



**CONSIDER AN APPLICATION FOR MINOR SUBDIVISION REVIEW – 105 HIGHLAND DRIVE**

**STAFF REPORT SERVICES**

TOWN OF CHAPEL HILL PLANNING AND DEVELOPMENT

Judy Johnson, Interim Planning Director  
 Becky McDonnell, Planner II

PROPERTY ADDRESS	MEETING DATE(S)	APPLICANT
105 Highland Drive	June 15, 2020	Scott Radway, Radway Design, LLC

**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 Board 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 1.1 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. 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 105 HIGHLAND DRIVE (File No. 20-038)**

BE IT RESOLVED by the Planning Commission of the Town of Chapel Hill that it finds that the 105 Highland Drive Minor Subdivision, proposed by Scott Radway, on the properties identified as Orange County Property Identification Number 9880-41-8921, if subdivided per the preliminary plat revision dated May 27, 2020, and the conditions listed below, would comply with the provisions of the Land Use Management Ordinance:

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. That prior to recordation of the Final Plat, the property owner of 105 Highland Drive, at their own expense, will have sidewalk, with curb and gutter, installed on the Highland Drive frontage of future Lots #1 and #2, or provide a payment-in-lieu, amount to be approved by the Town, to the Town for future sidewalk construction.
5. That the property owner provide the necessary Certificate of Adequacy of Public Schools or an exemption prior to recordation of the Final Plat.
6. 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.
7. That future site improvements or redevelopment of either of the newly created lots requires issuance of a Zoning Compliance Permit.
8. That the property owner provide the necessary owner(s) signatures, notarized, on a reproducible mylar, with a 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 105 Highland Drive in accordance with the plans and conditions listed above.

This the 16<sup>th</sup> day of June, 2020.

**RESOLUTION B**  
(Denying Application)

**A RESOLUTION DENYING AN APPLICATION FOR A MINOR SUBDIVISION FOR 105 HIGHLAND DRIVE (File No. 20-038)**

BE IT RESOLVED by the Planning Commission of the Town of Chapel Hill that it finds that the 105 Highland Drive minor subdivision, proposed by Scott Radway, on the properties identified as Orange County Property Identification Number 9880-41-8921, if developed according to the revised plans dated May 27, 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 hereby denies the application for a minor subdivision for 105 Highland Drive.

This the 16<sup>th</sup> day of June, 2020.