



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): 9880-35-3244 Date: 8/12/2020

Section A: Project Information

Project Name: Timberlyne Offices

Property Address: 120 Banks Drive, Chapel Hill NC Zip Code: 27514

Use Groups (A, B, and/or C): B Existing Zoning District: CC

Project Description: Turn existing movie theater into medical office. The wings of the building will be demolished (rest of building to remain) and parking will be added.

Section B: Applicant, Owner and/or Contract Purchaser Information

Applicant Information (to whom correspondence will be mailed)

Name: Pamela Porter - TMTLA Associates

Address: 5011 Southpark Drive, Ste. 200

City: Durham State: NC Zip Code: 27713

Phone: 919-484-8880 Email: pam@tmtla.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: *Pamela Porter* Date: 8-12-2020

Owner/Contract Purchaser Information:

Owner Contract Purchaser

Name: Parkway Holdings Phase 2 LLC

Address: 220 Tals Rock Way, Unit 3

City: Cary State: NC Zip Code: 27519

Phone: _____ Email: ez@nc.rr.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: _____



Concept Plan Project Fact Sheet

Site Description	
Project Name	Timberlyne Offices
Address	120 Banks Drive in Chapel Hill
Property Description	1.89 acre parcel that is currently a movie theater
Existing Land Use	Movie Theater
Proposed Land Use	Medical Offices
Orange County Parcel Identifier Numbers	9880-35-3244
Existing Zoning	CC
Proposed Zoning	CC
Application Process	Concept Plan
Comprehensive Plan Elements	Land Uses: concentrated development with like-development. The change of use proposed (medical office) will be in line with surrounding existing medical office.
Overlay Districts	No overlay districts exist on this site.

Topic	Requirement	Proposal	Status
Use/Density (Sec. 3.7)	Medical Office/ N/A	Medical Office/ N/A	
Dimensional Standards (Sec. 3.8)	Dimensional standards being met	Dimensional standards being met	
Floor area (Sec. 3.8)	.429	.243	
Modifications to Regulations (Sec. 4.5.6)	N/A	N/A	
Adequate Public Schools (Sec. 5.16)	N/A	N/A	
Inclusionary Zoning (Sec. 3.10)	N/A	N/A	
Landscape			
Buffer – North (Sec. 5.6.2)	10' landscape buffer (existing)	Existing buffer to remain	
Buffer – East (Sec. 5.6.2)	10' type B landscape buffer (existing)	Existing buffer to remain	
Buffer – South (Sec. 5.6.2)	10' type C landscape buffer (existing)	Existing buffer to remain	
Buffer - West (Sec. 5.6.2)	20' type C landscape buffer (existing)	Existing buffer to remain	



Tree Canopy (Sec. 5.7)	N/A	N/A	
Landscape Standards (Sec. 5.9.6)	Existing plant material in the existing parking lot meets requirements.	Landscaping for new parking spaces will be provided	
Environment			
Resource Conservation District (Sec. 3.6)	N/A	N/A	
Erosion Control (Sec. 5.3.1)	N/A	N/A	
Steep Slopes (Sec. 5.3.2)	N/A	N/A	
Stormwater Management (Sec. 5.4)	N/A	N/A if there is no overall increase in impervious from existing conditions	
Land Disturbance	Max. 5 acres	Approx. 10,000 s.f.	
Impervious Surface (Sec. 3.8)	.5/.7	Impervious surface for proposed site changes will be at or below existing impervious for this site.	
Solid Waste & Recycling	Existing dumpster on site	Existing dumpster on site	
Jordan Riparian Buffer (Sec. 5.18)	N/A	N/A	
Access and Circulation			
Road Improvements (Sec. 5.8)	N/A	N/A	
Vehicular Access (Sec. 5.8)	Two existing access points to the site	The two existing access points remain; none new required or proposed	
Bicycle Improvements (Sec. 5.8)	N/A	N/A	
Pedestrian Improvements (Sec. 5.8)	N/A - existing sidewalk along both street frontages	No new pedestrian improvements are proposed as none are required	
Traffic Impact Analysis (Sec. 5.9)	N/A	N/A	
Vehicular Parking (Sec. 5.9)	88-100 spaces required	91 spaces shown	
Transit (Sec. 5.8)	Ex. bus stop along frontage of project	No new transit stops are proposed	
Bicycle Parking (Sec. 5.9)	12 bike spaces required	12 bike spaces shown	
Parking Lot Standards (Sec. 5.9)	73 existing parking spaces on site, inc. standard and compact spaces	LUMO standards for the proposed parking to be met.	
Technical			



Fire	Ex. vehicular circulation of site will be unchanged	Ex. vehicular circulation of site will be unchanged	
Site Improvements			
Schools Adequate Public Facilities (Sec. 5.16)	N/A	N/A	
Recreation Area (Sec. 5.5)	N/A	N/A	
Lighting Plan (Sec. 5.11)	No existing site lighting on site	If required, lighting will be added during the SUP process	
Homeowners Association (Sec. 4.6)	N/A	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.

X	Application fee (refer to fee schedule)	Amount Paid \$ <input style="width: 100px;" type="text"/>
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)	
X	Mailing fee for above mailing list	Amount Paid \$ <input style="width: 100px;" type="text"/>
X	Developer’s Program – brief written statement explaining how the existing conditions impact the site design. Including but not limited to:	
	<ul style="list-style-type: none"> • 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 	
N/A	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