any deviations from or changes in these plans must be submitted to the Development Review Administrator in writing and specific written approval obtained as provided in Section 15-64 of the Land Use Ordinance.
2. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.

IV. GRANTING THE APPLICATION

- ☐ The application is granted, subject to the conditions agreed upon under Section III of this worksheet.

V. DENYING THE APPLICATION

- ☐ The application is denied because it is incomplete for the reasons set forth above in Section 1.
- ☐ The application is denied because it fails to comply with the Ordinance requirements set forth above in Section II.
- ☐ The application is denied because, if completed as proposed, the development more probably than not:

1. Will materially endanger the public health or safety for the following reasons:

2. Will substantially injure the value of adjoining or abutting property for the following reasons:

3. Will not be in harmony with the area in which it is to be located for the following reasons:

4. Will not be in general conformity with the Land Use Plan, Thoroughfare Plan, or other plans officially adopted by the Board of Aldermen for the following reasons:
