



# SUMMIT ARCHITECTURE, PA

Architecture, Design, Master Planning, Construction Administration

To: Town Commissioners  
Town of Highlands, NC

From: Jeff Weller  
Summit Architecture, PA

Date: March 9, 2011

Re: Highlands United Methodist Church Conditional Use Zoning Request

Commissioners,

The Highlands United Methodist Church, back in September of 2009, applied for and was subsequently granted B-3 to a B-1(Conditional) Zoning for their property located on Spring Street. At that time, the Methodist Church was starting the process of Planning for their future expansion onto the Spring Street Property as discussed with the Commissioners and Planning Board at that time.

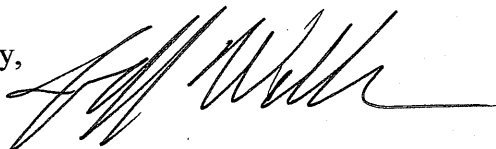
During the preliminary Planning stages, the adjoining Property on the corner of Spring and Third Streets became available for purchase. The Methodist Church purchased this Property in order to improve their overall Property on Spring Street and allow for a much better connection to the existing Church Sanctuary and Buildings located on Main Street.

The Intended Use for the Spring Street Properties is the same as it was back at the last request made in September of 2009. The existing "Wellspring" Property, as well as the newly acquired 0.59 acre parcel, are intended to be used for a Faith and Fellowship Center, Youth Education as well as other secondary Church Needs. The Church intends to keep as "green" as possible campus on Spring Street. Many of the old growth trees on the Properties as well as open green spaces are part of the Conceptual Plan we have included with this Request.

As the Highlands United Methodist Church moves ahead with their planning into further stages of their potential Project, the Church is asking that the B-1 (Conditional) Zoning be expanded to also include the newly acquired parcel on the Spring and Third Street Corner.

We appreciate your consideration of this Request.

Sincerely,



Jeff Weller

434 Carolina Way Suite 5 PO Box 2912 Highlands, NC 28741  
(O)828.526.0328 (F)828.526.9124

Member of American Institute of Architects

**Petition for Conditional Use Zoning**

Town of Highlands, North Carolina

Application # CUZ- \_\_\_\_\_

Owner of Property Highlands United Methodist Church Date 3/9/11

Address Main Street Highlands, NC 28741 Phone 828-526-9376

Location of Property Corner of Spring St. and 3rd Street-

Parcel # 7540306611 Size 0.59 Acre

Zoning Designation: Current B-3 Requested B-1 Conditional

\* \* \*  
Petitioner (if other than owner) (authorization form required) Jeff Weller - Summit Architecture, PA

Address 434 Carolina Way Suite 5 Highlands, NC Phone 828-526-0328

**\*REQUIREMENT\***

**A plat or survey of the property is required. It must be prepared by a licensed surveyor or engineer, legibly drawn to a scale of not less than two hundred (200) feet to one (1) inch, indicate the exact boundary lines of the parcel of property to be rezoned, list the names of the owners of adjoining properties, and show the location of any existing buildings on the subject property.**

(1) Property may be rezoned to a conditional zoning district only in response to a petition executed and submitted by all the owners of all of the property to be included in the district. A petition for conditional zoning must include a site plan, drawn to scale, and 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 all predetermined ordinance requirements, will govern the development and use of the property. The following information must be provided on the site plan, if applicable:

- (a) A boundary survey and vicinity map showing the property's total acreage, its zoning and watershed classification(s), the zoning setback lines, its general location in relation to major streets, the date, and north arrow;

- (b) The location of stands of old growth trees, streams, marshes, wetlands, bogs, rivers, impoundments, large rock outcroppings or other significant geological features on the subject property;
- (c) All existing easements, reservations, and rights-of-way;
- (d) Areas in which structures will be located;
- (e) Proposed use of all land and structures, including the number of residential units, the number of commercial buildings and the total square footage of any nonresidential development;
- (f) All yards, buffers, screening, and landscaping required by these regulations or proposed by the petitioner(s);
- (g) All existing and proposed points of access to public streets;
- (h) The location of existing and proposed storm drainage patterns and facilities intended to serve the proposed development;
- (i) Generalized traffic, parking, and circulation plans;
- (j) Proposed phasing, if any; and,
- (k) Project start and completion dates.

The Town of Highlands Zoning Ordinance and Zoning Map define the uses which may be made of property within the Town's zoning jurisdiction. Section 709 of the Ordinance states that the Map may be amended from time to time at the discretion of the Board of Commissioners. The procedure for petitioning for a change in the zoning designation of any parcel of property is as follows:

1. Preliminary Request to Board of Commissioners: The property owner makes a preliminary petition for re-zoning to the Board of Commissioners, asking the Town Clerk to place the matter on the agenda of the Board's next regular meeting. The property owner should submit this form and the following information:

The Board of Commissioners may deny or approve the petition, or they may refer it to the Town Planning Board for its recommendation.

2. Request to the Planning Board: If the petition is referred to the Planning Board for its recommendation, the Planning Board shall have thirty (30) days within which to submit its recommendation; if it fails to submit a report within that period, it shall be deemed to have recommended adoption of the requested amendment.

3. Public Hearing: Upon receiving the recommendation of the Planning Board, the Board of Commissioners shall schedule a public hearing to receive comments from the public on the proposed rezoning. Notice of the hearing must be given once a week for two (2) successive calendar weeks in The Highlander newspaper, and shall be published the first time not less than fifteen (15) days nor more than twenty-five (25) days before the date fixed for the hearing; the notice is prepared by Town staff.

4. Notification: In accordance with G. S. 160A-384, the owners of all parcels of land abutting the parcel of land to be rezoned, as shown in Macon County tax records, shall be mailed a notice of the proposed change in zoning designation by first class mail at the last address listed in the tax records, giving the time and place of the public hearing. Again, notification is normally prepared by Town staff, and certification that it has been given is presented at the public hearing.

5. Final Decision: A final decision on the rezoning petition will be made by the Board of Commissioners at the next regular meeting following the public hearing.

In no instance shall action be initiated for a Zoning Amendment affecting the same parcel of property, or any part thereof, more often than once every twelve (12) months (Section 706[A]).

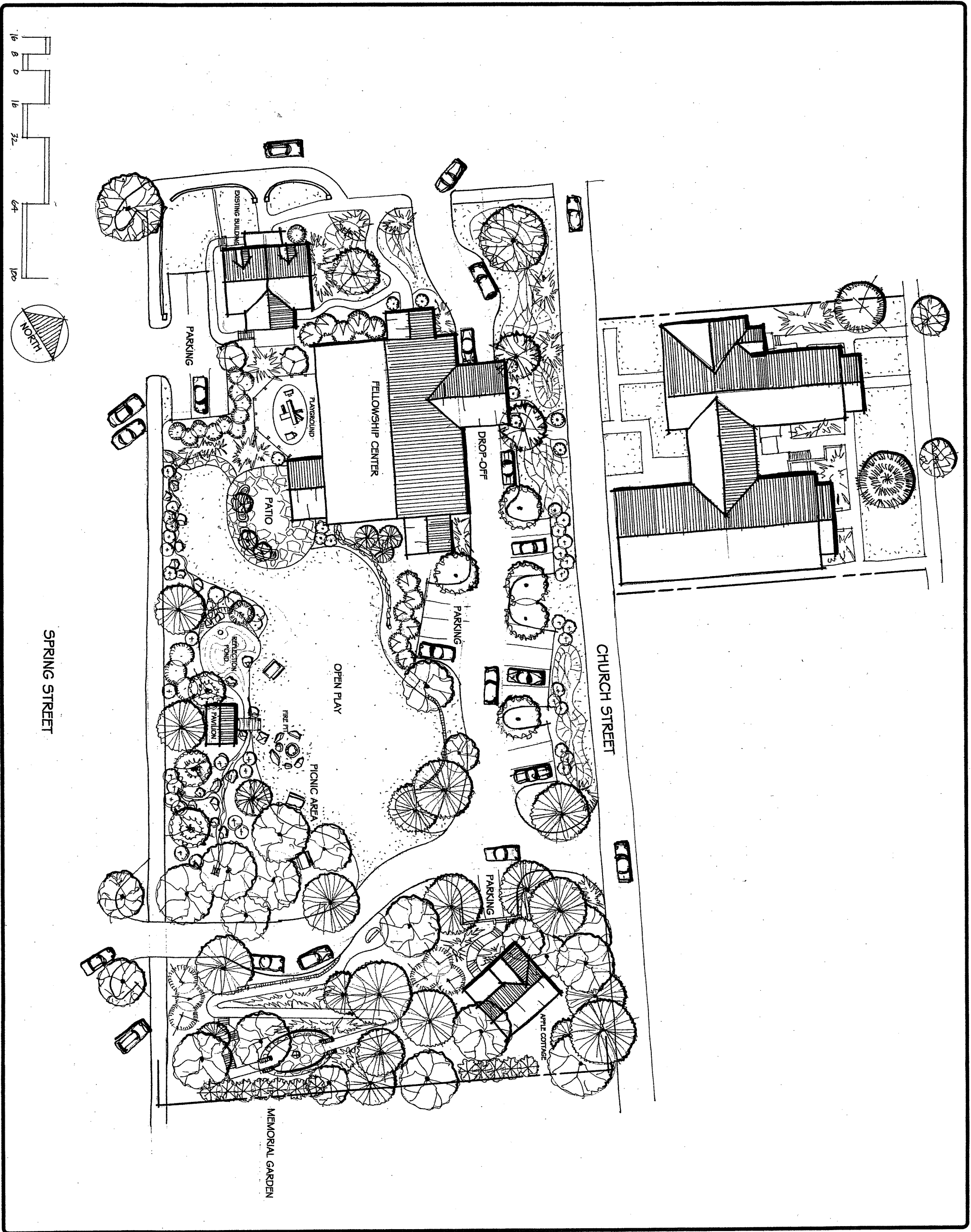
\* \* \*

I certify that all of the information in this application is accurate to the best of my knowledge, information, and belief.

  
\_\_\_\_\_  
SIGNATURE OF PETITIONER

PLEASE ATTACH PETITION FEE OF \$1,000.00.

DATE PAID: \_\_\_\_\_



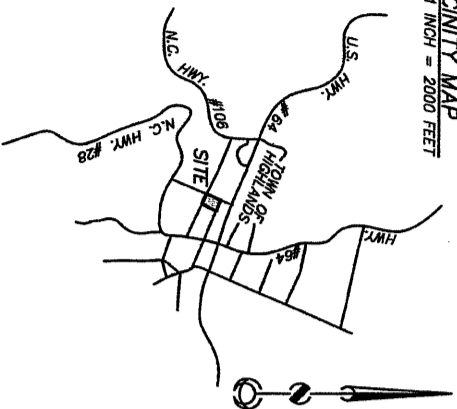
DATE	_____
SCALE	_____
ON FILE NO.	_____
SHEET	_____

**Ross Landscape Architecture, PLLC**  
 Site Planning & Landscape Architecture  
 Highlands, NC (828) 526-5074  
 For Summit Architecture, PA

NO.	_____
REVISION	_____
DATE	_____
BY	_____
CHKD.	_____
APP.	_____
DATE	_____

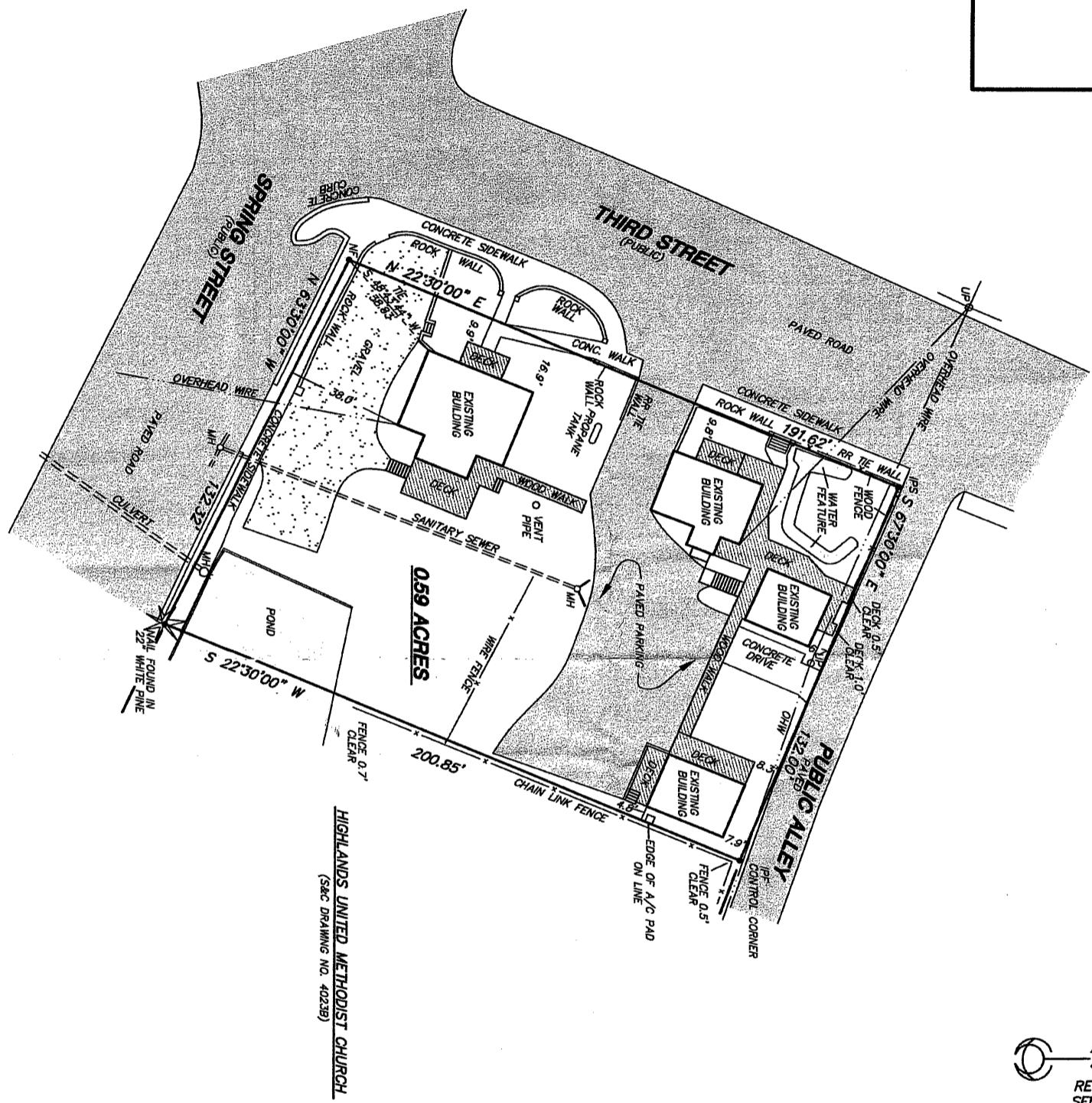
**Highlands United Methodist Church**  
**CONCEPTUAL MASTER PLAN**  
 Wellspring Campus  
 Highlands, North Carolina

VICINITY MAP  
SCALE: 1 INCH = 2000 FEET



WATERSHED CERTIFICATE OF APPROVAL  
I CERTIFY THAT THE PLAT SHOWN HEREON COMPLIES WITH THE WATERSHED PROTECTION ORDINANCE AND IS APPROVED BY THE WATERSHED ADMINISTRATOR FOR RECORDING WITH THE REGISTER OF DEEDS OFFICE.

WATERSHED ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_  
NOTICE: THIS PROPERTY IS LOCATED WITHIN A PUBLIC WATER SUPPLY WATERSHED-DEVELOPMENT RESTRICTIONS MAY APPLY.

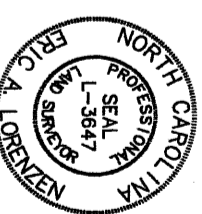


REFERENCE PLAT  
SEE NOTE NO. 4

- LEGEND:
- CH#F = CONCRETE MONUMENT FOUND
  - E BOX = ELECTRIC BOX
  - IP#F = IRON PIPE FOUND
  - IP#S = IRON PIPE SET
  - IP# = IRON PIPE FOUND
  - PH BOX = PHONE BOX
  - NF = MAIL FOUND
  - OH#W = OVERHEAD WIRE
  - UP = UTILITY POLE
  - WM = WATER METER
  - WV = WATER VALVE



CERTIFICATIONS



I, ERIC A. LORENZEN, P.L.S., CERTIFY THAT THIS MAP WAS PREPARED FROM AN ACTUAL FIELD SURVEY PERFORMED UNDER MY DIRECTION AND SUPERVISION, THAT THE RATIO OF PRECISION BEFORE BALANCING IS 1: 7900 AND THAT THIS MAP CONFORMS TO GS 47-30 AS AMENDED, WITNESS MY HAND AND SEAL THIS 27TH DAY OF JULY, 2010.  
THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.

*Eric A. Lorenzen*  
PROFESSIONAL LAND SURVEYOR NO. L-3647

NORTH CAROLINA \_\_\_\_\_ COUNTY \_\_\_\_\_  
RENEW OFFICER OF \_\_\_\_\_ COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS APPLIED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

RENEW ORIGINER \_\_\_\_\_ DATE \_\_\_\_\_

NORTH CAROLINA \_\_\_\_\_ COUNTY \_\_\_\_\_  
THE FOREGOING CERTIFICATE IS CERTIFIED TO BE CORRECT. THIS INSTRUMENT WAS PRESENTED FOR REGISTRATION AND RECORDED IN THIS OFFICE IN PLAT CABINET \_\_\_\_\_ SLOT \_\_\_\_\_ PAGE \_\_\_\_\_ THIS DAY OF \_\_\_\_\_ AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M. 20\_\_\_\_.

REGISTER OF DEEDS \_\_\_\_\_  
THIS PROPERTY IS WITHIN THE TOWN OF HIGHLANDS WHICH ENFORCES AN ORDINANCE REGULATING THE SUBDIVISION OF LAND; HOWEVER, IT IS AN EXCEPTION TO THE DEFINITION OF SUBDIVISION UNDER G.S. 180A-376.

ZONING ADMINISTRATOR, TOWN OF HIGHLANDS \_\_\_\_\_ DATE \_\_\_\_\_

- NOTES:
1. RECORD OWNER: NOW OR FORMERLY JOHN R. LUPOLI, JR. AND ANITA S. LUPOLI
  2. THE BELOW REFERENCED DOCUMENTS WERE ACQUIRED, REVIEWED AND CONSIDERED IN THE PREPARATION OF THIS PLAT. ADDITIONAL DOCUMENTS MAY EXIST, AND IF PROVIDED, COULD AFFECT THE RESULTS OF THIS PLAT.
  3. REFERENCE DEED: DEED BOOK V-20, PAGE 780 (NON-WARRANTY DEED)
  4. REFERENCE PLAT: PLAT CARD 1894
  5. PIN: 7540-30-6811

LOCATION SURVEY  
FOR

**HIGHLANDS UNITED  
METHODIST CHURCH**

OF  
**LOTS 201, 203, 205 & 207**

IN  
TOWN OF HIGHLANDS  
HIGHLANDS TOWNSHIP, MACON COUNTY  
NORTH CAROLINA

DATE: MARCH 27, 1995  
REVISIONS: JULY 27, 2010: RESURVEY  
DRAWING NUMBER: 3092

PREPARED BY  
**SYLVESTER & COMPANY, PA**

**SURVEYING · PLANNING**  
P.O. BOX 1598 • B CHESTNUT SQUARE  
CASHIERS, NORTH CAROLINA 28717  
TEL. 828-743-2155  
FAX 828-743-5790

