

STAFF REPORT

TO: Town Council

DATE: May 19, 2026

PROJECT: Special Use Permit-A, Extension Request for Mixed Use Building at 603 Jones Ferry Road

APPLICANT: Heather Washburn
1411 Smith Level Road
Chapel Hill, NC 27516

OWNERS: Monarch Development NC LLC
1155 Smith Level Road
Chapel Hill, NC 27516

PURPOSE: Request for an extension of date when a Special Use Permit-A would otherwise expire for a Mixed Use Building at 603 Jones Ferry Road. This SUP-A permit will otherwise expire on June 26th, 2026.

EXISTING ZONING: O (Office)

PIN: 9778-34-6032

LOCATION: 603 Jones Ferry Road

TRACT SIZE: 1.1 acres (47,916 sf)

EXISTING LAND USE: Vacant

PROPOSED LAND USE: Mixed Use Building-1st floor to be office space (use 3.120) and 2nd floor to be four (4) residential units (use 1.200)

SURROUNDING LAND USES: North: O, Willow Creek Office Complex
South: R-3, Ashbrook Apartments
West: R-3, Poplar Place Apartments
East: R-3, Ashbrook Apartments

RELEVANT ORDINANCE SECTIONS: Section 15-62 Expiration of Permits

BACKGROUND

The applicant is requesting that the date on which a previously issued Special Use Permit-A (SUP-A) would otherwise expire, on June 26th, 2026, be extended two years to an expiration date of June 26, 2028.

The Town Council originally granted the Special Use Permit-A on June 26, 2018. Town Council subsequently has approved three extension requests that created the current expiration date of June 26, 2026. The SUP-A allows for the construction of 1st floor to be office space (use# 3.120) and 2nd floor to be four (4) residential units (use# 1.200).

APPLICABLE LUO PROVISIONS

Extensions to the date on which a permit would otherwise expire must be granted in accordance with Section 15-62 (Expiration of Permits) of the LUO. Specifically, please note that Section 15-62(a) of the LUO dictates that the SUP-A would expire, on June 26, 2026 in this case, because less than ten percent (10%) of the total cost of all construction, erection, alteration, excavation, demolition, or similar work on the development authorized by the permit has been completed on the site. The applicant has recently received a new variance for the site and is preparing to submit for a modification to the SUP-A.

Section 15-62(c) gives the permit-issuing authority (Town Council) the authority to grant an extension to the date on which the permit would otherwise expire. Section 15-62(c) reads as follows:

“(c) The permit-issuing authority may extend for a period up to two years the date when a permit would otherwise expire pursuant to subsections (a) and (b) if it concludes that (i) the permit has not yet expired, (ii) the permit recipient has proceeded with due diligence and in good faith, and (iii) conditions have not changed so substantially as to warrant a new application. Successive extensions may be granted for periods up to two years upon the same findings. All such extensions may be granted without resort to the formal processes and fees required for a new permit.”

Staff offers the following information related to the conditions outlined in Section 15-62(c):

1. The permit has not yet expired.

COMPLIANCE: *No, the permit has not expired. The permit is set to expire on June 26th, 2026.*

2. The permit recipient has proceeded with due diligence and in good faith.

COMPLIANCE: *Yes, the permit recipient has proceeded with due diligence and in good faith, and has provided a letter explaining as much (Attachment B).*

3. Conditions have not changed so substantially as to warrant a new application.

COMPLIANCE: *Yes, it is true that conditions have not changed so substantially as to warrant a new application. No changes to the property have taken place since the permit was originally approved.*

RECOMMENDATION

Town Staff recommends that the Town Council adopt the attached resolution approving the permit extension request. The new expiration date for the permit would be June 26, 2028.