



**TOWN OF CHAPEL HILL**  
405 Martin Luther King Jr. Blvd,  
Chapel Hill, NC 27514-5705  
[www.Townofchapelhill.org](http://www.Townofchapelhill.org)

August 19, 2022

Mr. Joe Dye  
Executive Vice President  
Grubb Properties  
117 Edinburgh South Drive, Suite 110  
Cary, North Carolina 27511  
Email: [jdye@grubbproperties.com](mailto:jdye@grubbproperties.com)

Subject: Glen Lennox Development Agreement – Minor Modification Determination for Reduced Parking Ratios for Residential Uses

Mr. Dye,

I am writing in response to your request for a Minor Modification to clarify the decision-making authority and review process for a reduced parking ratio. Specifically, your request proposes to reduce the number of parking spaces required per dwelling unit from 1.25 spaces to 1.0 space and proposes further reductions consistent with those currently permitted in the Town's Land Use Management Ordinance requirements for the Blue Hill Form District.

Development Agreement 4.10 governs amendments and modifications to the Agreement and establishes two categories of modifications: *Major Modifications* and *Minor Modifications*. *Major Modifications* are those that meet a set of specified standards outlined by 4.10 and require Town Council approval. *Minor Modifications* include all other amendments or modifications to the Agreement and may be decided upon by the Town Manager.

It is incumbent upon me to determine if this request is classified by the Development Agreement as a *Major Modification* (Town Council authority) or as a *Minor Modification* (Town Manager authority). The request does not meet the thresholds of 4.10 to constitute a *Major Modification* which are:

- a substantial change in the boundaries of the property;
- a change in the amount of impervious surface;
- a change in the maximum building height;
- a decrease of more than one foot in setbacks; or
- an increase in the total external daily vehicle trips of 17,557 trips.

The request also does not merit public review because of size, perimeter location, or transportation impacts (4.10.h). Therefore, the proposed change is considered a *Minor Modification* and may be decided by the Town Manager.

Accordingly, I am notifying the Town Council as prescribed in 4.10.j, and the adjustment is publicly posted online at the Town's Glen Lennox website, fulfilling the requirements of 4.10.i. The approved copy of this request will be posted in the same location.

A decision on the minor modification request will be forthcoming on the format as provided with the request letter.

Sincerely,

A handwritten signature in cursive script that reads "Colleen R. Willger".

Colleen Willger, AICP  
Director of Planning