TOWN OF WARRENTON

POST OFFICE DRAWER 341
WARRENTON, VIRGINIA 20188-0341
http://www.warrentonva.gov
TELEPHONE (540) 347-1101
FAX (540) 349-2414
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AGENDA
PLANNING COMMISSION
TOWN OF WARRENTON

September 20, 2016
7:00 PM

1. Call to order and establishment of a quorum.
2. Approval of Minutes – August 23, 2016 (Regular Meeting & Work Session).
3. Regular Meeting
   a. **Bylaws** – Discussion of proposed revisions to the Planning Commission Bylaws.
4. Public Hearing
   a. **Special Use Permit 2016-03 –Advanced Automotive Use in Industrial District.** The request, per Article 3-4.12.3 of the Zoning Ordinance, is to reuse the existing building on 655 Industrial Road as an automotive repair facility. The parcel is zoned Industrial and the Comprehensive Plan identifies the property as light industrial on the future land use plan. The owner is Scott Virginia Properties, LLC. GPIN 6983-67-4889-000.
5. Comments from the Commission
6. Comments from the Staff
7. Adjourn

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DRAFT MINUTES
PLANNING COMMISSION
TOWN OF WARRENTON
August 23, 2016 – 7:00 P.M.

The regular meeting of Town of Warrenton Planning Commission (PC) convened on Tuesday, August 23, 2016 at 7:00 PM in the Municipal Building.

The following members were present: Dr. John Harre, Chair; Ms. Brandie Schaeffer, Vice-Chair; Mr. Ali Zarabi; Mr. John Kip; Ms. Susan Helander; Ms. Anna Maas; Mr. Brett Hamby; and Mr. Whitson Robinson, Town Attorney. Ms. Denise Harris, Interim Director of Planning and Community Development represented staff. Mr. Lowell Nevill was absent.

Dr. Harre called the meeting to order at 7:01 PM and a quorum was determined.

Approval of Minutes

Dr. Harre asked if anyone had changes for the May 24, 2016 Work Session minutes. Mr. Zarabi made motion to approve May 24, 2016 minutes as submitted. Mr. Kip seconded the motion. All were in favor and the motion passed unanimously (6-0-1).

Dr. Harre asked if anyone had changes for the July 26, 2016 minutes. Mr. Zarabi made motion to approve July 26, 2016 minutes as submitted. Mr. Kip seconded the motion. All were in favor and the motion passed unanimously (6-0-1).

Public Hearing

- **Special Use Permit (SUP) 2016-01 – Detached Garage with Studio Apartment in R-6 District.** The request, per Article 3-4.3.3 of the Zoning Ordinance, is to build a detached garage with an accessory dwelling unit on the second floor at 23 N. Chestnut Street. The parcel is zoned Residential – R-6, and the Comprehensive Plan identifies the property as medium density residential on the future land use plan. PC public hearing was held July 23, 2016 with a recommendation for approval. Town Council referred SUP 2016-01 to PC August 9, 2016 public hearing. The owners are Richard D. Wright and Susan G. Wright.

Ms. Harris presented SUP 2016-01. Town Council held a public hearing on August 9, 2016 with the applicant/owner presenting his proposal. No one spoke for or against the application. However, the Town Council had concerns on the differing definitions related to the Zoning Ordinance for Accessory Structures. The Town Council voted (7-0) to send the application back to the PC to ensure all members were aware of the requirements per the Zoning Ordinance.

Subsequently, staff performed a review of 1) the entire Zoning Ordinance as it relates to accessory dwellings, 2) 10 years of Zoning Determinations, and 3) 12 years of SUPs related to accessory dwellings. Staff found this application to be consistent with the Town's processing of SUPs for the last 12 years. The applicant wishes to move forward with the SUP as originally proposed. Since the proposal remains unchanged, a new Public Hearing is not required.

Ms. Harris provided examples of inconsistencies in the Zoning Ordinance that will be reviewed for correction. Mr. Robinson received and answered questions concerning the interpretation of existing definitions in the Zoning Ordinance.

Mr. Kip made a motion that the PC reaffirms approval of SUP 2016-01 / PLNG 2016-07 to the Town Council with the following conditions:

a. A building permit application is submitted.
b. All accessory structures must maintain conformity with Article 9-1 of the Zoning Ordinance.
c. Lighting fixtures must be full cutoff unless they use lights that are incandescent 160 watts or less, fossil fuel, any light source of 50 watts or less, as per Article 9-8.6.2.8
d. The accessory dwelling unit shall be required to have separate connections for water and sewer as required by Sections 17-68 and 17-69 of the Warrenton Town Code.
e. The development shall be in substantial conformance with the plans submitted on June 13, 2016 and Certificate of Appropriateness 2016-01.
f. There shall be no waivers from the required setbacks and buffers at the time of site plan review.

Ms. Schaeffer seconded the motion and the motion passed unanimously with a vote of 6-0-1. Dr. Harre noted the reaffirmed approval recommendation would go to the next meeting of the Town Council. Furthermore, Dr. Harre requests staff review of Articles 9 and 12 with plans to return to the PC with changes to clarify definitions.

The meeting was adjourned at 7:15 PM.

Minutes submitted by Karen Kowalski.

Minutes were approved on _____.

DRAFT

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DRAFT MINUTES
PLANNING COMMISSION
TOWN OF WARRENTON
August 23, 2016 – 7:00 P.M.

The Town of Warrenton Planning Commission convened on Tuesday, August 23, 2016 at 7:16 PM in the Municipal Building.

The following members were present: Dr. John Harre, Chair; Ms. Brandie Schaeffer, Vice-Chair; Mr. Ali Zarabi; Mr. John Kip; Ms. Susan Helander; Ms. Anna Maas; Mr. Brett Hamby; and Mr. Whitson Robinson, Town Attorney. Ms. Denise Harris, Interim Director of Planning and Community Development represented staff. Mr. Lowell Nevill was absent.

Dr. Harre called the work session to order at 7:16 PM.

A. **Planning Commission Bylaws –** Review of the Planning Commission (PC) Bylaws and proposed amendments.

Ms. Harris stated staff had begun to review and draft updates to the PC Bylaws in response to the PC direction at the July 26, 2016 meeting. Each member had been provided a draft PC Bylaws (Blue-lined copy and clean copy) along with the State Code relating to the powers and duties of the Commission. The draft is a starting point that contains PC requested revisions along with edits to match Town and State Codes. Ms. Harris walked members through the changes with the following of particular note for discussion:

2-1 The membership is updated to match State Code.
2-3 Provision was written at the request of the Planning Commission for term limits. However, the Town Attorney and staff will review the State Code with the Planning Commission to ensure all provisions are viable.
Art. 5 Inserted State Code provision for Planning Commission. Not included are additional, separate provisions related to the Comprehensive Plan, Capital Improvement Plan, and other items that the Commission may or may not choose to specifically include in the Bylaws. The general statement of Article 1 covers all duties per State Code.
8-7 The Planning Commission requested this provision. Staff based on public notice deadlines picked the 18-calendar day schedule as a starting point for discussion.
Art. 9 Created to provide similar guidance as the Order of Business for Regular Meetings. The Planning Commission will decide if this addition is necessary or not.

Ms. Harris said staff would incorporate suggested changes to the draft Bylaws. Dr. Harre concurred with adding the Bylaws to the next PC agenda.

B. **Article 12 - Definitions** – Begin review of the definitions contained in Article 12 of the Zoning Ordinance as it relates to signs.

DRAFT

Staff received direction at the May 24, 2016 Work Session to begin reviewing the Zoning Ordinance as it relates to signs in response to the U.S. Supreme Court's direction for localities to become "content neutral." After research and review, staff prepared a matrix of the current Town of Warrenton definitions compared to the Model Ordinance of the Local Government Attorney's of Virginia, the City of Norfolk, and the ISA's Best Practices in Temporary Signage definitions. Highlighted sections represent staff recommendation for consideration.

Ms. Schaeffer suggested having two Commissioners conduct a review of the matrix instead of everyone reviewing. Ms. Maas and Mr. Kip volunteered to review the matrix then return recommendations to the PC for approval. Mr. Robinson thought work to amend Article 6 of the Zoning Ordinance could be accomplished in conjunction with definition review and everyone agreed. Ms. Harris wants PC members to be aware of unsettled case law preventing resolution at this time of definition for 'a sign,' but asks them to begin thinking about how to define a sign and if a sign can be a person (i.e., mascot) or not.

The meeting was adjourned at 8:17 PM.

Minutes submitted by Karen Kowalski.

Minutes were approved on _____.

DRAFT

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MEMORANDUM

TO: Planning Commission

FROM: Denise M. Harris, AICP, Interim Director

DATE: September 20, 2016

SUBJECT: Planning Commission Bylaws Review

At the July 26, 2016 Planning Commission meeting, staff was directed to begin drafting updates to the Planning Commission Bylaws. During the August 23rd Work Session staff presented draft updated Bylaws for review and discussion. Based on the outcome of that meeting, staff produced a final draft for Planning Commission consideration (Attachment I). The final draft contains revisions as requested by the Planning Commission as well as edits to match Code of Virginia. Of particular note for discussion:

- 2-1 The membership is updated to match State Code.
- 2-3 Provision was written at the request of the Planning Commission for term limits. However, the Town Attorney and staff indicated this may not be enabled per the State Code and advised it be removed; the Planning Commission revised the intent to be at the end of each term the Planning Commission encourages the Town Council to advertise the seat.
- 4-3-9 Inserted the Secretary will provide Planning Commission meeting information one week prior to the members.
- 4-3-10 Inserted the Secretary will provide Planning Commission meeting minutes to the Town Council.
- 6-9 Modified the quorum to be a majority of members.
- 7-1 Reinserted work session per approval of the Chair of the Planning Commission.
- 8-7 This provision was modified as requested to allow the Chair of the Planning Commission to waive the requirement in special circumstances.
- Art. 10 Removed proposed State Code requirements pertaining to the Virginia Department of Transportation.

TOWN OF WARRENTON, VIRGINIA

PLANNING COMMISSION

BY-LAWS

PREAMBLE- These By-laws set forth the rules for the transactions of business by the Planning Commission of the Town of Warrenton which operates under the authority of the laws of Virginia and the ordinances of the Town of Warrenton.

ARTICLE 1 – OBJECTIVES

1-1 Per §15.2-2210 of the Code of Virginia, every locality shall by resolution or ordinance create a local planning commission in order to promote the orderly development of the locality and its environs. In accomplishing the objectives of § 15.2-2200 the local planning commissions shall serve primarily in an advisory capacity to the governing bodies.

1-2 The Planning Commission, as established by the Town Council, has adopted the subsequent Articles in order to facilitate its powers and duties under Title 15.2, Chapter 22, 2, Code of Virginia.

1-3 The official title of this Commission shall be the Town of Warrenton Planning Commission.

ARTICLE 2 – MEMBERS

2-1 The Warrenton Planning Commission shall consist of not less than five nor more than fifteen members, appointed by the Town Council all of whom shall be residents of the locality, qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least one-half of the members so appointed shall be owners of real property. Advisory non-voting members shall include one member of Town Council ~~and the Town Attorney~~.

2-2 The members shall be appointed for terms of four years. Any vacancy in membership shall be filled by appointment by the Town Council and will fulfill the unexpired term of the member being replaced. Any member missing three consecutive meetings or four meetings within a twelve month period may be removed from office by the Town Council and may be ~~will be deemed to have resigned and will be automatically~~ replaced after proper advertising. Members may be removed for malfeasance in office.

2-3 ~~Effective XXX, members shall be limited to serving two four year terms consecutively. A member may be reappointed after four years of not serving on the Planning Commission. If a member has not served two consecutive terms and is unable to attend three or more meetings in one year due to work, family, or military service then a new Planning Commissioner shall be appointed to fulfill the term as stated in 2-2. Any member who was unable to fulfill their term may reapply to serve on the Planning Commission and not be held to the four year "break"rule between multiple terms.~~ The Planning Commission shall inform the Town Council when a member's term is expiring to allow time for the Town Council to advertise a new Planning Commission term appointment. Seated Planning Commission members may choose to reapply for a new term but reappointment is not assumed without Town Council action.

2-4 The Commission members are strongly encouraged to attend training sessions sponsored by the State of Virginia or other planning agencies, in order to more effectively carry out their responsibilities to meet the objectives of the Planning Commission.

ARTICLE 3 – OFFICERS

3-1 The Commission shall appoint a Secretary who need not be a member of the Commission.

3-2 Nomination of officers shall be made from the floor of the regular meeting held at the first meeting of the calendar year.

3-2-1 Each candidate for office shall be nominated by and seconded by one member of the Commission.

3-3-2 A candidate for an office of the Commission receiving a majority vote of the members shall be declared elected and shall take office immediately upon the conclusion of the regular meeting and serve for one year or until his successor shall take office.

ARTICLE 4 – DUTIES OF OFFICERS

4-1 The Chairman shall:

4-1-1 Preside at all meetings and call the meetings to order at the appointed time;

4-1-2 Announce the business in its proper order;

4-1-3 Preserve order and decorum;

4-1-4 State and put all questions properly brought before the Commission;

4-1-5 Rule on all procedural questions. Such rulings may be reversed by a majority vote of the members present.

4-1-6 Be informed immediately of any official communication and report the same at the next regular meeting;

4-1-7 Affix his/her signature to all correspondence issued by the commission and all official minutes; and

4-1-8 Appoint committees as necessary.

4-2 The Vice Chairman shall assume the duty of the Chairman in the Chairman's absence or in the Chairman's inability to act.

4-3 The Secretary or the Secretary's appointee shall:

4-3-1 Keep a written record of all business transacted by the Commission;

4-3-2 Notify all members of all meetings;

4-3-3 Keep a file of all official records and reports of the Commission;

4-3-4 Certify all records and reports of the Commission;

4-3-5 Attend to correspondence of the Commission;

4-3-6 Serve notice of all hearings and public hearings;

4-3-7 Keep a set of minutes of all meetings which shall become a public record; and

4-3-8 Prepare and be responsible for publishing of advertisements relating to public hearings.

4-3-9 Ensure all meeting packet materials are submitted to Planning Commission members one week prior to a meeting.

4-3-10 Submit minutes of Planning Commission meetings to the Town Council.

ARTICLE 5 – DUTIES OF THE PLANNING COMMISSION

To effectuate this chapter, the local planning commission shall:

5-1. Exercise general supervision of, and make regulations for, the administration of its affairs;

5-2. Prescribe rules pertaining to its investigations and hearings;

5-3. Supervise its fiscal affairs and responsibilities, under rules and regulations as prescribed by the governing body;

5-4. Keep a complete record of its proceedings; and be responsible for the custody and preservation of its papers and documents;

5-5. Make recommendations and an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction;

5-6. Prepare, publish and distribute reports, ordinances and other material relating to its activities;

5-7. Prepare and submit an annual budget in the manner prescribed by the governing body of the county or municipality; and

5-8. If deemed advisable, establish an advisory committee or committees.

ARTICLE 6 – MEETINGS

6-1 When applications or other Commission business are pending, regular meetings of the Commission shall be held the third Tuesday of each month. Work sessions will be held the fourth Tuesday of each month. As a general practice, regular meetings and work sessions shall not be held on the same night unless approved by the Chair of the Planning Commission prior to public notice requirements.

6-2 When a meeting falls on a legal holiday, the meeting shall be held on the following Tuesday unless otherwise designated by the Chairman or by a vote of the Commission.

6-3 When no application or other business is pending, no meeting will be held. The Commission shall meet at least once a year.

6-4 The meetings shall begin at 7:00 p.m.

6-5 A regular meeting may be adjourned if all business cannot be addressed on the meeting date set. The meeting may be reconvened at a later date, as set at the meeting, or properly advertised.

6-6 Special meetings of the commission may be called by the Chairman or by two members upon written request to the Secretary. The Secretary shall mail to all members, at least five days in advance of a special meeting, a written notice fixing the time and place of the meeting and the purpose thereof. Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or if all members are present at the special meeting or file a written waiver of notice.

6-7 A member, other than the Chairman, may introduce a motion. Any member of the Commission may second a motion. Motions shall be restated by the Chairman before a vote is taken. The names of persons making and seconding motions shall be recorded.

6-8 Parliamentary procedure in Commission meetings shall be governed by Robert's Rules of Order, revised.

6-9 A quorum of the Commission shall consist of ~~four of the seven~~ a majority of the members, and no action of the Commission is valid unless authorized by a majority vote of those present and voting.

ARTICLE 7 – ORDER OF BUSINESS REGULAR MEETING

7-1 The order of business for a regular meeting shall be:

A. Call to order by the Chairman and determination of a quorum;
B. Adoption of minutes;
C. Hearing of public hearing items;
D. New Business;
E. ~~6-6~~ Worksession items (if approved by the Chair of the Planning Commission);
F. Comments from the Commission;
G. Comments from the Staff;
H. Adjournment.

ARTICLE 8 – PROCEDURES FOR HEARING ITEMS

8-1 The order for the public hearing shall be:

8-2 A staff presentation on each item prior to the applicant's comments.

8-3 The applicant or his representative should appear at the public hearing and shall be afforded the privilege of making a statement.

8-4 All interested parties desiring to be heard shall have an opportunity to speak at the public hearing.

8-5 The applicant or his representative may have the opportunity for rebuttal and answer further questions by the Planning Commission.

8-6 The Chairman shall then close the public hearing and the Planning Commission shall deliberate on the application and make its recommendation to the Town Council. Only input from the staff shall be permitted at this time, however, the Commission may ask specific questions of the applicant or his representative.

8-7 The Chairman may impose time limits for presentations by the applicant and other persons wishing to speak at the public hearing. All information relating to a public hearing must be submitted to staff at least eighteen calendar days prior to the public hearing. Any new information submitted after that time will not be considered by the Planning Commission until the next scheduled Regular Public Hearing Meeting, unless waived by the Planning Commission Chair.

ARTICLE 9 – ORDER OF BUSINESS FOR WORK SESSIONS

9-1 The order of business for work sessions shall be:

A. Call to order by the Chairman
~~B. Determination of a quorum~~
C. Work Session Items
D. Administrative Items
E. Comments from Commission
F. Comments from Staff
G. Adjournment

~~ARTICLE 10 – COORDINATION OF STATE AND LOCAL TRANSPORTATION PLANNING~~

~~10-1 Prior to adoption of any comprehensive plan pursuant to § 15.2-2223, any part of a comprehensive plan pursuant to § 15.2-2228, or any amendment to any comprehensive plan as described in § 15.2-2229, the locality shall submit such plan or amendment to the Department of Transportation for review and comment if the plan or amendment will substantially affect transportation on state-controlled highways as defined by regulations promulgated by the Department. The Department's comments on the proposed plan or~~

~~amendment shall relate to plans and capacities for construction of transportation facilities affected by the proposal.~~

~~10-2 Within 30 days of receipt of a proposed Comprehensive Plan amendment, the Virginia Department of Transportation may request, and the locality shall agree to, a meeting between the Department of Transportation and the local planning commission or other agent to discuss the plan or amendment, which discussions shall continue as long as the participants may deem them useful. The Department of Transportation shall make written comments within 90 days after receipt of the plan or amendment, or by such later deadline as may be agreed to by the parties in the discussions. If a locality has not received written comments within the timeframes specified, the locality may assume that the Department of Transportation has no comments.~~

ARTICLE 10 – AMENDMENTS

These by-laws may be amended by a majority vote of the entire membership of the Commission at a regularly scheduled meeting, provided notice of intent to amend these by-laws has been given at a prior regularly scheduled meeting by at least two members.

ADOPTED: December 17, 1996
Revised December 16, 1997
Revised December 20, 2013
Revised September 20, 2016

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
STAFF REPORT

PLANNING COMMISSION PUBLIC HEARING

ADVANCED AUTOMOTIVE: SUP 2016-03
DATE OF HEARING: September 20, 2016
PLANNING COMMISSION DECISION DEADLINE: September 20, 2016
TOWN COUNCIL DECISION DEADLINE: October 11, 2016

EXECUTIVE SUMMARY

The request, per Article 3-4.12.3 of the Zoning Ordinance, is to reuse the existing building on 655 Industrial Road as an automotive repair facility. The building was previously utilized as a rental business, followed by a shotgun manufacturer business. The parcel is zoned Industrial and the Comprehensive Plan identifies the property as light industrial on the future land use plan. The property owner is Scott Virginia Properties, LLC. GPIN: 6983-67-4889-000.

STAFF RECOMMENDATION

Staff has reviewed the application in relation to the criteria listed above and finds that the submission is an acceptable use in the Industrial District. The proposal is in keeping with the surrounding uses and the requirements of the Special Use Permit.

It is staff's recommendation that the Planning Commission approve the applicant's request for a Special Use Permit for an automotive repair facility with the following conditions:

1. The property shall be in substantial conformance with the Special Use Permit Plan dated June 20, 2016, received September 7, 2016 submitted for SUP 2016-03, prepared by DRH Engineers, PLC. Subject to review and approval of applicable Federal, State, and Local regulations.
2. Within 30 days of approval of the SUP 2016-03, the applicant shall submit to staff a long term Stormwater Management Maintenance Plan per Section 5-11 of the Zoning Ordinance to be approved by staff and recorded in local land records.

SUGGESTED MOTIONS

1. I move that the Planning Commission recommend approval of SUP 2016-03 with the following conditions.

a. The property shall be in substantial conformance with the Special Use Permit Plan dated June 20, 2016, received September 7, 2016 submitted for SUP 2016-03, prepared by DRH Engineers, PLC. Subject to review and approval of applicable Federal, State, and Local regulations.
b. Within 30 days of approval of the SUP 2016-03, the applicant shall submit to staff a long term Stormwater Management Maintenance Plan per Section 5-11 of the Zoning Ordinance to be approved by staff and recorded in local land records.

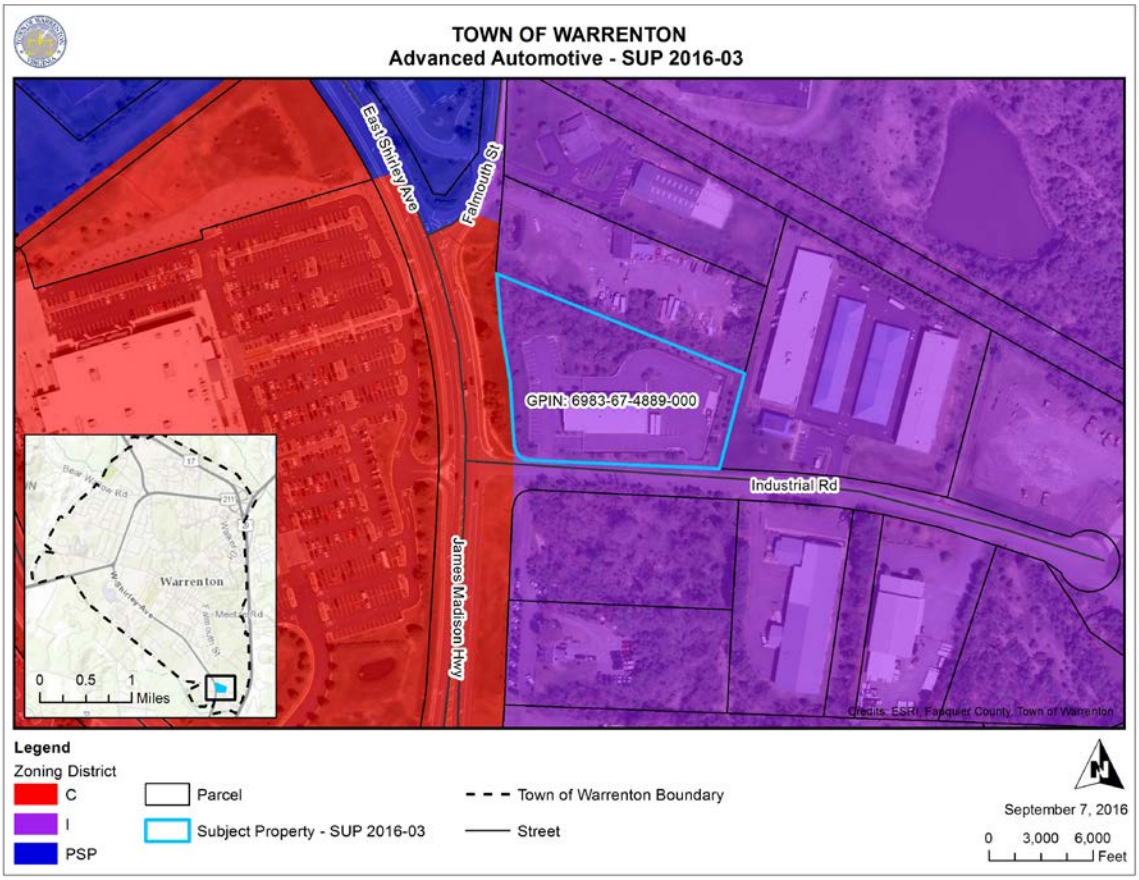
OR

2. I move that the Planning Commission forward SUP 2016-03 to the next Planning Commission Work Session.

OR

3. I move an alternative motion.

VICINITY MAP



Directions:
The property is on Industrial Road, with James Madison Highway to the west. Falmouth Street and East Shirley Ave are just north of the property. Nearby uses include: Animal Care Center LLC, Cecil's Tractors Inc, VAMAC Inc, VDOT, Walmart, Warrenton Branch Greenway, Warrenton Community Center, and Warrenton Select.

Picture 1: Entrance from Industrial Road

Picture 2: Side of Building with Bays and Secure Fence

Picture 3: Back Entrance off Industrial Road

Picture 4: Front; Customer Parking

Picture 5: Customer Parking

Picture 6: North Side

Picture 7: Front from James Madison Highway & Industrial Road Intersection

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I. APPLICATION INFORMATION

APPLICANT: Mr. David R. Hall, P.E.
DRH Engineers, PLC

OWNER: Mr. Donnie Scott
Scott Virginia Properties LLC

APPLICANT'S PROPOSAL/REQUEST

Request a Special Use Permit for an Automotive Repair Facility

LOCATION: 655 Industrial Road

PIN#: 6983-67-4889-000

ZONING: Industrial

ACERAGE: 2.74 acres

SURROUNDING LAND USES/ZONING

ZONING		PRESENT LAND USES
North:	Industrial	Animal Clinic
South:	Industrial	Auto Sales/Electrical Distributor
East:	Commercial	Retail (Walmart)
West:	Industrial	Self Storage

II. REFERRAL AGENCY COMMENT SUMMARY

Referral Agency	Date	Outstanding Issues
Comprehensive Plan	8/26/2016	None
Zoning	8/26/2016	None
Public Works & Utilities	8/30/2016	None
Economic Development	8/26/2016	No Comments at this time
Parks and Recreation		
Police		
Warrenton Volunteer Fire Department		

III. PROJECT REVIEW

A. Context

This Special Use Permit (SUP) proposes to utilize an existing building for an automotive repair facility at 655 Industrial Road. The building was previously utilized as a rental business (United Rentals), followed by a shotgun manufacturer business. The parcel is zoned Industrial and the Comprehensive Plan identifies the property as light industrial on the future land use plan.

There is no proposed exterior construction, with the exception of new signage, which will require a permit. The proposed automotive repair facility will include five (5) employees, seven (7) service bays, and the following hours of operation:

Monday-Friday	8 am to 6 pm
Saturday	8 am to 1 pm
Sunday	Closed

Parking will utilize existing spaces. Customer parking will be located in the front of the building, employee parking will be to the rear of the building, and vehicles waiting for service/pick-up will be parked to the rear of the building, inside the secured fence. No other outside storage is anticipated by the applicant.

B. Summary of Outstanding Issues

There are no outstanding issues at this time.

C. Zoning Analysis

In addition to the requirements for SUPs under Article 11-3.10.3 (SUP Evaluation Criteria, Issues for Consideration)[1] the proposed use must meet the Zoning Ordinance. The site was developed per Site Development Plan (SDP) 06-20, which was approved on May 1, 2007. The Special Use Permit Plan dated June 20, 2016 and received on September 7, 2016 does not propose any exterior revisions and was reviewed for compliance with the Zoning Ordinance.

ARTICLE 3 – Zoning Districts

Article	Title	Description	Application/ Existing Conditions	Meets Zoning Ordinance
3-4.12.4	Lot & Yard Regulations	Lot: 10,000 square feet	• 2.74 acres • 339 feet	Yes

[1] See Section II – *E. Zoning Ordinance Criteria for Special Use Permits*, for the full list of SUP evaluation criteria per Article 11-3.10.3.

Article	Title	Description	Application/ Existing Conditions	Meets Zoning Ordinance
		Frontage: 100 feet Coverage: 75% Setbacks:[2] • 65 feet front (James Madison Hwy) • 50 feet front (Industrial Rd) • 25 feet side • 40 feet rear	• 55% • 100.3 feet front • 54.1 feet front • 25 feet side • 40+ feet/variable rear	
3-4.12.5	Building Regulations	Max height 35 feet	• 24 feet	Yes
3-4.12.6	Special Regulations for Manufacturing and Commercial Buildings	Enclosed buildings and storage screening; landscaping screening; and uniform fencing	• Temporary storage of vehicles behind fence/secured area • Existing landscaping / fencing	Yes

ARTICLE 7 – Parking

Article	Title	Description	Application	Meets Zoning Ordinance
7-6	Vehicle Service Facilities/ Repair Shops	four (4) spaces per service bay, plus one (1) space per employee	• 33 required • 41 provided	Yes

ARTICLE 8 – Landscaping

Article	Title	Description	Application	Meets Zoning Ordinance
8-2	Applicability	Landscape plans are required for Site Development Plans and the enlargement of any parking lot	• Landscaping per SDP 06-20	Yes

ARTICLE 9 – Supplemental Regulations

Article	Title	Description	Application	Meets Zoning Ordinance

[2] This table shows a summary of the setbacks for the proposed use. Full description of setbacks is in Article 3-4.12.4.

9-8-9.2	Non Conforming Lighting	Requires that non conforming lighting is brought up to code with a change of use	• Lighting per SDP 06-20 • full cut-off fixtures	Yes

D. Zoning Ordinance Intent & Comprehensive Plan Use Description

Per the Zoning Ordinance, the legislative intent of the Industrial District is the following:

> *It is the intent of this district to implement the Town's Comprehensive Plan by providing for a variety of light manufacturing, fabricating, processing, wholesale distributing, and warehousing uses appropriately located for access by highways and providing a controlled environment within which signing is limited, uses are to be conducted generally within completely enclosed buildings, and a moderate amount of landscaping is required. In order to preserve the land for industry, to reduce extraneous traffic, and avoid future conflicts between industry and other uses, business and service uses are limited primarily to those which will be useful to employees in the district and future residential uses are restricted.*

The properties in question are located in an area designated as Light Industrial by the Future Land Use Map of the Comprehensive Plan. According to the Town of Warrenton Comprehensive Plan:

> *To encourage and plan for clean and light industrial activities that are economically beneficial and compatible with the needs, character, and environment of the Town.*"
>
> Light Industrial areas are envisioned to include *light manufacturing, flex industrial uses and wholesale commercial uses, with limited office uses. Industrial land uses should be limited to uses that do not generate inordinate amounts of noise, smoke, dust, odors, heat, or electrical disturbances*.
>
> *Industrial sites should be co-located or located near one another. Scattered or strip sites is strongly discouraged. Uses should be limited to those that will provide a variety of light industrial uses that will contribute to the creation of new businesses and retention and expansion of existing businesses, with very limited support for commercial uses allowed as integrated elements of the industrial development for the purpose of reducing traffic generation from the site.*

E. Zoning Ordinance Criteria for Special Use Permits

Section 11-3.10.3 of the Town of Warrenton Zoning Ordinance states *in considering requests for Special Use Permits, the following factors should be considered:*

<u>Standard</u>
1. Whether the proposed Special Use Permit is consistent with the Comprehensive Plan.

Analysis
The SUP proposes the reuse of an existing building in the industrial district.

Standard
2. Whether the proposed Special Use Permit will adequately provide for safety from fire hazards and have effective measures of fire control.

Analysis
Fire and police currently have direct access to the property via the existing entrance.

Standard
3. The level and impact of any noise emanating from the site, including that generated by the proposed use, in relation to the uses in the immediate area.

Analysis
The proposed automobile repair facility will be held to Town Code provisions relating to disturbing the peace (e.g. Sections 11-19 – Noise; 11-20 – Nuisances; 11-21 – Odors).

Standard
4. The glare or light that may be generated by the proposed use in relation to uses in the immediate area

Analysis
The property was developed per SDP 06-20, which meets the current Zoning Ordinance requirements in Article 9-8. The applicant has confirmed that the existing light fixtures are full cut-off. No changes to the existing lighting are proposed.

Standard
5. The proposed location, lighting and type of signs in relation to the proposed use, uses in the area, and the sign requirements of this Ordinance.

Analysis
The proposed wall signs will require permits separate from the SUP application The signs will need to meet the requirements of Article 6-2.1.4 and Article 6-2.7.

Standard
6. The compatibility of the proposed use with other existing or proposed uses in the neighborhood, and adjacent parcels.

Analysis
Neighboring properties contain commercial to the west (Walmart), and industrial uses to the North, South, and East. A VDOT Branch Office, the Warrenton Branch Greenway, and the Warrenton Community Center are nearby. The nearest residential use is about 900 feet to the North of the property in question.

Standard
7. The location and area footprint with dimensions (all drawn to scale), nature and height of existing or proposed buildings, structures, walls, and fences on the site and in the neighborhood

Analysis
See applicant's Special Use Permit Plans for details. No changes are proposed to the existing building footprint, landscaping, or fences.

Standard
8. The nature and extent of existing or proposed landscaping, screening and buffering on the site and in the neighborhood.

Analysis
The property was developed per SDP 06-20, which meets the current Zoning Ordinance requirements for landscaping. The Special Use Permit Plan landscaping sheet states that it is subject to the Final Site Plan SDP 06-20.

Standard
9. The timing and phasing of the proposed development and the duration of the proposed use.

Analysis
The applicant has not proposed any phasing.

Standard
10. Whether the proposed Special Use Permit will result in the preservation or destruction, loss or damage of any significant topographic or physical, natural, scenic, archaeological or historic feature.

Analysis
The site is currently developed, no changes are proposed to the existing topography.

Standard
11. Whether the proposed Special Use Permit at the specified location will contribute to or promote the welfare or convenience of the public.

Analysis
The proposed automotive repair facility is an appropriate use in this zoning district and has similar uses nearby.

Standard
12. The traffic expected to be generated by the proposed use, the adequacy of access roads and the vehicular and pedestrian circulation elements (on and off-site) of the proposed use, all in relation to the public's interest in pedestrian and vehicular safety, efficient traffic movement and access in case of fire or catastrophe.

Analysis
The previous manufacturing use had an average of 2.10 weekday trips per employee per the ITE daily trips. ITE general light industrial uses average 3.02 weekday trips per employee.

Standard
13. Whether the proposed use will facilitate orderly and safe road development and transportation.

Analysis
The proposed change of use does not trigger transportation improvements.

Standard
14. Whether, in the case of existing structures proposed to be converted to uses requiring a Special Use Permit, the structures meet all code requirements of the Town of Warrenton.

Analysis

The existing building was built per SDP 06-20. A property maintenance and fire prevention inspection is recommended to ensure compliance with building code.

Standard
15. Whether the proposed Special Use Permit will be served adequately by essential public facilities, services and utilities.

Analysis
The use is currently served by public utilities.

Standard
16. The effect of the proposed Special Use Permit on environmentally sensitive land or natural features, wildlife habitat and vegetation, water quality and air quality.

Analysis
No impacts anticipated. The applicant has indicated that they will maintain a Storm Water Pollution Plan for the site as required and conditioned.

Standard
17. Whether the proposed Special Use Permit use will provide desirable employment and enlarge the tax base by encouraging economic development activities consistent with the Comprehensive Plan.

Analysis
The proposed use will include five (5) employees.

Standard
18. The effect of the proposed Special Use Permit use in enhancing affordable shelter opportunities for residents of the Town, if applicable.

Analysis
Not applicable.

Standard
19. The location, character, and size of any outdoor storage.

Analysis

Temporary storage of vehicles waiting for service and pickup will be located at the rear of the building, inside the secure area. No other outside storage of parts is anticipated.

Standard
20. The proposed use of open space.

Analysis
Not applicable.

Standard
21. The location of any major floodplain and steep slopes.

Analysis
The existing Storm Water Management Facility is located on the north side of the property, and it includes some wetlands. No changes are proposed to the facility and the applicant has indicated that they will maintain a Storm Water Pollution Prevention Plan.

Standard
22. The location and use of any existing non-conforming uses and structures.

Analysis

Not applicable.

Standard
23. The location and type of any fuel and fuel storage.

Analysis
Not applicable.

Standard
24. The location and use of any anticipated accessory uses and structures.

Analysis
Not applicable.

Standard
25. The area of each proposed use

Analysis
The proposed use will be within the existing one story steel building (9,212 square feet).

Standard
26. The proposed days/hours of operation.

Analysis

Monday – Friday:	8 am to 6 pm
Saturday:	8 am to 1 pm
Sunday:	Closed

Standard

27. The location and screening of parking and loading spaces and/or areas.

Analysis
See the Special Use Permit Plan for details. There is landscaping around the entire site, with screening to the North/East. Customer parking in the front of the building. Employee Parking in the rear, within the secure fence. The secure fence goes around three sides of the building and provides some additional screening.

Standard
28. The location and nature of any proposed security features and provisions.

Analysis
The existing fencing, creating a secure area in the rear of the building is to remain.

Standard
29. The number of employees.

Analysis
Five.

Standard
30. The location of any existing and/or proposed adequate on and off-site infrastructure.

Analysis

Not Applicable.

Standard
31. Any anticipated odors which may be generated by the uses on site.

Analysis
None anticipated.

Standard
32. Refuse and service areas.

Analysis
Service bays are located behind the secure fence area.

IV. ATTACHMENTS

1. Review Agency Comments	**Attachment Number**
a. Comprehensive Plan & Zoning Administration	I
d. Public Works and Utilities	II
2. Applicant's Response to Review Agency Comments	III
3. Application and Narrative	IV
4. Application Plans	V

TOWN OF WARRENTON

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TELEPHONE (540) 347-1101
FAX (540) 349-2414
TDD 1-800-828-1120

MEMORANDUM

TO: Mr. Donnie Scott
Advance Automotive, Inc

FROM: Planning and Community Development Department
DATE: August 26, 2016

RE: Advance Automotive Reuse – 1st Submittal
655 Industrial Way (GPIN 6986-67-4889-000)
Comprehensive Plan and Zoning Ordinance Review (SUP 2016-09)

The Planning and Community Development Department submits the following comments as related to the Comprehensive Plan and Zoning Ordinance.

Applicant Request

The applicant is requesting a Special Use Permit (SUP) to reuse the existing building as an automotive repair facility. The building was previously utilized as a rental business, followed by a shotgun manufacturer business.

Comprehensive Plan Review

The Comprehensive Plan designates this site as Light Industrial in the Future Land Use Map. The Industrial Goal states "To encourage and plan for clean and light industrial activities that are economically beneficial and compatible with the needs, character, and environment of the Town. Light Industrial areas are envisioned to include light manufacturing, flex industrial uses and wholesale commercial uses, with limited office uses. Light industrial land uses should be limited to uses that do not generate inordinate amounts of noise, smoke, dust, odors, heat, or electrical disturbances. Industrial sites should be collocated or located near one another. Scattered or strip sites is strongly discouraged. Uses should be limited to those that will provide a variety of light industrial uses that will contribute to the creation of new businesses and retention and expansion of existing businesses, with very limited support for commercial uses allowed as integrated elements of the industrial development for the purpose of reducing traffic generation from the site.

Zoning Ordinance Review

The current zoning of the property is **Industrial**, which allows for automotive repair and service Special Use Permit.

The specific Zoning Ordinance sections as related to this proposed use are shown below *(in italics*), with associated comments following each Zoning Ordinance section.

Article 3-4.12 – Industrial District

Article 3-4-12.1 – Legislative Intent

It is the intent of this district to implement the Town's Comprehensive Plan by providing for a variety of light manufacturing, fabricating, processing, wholesale distributing, and warehousing uses appropriately located for access by highways and providing a controlled environment within which signing is limited, uses are to be conducted generally within completely enclosed buildings, and a moderate amount of landscaping is required. In order to preserve the land for industry, to reduce extraneous traffic, and avoid future conflicts between industry and other uses, business and service uses are limited primarily to those which will be useful to employees in the district and future residential uses are restricted.

Staff comment: The proposed use of the subject property as an automotive repair facility is in keeping with the intent of the Industrial district.

Article 3-4.12.4 – Lot and Yard Regulations

Use	Lot Size	Frontage	Lot Coverage	Minimum Setbacks		
				Front	Side	Rear
Other uses, including permitted retail and service establishment	10,000 square feet	100 feet	75%	Fifty (50) feet from the right-of-way of a local street having a right-of-way of fifty (50) feet or less.	Twenty-five (25) feet on an interior lot or adjacent to any C or I district including accessory buildings or parking structures, ten (10) feet for parking lots.	Forty (40) feet on an interior lot or adjacent to any C or I district including accessory buildings or parking structures, ten (10) feet for parking lots.

Staff comment: The submitted application appears to meet the requirements of Article 3-4.12.4.

Article 3-4.12.5 – Building Regulations

Staff comment: The existing building meets the requirements of Article 3-4.12.5.

Article 3-4.12.6 – Special Regulations for Manufacturing and Commercial Buildings

3-4.12.6.1. *Enclosed Buildings. All uses shall be conducted within a completely enclosed building of permanent and durable construction, with no open storage of raw, in process, or finished material and supplies or waste material. Finished or semi-finished products manufactured on the premises may be stored in the open if screened from the street or from a residence district by landscaping, fences, or walls.*

3-4.12.6.2. *Landscaping. In general, where approval of a site plan is required, the landscape plan shall be designed to promote harmonious relationships with adjacent and nearby residential properties, developed or undeveloped, and to this end may provide effective screening along side and rear property lines by means of fences, walls, hedges, planting screen, or natural vegetation as outlined in Article 8, General Provisions for Landscaping.*

3-4.12.6.3. *Fencing. All fencing shall have a uniform and durable character and shall be properly maintained.*

Staff comment: The existing property meets the requirements of Article 3-4.12.6.

Article 7 – Parking

Vehicle Service Facilities/Repair Shops

four (4) spaces per service bay, plus one (1) space per employee.

Staff comment: The proposed use requires 33 parking spaces, 41 are provided, including 2 handicapped spaces, meeting the requirements of Article 7-6. Please indicate on the application where the customer and employees will park in addition to the location of vehicles waiting to be serviced or picked up. If there is no foreseen designated locations between the types of parking, please indicate that intention.

Article 8 – Landscaping

Staff comment: No changes are proposed to the outside of the building. The subject property has an existing approved landscape plan, per SDP 06-20, which was approved on May 1, 2007. The landscape plan per SDP 06-20 meets the requirements of Article 8 (2006 Zoning Ordinance).

As there are items on landscape plan for SDP 06-20 that are not included on this application, please add a note to the proposed landscape plan that says something to the effect that, “this landscape plan is subject to Final Site Plan SDP 06-20.”

Article 9 – Supplemental Use Regulations

Article 9-8 – Lighting

Article 9-8.6.3 – Design

1. *Except as provided herein, each outdoor luminaire subject to these outdoor lighting regulations shall be a full cut-off luminaire or a decorative luminaire with full cut-off optics.*
2. *If a luminaire is equipped with more than one lamp, the lumens of the lamp with the highest initial lumens shall determine the lumens emitted.*
3. *Light sources shall not cast glare upon adjacent property or upon a public right of way. The intensity at adjoining streets and commercial or industrial properties shall not exceed 1.0 foot candles, and the intensity at adjoining residential or institutional property boundaries shall not exceed 0.5 foot candles.*
4. *For auto/truck service stations and convenience retail uses, lighting in island canopy ceilings shall be recessed and have full cut-off fixtures with flat lenses, and shall not exceed 40 initial output lumens per square foot of canopy*

Article 9-8-9. – Nonconforming lighting

Any lighting fixture lawfully existing on the effective date of this Ordinance that does not conform with the requirements of this Ordinance shall be considered a lawful nonconformance subject to the following: A nonconforming lighting fixture shall be made to conform with the applicable requirements of this Ordinance when:

9-8-9.2. There is a change in use of the property on which the area being Illuminated is located, which change of use requires a site plan.

Staff comment: No changes are proposed to the outside of the building. The subject property has an existing approved lighting plan, per SDP 06-20, which was approved on May 1, 2007. The lighting plan per SDP 06-20 does not indicate if the current lighting fixtures are full cut-off, as required by Article 9-8.6.3.1. The application needs to indicate if the fixtures are full cut-off. If they are not then a lighting plan will need to be submitted per Article 9-8-9 and Article 9-8-9.2 to bring the site into conformance.

Article 11 – Administration

Staff comment: Include the/a vicinity map on the application's Site Development Plan.

Article 11-3.10.3. Evaluation Criteria

19. The location, character, and size of any outdoor storage.

Staff comment: Please be aware of the *Evaluation Criteria Issues for Consideration* for Special Use Permits (Article 11-3.10.3).

Provide details on the nature, type, or location of any proposed outdoor storage.

Additional Comments

Staff reserves the opportunity to provide additional comments related to the Zoning Ordinance as more information becomes available. Future comments may include, but not be limited to Article 7 (Parking), Article 8 (Landscaping), Article 9 (Supplemental Use Regulations), and Article 11 (Administration, Procedures, and Enforcement).

TOWN OF WARRENTON

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FAX (540) 349-2414
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August 30, 2016

Inter-Office Memorandum

TO: Denise Harris
Interim Director of Planning and Community Development

FROM: Edward B. Tucker, Jr.
Director of Public Works and Utilities

RE: Warrenton Industrial Park, Lot 8- Advanced Automotive
SUP 2016-03

The Department of Public Works and Utilities has reviewed this application. There are no new facilities proposed. This proposal is to operate the existing building and site with an automotive repair and maintenance shop.

We see no negative impact to the existing utilities or drainage features as currently exists for this site. However, it is important to point out the as the new operators and owners of the site, Advanced Automotive will be responsible to maintain the existing stormwater management facilities on the site. They will be responsible for operating the site and storage of vehicles in a manner that will not degrade surface water runoff conditions or compromise the existing stormwater facilities in the requirement of promoting and protecting stormwater runoff quality from their site operations.

Advanced Automotive should develop and maintain a Storm Water Pollution Prevention Plan for the site.

The existing water and sanitary sewer connections for this site should be adequate for this use.

DRH ENGINEERS, PLC
CIVIL - STRUCTURAL - FORENSIC

MS. KELLY MACHEN
TOWN OF WARRENTON
POST OFFICE DRAWER 341
WARRENTON, VIRGINIA 20188-0341

Re: Warrenton Industrial Park, Lot 8- Advanced Automotive
SUP 2016-03

Dear Ms.Machen:

This letter is confirm our earlier email requesting the project to be inlcuded on the planning commission's agenda for September the 20th and also in response to the combined Town comments we received.

Public Works
There is no disturbance of the site anticipated, however, it is acknowledged that Advanced Automotive is responsible for maintaining the SWM faciltiy. A Storm Water Pollution Plan will be developed and maintained for the site.

Building Comments

1. *Previous tenants (equipment rental) had an above ground LP Gas tank and two above ground gasoline tanks in concrete, "bermed" enclosures. A permit would have been required to remove / abandon/ or re-locate these structures. To my knowledge and best recollection, no permits have been issued or inspections performed for the removal of these items.* **The current owner (Advanced Automotive) has no knowledge of this equipment and it must have been removed when United Rental's abandoned the site. The equipment was portable in nature and not a permanent installation.**

2. *The armament tenant installed a structure for the storage of ammunition (an H use) on the site and this structure may still be on site.* **The structure used for ammunition must have been a portable container as it is no longer on the site. Current owner has no knowledge of its removal.**

3. *Some areas of the space used for United Rental were reconfigured for the tenant who was assembling armaments for the military / police. Are these building changes still in place? If these spaces no longer exist, were inspections performed on the removal of this work?* **The floor plan of the existing structure matches the original floor plan approved by the Town for the equiipment rental. Whatever machinery, storage or benches that were part of the ammunition use is no longer there.**

Planning Comments
Requested changes by the Planning and Community Development Department have been incorporated into the SUP plans.

www.drhengineers.com
9 North 3rd Street; Warrenton, Virginia 20186
(540) 349-7840 Fax (540) 301-0331

I trust this response will answer any questions, however, if you should have any further questions or information, please contact me.

Sincerely,

David R. Hall, P.E., SECB, L.S.

www.drhengineers.com
9 North 3rd Street; Warrenton, Virginia 20186
(540) 349-7840 Fax (540) 301-0331

RECEIVED
JUN 21 2016
COMMUNITY DEVELOPMENT
TOWN OF WARRENTON

TOWN OF WARRENTON, VIRGINIA
18 Court Street, P.O. Drawer 341
Warrenton, VA 20188-0341
(540) 347-2405

SUP 2016-03

PLNG

LAND DEVELOPMENT APPLICATION

NO. 2016-9

Application is hereby made for a zoning permit in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all Town and State Laws and Ordinances and which are hereby agreed to by the undersigned and which shall be deemed a condition entering into the exercise of this permit. The permit is valid for six (6) months from date of issuance. If not renewed prior to expiration, this permit is null and void.

TYPE OF DEVELOPMENT:

□ Preliminary Plat	□ Amendment	□ Boundary Adjustment	□ Zoning/Rezoning	□ Variance
□ Final Plat	□ Comp Plan Amendment	□ Land Disturbance	□ Sign – Permit # ____-____	□ Other, Specify Below
□ Site Development Plan	□ Zoning Ordinance Text Amendment	□ Site Plan Waiver	□ Temporary Use or Structure	
□ Special Exception	X Special Use Permit	□ Sketch/Concept Plan	□ Record Plat	

PURPOSE OF REQUEST: The purpose of this request is to obtain a special use permit to allow an automotive repair business to occupy the existing building and site located at 655 Industrial Road (lot 8) which is the former United Rentals Equipment Rental Facility.

Record Owner as shown on deed: Contract Buyer: Advanced Automotive – Donnie Scott

Last Name: UNITED RENTALS First Name: ____ Phone(Day): ____

Mailing Address: 13727 NOEL ROAD SUITE 900, DALLAS TEXAS.

Applicant:

Last Name: ~~David~~ Hall First Name: David Phone(Day): 540-349-7840

Mailing Address: ____

Parcel Identification Number: 6983-67-4889-000 Zoning District: I Subdivision: Warrenton Industrial Park Lot 8 Lot No.: ____

Subject Property Street Address: 655 Industrial Road, Warrenton, Virginia 20186

Acreage: 2.735 Street Frontage: 700'+/- Existing Structures(Number & Type): 1 steel industrial bleg Existing Use: vacant

OWNERS AFFADAVIT:
I have read this application, understand its intent and freely consent to the filing. Furthermore, I have the power to authorize and hereby grant permission for the Town of Warrenton officials and other authorized government agents on official business to enter the property as necessary to process this application.

Donnie Scott — Signature — Date

Donnie Scott — Print Name — Date

APPLICANT'S AFFADAVIT:
The information provided is accurate to the best of my knowledge. I acknowledge that all test, studies, and other requirements of the Town of Warrenton Zoning Ordinance and Subdivision Ordinance and other requirement of review/approval agencies will be carried out at my expense. I understand that the Town may deny, approve or conditionally approve that for which I am applying.

Signature — Date

David R. Hall, P.E. — Print Name — Date

RECEIVED
JUN 21 2016
COMMUNITY DEVELOPMENT
TOWN OF WARRENTON

STATEMENT OF JUSTIFICATION
FOR
SPECIAL USE PERMIT
ADVANCED AUTOMOTIVE, INC
655 INDUSTRIAL ROAD, WARRENTON, VA

Project Description:

This project consists of the occupation and reuse of the existing building located on lot 8 of the Warrenton Industrial Park at 655 industrial road. The site was previously developed by United Rentals in 2006 as an equipment rental facility for storage of rental equipment and its repair. Since that time the rental business closed and a shotgun manufacturer subsequently occupied the building which has also left the building. Currently the building stands vacant. The proposed use as an automotive repair facility is a permissible use by special use permit approval of the town council.

The proposed use is compatible with surrounding uses and is very similar, but less intense, to the use granted to United Rentals in 2006. No site construction will be required other than installing new signage.

Site Data:

Zoning: Industrial (I)

Existing Building size: 9,212 square feet

Current owner: Advanced Automotive, Inc.

Contract Buyer: Advanced Automotive, Inc.
4007A Westfax Drive
Chantilly, VA 20151-1547
703-565-2047

Parcel id: 6983-67-4889-000

Acreage: 2.375 acres or 119,151 s.f. (minimum required= 10,000 s.f.)

Setbacks: as shown on plan

Existing use: vacant building, former rental facility and shotgun manufacturer

Proposed use: Automotive Repair Shop (special permit required)

Proposed Hours of Operation:

Mon - Fri	8 am to 6 pm
Saturday:	8 am to 1 pm
Sunday:	Closed

Site Access: Access to site is from two existing entrances off of Industrial Road which were previously approved with the last use of the parcel.

Potential Impacts
• *An analysis of the impact on the Town's transportation network and the ability of adjacent streets and intersections to efficiently and safely move the volume of traffic generated by the development, along with estimates of cost and means of providing improvements required to service the proposed special use.* **Vehicle trips per day should be less than that generated by the previous use as a rental facility.**
• *An analysis of the impact on the Town's community facilities including estimates of costs and means of providing the additional community facilities which will be needed to serve the proposed special use. Community facilities include, but shall not be limited to, sewage disposal facilities and systems, solid waste disposal facilities and systems, water supply facilities and systems, storm drainage facilities and systems, and electrical utility facilities and systems.* **Existing water and sewer are currently provided by the Town of Warrenton to the site. Electric is provided by an existing service by Dominion Power and Gas is provided by Columbia Gas. The proposed use will not have an increased impact on the town's facilities.**
• *An analysis of the ability of the Town to provide police and fire protection to the proposed special use.* **The Town currently provides police and fire protection to this site. There should be no increased demand beyond what is already provided.**
• *The proposed configuration and intensity of lighting facilities to be arranged in such a manner to protect the streets and neighboring properties from direct glare or hazardous interference.* **The site lighting is provided by existing pole lighting and building mounted lighting that was installed as part of the site plan for United Rentals. The fixtures are full-cutoff as required by town ordinance. The lighting patterns conform to the Town of Warrenton standards and were approved previously. No additional lighting is proposed.**
• *Noise impact and abatement studies to determine potential impact on adjoining properties and neighborhoods*. **There are no noise impacts anticipated with this use.**

Maps/Plans
• A vicinity map depicting the adjacent and nearby (within 1,000 feet) land uses, streets and other data customarily incidental to a vicinity map. **SEE BELOW**
• A proposed site development plan indicating the location of the anticipated structures, setback lines, street pattern, parking provisions, a screening plan, and common open space if applicable. Such plans shall be contained on sheets measuring a minimum of 18" X 24" and a maximum of 36" X 24". **SEE SITE PLAN AS SUBMITTED**
• The delineation of any necessary screening for any uses or structural features deemed to be incompatible with the objectives of this Article, the remainder of this Zoning Ordinance, or the Comprehensive Plan including walls, fences, plantings, and/or other enclosures. Other landscaping to enhance the effectiveness of the screening and to insure the compatibility of use may also be required. **SEE EXISTING LANDSCAPING PLAN SUBMITTED**
• The delineation of screening and buffering of all parking areas will be required in accordance with a landscaping plan. Parking areas forward of the established building setback line will be prohibited. **SEE EXISTING LANDSCAPING PLAN SUBMITTED**
• The delineation of major trees on the site. Except to protect the public safety, avoid property loss, or provide for required parking, all major trees forward of the building setback line may be required for preservation if their removal would diminish the character of the neighborhood. **PRESERVATION AREA IS SHOWN ON PLANS AS WELL AS LANDSCAPING PREVIOUSLY INSTALLED.**

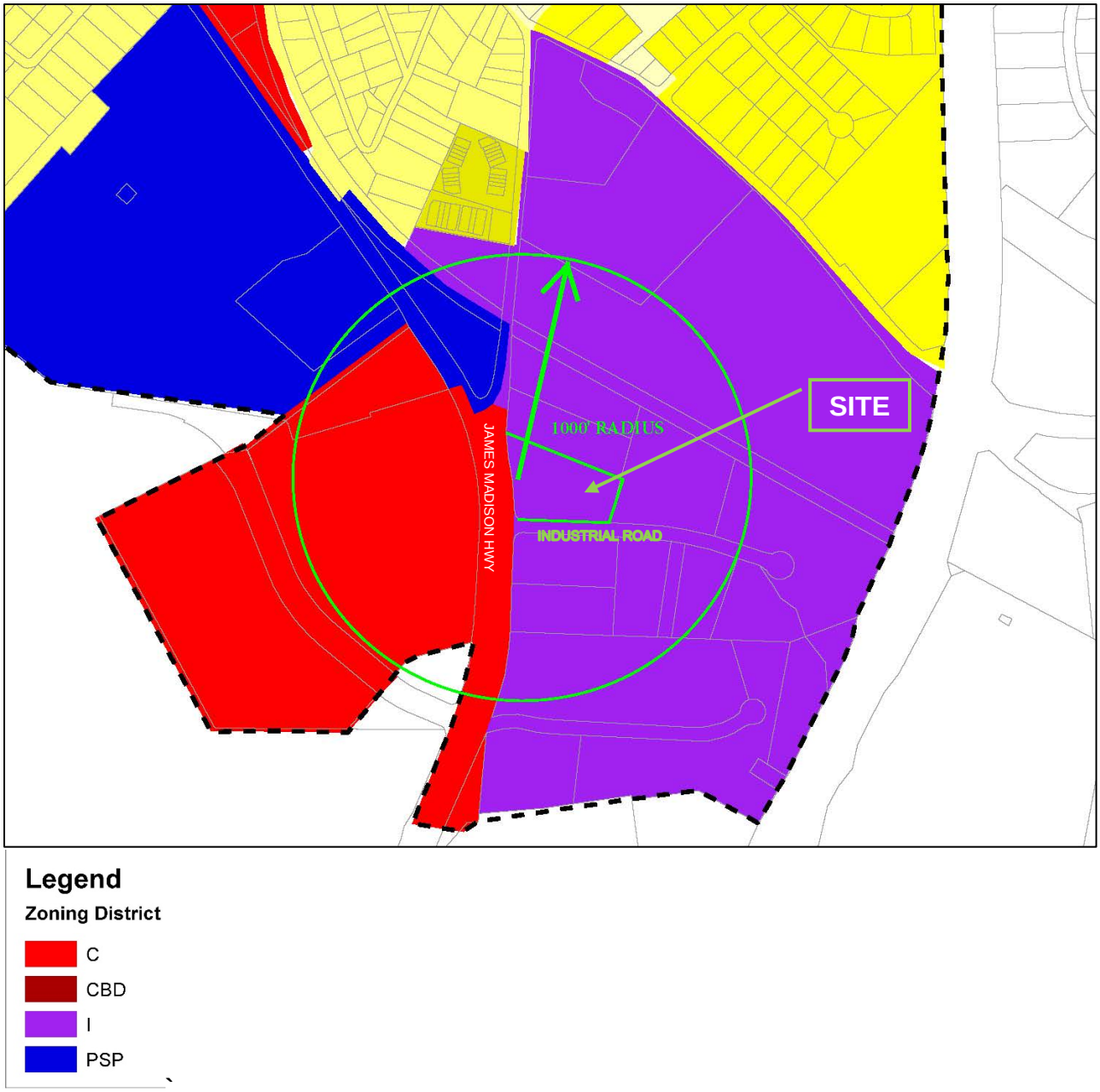


FIGURE 1 – MAP OF SURROUNDING ZONING FOR SUBJECT PROPERTY

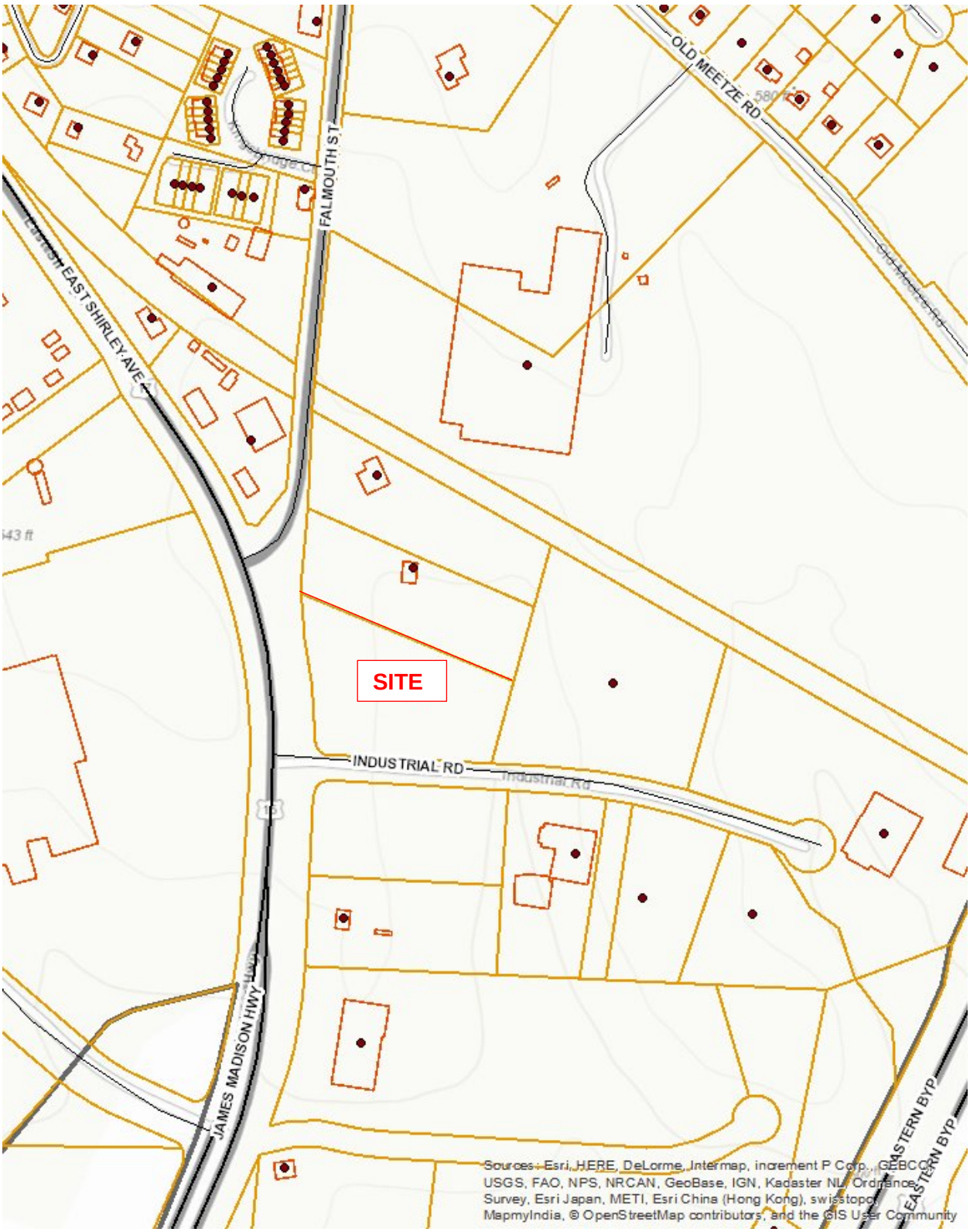
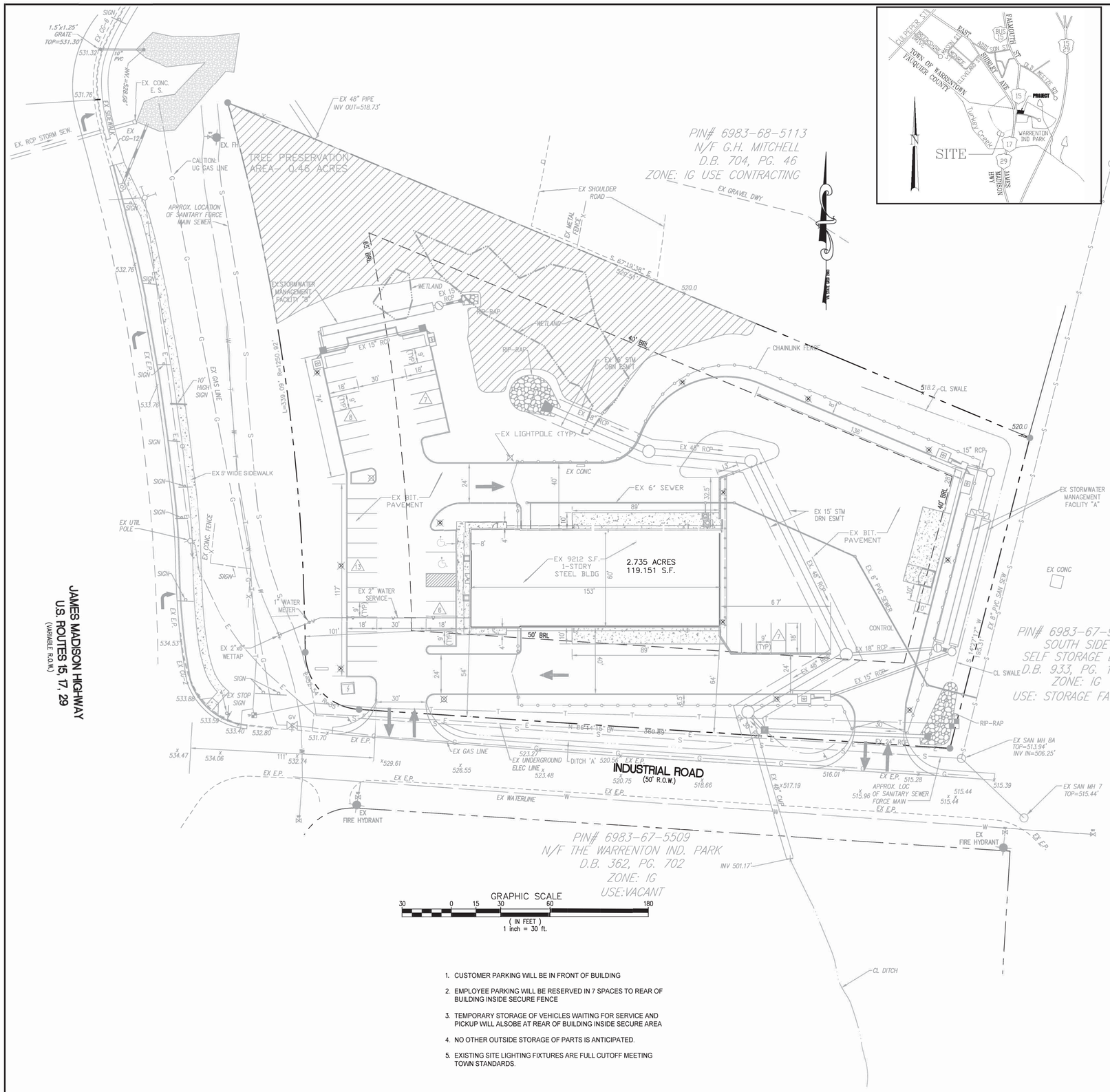


FIGURE 2 – VICINITY MAP OF SITE



1. CUSTOMER PARKING WILL BE IN FRONT OF BUILDING
2. EMPLOYEE PARKING WILL BE RESERVED IN 7 SPACES TO REAR OF BUILDING INSIDE SECURE FENCE
3. TEMPORARY STORAGE OF VEHICLES WAITING FOR SERVICE AND PICKUP WILL ALSOBE AT REAR OF BUILDING INSIDE SECURE AREA
4. NO OTHER OUTSIDE STORAGE OF PARTS IS ANTICIPATED.
5. EXISTING SITE LIGHTING FIXTURES ARE FULL CUTOFF MEETING TOWN STANDARDS.

PROJECT DESCRIPTION / JUSTIFICATION:

THIS PROJECT CONSISTS OF THE OCCUPATION AND REUSE OF THE EXISTING BUILDING LOCATED ON LOT 8 OF THE WARRENTON INDUSTRIAL PARK AT 655 INDUSTRIAL ROAD. THE SITE WAS PREVIOUSLY DEVELOPED BY UNITED RENTALS IN 2006 AS AN EQUIPMENT RENTAL FACILITY FOR STORAGE OF RENTAL EQUIPMENT AND ITS REPAIR. SINCE THAT TIME THE RENTAL BUSINESS CLOSED AND A SHOTGUN MANUFACTURER SUBSEQUENTLY OCCUPIED THE BUILDING WHICH HAS ALSO LEFT THE BUILDING. CURRENTLY THE BUILDING STANDS VACANT. THE PROPOSED USE AS AN AUTOMOTIVE REPAIR FACILITY IS A PERMISSIBLE USE BY SPECIAL USE PERMIT APPROVAL OF THE TOWN COUNCIL. THE PROPOSED USE IS COMPATIBLE WITH SURROUNDING USES AND IS VERY SIMILAR TO THE USE GRANTED TO UNITED RENTALS IN 2006. NO SITE CONSTRUCTION WILL BE REQUIRED OTHER THAN INSTALLING NEW SIGNAGE.

SITE DATA:

ZONING: INDUSTRIAL (I)

CURRENT OWNER: UNITED RENTALS (NORTH AMERICA) INC.

PARCEL ID: 6983-67-4889-000

ACREAGE: 2.375 ACRES OR 119,151 S.F. (MINIMUM REQUIRED = 10,000 S.F.)

SETBACKS: AS SHOWN ON PLAN

EXISTING USE: VACANT, FORMER RENTAL FACILITY AND SHOTGUN MANUFACTURER

PROPOSED USE: AUTOMOTIVE REPAIR SHOP (SPECIAL PERMIT REQUIRED)

BUILDING SIZE: 9,212 SQUARE FEET

PARKING TABULATION:

4 SPACES/SERVICE BAY:	7 BAYS x4 = 28
1 SPACE PER EMPLOYEE:	5 x 1 = 5
TOTAL PARKING REQUIRED:	33
TOTAL PARKING PROVIDED:	41
(INCLUDING 2 HANDICAPPED SPACES)	

DRH ENGINEERS, PLC
CIVIL - STRUCTURAL - FORENSIC
9 North 3rd Street, Suite 205; Warrenton, Virginia 20186
540-349-7840 540-301-0331 fax www.drhengineers.com

REVISIONS

SPECIAL USE PERMIT PLAN
FOR LOT 8 WARRENTON
INDUSTRIAL PARK
WARRENTON, VIRGINIA

EXISTING SITE PLAN
ADVANCED AUTOMOTIVE
4007A WESTFAX DRIVE
CHANTILLY, VA 20151-1547

DESIGNED BY:	DRH
DRAWN BY:	DRH
CHECKED BY:	DRH
SCALE:	AS NOTED
DATE:	06/20/16
DRH JOB NO:	216107.00
DRAWING NO:	SUP-01

COMMONWEALTH OF VIRGINIA
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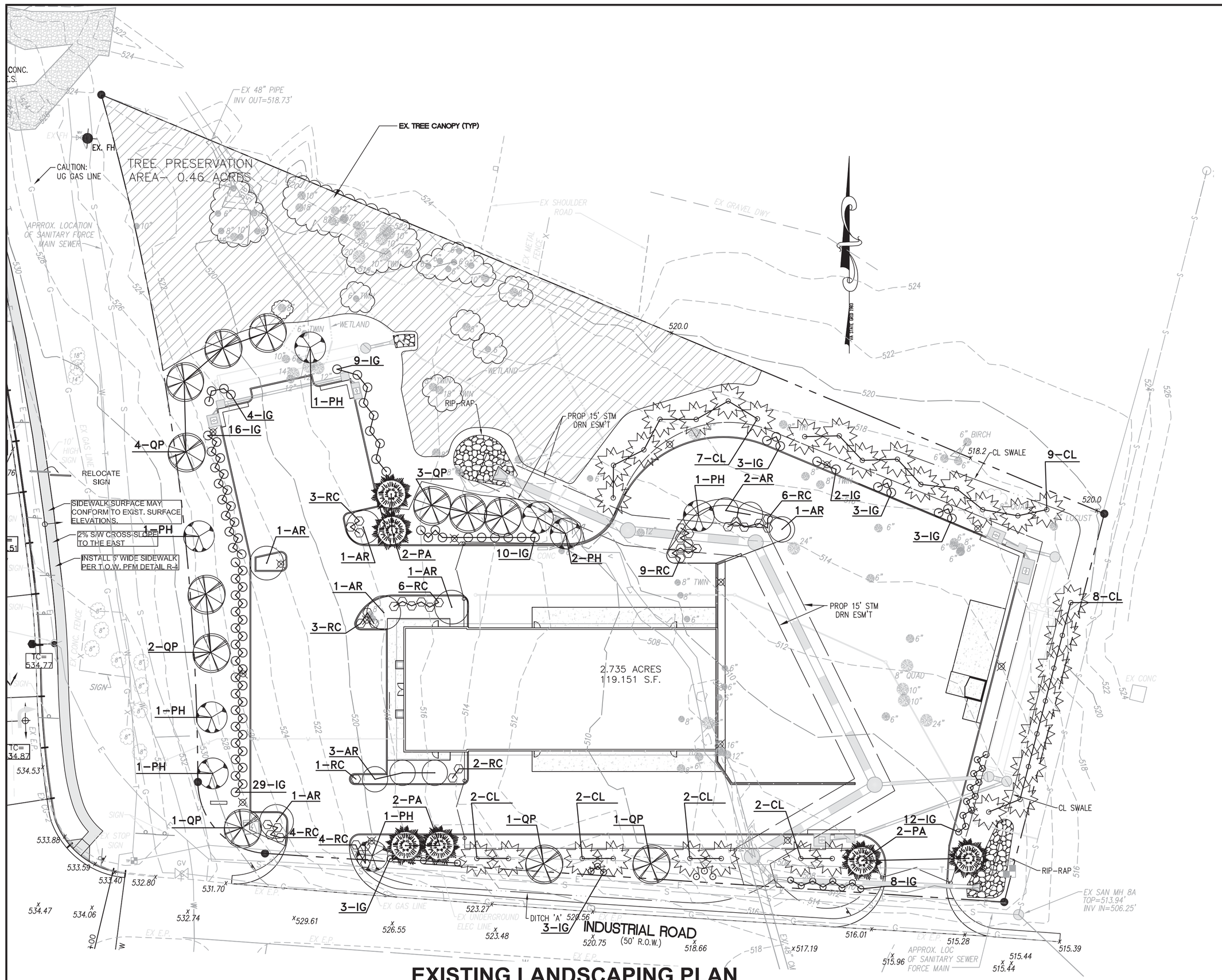
DAVID R. HALL
Lic. No. 15054



EXISTING LANDSCAPING PLAN

GRAPHIC SCALE

30 0 15 30 60 180

(IN FEET)
1 inch = 30 ft.

PLANT LIST SCHEDULE

SYMBOL		QUANTITY	BOTANICAL NAME	COMMON NAME	CALIPER	HEIGHT	20 YR CANOPY	REMARKS
	AR	11	ACER RUBRUM	RED MAPLE	3"	15' MIN.	55' (2376 SF) TOT. 23,760 SF	B & B FULL
	QP	12	QUERCUS PHELLOS	WILLOW OAK	3"	12' MIN.	35' (962 SF) TOT. 11,544 SF	B & B FULL
	PH	8	PRUNUS HYBRID KWANZAN	FLOWERING CHERRY	2"	6' MIN.	25' (491 SF) TOT. 3,928 SF	B & B HEAVY
	PA	6	PICEA ABIES	NORWAY SPRUCE	1 1/2"–2"	8' MIN.		
	CL	32	CUPRESSOCYPARIS LEYLANDII	LEYLAND CYPRESS	2"	8' MIN.		10'–15' SPC
	IG	108	ILEX GLABRA	INKBERRY		18"–24" SPD 18"–24" HT		CONT. FULL
	RC	38	RHODODENDRON CATAWBIENSE	PLEASANT VALLEY WHITE AZALEA		15"–18" SPD 15"–18" HT		CONT. FULL

This landscape plan is subject to Final Site Plan SDP 06-20.

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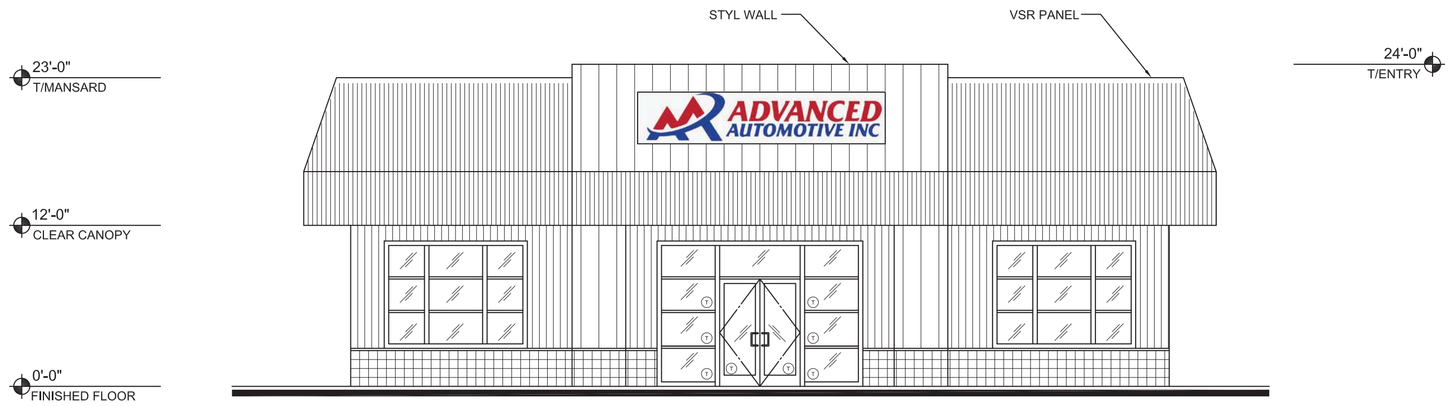
REVISIONS

LANDSCAPE PLAN FOR SUP PLAN FOR LOT 8 WARRENTON INDUSTRIAL PARK

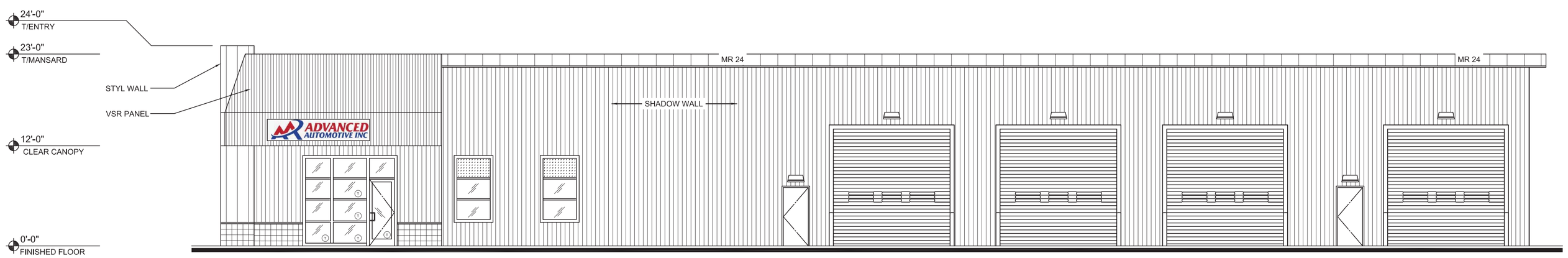
ADVANCED AUTOMOTIVE
4007A WESTFAX DRIVE
CHANTILLY, VA 20151-1547

DESIGNED BY: DRH
DRAWN BY: DRH
CHECKED BY: DRH
SCALE: 1" = 30'
DATE: 06/20/16
DRH JOB NO: 216107.00
DRAWING NO: **SUP-02**

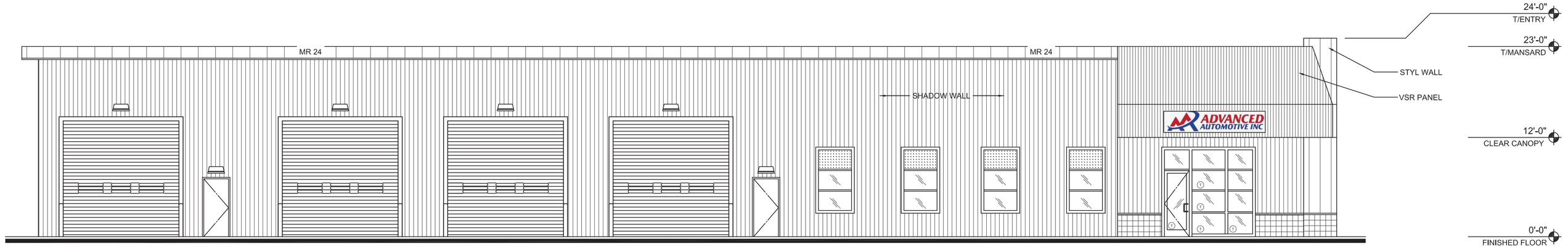
SHEET 2 OF 4



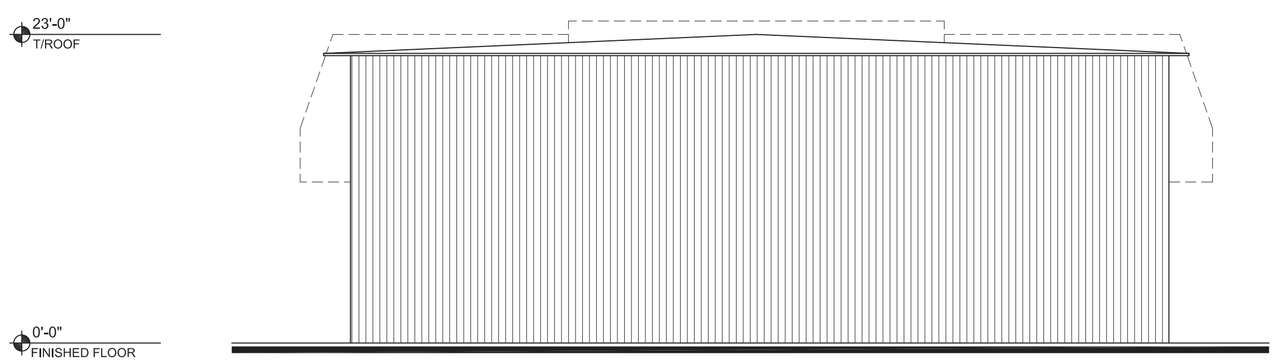
A SP-2 **FRONT ELEVATION**
SCALE: 1/8" = 1'-0"



B SP-2 **RIGHT ELEVATION**
SCALE: 1/8" = 1'-0"



C SP-2 **LEFT ELEVATION**
SCALE: 1/8" = 1'-0"



D SP-3 **REAR ELEVATION**
SCALE: 1/8" = 1'-0"

DRH ENGINEERS, PLLC
CIVIL - STRUCTURAL - FORENSIC
9 North 3rd Street, Suite 205; Warrenton, Virginia 20186
540-349-7840 540-301-0331 fax www.drhengineers.com

REVISIONS

SPECIAL USE PERMIT PLAN
FOR LOT 8 WARRENTON INDUSTRIAL PARK
WARRENTON, VIRGINIA

EXISTING BUILDING ELEVATIONS
ADVANCED AUTOMOTIVE
4007A WESTFAX DRIVE
CHANTILLY, VA 20151-1547

DESIGNED BY:	DRH
DRAWN BY:	DRH
CHECKED BY:	DRH
SCALE:	
DATE:	06/20/16
DRH JOB NO:	216107.00
DRAWING NO:	SP-03

SHEET 3 OF 4

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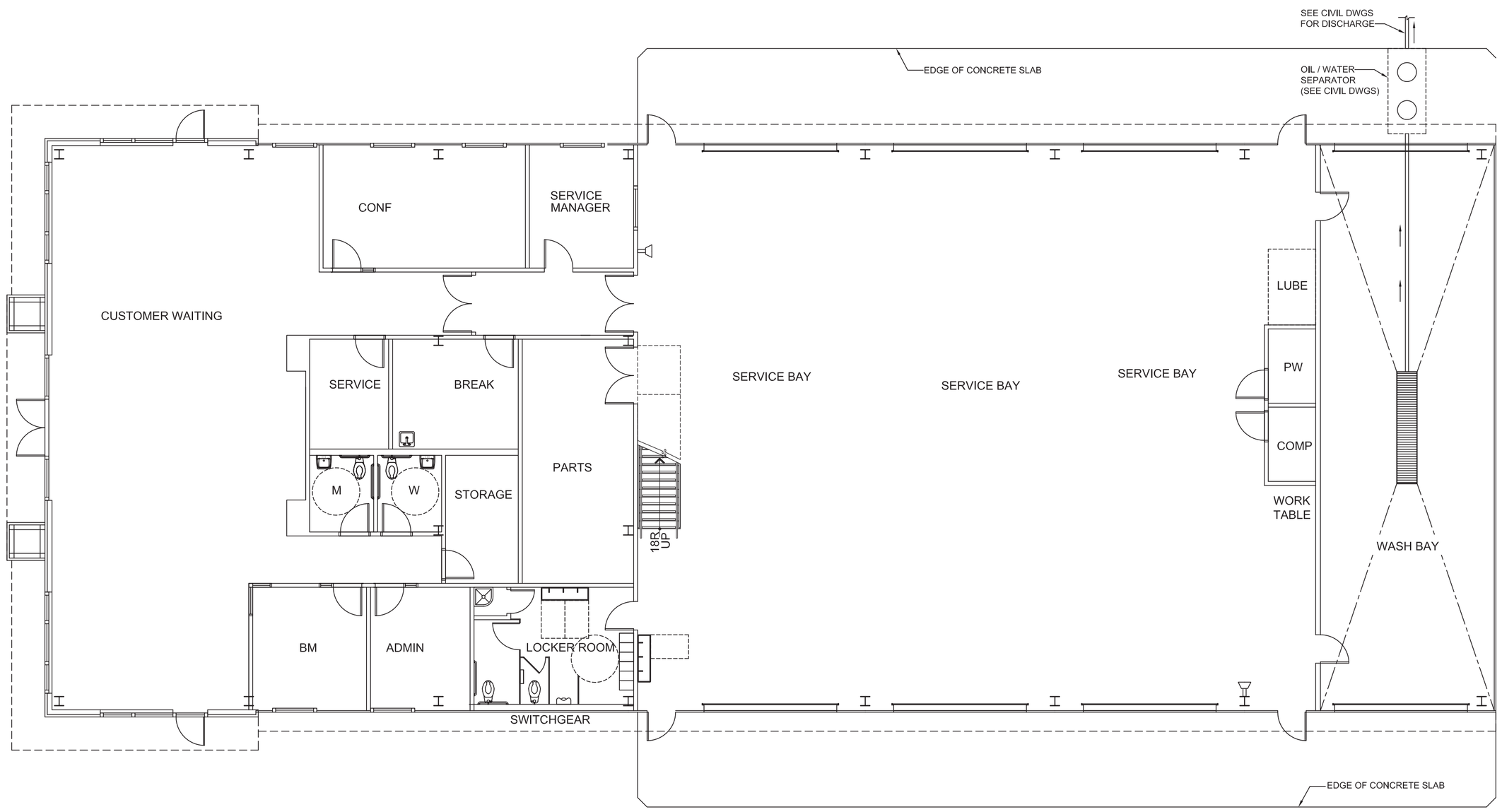
DAVID R. HALL
No.15054
PROFESSIONAL ENGINEER



A
SP-4
FLOOR PLAN
SCALE: 1/8" = 1'-0"

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CIVIL - STRUCTURAL - FORENSIC
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540-349-7840 540-301-0331 fax www.drhengineers.com

REVISIONS

SPECIAL USE PERMIT PLAN
FOR LOT 8 WARRENTON INDUSTRIAL PARK
WARRENTON, VIRGINIA

EXISTING BUILDING FLOORPLAN
ADVANCED AUTOMOTIVE
4007A WESTFAX DRIVE
CHANTILLY, VA 20151-1547

DESIGNED BY:	DRH
DRAWN BY:	DRH
CHECKED BY:	DRH
SCALE:	
DATE:	06/20/16
DRH JOB NO:	216107.00
DRAWING NO:	SP-04

COMMONWEALTH OF VIRGINIA
DAVID R. HALL
No.15054
PROFESSIONAL ENGINEER

SHEET 3 OF 4