



APPLICATION ACCEPTANCE POLICY

CUP NEW AND AMENDMENTS

Chatham County understands that clear expectations make the application and development review processes easier for both applicants and staff. The policies outlined below will enable Planning Department staff to move the process along in a way that ensures that each application receives the attention it deserves. Staff desires to complete review of projects in an accurate and timely manner. Due to the preparation, reviews, and public hearing schedules, working with incomplete materials detracts from the timely review of applications.

1. Applications are to be reviewed for completeness by staff prior to being officially accepted for review. Applications that are dropped off or mailed in cannot be accepted without prior approval from the Zoning Administrator.
2. Checklists for each type of request are provided with each application package. If the application does not contain all required items on the checklist, it will be considered incomplete and shall not be accepted. **PLEASE REVIEW SECTION 17 FOR CONDITIONAL USE PERMITS IN ITS ENTIRETY TO MAKE SURE ALL AREAS FOR SUBMISSION ARE COVERED. **CUPs are required to have the same site plan information submitted****
3. Upon determination by staff that an application is complete, it will be officially accepted by the Planning Department by accepting payment and issuing receipt. Staff will not hold materials for incomplete applications or any monies associated with the submittal of an application. Application fees must be paid at the time an application is submitted for acceptance.
4. In order to allow time to process fees, applications will not be accepted after 4:00 pm each day.
5. For your convenience, applicants may schedule an appointment with staff to review the application package before the official submission.

The Planning Department staff looks forward to working with you during the application process. If you have questions or need further assistance, please call 919-542-8204.

CONDITIONAL USE PERMIT

APPLICATION FOR NEW CUP OR A REVISION TO AN EXISTING CUP

Chatham County
Planning Department

P. O. Box 54, 80-A East St, Pittsboro, NC 27312
Telephone: (919) 542-8204 FAX: (919)542-2698

Section A. APPLICANT INFORMATION

NAME OF APPLICANT: The Parlour, LLC

MAILING ADDRESS OF APPLICANT: PO BOX 1347, Carrboro, North Carolina 27510-3347

PHONE NUMBER/E-MAIL OF APPLICANT: theparlourdesign@gmail.com

PROPERTY OWNER INFORMATION (If different from the applicant): *Owner Authorization Signature Required; See end of application.

Name(s): Aimee Flynn and Joseph Berton, 919-730-5358 and 919-730-3954

Address: 426 Highway 54 West, Chapel Hill, North Carolina 27516

Name(s): Yvette Navarro and Ernesto Navarro, 919-323-2201 and 919-323-2658

Address: 38 Wren Lane, Pittsboro, North Carolina 27312

E-Mail Address: theparlourdesign@gmail.com, *phone numbers listed above

PROPERTY INFORMATION: The following information is required to provide the necessary information to process the rezoning request:

ADDRESS OF SUBJECT SITE: 175 Poythress Road, Chapel Hill, North Carolina 27516

CHATHAM COUNTY PROPERTY PARCEL NUMBER (AKPAR #): 62230

CURRENT ZONING DISTRICT/CLASSIFICATION: B-1 Conditional Use Permit

TOTAL SITE ACRES/SQUARE FEET: 1.5 Acres

PROPOSED USE(S) AND PROPOSED CONDITIONS FOR THE SITE: **Please select the use/s category from Section 10.13 of Zoning Ordinance**

A "New" Treasure in Chatham: The Parlour at Manns Chapel will be marketed as a destination— a new treasure in Chatham that puts it on the map for effective and creative repurposing. We propose to transform the historic Manns Chapel church site, located just south of Chapel Hill, into both a unique collaborative working space for well-established area designers and a special event venue specializing in events for guests of 75-100. These events can include small-scale marriage celebrations, seasonal marketplace, charitable community events, community craft, business, and creative workshops. The specific use category from Section 10.13 of the Zoning Ordinance is a Mixed Use Building.

This is a socially responsible business model based on new life reuse and creative approaches to both work life and stylish affairs. Generating activity that contributes to a design agency and intimate event venue and located part way between two major destinations, this particular building and location possesses a specific period character that newer or reconstructed venues lack. Manns Chapel longs for its second life; a use that is commercial based rather than being converted into a single home dwelling or being torn down for new development. The grand character of this church will be used to maximize potential to both enhance the site's physical attractiveness to neighbors and clients alike while creating a very special backdrop to important moments like those listed above.

This proposal is special in that it offers an intimate, accessible and extremely unique venue nestled part way between larger, well-known venues such as The Carolina Inn and Fearrington. However, our goal is to serve a different purpose to our larger counterparts; to accommodate our client's specific needs with a smaller scale, very personal and professional service while reigniting the status of a special building as an anchor in its community. Serving as both design agency studio and venue, Manns Chapel will be home to The Parlour, using it as a daily collaborative working environment and employing design interns and local vendors. This will allow consistent use of the building that has been sitting vacant for far too long thus running the risk of vandalism and degradation. We are hoping The Parlour at Manns Chapel will be redeemed as a unique approach to landmark restoration. We see Chatham as a county and community that supports creatives as we plan to take cues from the old and reintroduce the Chapel to both its immediate community and a new crop of people looking for the extraordinary with a small town feel.

This is truly a community centered business model focusing on creative development for local clients and hosting area farmers, chefs, bakers, photographers, craftsmen, and event planners with the heartbeat of Chatham at its center.

It is important that the applicant provide information to explain how the permit request or revision satisfies the following required five findings. **All applications shall contain the following information.** Please use attachments or additional sheets in order to completely answer these findings if necessary. If there is a finding that you feel does not apply to this submittal, please mark with "N/A" for not applicable. **Please use the "Materials Checklist" to complete each 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.**

Yes- Validation of Use in Zoning Ordinance: The request is among the eligible conditional uses found in the 10.13. Zoning Table of Permitted Uses as a Mixed Use Building.

2. **The requested conditional use permit or revision to the existing permit is either essential or desirable for the public convenience or welfare.**

(1) Need and desirability.

Yes- this request is desirable for the public welfare as it reignites the status of a special building as an anchor in its community. This plan proposes to celebrate the existing character of Chatham County, an already well-established community and a historical setting on the cusp of the impending large-scale development of the 7,000 acre Chatham Park. With the population increase forecasted for Pittsboro alone, venues with special historical qualities will be important landmarks to sustain the character of the area and maintain the community's understanding of the past through a new special use.

We are excited to give renewed life to the venue with great historic value and offering a nostalgic experience in a fast growing area. The church building is currently empty and vulnerable in the absence of any long-term plan for upkeep- this was a key concern for the adjacent neighbors at the community meeting. Persons throughout the area are familiar with the church and regard it fondly on account of its beauty and long history.

(2) Survey of similar uses.

We strive to offer an intimate, accessible and extremely unique venue nestled part way between larger venues such as The Carolina Inn and Fearrington. Our goal is to serve a different purpose to our larger counterparts; to accommodate our client's specific needs with a very personal and professional service while reigniting the status of a special building as an anchor in its community as a design agency and branding house. We propose a socially responsible business model based on new life reuse, events unlike any other in the area, and creative approaches to both work life and stylish affairs. Generating activity that contributes to both the design agency and the event venue and located part way between two major destinations, Mann's Chapel longs for its second life; a use that is commercial based rather than being converted into a single home dwelling or being torn down for new development.

(3) Public provided improvements.

The County would be required to provide no public improvements as a result of approval of the Project.

3. **The requested permit or revision to the existing 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.**

The Project will certainly not impair the integrity or character of the surrounding districts nor will it be in any way detrimental to the health, safety and welfare of the community. Quite the contrary, the Project will be a positive addition to the surrounding community. The proposal enhances the historical character and integrity of both the building and the site. Although we do not plan to change the building footprint or make any major

alterations to the chapel, we do plan to make any necessary upgrades to both bring the building to code and also building repairs to preserve the integrity of the building in areas of decomposition and deterioration.

(1) Traffic.

We are working with the NCDOT to determine any traffic impact to the adjacent area. Any traffic impact will be on weekends when events are most likely to happen.

(2) Visual impact and screening.

As we presented to the Appearance Commission, attached is the proposed landscape and site plan detailing the natural buffers and screening needed to meet and exceed the county's requirements.

(3) Lighting.

Landscape lighting fixtures will be 20 watt low voltage, bullet style lights placed strategically on site to highlight special areas and navigation. Installed on grade, this will allow up-lighting on respective areas marked on the attached plan also presented to the Appearance Commission.

(4) Noise.

There may be some instances of a live musical group or pre recorded music but we will not exceed the allowable noise level indicated in the County Noise Ordinance (Article III, Table 1).

(5) Chemicals, biological and radioactive agents.

The Project will not include chemical, biological or radioactive hazards.

(6) Signs.

The Project will have two identification signs, each of which will comply with the Chatham County sign ordinance and are intended to be inviting and attractive. Attached is the proposed signage which was also provided to the Appearance Commission for approval.

4. The requested permit will be or remain consistent with the objectives of the Land Conservation and Development Plan.

This project is about both protecting and promoting historic locations while making sure historic assets are preserved and utilized before developing new. The restoration of this property also promotes a mix of uses rather than requiring different spaces/land for different uses. Already tied to an existing transportation system (off the main thoroughfare 15-501 south), we are preserving both scenic and historic landscapes without the need for road development, celebrating local historical culture and promoting the arts in Chatham County.

Tourism from within Chatham and adjacent counties could increase to this area of the county by providing meeting places for small to medium groups, community events, reunions, etc. where this area of the county currently does not have an abundance of such facilities.

Preserving the area's character and the building's historic features is at the core of this proposal. Community events at the chapel will include local agricultural markets, crafts, and local and regional skill building workshops to increase tourism.

5. Adequate utilities, access roads, storm drainage, recreation, open space, and other necessary facilities have been or are being provided consistent with the County's plans, policies and regulations.

(1) Water source and requirements.Water usage will be provided by a new installed on site well.(2) Wastewater management.We are using a private septic system. Attached is the permit letter from the Chatham County Environmental Health Department. As per county requirements of 5 gallons per person per day, the soil test showed a 575 gallon per day design flow.(3) Access roads.State road frontage is already existing (Poythress Road and Lamont Norwood).(4) Storm water runoff.The site's current natural grade will be maintained to allow runoff to existing front roadside swale and existing dry creek bed on west side of property.**STOP!**

You must meet with the Chatham County Appearance Commission and hold the Community Meeting BEFORE you can submit the application to the Planning Department. Please check the boxes below once these meetings have been held:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Chatham County Appearance Commission | Date of Meeting: <u>September 24, 2014 6:30pm</u> |
| <input checked="" type="checkbox"/> Held Community Meeting | Date of Meeting: <u>July 14, 2014 10am</u> |

Section B. SUBMITTAL INFORMATION AND PROCEDURE

- (1) Sixteen (16) completed application packets and all supporting information shall be submitted to the Planning Department at least forty-five (45) days prior to the Public Hearing. A digital copy of the application packet shall be submitted pursuant to the Planning Department Digital Document Submission Guidelines.
 - (2) The Planning Department shall, before scheduling the public hearing, ensure that the application contains all the required information as specified in Section 5 of the zoning ordinance.
 - (3) The Planning Department shall have fifteen (15) days from the date of submittal to notify the applicant that the application is complete for scheduling the public hearing.
 - a. If the Planning Department determines the information is not sufficient for review, the Department shall notify the applicant of the specific information that is required for review.
 - b. The Planning Department shall take no further action on the application until the applicant submits the required information.
 - c. Once the applicant corrects the identified deficiencies, the applicant shall resubmit to the Planning Department at least 45 days prior to the next Public Hearing meeting, and the Department shall have 15 days to review the information and notify the applicant that the information is sufficient for review.
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- d. A determination that an application contains sufficient information for review as provided in this subsection (b) does not limit the ability of other county agencies, the Planning Board or the Board of Commissioners to request additional information during the review process.
- (4) The application is reviewed by the Technical Review Committee prior to the Public Hearing for comments and recommendations from other agencies.

Section C. SUPPLEMENTAL INFORMATION REQUIRED WITH THE APPLICATION and REQUIRED INFORMATION TO BE INCLUDED ON THE SITE PLAN

PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF). Please check the list below carefully before you submit:

- (1) The application shall include a **site plan**, drawn to scale, with supporting information and text that specifies the actual use or uses intended for the property and any rules, regulations, and conditions that, in addition to the predetermined ordinance requirements, will govern the development and use of the property. The following information must be provided, if applicable:
- a. Information showing the boundaries of the proposed property as follows:
1. If the entire parcel will be zoned, a GIS or survey map and parcel number of the subject property.
 2. If only a portion of the parcel will be zoned, a boundary survey and vicinity map showing the property's total acreage, parcel number, current zoning classification(s) and the general location in relation to major streets, railroads, and/or waterways,
- b. Legal Description of proposed conditional zoning district;
- c. All existing and proposed easements, reservations, and rights-of-way;
- d. Proposed number and general location of all building sites, their approximate location, and their approximate dimensions;
- e. Proposed use of all land and structures, including the number of residential units and the total square footage of any non-residential development;
- f. All yards, buffers, screening, and landscaping required by these regulations or proposed by the applicant; **(SECTION 12 LANDSCAPING & BUFFERING REQUIREMENTS)**
- g. All existing and proposed points of access to public and/or private streets;
- h. Stream buffers required through this or other Chatham County Ordinances or Regulations, and other Local, State, or Federal regulatory agencies. Delineation of areas within the regulatory floodplain as shown on the Official Flood Insurance Rate Maps for Chatham County;
- i. Proposed phasing, if any;
- j. Generalized traffic, parking, and circulation plans; **(SECTION 14 OFF STREET PARKING)**
- k. Proposed provision of utilities;
- l. The location of known sites of historic or cultural significance within or adjacent to the project area, including any structure over 50 years old;
- m. The approximate location of any cemetery;
- n. Proposed number, location, and size of signs; **(SECTION 15 SIGN REGULATIONS)**
- o. Location and description of any proposed lighting on the project site with a note that any lighting will comply with Section 13; **(SECTION 13 LIGHTING STANDARDS)**
- p. The location of existing and/or proposed storm drainage patterns and facilities intended to serve the proposed development, and impervious surface calculations; and
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- q. Environmental Impact Assessment pursuant to **Section 11.3** of the Zoning Ordinance, if applicable. If you are or will be disturbing two or more acres in connection with this application, you are required to submit and EIA with this application. Failure to do so will result in the delay of scheduling your request for public hearing or may be returned completely for re-submission.

The above information is required to be shown on the site plan submitted with this application. If, for some reason, any of the required items above are not included on the site plan, reasons for excluding those requirements must be given.

- (2) In the course of evaluating the proposed use, the Zoning Administrator, Planning Board, Chatham County Appearance Commission, or Board of Commissioners may request additional information from the applicant. This information may include, but not be limited to, the following:
- a. Proposed screening, buffers, and landscaping over and above that required by these regulations, as well as proposed treatment of any existing natural features;
 - b. Existing and general proposed topography;
 - c. Scale of buildings relative to abutting property;
 - d. Height of structures;
 - e. Exterior features of the proposed development;
 - f. A traffic impact analysis of the proposed development prepared by a qualified professional. The traffic impact analysis shall follow the NCDOT TIA Analysis Guidelines, and shall also include consideration for non-motorized and public transportation;
 - g. Any other information needed to demonstrate compliance with these regulations.

NOTE: The Zoning Administrator has the authority to waive any application requirement where the type of use or scale of the proposal makes providing that information unnecessary or impractical.

SECTION D. SIGNATURE STATEMENTS

OWNER'S SIGNATURE*: In filing this application, I/we as the property owner(s), hereby certify that all of the information presented in this application is accurate to the best of my knowledge, information and belief. I hereby designate _____ to act on my behalf regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to speak for me in any public meeting regarding this application.

Signature: _____

Date: _____

APPLICANT SIGNATURE: I hereby acknowledge that I am making this application on behalf of the above owner's statement or myself as the owner and that all the information presented in this application is accurate to the best of my knowledge, information, and belief. I acknowledge understanding of the requirements set out in this application and in the ordinances and/or guidelines used to determine the completeness of this submittal and to proceed as determined.

Signature: _____

Date: _____

OFFICE USE ONLY:

DATE RECD: _____
BY: _____
APPLICATION #: PL20_____
FEE PAID \$: _____
<input type="checkbox"/> Check No. _____ <input type="checkbox"/> Cash <input type="checkbox"/> CC <input type="checkbox"/> Money Order

**REPORT OF COMMUNITY MEETING REQUIRED BY
THE CHATHAM COUNTY ZONING ORDINANCE**

To: Chatham County ZONING ADMINISTRATOR

Date: July 14, 2014

Proposed Zoning: B-1 Conditional Use Permit

The undersigned hereby certifies that written notice of a community meeting on the above zoning application was given to the adjacent property owners set forth on the attached list by certified mail on July 7, 2014. The meeting was held on July 14, 2014 at 10am in the Building 42 Conference Room at Central Carolina Community College. A copy of the written notice is also attached.

The meeting was held at the following time and place:
July 14, 2014 at 10am- Building 42 Conference Room at Central Carolina Community College

The persons in attendance at the meeting were:
Property Owners: Yvette Navarro/ Aimee Flynn, as well as Adjacent Property Owners: Melissa Hill, Debra and Gary Colpitts, Beulah Hackney, along with her daughter Jean Ward and son, David Hackney, and Michael Lustig.

The following issues were discussed at the meeting:
Overall concept for development, chapel restoration, parking, on site activity, illegal dumping in the past due to the site being vacant, community engagement, garden development and noise. Neighbors were excited about the potential for new life at the chapel and happy to have activity on site again.

As a result of the meeting, the following changes were made to the rezoning petition:
None.

Date: _____

Applicant: _____

By: _____

Please submit this Report to the Chatham County Planning Department located at 80-A East Street, Dunlap Building or mail it to Angela Birchett, Zoning Administrator, PO Box 54, Pittsboro, NC 27312.

Date: July 2, 2014

The Parlour at Manns Chapel

175 Poythress Road

Chapel Hill, NC 27516

Re: Development Input Meeting for Manns Chapel

Dear Adjacent Property Owner,

Although we have had the pleasure of meeting most of you already out on site, this letter is to invite you to a community meeting regarding a mixed-use revitalization on 1.5 acres that we are proposing near your property, on parcel number 62230.

An informal meeting will be held on July 14, 2014 beginning at 10am in the Building 42 Conference Room at Central Carolina Community College. This meeting will last approximately one hour. The proposed project will be served by well and septic and will help to revitalize the chapel and create a strong building to last many more years to come. Plans for proposed development will be shown and you will have an opportunity to voice any concerns and ask questions regarding the details of our project. We welcome your feedback to continue to keep Mann's Chapel an integral part of the community.

The meeting is required as part of the County zoning process; however County staff will *not* participate in the meeting. We are planning to submit our official plans to the County Planning Department in the very near future. You will receive a notice from the county about this submittal once the application has been made.

We would appreciate your input at the meeting. If you have any questions before the meeting you may contact us below.

Respectfully,

Aimee Flynn & Joe Berton

Yvette Navarro & Ernie Navarro

Owners, The Parlour at Manns Chapel

theparlourdesign@gmail.com

Central Carolina Community College

764 West Street

Pittsboro, NC 27312

[\(919\) 542-6495](tel:(919)542-6495)

**Building 42 Conference Room*