



Concept Plans are intended to be an opportunity for the Town Council and some Boards and Commissions, and the community to review and consider major development proposals and their potential benefits and impacts. Applicants propose a Concept Plan with the expectation of receiving feedback on their development idea.

The following are questions that the Council may ask of an applicant during the discussion of a Concept Plan. The attached application addresses the topics below. Please contact our staff if you have any questions or if we can provide additional information ([planning@townofchapelhill.org](mailto:planning@townofchapelhill.org))

1. Would this project demonstrate compliance with the Comprehensive Plan?
  - a. Compliance with:
    - Small Area Plan
    - Overlay Zone / NCD
    - Study Area:
    - Land Use Plan
2. Would the proposed project comply with the Land Use map?
3. Would the proposed project require a rezoning?
4. What is the proposed zoning district?
5. Would the proposed project require modifications to the existing regulations?
6. If there is a residential component to the project, does the applicant propose to address affordable housing?
  - Has the applicant presented its Concept Plan to the Housing Advisory Board (this is a voluntary step in the process)?
  - Has the applicant met with appropriate Town staff to discuss affordable housing policy, expectations and options?
  - Is the project for ownership or rental?
7. Are there existing conditions that impact the site design (i.e. environmental features such as RCD, slopes, erosion and sedimentation, retention of trees and tree stands, stormwater drainage patterns, significant views into and out of the site)
8. Has the applicant addressed traffic impacts? Traffic and circulation issues?
9. How is the application compatible with the surrounding neighborhood and/or district?
10. Has the applicant discussed the project with adjacent neighbors?



# CONCEPT PLAN APPLICATION

Parcel Identifier Number (PIN): 9880250693 Date: 08/24/2020

## Section A: Project Information

Project Name: Town of Chapel Hill Municipal Services Center

Property Address: 405 Martin Luther King Blvd Zip Code: 27514

Use Groups (A, B, and/or C): B Existing Zoning District: OI-2

Project Description: New Government Facility for Town/County Fire and EMS. This will also serve police and other administration departments for the town.

## Section B: Applicant, Owner and/or Contract Purchaser Information

### Applicant Information (to whom correspondence will be mailed)

Name: Bentley Ruggles, RLA, ASLA

Address: 2610 Wycliff Rd Suite 410

City: Raleigh State: NC Zip Code: 27607

Phone: 984-833-4833 Email: bruggles@dewberry.com

The undersigned applicant hereby certifies that, to the best of his knowledge and belief, all information supplied with this application is true and accurate.

Signature:  Date: 08/25/20

### Owner/Contract Purchaser Information:

**Owner**  **Contract Purchaser**

Name: Town of Chapel Hill

Address: 405 Martin Luther King Jr Blvd.

City: Chapel Hill State: North Carolina Zip Code: 27514

Phone: 9199682743 Email: MNIRDLINGER@TOWNOFCHAPELHILL.ORG

The undersigned applicant hereby certifies that, to the best of his knowledge and belief, all information supplied with this application is true and accurate.

Signature:  Date: 08/25/20



## Concept Plan Project Fact Sheet

Site Description	
Project Name	Town of Chapel Hill Municipal Services Center
Address	405 Martin Luther King Blvd.
Property Description	Fire station with training facility
Existing Land Use	Fire station with training facility
Proposed Land Use	Public Safety Facility with Town Administrative Offices
Orange County Parcel Identifier Numbers	9880250693
Existing Zoning	OI-2
Proposed Zoning	OI-3
Application Process	CZ/ZCP
Comprehensive Plan Elements	
Overlay Districts	N/A

Topic	Requirement	Proposal	Status
<b>Use/Density</b> ( <a href="#">Sec. 3.7</a> )		Public Safety and Office Space up to 82,000 SF	
<b>Dimensional Standards</b> ( <a href="#">Sec. 3.8</a> )	BHS-34', BHC- 60' SS-22' , Solar-9	BHS-N/A', BHC- N/A' SS-0' , Solar-0	
<b>Floor area</b> ( <a href="#">Sec. 3.8</a> )	0.264	0.566	
<b>Modifications to Regulations</b> ( <a href="#">Sec. 4.5.6</a> )		UNK	
<b>Adequate Public Schools</b> ( <a href="#">Sec. 5.16</a> )	N/A		
<b>Inclusionary Zoning</b> ( <a href="#">Sec. 3.10</a> )	N/A		
<b>Landscape</b>			
<b>Buffer – North</b> ( <a href="#">Sec. 5.6.2</a> )	C / 20'	Modification	
<b>Buffer – East</b> ( <a href="#">Sec. 5.6.2</a> )	B / 10'	Modification	
<b>Buffer – South</b> ( <a href="#">Sec. 5.6.2</a> )	C / 10'	Modification	
<b>Buffer - West</b> ( <a href="#">Sec. 5.6.2</a> )	C / 20'	C / 20'	



<b>Tree Canopy</b> ( <a href="#">Sec. 5.7</a> )	40%	40%	
<b>Landscape Standards</b> ( <a href="#">Sec. 5.9.6</a> )	LUMO	LUMO	
<b>Environment</b>			
<b>Resource Conservation District</b> ( <a href="#">Sec. 3.6</a> )	N/A		
<b>Erosion Control</b> ( <a href="#">Sec. 5.3.1</a> )	LUMO	LUMO	
<b>Steep Slopes</b> ( <a href="#">Sec. 5.3.2</a> )	LUMO	UNK	
<b>Stormwater Management</b> ( <a href="#">Sec. 5.4</a> )	LUMO	Bio-Retention	
<b>Land Disturbance</b>	LUMO	UNK	
<b>Impervious Surface</b> ( <a href="#">Sec. 3.8</a> )	LUMO 70%	60%	
<b>Solid Waste &amp; Recycling</b>	LUMO	UNK	
<b>Jordan Riparian Buffer</b> ( <a href="#">Sec. 5.18</a> )	N/A		
<b>Access and Circulation</b>			
<b>Road Improvements</b> ( <a href="#">Sec. 5.8</a> )	LUMO	LUMO	
<b>Vehicular Access</b> ( <a href="#">Sec. 5.8</a> )	LUMO	2 Access Points	
<b>Bicycle Improvements</b> ( <a href="#">Sec. 5.8</a> )	LUMO	LUMO	
<b>Pedestrian Improvements</b> ( <a href="#">Sec. 5.8</a> )	LUMO	LUMO	
<b>Traffic Impact Analysis</b> ( <a href="#">Sec. 5.9</a> )	LUMO	LUMO	
<b>Vehicular Parking</b> ( <a href="#">Sec. 5.9</a> )	LUMO	UNK	
<b>Transit</b> ( <a href="#">Sec. 5.8</a> )		Proposed BRT Station on MLK	
<b>Bicycle Parking</b> ( <a href="#">Sec. 5.9</a> )	LUMO	LUMO	
<b>Parking Lot Standards</b> ( <a href="#">Sec. 5.9</a> )	LUMO	LUMO for surface and structured parking.	
<b>Technical</b>			



<b>Fire</b>	This is currently a fire station.	Will be a fire station.	
<b>Site Improvements</b>	Fire Station and training facility.	Fire/EMS station with Offices. Structured Parking/ Access Drive	
<b>Schools Adequate Public Facilities</b> ( <a href="#">Sec. 5.16</a> )	N/A		
<b>Recreation Area</b> ( <a href="#">Sec. 5.5</a> )	LUMO	0.218	
<b>Lighting Plan</b> ( <a href="#">Sec. 5.11</a> )	LUMO	LUMO	
<b>Homeowners Association</b> ( <a href="#">Sec. 4.6</a> )	N/A		

Symbol	Meaning	Symbol	Meaning
	Meets Standard	<b>M</b>	Modification necessary
NA	Not Applicable	UNK	Not known at this time



## Checklist

The following must accompany your application. Failure to do so will result in your application being considered incomplete. For assistance with this application, please contact the Chapel Hill Planning and Sustainability at (919)968-2728 or at [planning@townofchapelhill.org](mailto:planning@townofchapelhill.org).

<input type="checkbox"/>	<b>Application fee</b> ( <a href="#">refer to fee schedule</a> )	Amount Paid \$ <input type="text"/>
<input checked="" type="checkbox"/>	<b>Pre-application meeting</b> – with appropriate staff	
<input checked="" type="checkbox"/>	<b>Digital Files</b> - provide digital files of all plans and documents	
<input checked="" type="checkbox"/>	<b>Concept Project Fact Sheet</b>	
<input checked="" type="checkbox"/>	<b>Statement of Compliance with Design Guidelines</b> (1 copies)	
<input checked="" type="checkbox"/>	<b>Statement of Compliance with Comprehensive Plan</b> (1 copies)	
N/A	<b>Affordable Housing Proposal, if applicable</b> (Rezoning Policy or Inclusionary Ordinance)	
<input checked="" type="checkbox"/>	<b>Mailing list of owners of property within 1,000 feet perimeter of subject property</b> ( <a href="#">see GIS notification tool</a> )	
<input type="checkbox"/>	<b>Mailing fee for above mailing list</b>	Amount Paid \$ <input type="text"/>
<input checked="" type="checkbox"/>	<b>Developer’s Program – brief written statement explaining how the existing conditions impact the site design. Including but not limited to:</b>	
	<ul style="list-style-type: none"> <li>• Natural features of site</li> <li>• Access, circulation, and mitigation of traffic impacts</li> <li>• Arrangement and orientation of buildings</li> <li>• Natural vegetation and landscaping</li> <li>• Impact on neighboring properties</li> <li>• Erosion, sedimentation, and stormwater</li> </ul>	
<input checked="" type="checkbox"/>	<b>Resource Conservation District, Floodplain, &amp; Jordan Buffers Determination</b> - necessary for all submittals	
<input checked="" type="checkbox"/>	<b>Reduced Site Plan Set (reduced to 8.5"x11")</b>	

## Plan Sets (1 copies to be submitted no larger than 24"x36")

Plans should be legible and clearly drawn. All plan sets sheets should include the following:

- Project Name
- Legend
- Labels
- North Arrow (North oriented toward top of page)
- Property Boundaries with bearing and distances
- Scale (Engineering), denoted graphically and numerically
- Setbacks and buffers
- Streams, RCD Boundary, Jordan Riparian Buffer Boundary, Floodplain, and Wetlands Boundary, where applicable



## Area Map

- a) Project name, applicant, contact information, location, PIN, & legend
- b) Dedicated open space, parks, greenways
- c) Overlay Districts, if applicable
- d) Property lines, zoning district boundaries, land uses, project names of site and surrounding properties, significant buildings, corporate limit lines
- e) Existing roads (public & private), rights-of-way, sidewalks, driveways, vehicular parking areas, bicycle parking, handicapped parking, street names.
- f) 1,000' notification boundary

## Existing Conditions Plan

- a) Slopes, soils, environmental constraints, existing vegetation, and any existing land features
- b) Location of all existing structures and uses
- c) Existing property line and right-of-way lines
- d) Existing utilities & easements including location & sizes of water, sewer, electrical, & drainage lines
- e) Nearest fire hydrants
- f) Nearest bus shelters and transit facilities
- g) Existing topography at minimum 2-foot intervals and finished grade
- h) Natural drainage features & water bodies, floodways, floodplain, RCD, Jordan Buffers & Watershed boundaries

## Proposed Site Plan

- a) Existing building locations
- b) General location of proposed structures
- c) Parking areas
- d) Open spaces and landscaped areas
- e) Access points and circulation patterns for all modes of transportation
- f) Approximate locations of trails, pedestrian and bicycle connections, transit amenities, and parking areas
- g) Approximate location of major site elements including buildings, open areas, natural features including stream buffers, wetlands, tree stands, and steep slopes
- h) Proposed land uses and approximate location