



CONSIDER AN APPLICATION FOR MINOR SUBDIVISION REVIEW – 124 WINDSOR PLACE (Project #20-028)

SUMMARY REPORT

TOWN OF CHAPEL HILL PLANNING
 Judy Johnson, Interim Director
 Anya Grahn, Senior Planner

PROPERTY ADDRESS 124 Windsor Place	MEETING DATE August 18, 2020	APPLICANT Kevin R. Hornik, The Brough Law Firm Pamela Zeman, property owner
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STAFF RECOMMENDATION

Staff recommends that the Planning Commission adopt Resolution A, approving the application, with stipulations.

PROCESS

Minor subdivision applications are submitted to the Planning Commission for consideration and action. Minor subdivision applications are evaluated based on compliance with the procedural and dimensional requirements of the Land Use Management Ordinance.

If the application meets the standards for subdivision set by the Land Use Management Ordinance, the Town is obligated to approve.

DECISION POINTS

We believe that the proposed application, with the conditions proposed in the attached resolution, meets all regulations and standards in the Land Use Management Ordinance pertaining to minor subdivision. A checklist of these regulations and standards is included in the attached Project Summary.

No changes are proposed at this time to the existing structure.

PROJECT OVERVIEW

The application proposes subdividing an approximately 0.8 acre existing lot into two new lots. There is an existing single-family dwelling on the south side of the lot, and the new lot line will divide the lot approximately in half. The two proposed new lots will comply with the minimum dimensional standards of the Land Use Management Ordinance.

The Glen Heights subdivision was annexed into the Town’s jurisdiction in the 1970’s. The Town’s subdivision regulations came into effect on October 8, 1956. A subdivision is considered a minor subdivision if several criteria are met including create more than four lots from any one tract of land since October 8, 1956.

There is existing water service for the new lot; sewer service will be accessed through a “dog leg” to the south. No new development is proposed on the new lot at this time; any future development will be required to meet the Land Use Management Ordinance standards.

PROJECT LOCATION



ATTACHMENTS

1. Project Details Table
2. Draft Resolution A
3. Draft Resolution B (Denying the Application)
4. Applicant Materials

RESOLUTION A
(Approving Application)

A RESOLUTION APPROVING AN APPLICATION FOR A MINOR SUBDIVISION FOR 124 WINDSOR PLACE (FILE NO. 20-028)

BE IT RESOLVED by the Planning Commission of the Town of Chapel Hill that it finds that the 124 Windsor Place Minor Subdivision, proposed by Pamela Zeman, on the property identified as Orange County Property Identification Number 9789-18-8398, if subdivided per the preliminary plat revision dated January 2, 2020, and the conditions listed below, would comply with the provisions of the Land Use Management Ordinance and Design Manual:

These findings are based on the following supplemental stipulations:

Stipulation Specific to the Development

1. That this approval shall be valid for one year from the date of approval subject to reapproval by the Town Manager in accordance with the provisions of the Land Use Management Ordinance.
2. That this approval shall authorize the creation of no more than two lots.
3. That future development must comply with *Section 5.4 Stormwater Management* of the Land Use Management Ordinance.
4. No portion of the drainage system may be located within the setbacks or rights-of-way. This includes any underdrains or the downgradient toe of French drains. All dwellings shall discharge roof runoff, at least five (5) feet from the foundation in a non-erosive and diffuse manner using techniques approved by the Town.
5. That easement documents as required by OWASA and the Town Manager shall be recorded concurrently with the final plat. That the final plat shall be approved by OWASA prior to Town Manager approval.
6. That the property owner provides the necessary Certificate of Adequacy of Public Schools or an exemption prior to the recordation of the Final Plat.
7. That the name of the development and its streets and house numbers be approved by the Town Manager prior to recordation of the Final Plat.
8. That future site improvements or redevelopment of either of the newly created lots requires issuance of a Zoning Compliance Permit.
9. That the property owner provides the necessary owner(s) signatures, notarized, on a reproducible mylar, with paper copy, prior to Town Manager approval of the Final Plat.

BE IT FURTHER RESOLVED that the Planning Commission of the Town of Chapel Hill hereby approves the application for a Minor Subdivision for 124 Windsor Place in accordance with the plans and conditions listed above.

This the 18th day of August, 2020.

RESOLUTION B
(Denying Application)

A RESOLUTION DENYING AN APPLICATION FOR A MINOR SUBDIVISION FOR 124 WINDSOR PLACE (FILE NO. 20-028)

BE IT RESOLVED by the Planning Commission of the Town of Chapel Hill that it finds that the 124 Windsor Place Minor Subdivision, proposed by Pamela Zeman, on the property identified as Orange County Property Identification Number 9789-18-8398, if subdivided per the preliminary plat revision dated January 2, 2020, and the conditions listed below, would not comply with the provisions of the Land Use Management Ordinance:

These findings are based on the following:

(INSERT REASONS FOR DENIAL)

BE IT FURTHER RESOLVED that the Planning Commission of the Town of Chapel Hill hereby denies the application for a Minor Subdivision for 124 Windsor Place.

This the 18th day of August, 2020.