

**Re: APPLICATION FOR ZONING DISTRICTS
CONDITIONAL USE DISTRICTS
CONDITIONAL USE PERMITS**

Cover Letter for Conditional Use Permit Revision for Otto/ Cassilly

Name:	Terry Otto
Address:	2540 Seaforth Rd. Pittsboro, NC 27312
911 Address:	2540 Seaforth Rd.
Phone (h):	542-2611
Phone (w):	same
email:	tnotto@mindspring.com

In this application, we are requesting a revision to the original application: we want to remove the time limit on the permit.

Currently, we have a conditional use permit for Office and Institutional District zoning. It allows the following permitted uses:

- 1) Hotels, motels, and Inns including accessory eating and drinking and personal service facilities when located in the principal structure, specifically for an inn
- 2) Public and private schools, training and conference centers

In developing our business plan, we have spent time and money on numerous financial and market analyses. The conclusion that we have drawn from all this is to develop this project in an organic way: gradually and sustainably. Our strategy is to be on a good financial footing before we proceed with the improvements that will take us to the next level. Therefore, we would like the flexibility to do this without pressure of a time limit.

In our current use, we are seeing signs of gradual growth as a bed and breakfast home with large meeting space and an 8 person lodging facility. Since we began in February of 2004, groups and individuals have continued to book the facility on a steady basis. An indicator of our gradual growth is that so far this year, we have added 2 part-time employees to the payroll. In addition, we intend to add a marketing specialist to our staff next month.

**APPLICATION FOR ZONING DISTRICTS
CONDITIONAL USE DISTRICTS
CONDITIONAL USE PERMITS**

Chatham County Planning Department P.O. Box 54 Pittsboro, NC 27312		Tel: 919-542-8207 Fax: 919-542-0527 Email: lynn.Richardson@ncmail.net	
Applicant Information		Landowner Information	
Name: Terry Otto Address: 2540 Seaforth Rd. Pittsboro, NC 27312 911 Address: 2540 Seaforth Rd. Phone (h): 542-2611 Phone (w): same email: tnotto@mindspring.com	Name: Terry Otto Address: 2540 Seaforth Rd. Pittsboro, NC 27312 Phone (h): 542-2611 Phone (w): same email: tnotto@mindspring.com		
Property Information		Property Identification	
S.R. Name:	Seaforth Rd.	PIN #:	9771-73-4362
S.R. #:	S.R. 1941	Parcel #:	17475
Township:	New Hope	Deed Book:	805
Acres:	16.75	Plat Book:	
Flood map #	370299-0150B	Zoning District:	RA-40
Date:	7/16/91	Watershed District:	WS-IV CA and WS-IV PA
Zone:	X		

3. Requested Zoning District, Conditional Use District and/or Conditional Use Permit:

Requesting a revision to our existing Office and Institutional conditional use district with conditional use permit. This permit allows the following permitted uses:

- 1) Hotels, motels, and Inns including accessory eating and drinking and personal service facilities when located in the principal structure, specifically for an inn
- 2) Public and Private Schools, training and conference centers

4. Directions to property:

six miles from town center on Hwy 64 east toward Raleigh, turn right onto Seaforth Rd. , travel 2.5 miles - big white house on the right hand side.

5. Attach Submission Materials Checklist information.

(see attached Checklist)

I hereby certify that I am the owner or authorized agent of said property and that the information provided is complete and the statements given are true to the best of my knowledge.

**APPLICATION FOR ZONING DISTRICTS
CONDITIONAL USE DISTRICTS
CONDITIONAL USE PERMITS**

Signature



Date

21 APR 05

The owner must sign the following if person other than the owner is making the application.

I hereby certify that _____ is an authorized agent for said property and is permitted by me to file this application.

Owner's Signature

Date

Terry Otto/ Anna Cassilly: Application for Conditional Use District and Conditional Use Permit

Attachments:

- A. Site Plan for Seaforth Property**
- B. Proposed Construction Timing**
- C. CC Health Dept. Septic Improvement Permit**
- D. CC Health Dept. New Septic Permit**
- E. Calculation of Impervious surfaces**
- F. Vicinity map**
- G. County Tax Property map**

Introduction:

The materials required in applications for a Conditional Use District (CUD) and/or a Conditional Use Permit (CUP) are given below. While some areas are optional, depending on the nature of the requested use, other items are required of all applications. Material that must be provided in all applications is designated as **<Required>**. Material, that is not essential due to the type or characteristics of the requested use, is designated as **<Optional>**. The Planning Board may, at its discretion, require the presentation of any of the information designated as optional. The Planning Board may request, due to the unique nature of the application, any additional information not directly listed in this check list.

Completion of all required items by the applicant, **working with the Planning Department**, and others as needed, would be **mandatory** for the application to be considered at public hearing and then by the Planning Board. The Planning Department will not forward incomplete applications to the Planning Board. Substantial amounts of new information will not be last-minute additions to the application at the Planning Board meeting where the application is first considered (e.g. a substantial redesign of the proposal during the review). If a decision on an application is deferred, then clearly, new material may be added to the application for consideration at the next Planning Board meeting.

As the applicant is often requesting, via a CUD/CUP, a zoning change, the development of a complete application should not be considered an unreasonable expectation. It should be considered an opportunity to develop a strong application that clearly identifies the benefits of the requested use.

The original zoning decisions of the Board of County Commissioners are presumed to be correct; there is no requirement to defend existing zoning or prove why it should not change. It is the responsibility of the applicant to prove why a change should be made and the CUD/CUP be granted.

Submission Materials Check List

(Draft # 5. Last modification : 02-13-03)

(Approved for use by the Planning Board on 07/01/97) – Revision 9/12/00 Finding #5 b. Water/Sewer Impact Statement

General Application Requirements:

A detailed description of the project, a requirement that is common to all applications, is discussed in this section.

1) Location <Required>. The location of the site in Chatham County:

a. public highway(s) servicing this site -

NC Hwy 64 & Seaforth Road (S.R.# 1941)

b. private road(s) servicing the site

private gravel road entering from S.R.# 1941

c. the current zoning of the site

Office and Institutional Conditional Use District with a Conditional Use Permit

d. watershed designation, the site classification and % impervious surface allowed

The site is included in both WS-IV CA and WS-IV PA watersheds in the approximate percentage of 50%/50%. If we consider worst case scenario of the entire site being in the CA (critical area), that means that only 24% of this site can be covered with an impervious surface. This figure amounts to 4.02 acres that can be covered with impervious surface.

e. is the site in or border the "Major Wildlife Areas" identified in the "Inventory of the Natural Areas and Wildlife Habitats of Chatham County, North Carolina", 1992, starting on page 181; (a copy of this inventory is located in the Planning Department)

The site is not near the North Jordan Lake wildlife area or any other designated major wildlife area.

f. the size (in acres) of the site

16.75 acres

g. current utility or other easements assigned to this site

No easements are assigned to this site.

h. the current use of the site

This site has a conditional use permit for Office and Institutional District zoning. The permit allows the following permitted uses:

1) Hotels, motels, and Inns including accessory eating and drinking and personal service facilities when located in the principal structure, specifically for an inn

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2) Public and private schools, training and conference centers

Once we have established a stronger financial footing, we would like to proceed with the improvements that will take us to the next level. However, right now we continue to operate as a bed & breakfast home with a meeting space. We have been approved by the Health Dept, the building inspectors, and the Fire Marshall's office to operate this facility. We are approved to prepare and serve breakfasts and to serve catered food.

The meeting space is used by groups who come to hold workshops, meetings, or other events in personal-improvement and spiritually related topics. We also have businesses and organizations who come for staff retreats or staff development. These groups range from non-profits (such as Habitat for Humanity) to churches to business groups who want a quiet place to hold a retreat. They choose this site because it is a quiet, homey, place in the country.

On a quarterly basis, we offer a retreat day that is open to the public. On this day, we offer a day of yoga, qigong, and other activities that encourage people to nurture themselves and bring peace back into their lives. We also offer four yoga classes a week for those people who are in the "neighborhood" and don't want to drive very far for a class. Class size ranges from 10-14 people.

The property is in a natural setting with ponds and walking trails. Many who come here walk the trails or just go down to the pond to sit and reflect. Some incorporate the outside environment as part of their event; such as having a team-building scavenger hunt.

Some groups are day-use only; they arrive for their event and after its over, they leave. Other groups stay overnight as part of their event. Since we can only provide lodging for up to 8 people, the rest of the group may stay at local B&Bs or at area hotels. The nearest hotel is about 25 miles away. This is a definite disadvantage for us not to be able to provide lodging onsite for the whole group.

The lodging capacity is due to both the size of the septic and the number of rooms available. Future expansion includes an additional septic tank for the existing building and a septic tank for the new building.

i. description of current contents of the site (e.g. buildings, utilities, etc.)

Currently the site contains a large 4000 sq. ft farm-style house and 3 out-buildings: gardening shed, tractor shed, and storage shed. The tractor and storage sheds are about 600 feet from the house and hidden from view by hills and by the woods.

About two years ago, we completed a handicap parking area and ramp into the house. Last year, we remodeled a bathroom in order to make it handicap accessible.

The grounds are also an important part of the B & B home and meeting space. The

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grounds include tended gardens with native and ornamental bushes and flowers, walking paths through woods and meadows, two ponds, stream, and other quiet areas throughout the property for participants.

There are two parking lots; gravel and grassy surfaces.

- j. other Conditional Use Permits that have been granted for this site.

Currently, we have a conditional use permit for Office and Institutional District zoning. This permit allows the following permitted uses:

- 1) Hotels, motels, and Inns including accessory eating and drinking and personal service facilities when located in the principal structure, specifically for an inn
- 2) Public and private schools, training and conference centers

- 2) Description of Use <Required>. Provide a description of the requested use.

Our current zoning is an Office and Institutional District permit. This permit allows the permitted use as an Inn that includes accessory eating and drinking as well as personal service facilities. Along with that is the permitted use as a training and conference center.

Although we currently operate as a bed & breakfast home with room for only 8 people, our plan is to make two major changes in the site. We would like to add a commercial kitchen and an additional building for lodging.

The first change is to convert two of the rooms in the existing building into a commercial kitchen area. This kitchen would prepare meals for the people who come here to events. Currently, we are only approved to serve breakfasts and catered food. We have found that good, nurturing food is essential to the experience of being on retreat and we feel hampered by not being able to prepare lunches and dinners onsite.

The second change is to construct a new building for additional lodging of about 20 more guests. We can see the demand and its growth potential for events that need overnight lodging for a large number of people. Presently, our limit of 8 overnight guests restricts the type and size of groups who come here: day-use only groups, small overnight retreat groups, or individuals on personal retreat. This restriction diminishes our desirability for many other group events which in turn restricts our current market.

- 3) Site Plan and Drawing <Required>. Describe the plans for the site in detail.

see attachment A: Site Plan for Seaforth Property

- 4) Start and Completion Projections <Required>. Provide a project plan. Provide the approximate start time for the project development. Provide the approximate completion time for the project; when it will be ready for operation.

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We are requesting to remove the time limit on the permit. However, once we begin, I can foresee that we would be able to complete the entire project within a 4 year period. The project will consist of two phases. (see attachment B: Proposed Construction Timing) We understand also that our health department permit lapses in 2009 and will need to be renewed at that time.

- 5) Reference to Existing County Plans **<Required>**. Is this site specifically mentioned in any County plan (such as the highway plan, watershed plan, etc.?). (If the requested use for the site is specifically counter to existing plan, the application must provide a compelling argument as to why the provisions in the plan should be set aside and the permit granted.)

The County does not mention this site in any of its plans.

Specific Application Requirements:

The following requirements are needed to support the Five Affirmative Findings found in the Chatham County Zoning Ordinance. **All** of these findings must be met to grant the application.

Finding #1: The use requested is among those listed as an eligible conditional use in the district in which the subject property is located or is to be located.

- 1) Validation of Use in Zoning Ordinance (Zoning Ordinance information: <http://www.co.chatham.nc.us/PlanningBoardItems/Zoning%20Ordinance.htm>) **<Required>**.
Simply confirm that the requested use is eligible for the requested site.

Our existing conditional use permit is for Office and Institutional District zoning. It does allow the following permitted uses:

- 1) Hotels, motels, and Inns including accessory eating and drinking and personal service facilities when located in the principal structure, specifically for an inn
- 2) Public and private schools, training and conference centers

- 2) Land Development Plan Reference **<Required>** (Land Development Plan: <http://www.co.chatham.nc.us/PlanningBoardItems/PlanningBoard.htm#View%20ordinances%20&%20plans>)

Provide (in context) references to the Land Conservation and Development Plan that support this application.

This application supports the Chatham County Land Development Plan in four of its objectives:

1. Preserve Both The Form And Function Of Rural Character: The Landscape, Agriculture, And Home-Based Businesses.

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sustainable business community.

3. Develop An Integrated Approach To Protecting and Promoting High-Quality Open Space, Recreation, Historic And Tourism Locations.

4. Ensure The Long-Term Quality And Availability Of Groundwater And Surface Water Resources.

See Finding #4 for detailed description for each of these objectives.

Finding #2: The requested conditional use permit is either essential or desirable for the public convenience or welfare.

- 1) Need and Desirability <Required>. The application should describe why there is a need for the proposed use in this area. Describe how this was determined (for example, an analysis of present or projected demands on existing similar uses). This is an opportunity for the applicant to establish the benefit to the county that will result from approval of this permit. Why is the proposed use more desirable than other uses permitted under the existing zoning?

<need>

As the world grows noisier and more stressful, people need a place to go to be in nature in order to reflect and recharge themselves. The rural nature of this site lends itself to being a place of retreat. Also, people need a place to gather that has food and lodging facilities in order to attend workshops, meetings, and classes that focus on body, mind, and spirit.

In our operations in 2003 as a Bed & Breakfast home, we had events on 37 of the approximately 48 weekends available. We also had 19 weekday events that took place. These events are workplace retreats, public workshops, and private workshops as well as retreat days that the Windsong staff offer. On a weekly basis, we have 2-3 requests that we cannot fulfill for a retreat facility with lodging for groups of 15 - 30.

We have had in depth conversations with directors of both the Avila Retreat Center in Durham and the Aqueduct Conference Centers in Chapel Hill. Based upon these conversations, we have concluded that there is a great need for more retreat facilities in this area. Both of these facilities are fully booked well into the future and are turning people away. They often refer groups to us, but often we cannot fill their needs because of our limited overnight lodging.

<benefits>

We draw people from the Triangle area as well as from cities within the state and out-of-state. Having all of these people come to this site in Chatham County near Jordan Lake brings business to Pittsboro and other Chatham County businesses. We often direct participants to Pittsboro who make purchases at restaurants, drug stores, hardware stores, gas stations, and variety stores. Being centrally located

between the coast and the mountains, we are an ideal location for state-wide meetings and events. Our geographic location of this Inn (with training & conference center) also makes it accessible to those in Pittsboro, Chapel Hill, Raleigh, Cary, and Durham. It is also convenient for those who arrive via the RDU airport.

<desirability>

This new zoning would allow for a unique facility among residential areas that would serve the local residents of Chatham County. This fact would contribute to a mixed use design. As part of our site plan, we are maintaining large amounts of natural open space to preserve the ruralness of the area than a traditional residential development might.

- 2) Survey of Similar Uses **<Required>**. How many other instances of this use are currently in Chatham or within an adjacent county? Are there similar uses already approved for the requested use on adjacent properties? Provide summary of existing similar uses. If there are already a number of such uses allowed in the County or another similar use in reasonably close proximity to the new requested site, Why is this new instance of this use essential? Are these other instances currently in operation and successful?

<summary of existing similar uses>

The Triangle Training facility is similar in that it has a meeting space, but has no overnight accommodations. Also, their atmosphere is more corporate, whereas our focus is more oriented on spiritual and personal development.

Camp Royale in Chatham County is similar in that it has lodging facilities and meeting spaces but its main focus is for autistic and other children with special needs. Although its meeting space is available to the general public at times, it is not available to the general public in the summer.

Celebrity Dairy B&B near Siler City is more oriented toward large group gatherings such as weddings and bed and breakfast customers for overnight stays. Whereas our facility is geared toward people seeking a place of retreat and solitude. Also, we have an extensive schedule of workshops that support people in their personal and spiritual growth.

<new instance essential>

Other than these facilities mentioned, there are no Inns (with training & conference center) or other places within 25 miles of this site that would be similar to the purpose that we have for this site.

- 3) Public Provided Improvements **<Required>**. Identify any public improvements, services, etc., that the county would be required to provide in support of this site if the use is approved. If no additional public improvements are needed, then state this as the case.

There are no public improvements that Chatham county would need to provide to support this facility.

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- 4) Tax considerations <Optional>. If appropriate, or of advantage to the application, provide an estimate of the tax revenue (direct and indirect) to the County that this use would provide over the next five years. Describe how this estimate was determined. What is the net result of expenditure of County services and facilities required VS the tax revenue generated?

Based upon the estimated cost of about \$250,000 for the construction, the increase in tax to Chatham County will be approximately \$1700. We currently pay property tax on the site as it exists.

- 5) Employment <Optional>. Discuss the number of jobs that would be created by this use. Designate these positions as full time or part time. If possible, describe the salary ranges of the employees.

At the present time, we only have two people on staff. As we grow, we will need to have additional staff.

Finding #3: The requested permit will not impair the integrity or character of the surrounding or adjoining districts, and will not be detrimental to the health, safety, or welfare of the community.

- 1) Emergency Services <Optional>.

- a. Fire Protection. Document the impact on respective volunteer fire department's ability to service the site with the requested use. This should come from the Chatham County Fire Marshal as a letter.

No significant impact is expected. For both the existing and facility and proposed addition, we will conform to all North Carolina Building Codes and North Carolina Fire Codes.

- b. Police Protection. Document the impact to the Chatham County Sheriff Department's ability to provide protection for the site with the requested use. This should come from the Sheriff in the form of a supporting letter.

No significant impact is expected. For both the existing and facility and proposed addition, we will conform to all North Carolina Building Codes and North Carolina Fire Codes.

- c. Rescue 911. Document the impact to the Chatham County Rescue Squad's ability to provide support to the site; provide approximate arrival time to site after 911 call is placed.

No significant impact is expected. For both the existing and facility and proposed addition, we will conform to all North Carolina Building Codes and North Carolina Fire Codes.

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- 2) Traffic <**Required**>. Document projected traffic generated by the use (this is available for many/most uses from DOT). Document current capacity for the road that serves this site (available for all/most roads from DOT). What kind of traffic will this be (that is car, bus, truck, etc.,) and what will be the peak time of day for the traffic? Do you anticipate changes to the speed limit on the principal service road for this site? Are modifications to the road system needed (e.g. a turning lane)? How will these road improvements be financed? A letter of opinion from DOT would be required if introduction of significant new traffic loads was expected or there is already a high accident rate at this location. Will the road(s) included in the County Thoroughfare Plan accommodate these anticipated requirements?

The **current capacity** for a two lane road is rated by the DOT traffic engineers (919-560-6851) as 2000 cars/ hr/ day. S.R. 1941 (Seaforth Road) is a two-lane, blacktop road.

The data for **current traffic** for S.R. 1941 is from the year 2000 taken from the point North of the intersection of N. Pea Ridge Rd. (S.R. 1700) and Seaforth Rd. (S.R. 1941). This data indicated the current traffic to be 160 cars/ 24 hrs. Our driveway is about 0.5 mile South from this point. S.R. 1941 is a dead-end road with 5 other houses beyond us.

Our expansion would actually decrease the trips because people would be more likely to stay overnight. Of course, the number of trips/ day would vary, depending upon the size of the group. If a group of 30 people only stay for the day, that would mean a total of 60 trips/ day. However, if the group stays for 2 days (such as a weekend event), this would mean it would be 60 trips divided by 2 days or 40 trips per day. The longer the stay, the fewer trips per day.

During this three day period, there would be no other associated traffic because once the people arrive they would stay on site until the event is over. Based upon this fact and the fact that our capacity would generally be 30 people or fewer, we would anticipate that any traffic would have minimal impact to the neighborhood.

In fact, based upon the information that I furnished to him, the traffic engineer stated that there would be negligible impact upon the capacity. Since the capacity of the road is rated at 2000 cars/ hr/day, the 60 trips per day that this property might generate is indeed very small. Also, since we are on a dead-end road, we do not have much traffic. Furthermore, our five neighbors are down the road from this site, so our traffic does not pass them at all.

Participants drive by car and most often carpool to the site. For environmental reasons we encourage ride-sharing. Most often participants arrive mid-morning time and leave in the afternoon. We do not anticipate a change in the speed limit or any other changes in the road system.

- 3) Impact to surrounding Land Values <**Optional**>. What will be the impact to surrounding land values as a result of the proposed use? Is this impact anticipated to change with time and the possible changes in use of the surrounding properties? Note that if the applicant does choose

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to provide this information to support the application, then the basis for the information **must** be provided. For example, if a real estate appraiser's opinion is presented, then the opinion is expected to be derived from an analysis of comparison sites with requested use, some other real estate study or survey.

no comment

- 4) Visual Impact & Screening **<Required>**. Describe the visual presentation of the completed project, in context of the adjoining properties. How will fencing and/or plantings alter the future visual presentation?

The Chatham County Appearance Commission reviewed the proposed extension plans in the original application.

- 5) Lighting **<Required>**. Will there be lights associated with the use? If so, describe the wattage, type, method of support (if on poles, give height of pole), and times of night the lights would be in use. What considerations and methods have been considered to the shielding of the light from adjacent properties? Are similar lights in use elsewhere that can be evaluated?

The lighting plan was previously approved and that all lighting will conform to the Draft Chatham County Lighting Ordinance and no additional lighting is proposed by this application.

- 6) Noise **<Required>**. Will there be noise generated by the use? If so, what will the source of this noise. Provide an estimate of the level of noise in decibels at the property lines of the site. Provide the basis for this estimate. If the noise generated is anticipated to exceed the County Noise Ordinance, has a permit been requested or approved to exceed this ordinance?

No significant noise will be generated; in fact a decrease in noise is essential to having an place of retreat where people can come to reflect and renew.

- 7) Chemicals, Biological and Radioactive Agents **<Required>**. Identify types and amounts of chemicals, explosives, biological and radioactive materials that will be utilized by the requested use. What is the estimated amounts of these agents that will be generated as waste; how will they be disposed? Identify the possible biochemical or radioactive hazards that may be associated with this use; how will these be handled? Identify the potential for emissions into the air. Identify the potential for discharges or runoff of liquids that would pollute the surface and/or groundwater sources.

No chemicals, biological, or radioactive agents will be present.

- 8) Signs <Required>. Will the use include the display of a sign (advertisement or identification)? If so, describe the method of display, color, size and location on the site.

The signage was previously reviewed and approved. No additional signage is proposed by this application.

Finding #4: The requested permit will be consistent with the objectives of the Land Conservation and Development Plan.

- 1.) Land Development Plan:

<http://www.co.chatham.nc.us/PlanningBoardItems/PlanningBoard.htm#View%20ordinances%20&%20plans>

This application supports the Chatham County Land Development Plan in four of its Policy objectives:

1. Preserve Both The Form And Function Of Rural Character: The Landscape, Agriculture, And Home-Based Businesses.
2. Designate economic development centers in order to promote a diversified, sustainable business community.
3. Develop An Integrated Approach To Protecting and Promoting High-Quality Open Space, Recreation, Historic And Tourism Locations.
4. Ensure The Long-Term Quality And Availability Of Groundwater And Surface Water Resources.

- 2.) Land Conservation and Development Plan Reference <Required>. Provide information which demonstrates how this request would conform to each relevant provision of the current Land Conservation and Development Plan.

1. Preserving the rural character: This application is for a site that as a Inn (with training & conference center) will retain the form of "ruralness" through the site design which maintains large spaces between buildings clustered in one area of the site. The other design which maintains the feeling of ruralness is maintaining a majority of the 16 acres as open meadows, mixed woods, and ponds as natural places.

Another point in support of preserving the rural character is that this application is for a business in which protecting the environmental quality of the site is one of its goals. As a retreat place, it is important to maintain tranquility that allows the people who come to enjoy a place that promotes introspection and reverence for nature. As a natural place for people to be, this site has as one of its design requirements to promote and nurture the natural areas of the site as well as the wildlife habitat areas. Another aspect of the design plan is to build structures that are rural in character (i.e. farm-style architecture).

We agree with the policy objectives of the Land Use Plan that open space, wildlife

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habitat, and resource lands are an essential component of our rural character.

2. Promoting a diversified, sustainable business community: This conditional use permit is for an Inn (with training & conference center) whose business plan and development is one that combines the resources of the community, the economy, and the environment in a way promotes and preserves the assets and cultural heritage of each of these.

First, we ally with many of the community resources in Pittsboro. For example, sometimes after a group when we end-up with surplus food, we often take it to the women's shelter. Also, we currently serve as a neighborhood community resource in that many of the people who come here for retreat days, workshops, and classes are from the "neighborhood."

Second, in terms of using the local economy, we often send participants to Pittsboro to make purchases. For example, upon our recommendation participants may drive into Pittsboro for dinner. In addition, where possible, the Center makes as many of its purchases of goods and services from merchants in Pittsboro or Siler City. It is our intention to support local businesses and other service organizations.

Third, because we intend to maintain the ruralness of the site, we are using the natural features of this rural setting as a draw to bring people to the Inn. Many people who come here are from the city and to see a fox in the wild is a rare treat. In addition, Many of the people who move to Chatham county do so in order to live in a rural setting. Because the design of the Inn is one of a rural nature and one that is environmentally protective, it will be fully compatible with any residential development that takes place adjacent to this site.

3. Protecting and Promoting High-Quality Open Space, Recreation, Historic And Tourism Locations.

We are part of the Haw River watershed because the creek from our natural spring pond feeds directly into the Haw River. We are committed to support the efforts of Haw River environmental groups by not developing around this pond except for walking trails and sitting areas.

We promote Jordan Lake tourism by recommending it Jordan Lake beaches to participants who want a picnic/ swimming area as one of their group activities. We are within walking distance of both the Haw River and Jordan Lake and many of our participants have taken walks to both.

Our site design is one that clusters the buildings into one portion of the tract, while the rest of the land (about 90%) remains as permanent open space.

It may not be an historic site on the county or state list, but this site does have a place marked on maps as the Farrell Cemetery. While the origin of this cemetery is still to be investigated, it has been on this land for a very long time. We intend to leave this

area undisturbed.

Open space is an important issue to both people, wildlife, and native vegetation. Our commitment is toward preserving rural character of Chatham county through undisturbed open space. This commitment to maintain wildlife areas and corridors will be important as land around us gets developed. While plans for corridors with Duke Forest may still be in the future, this site is within a distance of a Duke Forest tract. We would be interested being a part of a corridor.

4. Ensure The Long-Term Quality And Availability Of Groundwater And Surface Water Resources.

The water resources that we have on this site are essential to the type of environment that we are trying to create as an Inn (with training & conference center). This includes maintaining its rural character as well as sustaining the ecosystem and its wildlife. On this site, we have two ponds; one large and one small. From the larger pond, an intermittent stream runs into the Haw River. The smaller pond was created near the existing building to contain the roof run-off. This smaller pond has become a part of the retreat in that it contains its own population of frogs and other wildlife.

We want to sustainably manage and protect these ponds and the stream that are on this tract of land. We are doing this by keeping buildings as far from the surface water areas possible. The design is to keep the buildings on the east boundary while the pond and stream are on the west boundary; this distance is approximately 200 yards.

We are also protecting our water supply by keeping buildings and other activities greater than the minimum of 100 feet from the wells. Currently, we use the runoff from the roof to water the gardens and raspberry bushes. We intend to design the same type of system in the new building.

Together, these measures will help to protect our own and the County's water resources.

3.) Water shed and flood considerations:

<http://www.co.chatham.nc.us/PlanningBoardItems/PlanningBoard.htm#View%20ordinances%20&%20plans> <Required>. Provide information that demonstrates how the requested use conforms to the Watershed Protection Ordinance and the Flood Damage Prevention Ordinance.

<http://www.co.chatham.nc.us/PlanningBoardItems/PlanningBoard.htm#View%20ordinances%20&%20plans>

The site is included in both WS-IV CA and WS-IV PA watersheds in the approximate percentage of 50%/50%.

The ordinance states in sections (b) for both of these protected areas that for "All Other Residential and Non-Residential -- development shall not exceed twenty-four

percent (24%) built-upon area on a project by project basis. For projects without a curb and gutter street system, development shall not exceed thirty-six percent (36%) built-upon area on a project by project basis. For the purpose of calculating built-upon area, total project area shall include acreage in the tract on which the project is to be developed. No residential or nonresidential lot shall be less than except within an approved cluster development."

Since the existing development and the new development does not exceed either of these amounts (see attachment E), we have concluded that this site is well within conforming to the Watershed Ordinance.

This property does not fall within the 100 year flood plain as depicted in panel #370299-0150B.

Finding #5: Adequate utilities, access roads, drainage, sanitation and/or other necessary facilities have been or are being provided.

1. Water Source and Requirements >. <Required>. How much water will the use require? What is the source of the water (public or private supply)? If supply is public then (with the help of the Public Works Dept./ 542-8254) identify how the water connections are to be provided.

The new building will have its own well. The Health Dept has determined that the new facility for 22 people has a calculated usage of 1320 gal/day.

All water used in the existing facility comes from a private well. The water flow has been more than adequate for its current use as a bed & breakfast home with meeting space; the flow is documented at 8 gpm.

- 2) Wastewater Management >. <Required>. What is the wastewater capacity needs for this use? Specify the treatment and disposal methods to be used. If individual septic, provide septic improvements permit letter from the Chatham County Health Department. If other than individual septic systems are to be used, submit a plan for wastewater management. If system requires approval from NCDENR, state progress towards getting approval from NCDENR.

The existing facility currently has its own 1200 gallon septic tank that was upgraded recently with a commercial-grade filter. The changes to the existing building, as described elsewhere, will require an another septic system that would accommodate an additional 1200 gallons per day.

The new facility will have its own well and waste water system. The new septic system needs to be capable of handling 1320 gallons per day.

see Attachments C & D: Permits from Chatham County Health Dept.

Submission Materials Check List

(Draft # 5. Last modification : 02-13-03)

(Approved for use by the Planning Board on 07/01/97) – Revision 9/12/00 Finding #5 b. Water/Sewer Impact Statement

Water/Sewer Impact Statement >. **<Required>**. All applications where a public utility is to be utilized, (water or sewer) must state clearly the amount of usage that is anticipated. The usage estimate must be validated by the County Public Works Director, along with an updated usage vs. capacity statement. The impact statement should provide a projection of the demand after the site is fully developed.

The facility will use its own wells to furnish water and its own septic system to control wastewater. The Chatham County Health Dept. has approved our 2 permits: a) enlarging the current septic system for the existing building and b) construction of a new septic system and new well for the new facility. See attachments C & D.

- 3) Access Roads >. **<Required>**. Describe the access from the site to public highways. If the requested use will require a new driveway or enhancement to existing highway(s) address the following questions. If a new driveway access is part of the proposal, has NC DOT approved this access (include copy of the commercial driveway permit)? If the Site is located on a road designated as a "major collector", is the site accessed by an existing or proposed service road. Describe any upgrades of public or private roads necessary to serve the property.

Access to the site is by Hwy 64 and SR # 1941 (Seaforth Road) All roads to the site are blacktop. The short driveway into the property is gravel.

I talked with Damon Webb of NCDOT about the current usage and the proposed changes. He stated that the current driveway is sufficient for the amount of traffic.

- 4) Storm Water Runoff >. **<Required>**. Detail the methods and various structures that will be used to control storm water runoff. This information will detail all points of off site discharge with design techniques used and projected impact on neighboring properties.

Storm water runoff is relevant to two areas of the facility: buildings and parking lots. First, currently the gutter runoff from the main building is led away and empties onto the lawn, the gardens, and a pond created for this purpose. Second, runoff from the gravel surface parking lot is allowed to percolate naturally into the native soil.

The new building will also have a similar system of gutters in order to contain runoff water. For this system, we will create another pond complete with native, aquatic plants. This pond will also serve as a sitting area for people to enjoy the creatures that inhabit a small pond.

- 5) Parking>. **<Added>**. Explain how the requirement for the minimum number of parking spaces will be met. The parking space requirement for hotel/motel is one space per bedroom and one for each two employee.

There are three parking lots: 1) handicap parking space, 2) a small lot, 3) a large lot.

The small lot is almost totally gravel; it is approximately 55' x 75'. This lot can hold

about 14 cars. This one is used the most since the majority of groups are about this size.

The large lot is mostly grass with a gravel turn-around area. It is approximately 75' x 95'. This lot can hold 22 cars. This lot can also be used by church buses since it has a 14' high clearance and a 12' x 40' parking space as well as room for turning around.

The existing facility will have 3 bedrooms and the new facility will have 7 bedrooms. If we have 4 employees and a total of 10 bedrooms, then the requirement for our site would be to have 12 parking spaces. Since we have the capacity to have 36 cars in our two parking lots, we exceed the requirement by a large margin.

Name of Applicant

Signature:

Terry Otto
Terry Otto

**Attachments A1-A3:
Site Plan: Otto/Cassilly**

Site Plan and Drawing <Required>. Describe the plans for the site in detail. Provide drawing(s) at an appropriate of the completed project. This information should be of adequate detail (a drawing done by a licensed land surveyor and design details from a licensed architect are **strongly recommended**) to address the following:

a. existing buildings on site, construction description and size

B & B Home with meeting space	4000+ ft ²
Garden shed	144 ft ²
Storage shed	800 ft ²
Tractor shed	400 ft ²

b. proposed new buildings, location on site, size, construction description in adequate detail to determine the general appearance of the building and to establish the architectural design.

The proposed building will be a one-and-a half story with approximately 3000 ft². The style will be similar to the existing house in that it will be farm-style in nature with covered porches. The site is approximately 450 feet north-northeast from the existing building.

c. landscape plan with materials used and screening/buffering plan

Landscaping of the area will use existing meadow grasses and plants. The property line areas will be populated with native trees and bushes such as, hollies, wax myrtles, cedars, butterfly bushes, silverberry, etc.

d. setbacks.

The existing building is 150 ft from Seaforth Rd.
The proposed building will be more than 50 ft from the property line on the eastern boundary.

e. natural preserved areas that will remain in this condition.

Existing natural areas will not be affected. The proposed building will be in the same spot as a barn that we are currently dismantling.

f. site boundaries with adjacent properties.

The boundaries of this site are adjacent to two parcels: # 17487 owned by the US Steel Pension Fund and # 62077 owned by Joseph Rice.

g. parking design

We currently use two parking lots. One lot holds about 14 cars and is packed gravel. The other lot holds approximately 30 cars and is mostly grass with about 10% gravel.

h. sign location, type, size

We currently have a sign by the driveway that is natural wood with white painted characters. The sign is 18" x 24".

i. areas reserved for future development or improvements under this permit.

none

j. lighting plan

see Finding #3, item 5

k. percentage of impervious surface, include storm drainage management plan

see Attachment E

l. topographical description/drawing of current site and after improvements have been made to the site.

Current site:

The topography of the site is rolling hills with elevation changes of 20-30 feet or more. The attached drawings of the proposed improvements consists of two documents: 1) high level view and 2) enlarged view of existing facility and area

After Improvements:

The project will not significantly change the topography. The only earth-moving planned is to dig footings for the foundation for the new building and the installation of septic system.

m. designate streams and wetlands and any required water hazard setback areas.

The proposed building site is more than 400 ft from the pond and its intermittent stream. The building site is the only place where construction will take place.

n. vicinity map showing property location.

see Attachment F, Vicinity map

o. county tax map with location of property identified

see Attachment G, County Tax Property map

this side: parcel # 62077

western boundary=1208.25 ft long

Southern boundary
893.57 ft long

pond

Attachment A2: Otto/ Cassilly Site
16.75 acres
2540 Seaforth Rd.
Parcel # 17475

this side: parcel # 17487

E. Garden Shed
12' x 14'

well house

C. Tractor
shed
18' x 20'

D. Storage Shed
25' x 35'

brambles

cedar grove
with
cemetary
site

B. Proposed
facility, single
story, 2000+ sq. ft.

A. Existing facility

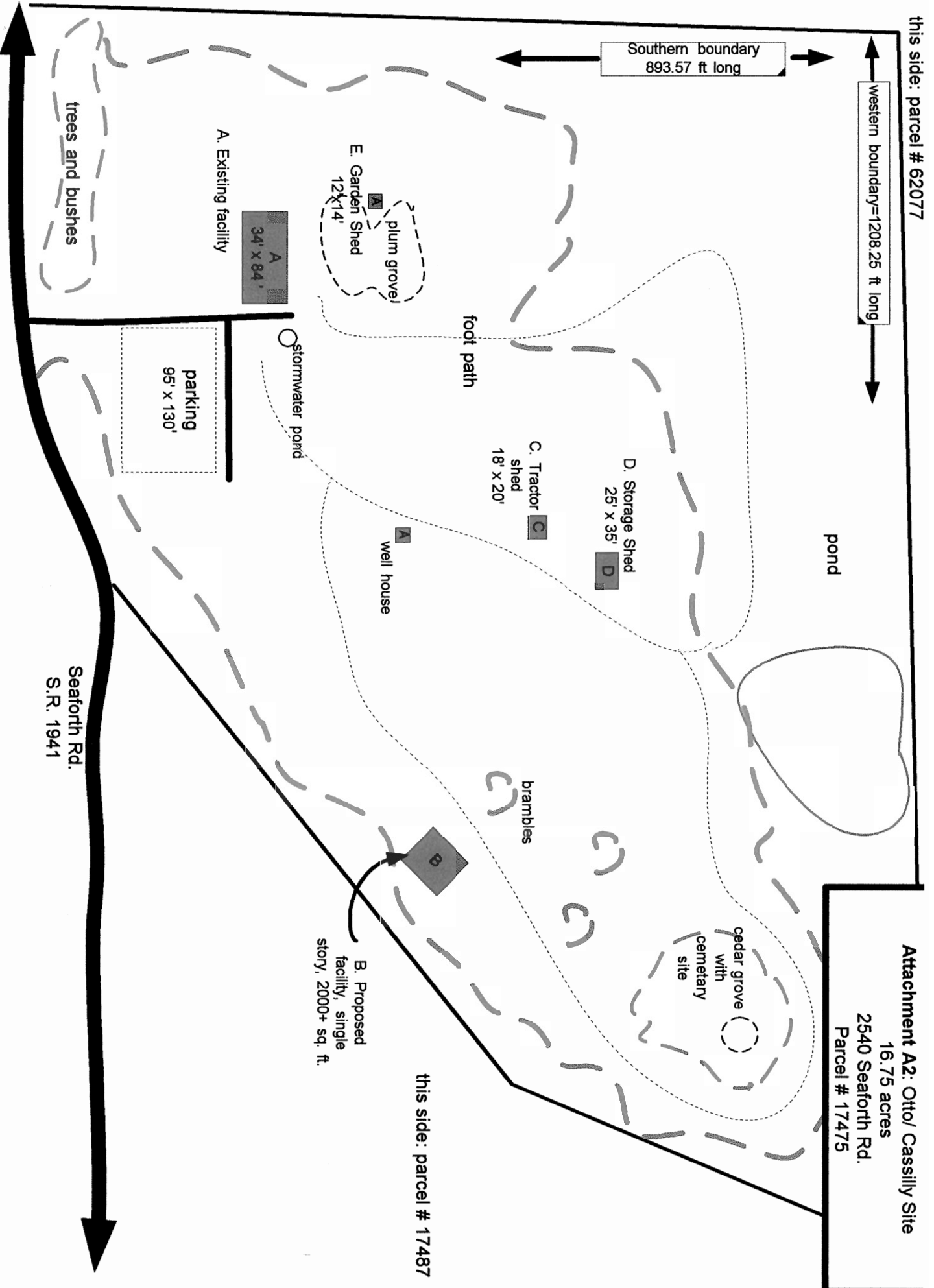
34' x 84'

parking
95' x 130'

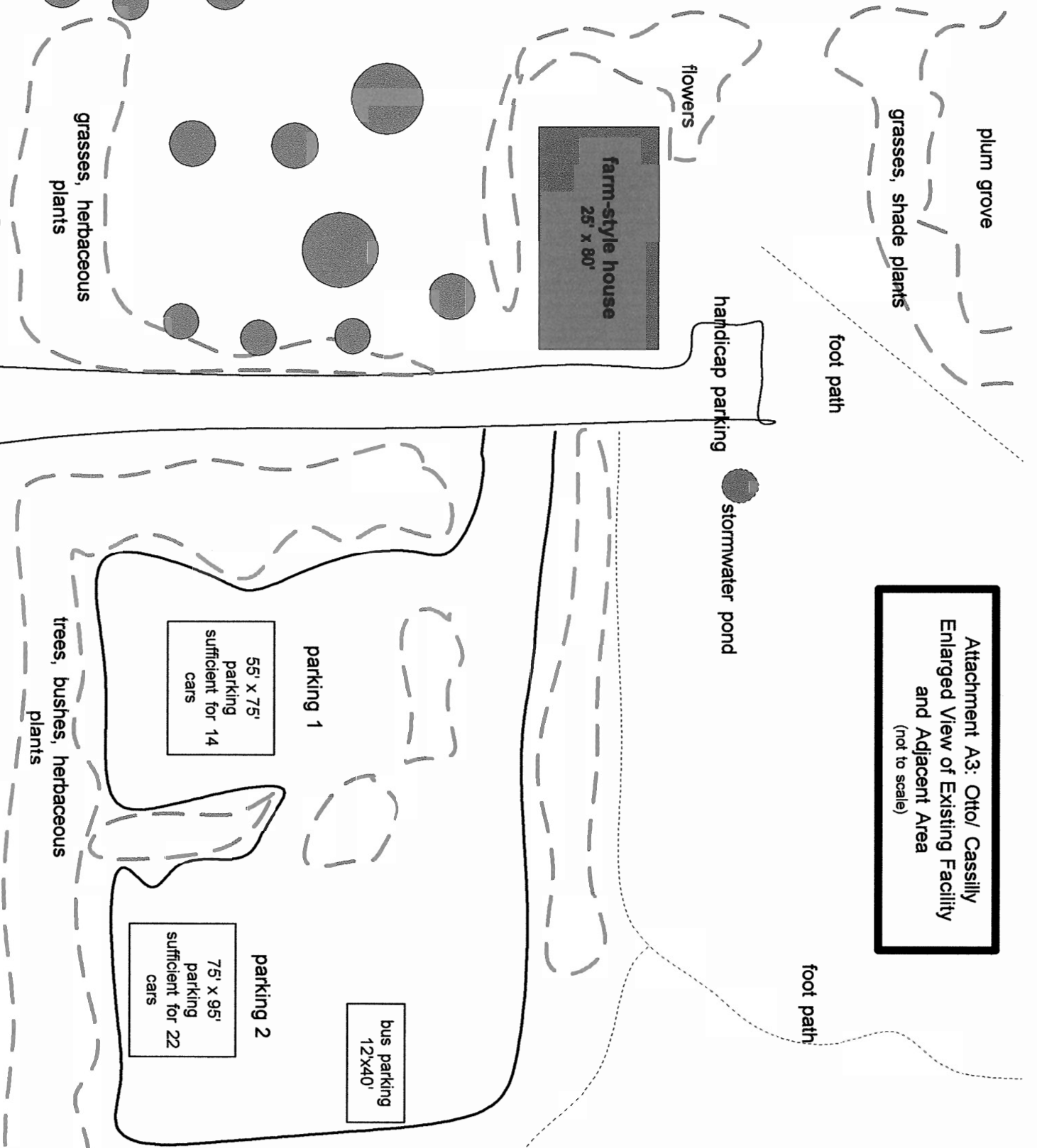
stormwater pond

trees and bushes

Seaforth Rd.
S.R. 1941



Attachment A3: Otto/ Cassilly
Enlarged View of Existing Facility
and Adjacent Area
(not to scale)



Attachment B:
Proposed Construction Timing - Otto/Cassilly

Phase I - Remodel of Existing Building

We will remodel a first floor room to create a commercial kitchen. A major part of this phase is to add another septic tank and field. The room will then be upgraded with washable floor, wall, and ceiling surfaces. Following the installation of electrical and plumbing features, the new kitchen will be outfitted with the required commercial grade equipment.

Phase II - Construction of New Lodging Facility

This new lodging facility will require its own well and septic tank. After that is completed then construction of the new facility will begin.

The type of materials that will be used in the new facility are still under consideration. This will be based upon the cost of materials, availability, and esthetics. However, the design is to be consistent with the current structure and the rural nature of the property.

During this phase, landscaping and planting will take place in order to create a buffer of vegetation as agreed upon in the conditional use permit provisions

CHATHAM COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION

OFFICE USE ONLY

80 East Street
P. O. Box 130
Pittsboro, NC 27312-0130
Phone (919) 542-8208 Fax (919) 542-8288

1000 S. 10th Avenue
Siler City, NC 27344
Phone (919) 742-4911 Fax (919) 742-4911

Attachment

C Otto
Cassidy

Improvement Permit for Wastewater Systems
ARTICLE II-CHAPTER 130A OF THE NC GENERAL STATUTES

System Type _____

NEW ☒ REPAIR ☐ EXPANSION ☐

An Improvement Permit is issued to Terry Otto / Anna Cassidy for
a 16.75 acre site located 2540 Scatterth Rd

in Chatham County. It is specifically issued for the following facility:

Facility: Residential () Non-Residential (x)

No. Bedrooms _____ No. Residents/Employees 30 scat restaurant and meeting hall

Type Wastewater: Residential () Commercial (x)

Initial System Type: I () II () III (x) IV () V () VI ()

Description _____

Type System: Shallow Conventional (x) LPP ()

Other Pressure Manifold

Design Flow 1200 EGPD Application Rate .25 GPD/ft²

Size Tank(s) w/Risers and Effluent Filter ST 2000 Gal PT 2000 Gal 1500gal Grease Trap

Nitrification Line (Length/Width/Max Depth) 1600' x 3' x 18"

(On contour in approved septic area; sch. 40 PVC required over step-downs)

Repair System Type: I () II () III (x) IV () V () VI ()

Description pressure manifold to shallow conventional

Special Conditions Plans required prior to CA. Contractor to meet on site

prior to installing

A plat with site plan showing specific location of the facility, the site for the proposed wastewater system, existing buildings, property lines, water supplies, surface waters, the conditions for any site modifications; and any other information required by the department must be attached to be valid.

This permit is valid [] without expiration [x] for five years but is subject to revocation if the site is altered, soil disturbed, set-backs violated, or the plans of intended use are changed.

The Improvement Permit shall not be affected by change in ownership.

THIS IS NOT AUTHORIZATION TO INSTALL. An authorization for Wastewater Construction must be obtained from this department before installation.

Issued by Thomas D. Boye R.S.
Environmental Health Specialist

N.C. Registration Number 1353

Date 2-17-04

2540 Scatterth Rd

911 Address

Name

Otto, Terry

CHATHAM COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION

OFFICE USE ONLY

80 East Street
P. O. Box 130
Pittsboro, NC 27312-0130
Phone (919) 542-8208 Fax (919) 542-8288

1000 S. 10th Avenue
Siler City, NC 27344
Phone (919) 742-4911 Fax (919) 742-4912

Attachment
D Otto Cassilly

Improvement Permit for Wastewater Systems
ARTICLE II-CHAPTER 130A OF THE NC GENERAL STATUTES

System Type _____

NEW ☒ REPAIR ☐ EXPANSION ☐

An Improvement Permit is issued to Terry Otto / Anna Cassilly for
a 14.75 acre site located 2540 Seafork Rd

in Chatham County. It is specifically issued for the following facility:

Facility: Residential () Non-Residential (x)

No. Bedrooms _____ No. Residents/Employees 22 prison Retreat Center

Type Wastewater: Residential () Commercial ()

Initial System Type: I () II () III (x) IV () V () VI ()

Description _____

Type System: Shallow Conventional (x) LPP ()

Other Pressure Manifold

Design Flow 1320 EPGD Application Rate .275 GPD/ft²

Size Tank(s) w/Risers and Effluent Filter ST 2000 Gal PT 2000 Gal

Nitrification Line (Length/Width/Max Depth) 1600' x 3' x 18"

(On contour in approved septic area; sch. 40 PVC required over step-downs)

Repair System Type: I () II () III (x) IV () V () VI ()

Description pressure manifold to shallow conventional

Special Conditions Plans required prior to CA, Contractor to meet on site
prior to installing

A plat with site plan showing specific location of the facility, the site for the proposed wastewater system, existing buildings, property lines, water supplies, surface waters, the conditions for any site modifications; and any other information required by the department must be attached to be valid.

This permit is valid [] without expiration [x] for five years but is subject to revocation if the site is altered, soil disturbed, set-backs violated, or the plans of intended use are changed.

The Improvement Permit shall not be affected by change in ownership.

THIS IS NOT AUTHORIZATION TO INSTALL. An authorization for Wastewater Construction must be obtained from this department before installation.

Issued by Thomas C. Bona R.S.
Environmental Health Specialist

N.C. Registration Number 1353

Date 2-17-04

Otto/Cassilly CUD Application
Attachment E: Calculation of Impervious Surface

Structure	Dimensions	Impervious Surface (sq. ft.)
existing building with meeting space	28' x 50' + 34' x 37' + 15' x 24'	3018
new building	44' x 46'	2024
small parking lot	40' x 40'	1600
large parking lot	100' x 100'	10,000
driveway into property	150' x 6'	900
driveway to new building	500' x 6'	3000
handicap parking area	30' x 30'	900
Total		21,442

Calculation:

Given:

Acre: 43,560 sq. ft.

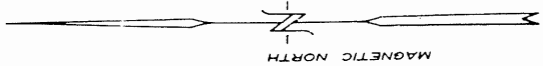
Size of property: 16.75 acres

Sq. ft. in Property: 16.75 acres x 43,560 = 729,630 sq. ft.

% impervious surface = sq. ft. calculated impervious surface / sq. ft. property

21,442 / 729,630 = 2.9%

A-Team



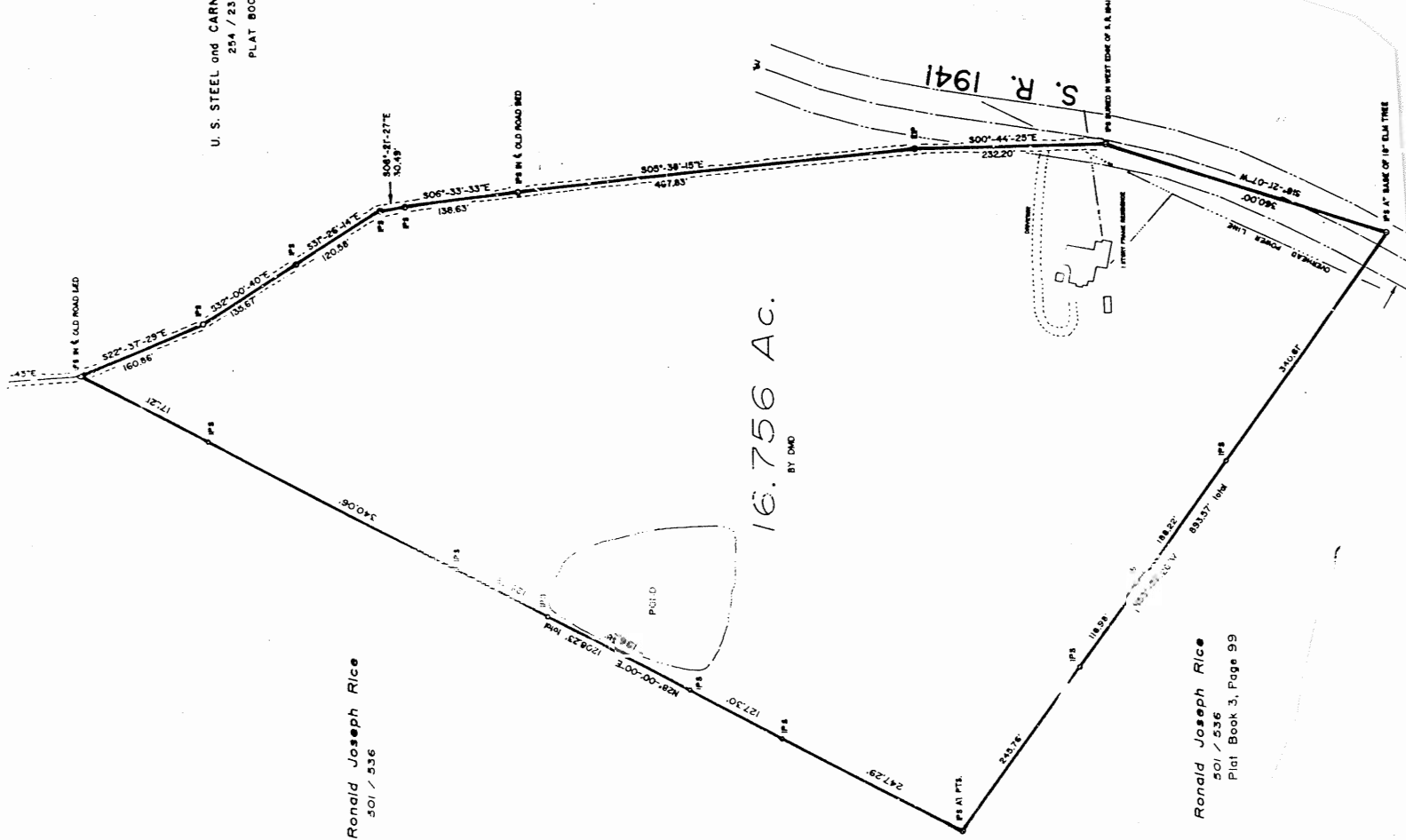
VICINITY MAP

U. S. STEEL and CARNEGIE PENSION FUND
254 / 236
PLAT BOOK 4/28

Ronald Joseph Rice
301 / 536

16.756 Ac.
BY DMG

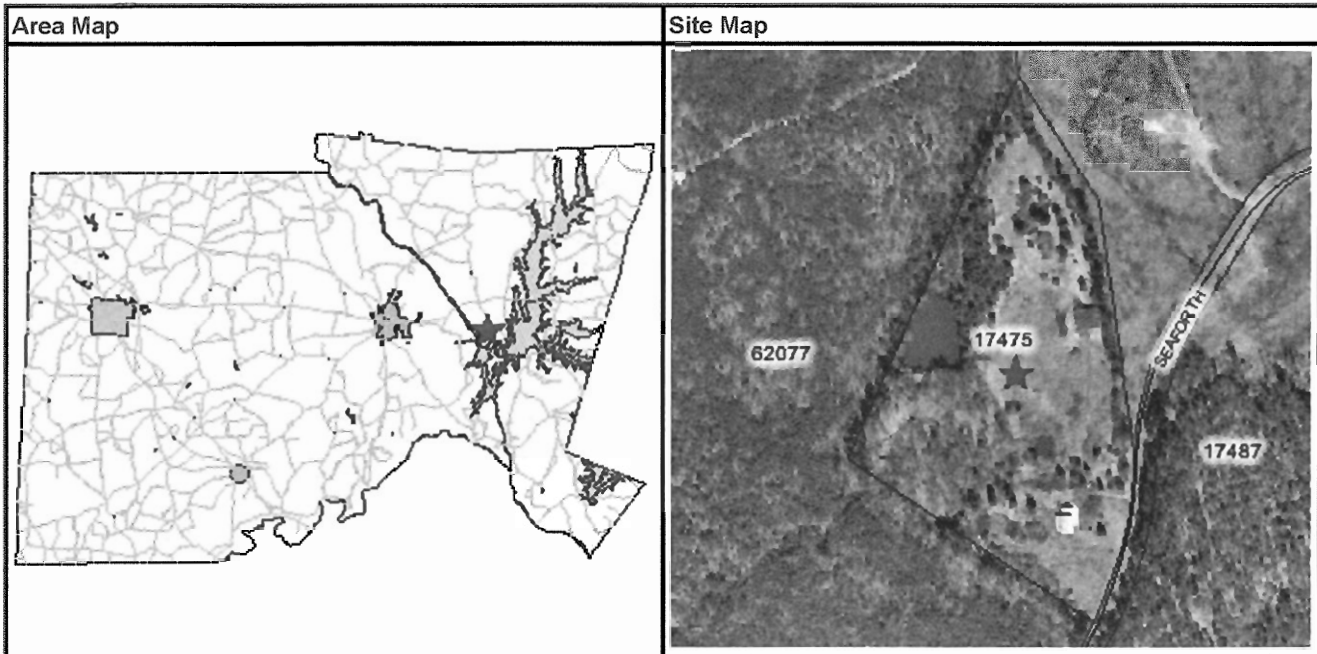
Ronald Joseph Rice
501 / 536
Plat Book 3, Page 99



Property Report

2540 SEAFORTH RD

Attachment
G
Otto
Cassilly



Owner Information

Name:	CASSILLY ANNA C & TERRY N OTTO	Address:	2540 SEAFORTH RD
Owner ID:	1183293	City/State/Zip	PITTSBORO, NC 27312

Property Details

Parcel ID:	17475	Address:	2540 SEAFORTH RD
PIN:	97710734362	District:	107
Deed Date:	1999	Acreage:	16.760000000000002
Deed Book:	805	Finished Area:	4584
Deed Page:	88	Effective Year Built:	1990
Legal Description:	N6-12	Stories:	2

Property Values

Land Value:	\$ 122,175	Improvements Value:	\$ 234,741
Total Value:	\$ 356,916		

Deed/Transfer Information

No deed transfers listed for this property