TOWN OF CHAPEL HILL
Planning Department
405 Martin Luther King Jr. Blvd.
Chapel Hill, NC 27514
www.townofchapelhill.org
phone (919) 968-2728

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)

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

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

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

Symbol	Meaning	Symbol	Meaning
✓	Meets Standard	**M**	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.

	Application fee (refer to fee schedule)	Amount Paid $
x	**Pre-application meeting** – with appropriate staff	
x	**Digital Files** - provide digital files of all plans and documents	
x	**Concept Project Fact Sheet**	
x	**Statement of Compliance with Design Guidelines** (1 copies)	
x	**Statement of Compliance with Comprehensive Plan** (1 copies)	
N/A	**Affordable Housing Proposal, if applicable** (Rezoning Policy or Inclusionary Ordinance)	
x	**Mailing list of owners of property within 1,000 feet perimeter of subject property** (see GIS notification tool)	
	Mailing fee for above mailing list	Amount Paid $
x	**Developer's Program – brief written statement explaining how the existing conditions impact the site design. Including but not limited to:**	

- Natural features of site
- Access, circulation, and mitigation of traffic impacts
- Arrangement and orientation of buildings
- Natural vegetation and landscaping
- Impact on neighboring properties
- Erosion, sedimentation, and stormwater

x	**Resource Conservation District, Floodplain, & Jordan Buffers Determination** - necessary for all submittals
x	**Reduced Site Plan Set (reduced to 8.5"x11")**

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

Dewberry

Dewberry Engineers Inc.
2610 Wycliff Road, Suite 410
Raleigh, NC 27607-3073

919.881.9939
919.881.9923 fax
www.dewberry.com

August 25, 2020

Town of Chapel Planning Staff

RE: Statement of Compliance with Comprehensive Plan and Developer's Program

Town of Chapel Hill Municipal Services Center

We are excited to submit this concept plan for redeveloping the existing fire station site at the corner of Weaver Dairy Road Extension and Martin Luther King Jr. Boulevard. The concept plan proposes a new Town of Chapel Hill facility combining a Town Fire Station with Orange County EMS with new office space for Town administrative staff for Police, Parks & Recreation, and Fire.

This new facility supports Theme 1 of the Chapel Hill 2020 Comprehensive Plan (A Place for Everyone) by providing a facility designed to increase coordination of community services. The location accessible by all forms of transportation (Theme 3, Getting Around.) Replacing an outdated fire station and old training tower with a new public building will create a public space with higher levels of service in this prominent location in our community (Theme 4, Good Places, New Spaces). The site will be designed to maximize environmental benefits while providing important safety and community services at a higher level than before (Theme 2 Community Prosperity and Engagement and Theme 5, Nurturing Our Community.)

This site has a significant amount of grade change from the corner of Weaver Dairy Road Extension and Martin Luther King Jr. Blvd. Our intent, based on preliminary study, would be to place the new facility near the corner of the intersection, near the street frontages. This approach allows us to reduce the impact on any steep slopes and move the proposed facility away from the existing stream. The site is very small with only 2 buildable and we will keep the site development as compact as possible.

We propose a planted bio-retention as our stormwater control measure (SCM). In this concept, our SCM would likely need to be in the managed portions of the RCD buffers. By providing a planted bio-retention cell with native plantings, we hope to minimize the impact of the SCM. As part of the project, we will pay special attention to plantings that contribute to wildlife habitat in the area. Site utilities are located in Weaver Dairy Road Extension and are managed by OWASA. As we are directly adjacent to an important riparian environment, our team will work closely with the Town and Orange County to provide erosion control measures to protect this vital resource.

We want to support the Town's efforts to provide an appropriate design for this important corner at the intersection of Martin Luther King Jr. Blvd. and Weaver Dairy Road. We look forward to this collaborative effort with the Town and the Town's Staff.

Sincerely,

Raymond B. Ruggles, RLA, ALSA, CLARB

CC: Eric Schoenagel, AIA, LEEP AP (Little)
Matthew West, PE, LEEP AP (Dewberry)
William Stewart, AIA, NCARB (Little)
Mary Jane Nirdlinger, AICP (Town of Chapel Hill)

Dewberry

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August 25, 2020

Town of Chapel Planning Staff

RE: Statement of Compliance with Design Guidelines

Town of Chapel Hill Municipal Services Center

This document supports the concept plan development for a new Town of Chapel Hill facility planned for the intersection of Weaver Dairy Road Extension and Martin Luther King Jr. Boulevard. The new Town facility combines a Fire Station with Orange County EMS and new office space for administrative staff for Police, Parks & Recreation, and Fire. The project team wants to support the Town's efforts by providing a contextual site and building design for the corner of this important intersection. The guidelines in *Italics* are paraphrased from the draft version of the Town of Chapel Hill's "*Public Works Engineering Design Manual and Standards Details,"* followed by the design team's response. We look forward to this collaborative effort with the Town and the Town's Staff.

General Guidelines:

1. *Livability: Buildings and outdoor spaces should be designed to fit human scale, harmonize with design of streets, and accommodate pedestrian traffic.*
2. *Visual Impact: New public and private projects should be visually appealing, and compatible with other development in the surrounding area.*
3. *Vegetation: Landscape design concepts should preserve existing trees and incorporate native new trees and shrubbery.*
4. *Views: Streets, buildings, and parking lots should enhance the urban environment by providing pleasant vistas and geographic orientations.*

By locating the building at the street frontage, and using the Town's streetscape standards, the building will facilitate a pedestrian friendly, walkable, human scale environment. The Municipal Services Center will respond to the design and scale of nearby buildings. The corner location of the site will minimize any site clearing and preserve the existing trees as much as possible. All new plantings and landscaping will incorporate native species, contributing to the wildlife habitat of the area. Parking will be minimized, and the existing grades allow us to provide tabletop parking which reduces the space devoted to parking, resulting in the preservation of vegetation and the creation of more pleasant vistas.

Preservation of Natural Drainage Patterns:

1. *Capitalize on natural drainage ways through innovative building and site design that transforms steep slopes and edges into major site amenities.*
2. *Preserve natural drainage patterns where practical.*
3. *Design so as to prevent stormwater from flowing over sidewalks and paths.*

As a pre-developed site, the existing topography will be utilized to preserve the existing drainage patterns and reduce the limits of the disturbed area. By keeping the new project compact, and by working primarily within the already-disturbed areas, we will preserve the existing natural site drainage patterns. We will be working closely with the Town to manage stormwater with bio-retention and rain gardens which can also increase biodiversity.

Site Design:

1. *Isolated pockets of existing trees should be protected and used to enhance the site's visual impact.*

Our compact site design helps preserve some of the existing trees and the natural buffer between the site and neighboring properties. The existing tree buffer at the back of the site will be preserved as much as possible to enhance the visual impact of the site.

Grading:

1. *Buildings should be designed to harmonize with existing topography, thereby minimizing land disruption.*
2. *Grading should be held to a minimum and should complement natural landforms.*
3. *Stepping-back"-terracing of buildings on hillsides-should follow the slope in order to complement natural contours.*

It's the design team's intent to work with the Town to set this new facility into the previously developed area and to work with the natural grades of the site. This concept does not require major grading to the site. By stepping the building in response to the use of the space within it, the building will be used to transition the site grading resulting in a more compact building footprint. By keeping the site design as compact as possible, we are looking to reduce the impact of the project on the natural terrain.

Siting of Buildings:

1. *Buildings should harmonize with neighboring areas; this is achieved through careful attention to elements such as size, style, form, color, and materials.*

As mentioned before, the design of the facility will draw cues from the existing architectural context. Inspiration for the exterior design will draw from the regional design in the style, scale, color and form of the materials selected for the building. Durable, sensible materials will be chosen that complement the existing built environment adjacent to the site.

Streets, Parking and Circulation:

1. *Safety and convenience of automobile, bicycle and pedestrian movements are critical considerations.*
2. *Automobiles should be able to enter a site safely and then move to parking areas. Particular attention should be paid to the location of dumpsters for trash collection. Dumpsters should be completely screened, located behind buildings, and accessible to Town service vehicles.*
3. *Roads and other internal driveways should be designed to accommodate a variety of vehicles in addition to passenger cars, including delivery trucks, sanitation trucks, and emergency vehicles.*

As the building will house first responders, vehicular, bicycle, and pedestrian circulation will be carefully considered. Wherever possible, each of these key circulation components will be separated. The roadway infrastructure will also consider multiple uses and how they work together on the site. As the design progresses, the design team will work with the Town to locate the dumpsters and other functional elements in discrete locations.

Stormwater Management:

1. *Detention ponds for run-off and sedimentation should be located where a natural holding pond already exists*.

The design of the stormwater management facilities will help reduce our impact on the local biome. As the site is restricted by a stream to the west and limited site area is available for a detention pond, the design team is proposing bio-retention measures in the outer managed buffers. As we know, that this could impact the stream buffers, so the design team will be working closely with the Town to reduce the impact by increasing the biodiversity of the new plantings and incorporating native species that contribute to the wildlife habitat of the area.

Utilities:

1. *Underground installation of all lines is encouraged.*
2. *Landscaping in the vicinity of surface mounted transformers and switching boxes should allow for sufficient distance to perform routine maintenance of these facilities.*
3. *Combining Utilities Easements with Site Access Drives*.

The design team will work with the Town to reduce the impact of utilities on the site while also looking to discretely plan for concealing the site utilities. Where possible visual screening will be employed to conceal the utilities from view. Careful consideration will be given to the routing of any utilities to minimize site easement and access requirements.

Architectural Character:

1. *Buildings should be designed and located so that they provide visual interest and create enjoyable, human-scale spaces.*
2. *Building design should blend with the natural terrain by means such as terracing or other techniques that minimize grading.*
3. *Designs should be compatible, in form and proportion, with the neighboring area. Designers should strive for creativity in form and space wherever contrast and variety are appropriate to the larger environment.*

The architectural character will be developed through careful consideration of adjacent context and in the placement of the building on the site. The design anticipates stepping the building to minimize grading while helping to form human-scale spaces. The exterior will draw from the neighboring building and area to influence the scale, proportion, and height. The building design will use visual cues to create an enjoyable pedestrian experience.

Architectural Details:

1. *Entrances should clearly identify important access points.*
2. *Entrances should provide an introductory statement for a building and should be landscaped with plants complementary to the building's architecture and style.*
3. *All elevations of a building's exterior design should be coordinated with regard to color, materials, architectural form and detailing.*

4. *The number of different materials on exterior facades should be limited.*
5. *Roof shape, color, and texture should be coordinated with treatment of the building's perimeter walls.*
6. *Roof design should minimize the negative impact of roof protrusions by grouping plumbing vents, ducts and other utility structures together.*

As a public building, all entry points will be clearly marked, and the building design will guide pedestrians to entrances. Building materials will be chosen to complement the regional character of the town and will be used accentuate the proposed uses of the building. For example, canopies above entrance provide shelter and also help make entrances easy to find. The roof form will consider not only the programmatic needs of the facility but will also help conceal or minimize the impact of building systems.

Lighting:

1. *Exterior lighting and site furniture should be architecturally integrated with the building's style, material, and color*.

Exterior site lighting will be designed as a component of the building. The design approach will provide safe lighting at night, and enhance the architectural character of the building facade. Site furnishing will be integrated in the site to help create the public spaces important to all buildings, especially ones that welcome the public.

Landscape Character:

1. *A landscape theme should foster unity of design and reinforce existing vegetation with compatible plantings. (For example, new seedling plantings could expand an existing tree canopy.)*
2. *Landscaping should be massed or clustered-not spread out in thin, linear patterns.*
3. *Developers are encouraged to provide street tree plantings that establish an attractive and consistent streetscape and scale.*
4. *Indigenous and/or regionally grown plants are preferred.*
5. *Tree and shrub plantings should be grouped together to create strong accent points.*
6. *Landscaping should be of sufficient size so that mature appearance will be achieved within three to five years of planting.*
7. *Deciduous trees should be provided along a building's southern exposure, and conifers and broad evergreen trees along east and west exposures. Such plantings help to lower a building's energy requirements.*

We will be working closely with the Town to develop the plant palette for this site. Landscape plans will reflect the ecological communities in which we are designing. This includes using a blend of native plant material and regionally adapted plants. Much like Piet Oudolf, Noel Kingsbury, and Rick Darke, we enjoy pulling together planting plans that have a large amount of biodiversity, that are adaptable in our ever-changing climate, and that provide restored habitat for our world. We also like to reference the landscape architects before us such as Beatrix Farrand and Gertrude Jekyll, who were early pioneers for the perennial movement. We are looking forward to working with the Town on this important project.

Sincerely,

Raymond B. Ruggles, RLA, ALSA, CLARB

CC: Eric Schoenagel, AIA, LEEP AP (Little Architects)
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