



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

October 20, 2016

7:00 p.m.

- 1) **Call to Order** – Vice Chair Chip Paciulli
- 2) **Pledge of Allegiance**
- 3) **Agenda Amendments** (Planning Commission and Staff)
- 4) **Commissioner Disclosures**
- 5) **Public Hearings**
 - a) None Scheduled
- 6) **Presentations**
 - a) None Scheduled
- 7) **Discussion Items**
 - a) None Scheduled
- 8) **Action Items**
 - a) None Scheduled

Note: Any Discussion Item may be added as an Action Item during the meeting by motion of the Planning Commission.
- 9) **Information Items**
 - a) Status of Priority Work Items
 - b) SUP16-03 – Mary’s House of Hope, 781 S. 20th Street
 - c) SUP16-04 – Makersmiths, 781 S. 20th Street
- 10) **Citizen Comments** – All citizens who wish to speak about an item or issue that is not listed for a public hearing will be given an opportunity to speak (3 minute limit per speaker).
- 11) **Council Representative’s Report**
- 12) **Chairman’s Comments**
- 13) **Planning Commissioners’ Comments**
- 14) **Approval of Minutes**
 - a) None
- 15) **Adjournment**

If you require any type of reasonable accommodation as a result of physical, sensory or mental disability in order to participate in this meeting **OR** if you would like an expanded copy of this agenda, please contact Tucker Keller at (540) 338-2304 at least three days in advance of the meeting. *Expanded copies of the agenda may not be available the night of the meeting, please request a copy in advance.*

USE OF ELECTRONIC DEVICES DURING MEETINGS For the comfort and consideration of others, all cellular phones must be turned off and cannot be used in the Council Chambers. Pagers must be set on silent or vibrate mode. This is requested because of potential interference with our recording devices and the transmittal of our hearing impaired broadcast.



STAFF REPORT
INFORMATION ITEM

Item # 9a

SUBJECT: Status of Priority Work Items

DATE OF MEETING: October 20, 2016

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

SUMMARY:

This report briefly summarizes any updates on the status of priority work items since the previous Planning Commission meeting.

1. Comprehensive Plan Update – The Planning Commission has continued its weekly work sessions devoted to the comprehensive plan. Presented to the Purcellville Business Association at their monthly luncheon using the presentation from the three previous public workshops.
2. Floodplain Regulations – Staff is awaiting comments from the Town Attorney on the content of the updated draft text amendment.
3. Civil Penalties – Town Council, on October 11, 2016 by Resolution No. 16-10-02, initiated and referred to the Planning Commission their desire to amend the Zoning Ordinance to adopt a schedule of civil financial penalties that will be imposed for violations of the Zoning Ordinance.
4. Sign Regulations – No change.
5. Accessory Dwelling Standards – No change.
6. Legislative Applications
 - a. *SUP15-02 Catoctin Corner Drive-through Facility* – The October 25 public hearing before Town Council has been rescheduled to a later date at request of the applicant.
 - b. *CPA15-01 O'Toole Property (Designate as Mixed Commercial)* – No change.
 - c. *RZ15-02 O'Toole Property (X to MC)* – No change.
 - d. *SUP16-01 7-Eleven Fueling Station Expansion* – No change.
 - e. *CPA16-01 Village Case (Neighborhood Commercial & Institutional/Government to Residential)* – No change.

- f. *PCA16-01 Village Case (Commercial & Church to Single-family Detached Residential)* – No change.
 - g. *SUP16-02 Virginia Regional Transit Commuter Parking Lot* – No change.
 - h. *SUP16-03 Mary's House of Hope* – An application has been submitted and distributed for review. This item is scheduled for a joint public hearing before Town Council and the Planning Commission on November 3.
 - i. *SUP16-04 Makersmiths* – An application has been submitted and distributed for review. This item is scheduled for a joint public hearing before Town Council and the Planning Commission on November 3.
7. Other Items
- a. *Stream and Creek Buffer Zoning Ordinance Text Amendment* – Town Council, on October 11, 2016 by Resolution No. 16-10-02, initiated and referred to the Planning Commission their desire to amend the Zoning Ordinance to increase the quantity and quality of required tree and vegetative plantings within the Town's Stream and Creek Buffer. In addition, the Town Council desires to wholly review and amend Articles 7 and 14 of the Zoning Ordinance which govern Landscaping, Buffering, Open Space, and Stream and Creek Buffers, in order to remove ambiguities, reflect state code requirements, and clarify existing language.
 - b. *Reduce Maximum Building Heights in the C-4 District* – Town Council, by Resolution No. 16-10-02 on October 11, 2016, initiated and referred to the Planning Commission their desire to amend the Zoning Ordinance to lower the maximum heights allowed in the C-4 Zoning District under various conditions.
 - c. *Landscaping, Buffering, and Open Space Regulations Zoning Ordinance Text Amendment* – Town Council, on October 11, 2016 by Resolution No. 16-10-02, initiated and referred to the Planning Commission their desire to amend the Zoning Ordinance to add tree preservation requirements, and to increase the required quantity and quality of tree and vegetative plantings on non-residential properties. In addition, the Town Council desires to wholly review and amend Articles 7 and 14 of the Zoning Ordinance which govern Landscaping, Buffering, Open Space, and Stream and Creek Buffers, in order to remove ambiguities, reflect state code requirements, and clarify existing language.



STAFF REPORT
INFORMATION ITEM

Item # 9b

SUBJECT: SUP16-03 – Mary's House of Hope

DATE OF MEETING: October 20, 2016

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

SUMMARY

The Town of Purcellville has initiated an application, coded as SUP16-03, to authorize the special use of “transitional housing” on a Town-owned, 0.35 acre parcel addressed as 781 South 20th Street, Purcellville, Virginia (the “Property”) and further identified in the Loudoun County land records as Tax Map Number /44//43/////A/ and Parcel Identification Number 489-38-4477-000. The Property, located southwest of the intersection of A Street and South 20th Street, has a zoning district designation of R-2 (Single-Family Residential). The Property currently contains a building that was originally a single-family detached dwelling but is now occupied by Mary’s House of Hope which provides transitional housing to single mothers. No additional development is currently proposed for the Property. A joint public hearing on SUP16-03 is scheduled before the Planning Commission and Town Council on November 3, 2016.

ATTACHMENTS

- SUP16-03 Application
- SUP16-03 Written Statement and Statement of Justification
- SUP16-03 Concept Plan
- SUP16-03 Aerial Image of the Property
- SUP16-03 Traffic Impact Analysis Waiver Letter

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Department of Community Development
221 S. Nursery Avenue, Purcellville, VA 20132
(540) 338-2304 Fax (540) 338-7460

Special Use Permit Application

SUP#

This application must be filled out in its entirety. An incomplete application form will result in rejection of the application prior to checklist review. Do not write in shaded areas.

A special use permit is requested for Transitional Housing
as per Article 4 Section 1 Subsection 1.1

General Project Information:

- 1. Project Title: Mary's House of Hope
2. Location of Property: 781 South 20th Street, Purcellville
3. Property Owner: Town of Purcellville
4. Owner Address: 221 South Nursery Avenue, Purcellville
5. Owner Telephone: 540-338-7421 Fax: 540-338-6205 Email rlohr@purcellvilleva.gov
6. Applicant/Agent: Vickie Koth, Executive Director, The Good Shepherd Alliance
7. Agent Address: 20684 Ashburn Road, Ashburn, VA 20147
8. Agent Telephone: 703-887-5775 Fax: Email vkoth@goodshepherdalliance.org
9. Designer/Engineer: N/A
10. Designer Address:
11. Designer Telephone: Fax: Email

Correspondence to be sent to: X Owner; X Agent; Designer; Other:

- 12. Total Acreage of Parcel: .3471
13. Acreage to be Developed: N/A
14. Property Identification #(s): 489384477000
15. LC Tax Map #(s): /44//43/////A/
16. Current Zoning: R-2 Single Family Residential

SUP#

- 17. Current Use(s): Transitional Housing
- 18. Adjoining Property Uses(s): Public Use & Residential
- 19. Adjoining Property ID #s & owners: Please attach with a separate sheet provided below.
- 20. Related Applications: N/A
- 21. Pre-submission Meeting Date (if any) _____

Additional Submission Requirements:

- A Statement of Justification and Explanation.* Applicant must file a statement in support of their request in accordance with the requirements of Article 8, Section 1.4.D of the Purcellville Zoning Ordinance. This statement should address all issues for consideration located within that section. In a separate statement, the proposal should be explained/outlined including details such as hours of operation.
- A Concept Plan for the Property.* The Concept Plan does not need to be engineered; however; it must be sufficiently detailed to be judged for its superiority to other forms of development. See Article 8, Section 1.4.C for the requirements on the concept plan. If a concept plan is not applicable, please indicate with "n/a."
- Traffic Study.* A traffic study is required for special use permits, unless waived by the Director of Public Works. The waiver or the traffic study must be provided at the time of submission. (Waiver requested)
- Payment of Fee.* The fee for a special use permit application must be paid at the time of submission. FEES ARE NON-REFUNDABLE. N/A

Property Owner:

I have read this completed application, understand its intent and freely consent to its filing. The information provided is accurate and completed to the best of my knowledge and capabilities. I understand that the Town may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission to the Town or authorized government agents to enter the property and make such investigations or inspections and tests they deem necessary. I also understand that someone must be present at all public meetings to represent my application, and if no one is present, the item will be tabled to the next available meeting.

Robert W. Lohr, Jr. October 6, 2016
 Owner's Signature Robert W. Lohr, Jr., Town Manager Date

Required Materials (as applicable, completed by Town Staff):

For all special use permit applications:

Application (2 copies) Concept Plan (12 folded Copies) Required Fees(s)

Completed Checklist Statements of Justification & Explanation Traffic Study or waiver of study

Application Complete _____ Fee \$ _____ Paid _____ Planning Initials _____

Taxes Paid _____ Finance Initials _____

Project Manager Assigned _____

File Number _____ Approved On: _____ Valid Until: _____

Ordinance/Resolution Number(s): _____

SUP#

Special Use Permit Application – Adjoining Property Owner Information Sheet:

The following is a list of the adjoining property owners for the property located at:

781 South 20th Street, Purcellville

(Address of proposed special use permit request)

Please Note: Adjoining properties are any parcel of land sharing a common boundary with the property requesting a special use permit, including any properties located across an adjoining right of way. Attach additional sheets as needed.

<i>Property Owner(s):</i> Town of Purcellville	<i>Loudoun County PIN#</i> 489281645
<i>Address:</i> 221 South Nursery Avenue, Purcellville, VA 20132	

<i>Property Owner(s):</i> Valley Springs HOA	<i>Loudoun County PIN#</i> 489386855
<i>Address:</i> PO Box 2453, Purcellville, VA 20134-2453	

<i>Property Owner(s):</i> Valley Springs LLC	<i>Loudoun County PIN#</i> 489299263001
<i>Address:</i> 505 Huntmar Park Drive, Suite 245, Herndon, VA 20170-5169	

<i>Property Owner(s):</i> Balagurchik, Nicholas Jr & Frances	<i>Loudoun County PIN#</i> 489384947
<i>Address:</i> 17760 Telegraph Springs Road, Purcellville, VA 20132-3148	

<i>Property Owner(s):</i> Locust Grove Homeowners Association	<i>Loudoun County PIN#</i> 489366755
<i>Address:</i> c/o Bradley Mason Jr, R/A, 7010 Little River Turnpike, Suite 270, Annandale, VA 22003-3249	

<i>Property Owner(s):</i>	<i>Loudoun County PIN#</i>
<i>Address:</i>	

Minimum Submission Standards Checklist - Special Use Permit:

This checklist must be submitted with the application or the SUP application will be rejected.

These are the minimum requirements for acceptance of a submission, other ordinance requirements apply:

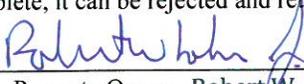
Applicant	Town Staff	Minimum Standard
		Application Materials
✓		2 copies of completed application form (1 original and 1 copy)
✓		Completed Minimum Submission Standards Checklist
✓		12 folded copies of the Concept Plan on paper no smaller than 11"x17" PLEASE NOTE: Although it is unnecessary for a concept plan to involve the preparation of engineered documents, the concept plan must be sufficiently detailed to be judged for its superiority to other forms of development.
N/A		Application fee(s)
✓		Statement of Justification addressing all 13 issues for consideration found in Article 8, Section 1.4.D of the Purcellville Zoning Ordinance
✓		Written statement - describing the proposed use in sufficient detail to provide the Town with adequate knowledge on which to determine if the proposed special use is a development of superior quality. The written statement shall also provide the type and hours of operation.
✓		Traffic Analysis or waiver of traffic analysis from Director of Public Works
		Concept Plan Requirements
✓		Plans on 11"x17" paper or larger
✓		Sheets are numbered & scale is indicated (if scaled)
✓		Boundaries of the property and total area of the property in square feet and acres
✓		General location, size (in square feet), and use of all proposed structures
✓		General location of storm water management facilities
✓		General location of open space and/or landscaping areas
✓		General location of proposed improvements such as but not limited to the general placement of sidewalks or trail facilities, the general location of proposed traffic improvements, and/or the general location of proposed public facilities
✓		General location of proposed parking areas, entrances onto rights of way, storage areas, display areas, recreational areas, and required buffer yards
✓		General location and size of proposed rights of way
✓		Location and size of existing public rights of way

Please Note:

The above information is a minimum standard for submission. If any of these items are not applicable to your project, please indicate with an "n/a" in the checkbox next to the item. The concept plan does not require preparation by a certified engineer unless specifically requested during review by the Town. Additional requirements may apply, please reference the Zoning Ordinance for any additional standards for your project.

Acknowledgement:

I have read the above minimum submission requirements, and by signing the following statement of acknowledgement, do believe that the special use permit application I have submitted to the Town of Purcellville is substantially complete. I also acknowledge that there are additional requirements which are not included on the minimum submission requirements which shall be enforced. By signing, I also understand that Town Staff will issue additional comments on the application and that the presence of all required information does not guarantee approval, and if during the review of this application by Town Staff it is determined that my application is actually incomplete, it can be rejected and returned.



 Signed, Property Owner Robert W. Lohr, Jr., Town Manager

October 6, 2016

 Date

 Signed, Preparing Designer/Engineer/Agent

 Date

Special Use Permit Application
The Good Shepherd Alliance – Mary’s House of Hope
781 South 20th Street, Purcellville, VA

Current Property Owner: Town of Purcellville

Tax Map: /44//43/////A/

Parcel ID: 489-38-4477

Written Statement:

The Town of Purcellville and The Good Shepherd Alliance are requesting a Special Use Permit as part of the proposed sale of the property for the purpose of continued use of the dwelling as a transitional home for the safe refuge of at risk single mothers and their children.

The Town originally acquired this property as part of a larger parcel in 1973. The dwelling was used as a single family tenant home until May 2005. At that time, The Good Shepherd Alliance entered into a lease with the Town and completed significant renovations to the old tenant house. Since 2007, the home has been utilized to provide shelter, counseling and support to homeless single mothers and their children. This program has assisted many women and children transition from homelessness to a stable living situation. With this support and assistance, the occupants have also been able to develop and maintain stability in employment as well as parenting skills.

The maximum occupancy of the home never exceeds 3 mothers with their children (under the age of 13) and 1 adult home monitor. The prospective tenants are screened and criminal background checks are completed. This is a 24-hour operation.

The Good Shepherd Alliance has maintained the property in an exemplary manner, caring for and preserving the house and property which they have improved by the addition of a paved parking area and playground. They have also been an excellent community partner and neighbor. The Town has never received any complaints from surrounding property owners.

The property was rezoned by the Town from IP to R-2 (single-family residential) to allow for residential use. In order to continue use as transitional housing, and as part of the sale of this property to The Good Shepherd Alliance, the Town is seeking a Special Use Permit.

The continued use in the capacity stated above, is consistent with a residential district and compatible with general residential surroundings.

Statement of Justification:

- 1) *Whether the proposed application is consistent with the comprehensive plan. & 2) Whether the proposed special use at the specified location will contribute to or promote the welfare and convenience of the public.*

While the comprehensive plan is intended to provide a framework for the management of growth, public needs and quality of life, it also speaks to small town character and sense of place. The Good Shepherd Alliance made a financial and community commitment over 11

years ago to refurbish an otherwise dilapidated structure so that they could provide shelter and support to women and children in need. This type of aid and assistance is critical to society and our community. While affluence in Loudoun County abounds, there are so many in our greater community in need.

- 3) *Whether the proposed use is compatible with other existing or proposed uses in the neighborhood, and adjacent parcels.*

The adjacent parcels are primarily public use and residential. The proposed continued use is residential in nature and is compatible with other uses in this neighborhood.

- 4) *Whether the level and impact of any noise or odor emanating from the site, including that generated by the proposed special use, negatively impacts the uses in the immediate area.*

Over the last 9 years of the use as transitional housing, there has not been any noise or odor associated with the site that would differ from that of any other residential property atmosphere in the community.

- 5) *Whether the proposed special use will result in the preservation or damage of any existing habitats, vegetation, topographic or physical, natural, scenic, archeological, or historical feature of significant importance.*

There are no features of significant importance on the site, and no changes are proposed for the site as part of this application.

- 6) *Whether the proposed special use will impact existing water quality or air quality.*

No impacts are expected that would differ from that of any other residential property atmosphere in the community.

- 7) *Whether the traffic generated by the proposed use will be adequately and safely served by roads, pedestrian connections, and other transportation services.*

There has been no change in the associated vehicle traffic over the last 9 years of use nor is it expected to increase. The existing roads safely and effectively serve this use. Unfortunately, at this time, there are no pedestrian connections or other mass transit services available at the site although they are in close proximity to the north of the property.

- 8) *Whether the proposed use will negatively impact orderly and safe road development and transportation in accordance with the comprehensive plan and all relevant transportation and corridor plans.*

There should be no negative impacts.

- 9) *Whether the proposed use will be served adequately by essential public facilities and services.*

Existing facilities and services have been and will continue to be more than adequate.

- 10) *Whether, in the case of existing structures to be converted to uses requiring a special use permit, the existing structures can be converted in such a way that retains the character of the neighborhood in which the existing structures are located, especially when an application seeks to convert a building of historic significance.*

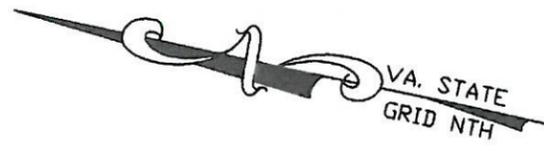
There will be no change to the structure.

11) *Whether the proposed special use contributes to the economic development needs of the town.*
Not applicable to this use.

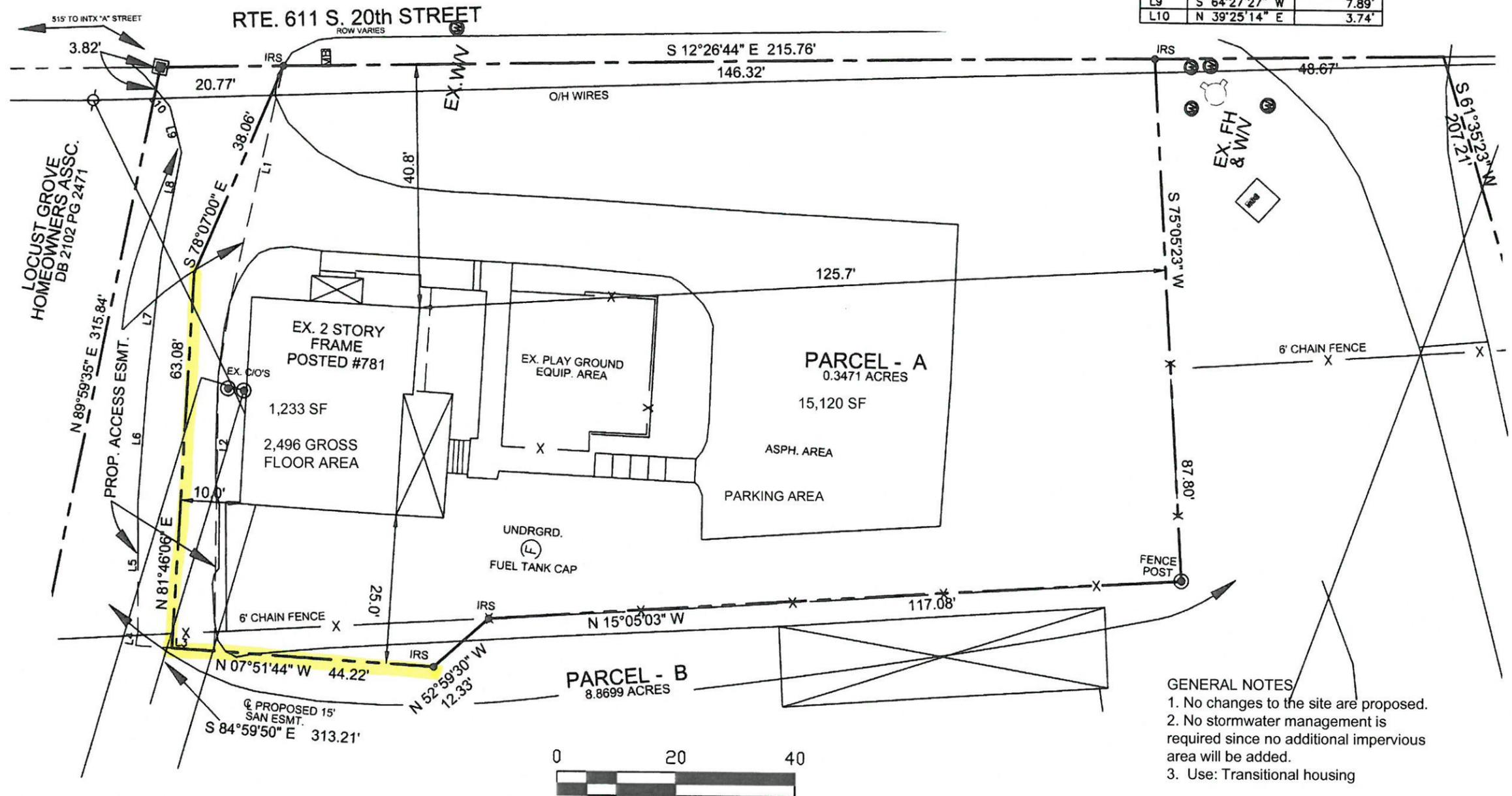
12) *Whether adequate on and off site infrastructure is available.*
All infrastructure is adequate.

13) *Whether the proposed special use illustrates sufficient measure to mitigate the impact of construction traffic on existing neighborhoods and schools.*
Not applicable since there will be no construction.

CONCEPT PLAN
 781 S. 20th STREET
 Purcellville, VA
 October 4, 2016



LINE	BEARING	DISTANCE
L1	S 88°38'57" E	40.88'
L2	N 79°13'05" E	46.09'
L3	S 07°51'44" E	13.15'
L4	S 87°33'20" W	2.41'
L5	S 78°27'39" W	22.09'
L6	S 82°45'05" W	19.92'
L7	S 84°40'46" W	21.26'
L8	N 89°20'53" E	17.72'
L9	S 64°27'27" W	7.89'
L10	N 39°25'14" E	3.74'



- GENERAL NOTES
1. No changes to the site are proposed.
 2. No stormwater management is required since no additional impervious area will be added.
 3. Use: Transitional housing

781 South 20th Street



Town Manager
Robert W. Lohr, Jr.

Assistant Town Manager
Daniel C. Davis

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
www.purcellvilleva.gov



Town Attorney
Sally G. Hankins

Chief of Police
Cynthia A. McAlister

Department Directors
Elizabeth Krens, Finance
Alex Vanegas, Public Works
Patrick Sullivan, Community Development
Shannon Bohince, Information Technology
Hooper McCann, Administration

October 5, 2016

Patrick Sullivan, AICP.
Director of Community Development
Town of Purcellville
221 S. Nursery Avenue
Purcellville, VA. 20132

RE: SUP Applications for Mary's House of Hope

Mr. Sullivan,

Staff has reviewed the information regarding the proposed Special Use Permit (SUP) Application for Mary's House of Hope with respect to potential traffic impacts to S. 20th Street. Based on the facts provided, I do hereby waive the traffic impact analysis (TIA) requirement for this SUP. This decision is grounded in the following observations. First, this facility has been in operation for the last 9 years as a dwelling unit for the sole purpose of providing safe refuge for single mothers and children and in accordance with the lease agreement whereby the maximum occupancy of the home never exceeds 3 mothers and 1 adult home monitor. Second, the associated vehicle traffic has not changed over the last 9 years and is expected to continue to be compatible with a single family dwelling thereby not generating additional significant vehicle trips during peak hours. Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alex Vanegas". The signature is stylized and includes a long, sweeping horizontal line that extends to the right.

Alex Vanegas, CPM
Director of Public Works

cc: Robert W. Lohr, Jr. Town Manager
Sally Hankins, Town Attorney



STAFF REPORT
INFORMATION ITEM

Item # 9c

SUBJECT: SUP16-04 – Makersmiths

DATE OF MEETING: October 20, 2016

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

SUMMARY

The Town of Purcellville has initiated an application, coded as SUP16-04, to authorize the Makersmiths organization to operate the special use of a “public or government building, facility, or use not otherwise defined” on a Town-owned, 8.87 acre parcel addressed as 785 South 20th Street, Purcellville, Virginia (the “Property”) and further identified in the Loudoun County land records as Tax Map Number /44//43/////B/ and Parcel Identification Number 489-28-1645-000. The Property, located southwest of the intersection of A Street and South 20th Street, has a zoning district designation of IP (Institutional and Public Use). The Property currently contains buildings and structures previously used by the Town for vehicle storage and water treatment. These facilities and surrounding outdoor area would be repurposed by Makersmiths to house a “maker space,” and no additional development is currently proposed for the Property. A maker space is a workshop that allows members of the community to work with and learn about old and new technologies where a wide range of activities may occur. Possible activities on the Property may include but are not limited to: woodworking, metalworking, electronics and robotics fabrication, classroom instruction, and the use of computers.. A joint public hearing on SUP16-04 is scheduled before the Planning Commission and Town Council on November 3, 2016.

ATTACHMENTS

- SUP16-04 Application
- SUP16-04 Written Statement and Statement of Justification
- SUP16-04 Concept Plan
- SUP16-04 Traffic Impact Analysis Waiver Letter

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Department of Community Development
 221 S. Nursery Avenue, Purcellville, VA 20132
 (540) 338-2304 Fax (540) 338-7460

**Special Use Permit
 Application**

SUP#

This application must be filled out in its entirety. An incomplete application form will result in rejection of the application prior to checklist review. Do not write in shaded areas.

A special use permit is requested for Public or government building, facility, or use not otherwise defined
 as per Article 4 Section 1 Subsection 1.1.

General Project Information:

- 1. Project Title: Makersmiths - Purcellville
- 2. Location of Property: 785 & 787 South 20th Street, Purcellville
- 3. Property Owner: Town of Purcellville
- 4. Owner Address: 221 South Nursery Avenue, Purcellville
- 5. Owner Telephone: 540-338-7421 Fax: 540-338-6205 Email rlohr@purcellvilleva.gov
- 6. Applicant/Agent: Thomas Hill
- 7. Agent Address: 17256 Pickwick Dr., Purcellville, VA 20132
- 8. Agent Telephone: 301-928-0728 Fax: _____ Email hillkid@earthlink.net
- 9. Designer/Engineer: N/A
- 10. Designer Address: _____
- 11. Designer Telephone: _____ Fax: _____ Email _____

Correspondence to be sent to: Owner; Agent; Designer; Other: _____

- 12. Total Acreage of Parcel: 8.87
- 13. Acreage to be Developed: N/A
- 14. Property Identification #(s): 489281645000
- 15. LC Tax Map #(s): /44//43/////B/
- 16. Current Zoning: IP - Industrial and Public Use

SUP#

- 17. Current Use(s): Public Use
- 18. Adjoining Property Uses(s): Public Use & Residential
- 19. Adjoining Property ID #s & owners: Please attach with a separate sheet provided below.
- 20. Related Applications: N/A
- 21. Pre-submission Meeting Date (if any) _____

Additional Submission Requirements:

- A Statement of Justification and Explanation.* Applicant must file a statement in support of their request in accordance with the requirements of Article 8, Section 1.4.D of the Purcellville Zoning Ordinance. This statement should address all issues for consideration located within that section. In a separate statement, the proposal should be explained/outlined including details such as hours of operation.
- A Concept Plan for the Property.* The Concept Plan does not need to be engineered; however; it must be sufficiently detailed to be judged for its superiority to other forms of development. See Article 8, Section 1.4.C for the requirements on the concept plan. If a concept plan is not applicable, please indicate with "n/a."
- Traffic Study.* A traffic study is required for special use permits, unless waived by the Director of Public Works. The waiver or the traffic study must be provided at the time of submission. (Waiver requested)
- Payment of Fee.* The fee for a special use permit application must be paid at the time of submission. FEES ARE NON-REFUNDABLE. N/A

Property Owner:

I have read this completed application, understand its intent and freely consent to its filing. The information provided is accurate and completed to the best of my knowledge and capabilities. I understand that the Town may deny, approve, or conditionally approve that for which I am applying. Furthermore, I grant permission to the Town or authorized government agents to enter the property and make such investigations or inspections and tests they deem necessary. I also understand that someone must be present at all public meetings to represent my application, and if no one is present, the item will be tabled to the next available meeting.

Robert W. Lohr, Jr. October 7, 2016
 Owner's Signature Robert W. Lohr, Jr., Town Manager Date

Required Materials (as applicable, completed by Town Staff):

For all special use permit applications:

Application (2 copies) Concept Plan (12 folded Copies) Required Fees(s)

Completed Checklist Statements of Justification & Explanation Traffic Study or waiver of study

Application Complete _____ Fee \$ _____ Paid _____ Planning Initials _____

Taxes Paid _____ Finance Initials _____

Project Manager Assigned _____

File Number _____ Approved On: _____ Valid Until: _____

Ordinance/Resolution Number(s): _____

SUP#

Special Use Permit Application – Adjoining Property Owner Information Sheet:

The following is a list of the adjoining property owners for the property located at:

785 & 787 South 20th Street, Purcellville

(Address of proposed special use permit request)

Please Note: Adjoining properties are any parcel of land sharing a common boundary with the property requesting a special use permit, including any properties located across an adjoining right of way. Attach additional sheets as needed.

<i>Property Owner(s):</i> Town of Purcellville	<i>Loudoun County PIN#</i> 489384477 and 489182311
<i>Address:</i> 221 South Nursery Avenue, Purcellville, VA 20132	

<i>Property Owner(s):</i> Valley Springs HOA	<i>Loudoun County PIN#</i> 489386855
<i>Address:</i> PO Box 2453, Purcellville, VA 20134-2453	

<i>Property Owner(s):</i> Valley Springs LLC	<i>Loudoun County PIN#</i> 489299263
<i>Address:</i> 505 Huntmar Park Drive, Suite 245, Herndon, VA 20170-5169	

<i>Property Owner(s):</i> Balagurchik, Nicholas Jr & Frances	<i>Loudoun County PIN#</i> 489384947
<i>Address:</i> 17760 Telegraph Springs Road, Purcellville, VA 20132-3148	

<i>Property Owner(s):</i> Locust Grove Homeowners Association	<i>Loudoun County PIN#</i> 489366755
<i>Address:</i> c/o Bradley Mason Jr, R/A, 7010 Little River Turnpike, Suite 270, Annandale, VA 22003-3249	

<i>Property Owner(s):</i> Hirst Farm Homeowners Association	<i>Loudoun County PIN#</i> 489376475
<i>Address:</i> c/o Stephens & Co, PO Box 1177, Leesburg, VA 20177-1177	

SUP#

<i>Property Owner(s):</i> Newton, Kristy L & William Reynolds	<i>Loudoun County PIN#</i> 489278968
<i>Address:</i> 225 Override Court, Purcellville, VA 20132-7229	

<i>Property Owner(s):</i> Aramayo, Bonnie S	<i>Loudoun County PIN#</i> 489279557
<i>Address:</i> 224 Override Court, Purcellville, VA 20132-7229	

<i>Property Owner(s):</i> Geng, Qian & Guangtu Gao	<i>Loudoun County PIN#</i> 489279247
<i>Address:</i> 220 Override Court, Purcellville, VA 20132-7229	

<i>Property Owner(s):</i>	<i>Loudoun County PIN#</i>
<i>Address:</i>	

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<i>Property Owner(s):</i>	<i>Loudoun County PIN#</i>
<i>Address:</i>	

Minimum Submission Standards Checklist - Special Use Permit:

This checklist must be submitted with the application or the SUP application will be rejected.

These are the minimum requirements for acceptance of a submission, other ordinance requirements apply:

Applicant	Town Staff	Minimum Standard
		Application Materials
✓		2 copies of completed application form (1 original and 1 copy)
✓		Completed Minimum Submission Standards Checklist
✓		12 folded copies of the Concept Plan on paper no smaller than 11"x17" PLEASE NOTE: Although it is unnecessary for a concept plan to involve the preparation of engineered documents, the concept plan must be sufficiently detailed to be judged for its superiority to other forms of development.
N/A		Application fee(s)
✓		Statement of Justification addressing all 13 issues for consideration found in Article 8, Section 1.4.D of the Purcellville Zoning Ordinance
✓		Written statement - describing the proposed use in sufficient detail to provide the Town with adequate knowledge on which to determine if the proposed special use is a development of superior quality. The written statement shall also provide the type and hours of operation.
✓		Traffic Analysis or waiver of traffic analysis from Director of Public Works
		Concept Plan Requirements
✓		Plans on 11"x17" paper or larger
✓		Sheets are numbered & scale is indicated (if scaled)
✓		Boundaries of the property and total area of the property in square feet and acres
✓		General location, size (in square feet), and use of all proposed structures
✓		General location of storm water management facilities
✓		General location of open space and/or landscaping areas
✓		General location of proposed improvements such as but not limited to the general placement of sidewalks or trail facilities, the general location of proposed traffic improvements, and/or the general location of proposed public facilities
✓		General location of proposed parking areas, entrances onto rights of way, storage areas, display areas, recreational areas, and required buffer yards
✓		General location and size of proposed rights of way
✓		Location and size of existing public rights of way

Please Note:

The above information is a minimum standard for submission. If any of these items are not applicable to your project, please indicate with an "n/a" in the checkbox next to the item. The concept plan does not require preparation by a certified engineer unless specifically requested during review by the Town. Additional requirements may apply, please reference the Zoning Ordinance for any additional standards for your project.

Acknowledgement:

I have read the above minimum submission requirements, and by signing the following statement of acknowledgement, do believe that the special use permit application I have submitted to the Town of Purcellville is substantially complete. I also acknowledge that there are additional requirements which are not included on the minimum submission requirements which shall be enforced. By signing, I also understand that Town Staff will issue additional comments on the application and that the presence of all required information does not guarantee approval, and if during the review of this application by Town Staff it is determined that my application is actually incomplete, it can be rejected and returned.

Robert W. Loehr, Jr.
Signed, Property Owner Robert W. Loehr, Jr., Town Manager

October 7, 2016
Date

Signed, Preparing Designer/Engineer/Agent

Date

Introduction/Written Statement

Makersmiths is proposing to lease the buildings and share use of the surrounding fenced land formerly used by the Town of Purcellville for vehicle storage and water treatment at 785 and 787 S. 20th St. Makersmiths is a non-profit organization operating maker spaces in Western Loudoun County. Maker spaces are community workshops that allow members of the community to work with and learn about new and old technologies. By locating a maker space on this Town-owned property, we believe it qualifies as a “public or government building, facility, or use not otherwise defined” which is allowed by special use permit within the IP (Institutional and Public Use) zoning district. The maker space would be open 24 hours a day, but there would be required quiet hours from the time of 10 PM – 8 AM.

There are several hundred makerspaces around the country, and the activity in each is a reflection of the needs and interests of the community in which it operates. Generally, there are some common kinds of activities you might see in a makerspace, and we anticipate these activities in our Purcellville location:

- Wood working shop (e.g. table saw, band saw, sanders, routers, planers, drill press, hand and portable power tools, etc.)
- Metal working shop (e.g. metal lathe, metal bandsaw, metal milling machines, metal bending, and some welding [consistent with activities performed in a muffler shop, for example])
- Craft area: (cutting of fabrics, paper, gluing, painting, plant potting, pumpkin carving, etc.)
- Classroom
- Electronics lab: circuit testers, breadboards, modular electronics devices like Arduino/Little Bits, some minor soldering
- Electronics and robotics fabrication: building robots, drones, FIRST robotics platforms, science fair projects, etc.
- CAD/Coding laboratories: computer labs
- 3D printing/computer lab: Multiple computers, connected to 3D printers
- CNC mill/router: Computers hooked up to 3D computer controlled router
- Laser cutters: easy to use tools that cut materials into various shapes

In addition to these common areas, we anticipate working with local residents, artists and entrepreneurs on other types of making that reflect the passions and interests of Purcellville.

This could include:

- Expanded art resources, such as a ceramic studio, painting, glass blowing
- A focus on agricultural innovation, with projects aimed at prototyping new ways to harness technological innovation to improve crops and produce from the area. Examples of this might be wirelessly enabling honey production and bee research, the use of drones to monitor fields, harnessing DIYBio activities to improve understanding of the biological sciences, developing technologies to keep pests away from crops, and using electronics or just plain best practices to yield better garden results. (Any plantings, if they occur on site, will occur using soil from off-site, in raised beds)

Issues for Consideration

1. *Whether the proposed application is consistent with the comprehensive plan.*

We seek to enhance community character and the environment by rehabilitating the proposed property, while building opportunities for citizens to learn, make and inspire. The community, tools, and innovation incubated in this facilities will develop an environment where public/private organizations and citizens forge economic partnerships, which create incentives for tech-based, and innovative businesses to locate in Purcellville and brand the town as a tech-incubator with a “home town” feel.

2. *Whether the proposed special use at the specified location will contribute to or promote the welfare and convenience of the public.*

A maker space at the proposed location will give area residents (including current and future Town of Purcellville residents, as well as people who come from outside of Purcellville) opportunities to learn about new things that can become life skills or business opportunities. This supports the community’s educational assets, economic development and diversification, and other quality of life attributes. They may do this by taking part in a variety of Makersmiths programming, from free events to paid workshops, or by becoming regular members and users of the space.

3. *Whether the proposed use is compatible with other existing or proposed uses in the neighborhood, and adjacent parcels.*

Many surrounding parcels are zoned residential, including one quite close to the main gate entrance to the proposed property. As a new use for this property, Makersmiths is aware of its responsibility for being a good neighbor and plans to invoke practices such as quiet hours as required. Makersmiths and the Town of Purcellville have received favorable endorsements from the closest neighbors, indicating their support for and interest in using the Makersmiths makerspace.

4. *Whether the level and impact of any noise or odor emanating from the site, including that generated by the proposed special use, negatively impacts the uses in the immediate area.*

Makersmiths believes there will be only occasional daytime noise emanating from the site, and no odors emanating from the site

These sounds, if heard during the day, would be from machines like woodworking tools, or similar to the kinds of sounds you might hear outside of an automobile repair place (pneumatic air tools). These tools (wood planers, joiners and some saw equipment, and some air tools), make enough noise that they might be heard outside of our building, particularly if there is an open door, but not so much that they would carry off of the site at a disturbing level. Generally, most of the tools used in a makerspace don't generate audible noise that would reach out past the property. These kinds of tools that make some noise inside the building but little outside the building include 3D printers, laser cutters and metal bending and milling equipment. A very large amount of tools used in a makerspace generate little or no noise. Soldering electronics, making ceramics, programming a robot, or painting in an arts class are good examples of this.

In addition, we will maintain quiet hours from the time of 10 PM – 8 AM where there will be NO machine noise emanating from the site.

We base this on our operating history of our current space in Leesburg, which is co-located in a building that houses, among other tenants, a community of medically fragile people who are very sensitive to loud noises, disturbances and odors. In a year of co-residency in very close proximity, we have zero reports of disturbances or complaints. Reference contacts for the co-tenants are available as additional reference.

A similar situation exists at Nova Labs, a Reston-based makerspace that is the closest makerspace to the Leesburg and planned Purcellville space. They share a building with a daycare and have not had any noise or smell issues, even though they share a building.

Likewise, Techshop, the for-profit makerspace in Alexandria, Virginia, shares space with retail establishments, including restaurants, and they co-exist very well, even though they are in direct proximity in an enclosed urban space.

Issues may come up, and Makersmiths will maintain a phone/contact tree for any neighbors to report any inconveniences that may come up so that they can be immediately remediated.

5. *Whether the proposed special use will result in the preservation or damage of any existing habitats, vegetation, topographic or physical, natural, scenic, archeological, or historic feature of significant importance.*

No activities are planned that would cause any such damage.

6. *Whether the proposed special use will impact existing water quality or air quality.*

The facility does not anticipate dumping any chemicals into the sewers that are not traditionally part of household water waste (e.g. dishsoap and other things that are normally sent down the drain in a responsible household).

We do use tools that produce minor exhaust. This includes 3D printers and laser cutters, soldering, some welding equipment, and occasional painting activities. In our current facility, these odors have been negligible and have caused no discomfort or disturbance to the medically fragile residents who are in the same building with us (and there are gaps and airflow between our spaces). We anticipate following industry standard best practices in filtering and mitigating any exhaust so that there is no impact to any adjacent neighbors.

Furthermore, we plan on maintaining a “hotline” whereby residents can report any disturbing noise or odor, so they can be immediately ameliorated.

7. *Whether the traffic generated by the proposed use will be adequately and safely served by roads, pedestrian connections, and other transportation services.*

Normal activities on the property will be served adequately and safely by roads. The nearest sidewalk/multi-use path leads only to the intersection of 20th and A Street, so it will not be recommended that people walk to the facility. Any large events hosted at the facility would be handled as a town event, requiring greater parking and different safety concerns.

8. *Whether the proposed use will negatively impact orderly and safe road development and transportation in accordance with the comprehensive plan and all relevant transportation and corridor plans.*

The proposed use will make no changes to the exterior portion of the property, so it will not impact orderly and safe road development.

9. *Whether the proposed use will be served adequately by essential public facilities and services.*

Initial surveys show there to be adequate power (including three-phase on site) at the facility. Makersmiths has been told that town water and sewer service will be connected, which will be sufficient. Trash removal, internet, and other services will be procured by Makersmiths.

10. *Whether, in the case of existing structures to be converted to uses requiring a special use permit, the existing structures can be converted in such a way that retains the character of the neighborhood in which the existing structures are located, especially when an application seeks to convert a building of historic significance.*

As determined by the Town Council and professional staff, this is a unique application of the special use term because of the type of organization Makersmiths is. The facilities will not be altered to allow special use. Modifications to any existing structure will match the structure's existing materials and style of design.

11. *Whether the proposed special use contributes to the economic development needs of the town.*

A maker space can become the creative and entrepreneurial engine of a town. Between people coming to the site to build, inventors using the facility

to learn new skills for their plans, or small businesses incubating within its walls, the space provides immediate (greater traffic for town supply stores and restaurants) and long-term (businesses founded within the town staying and providing a larger tax base) economic development.

12. Whether adequate on and off site infrastructure is available.

Based on surveys completed to date, and all existing plans, the on-site and nearby infrastructure is adequate.

13. Whether the proposed special use illustrates sufficient measure to mitigate the impact of construction traffic on existing neighborhoods and schools.

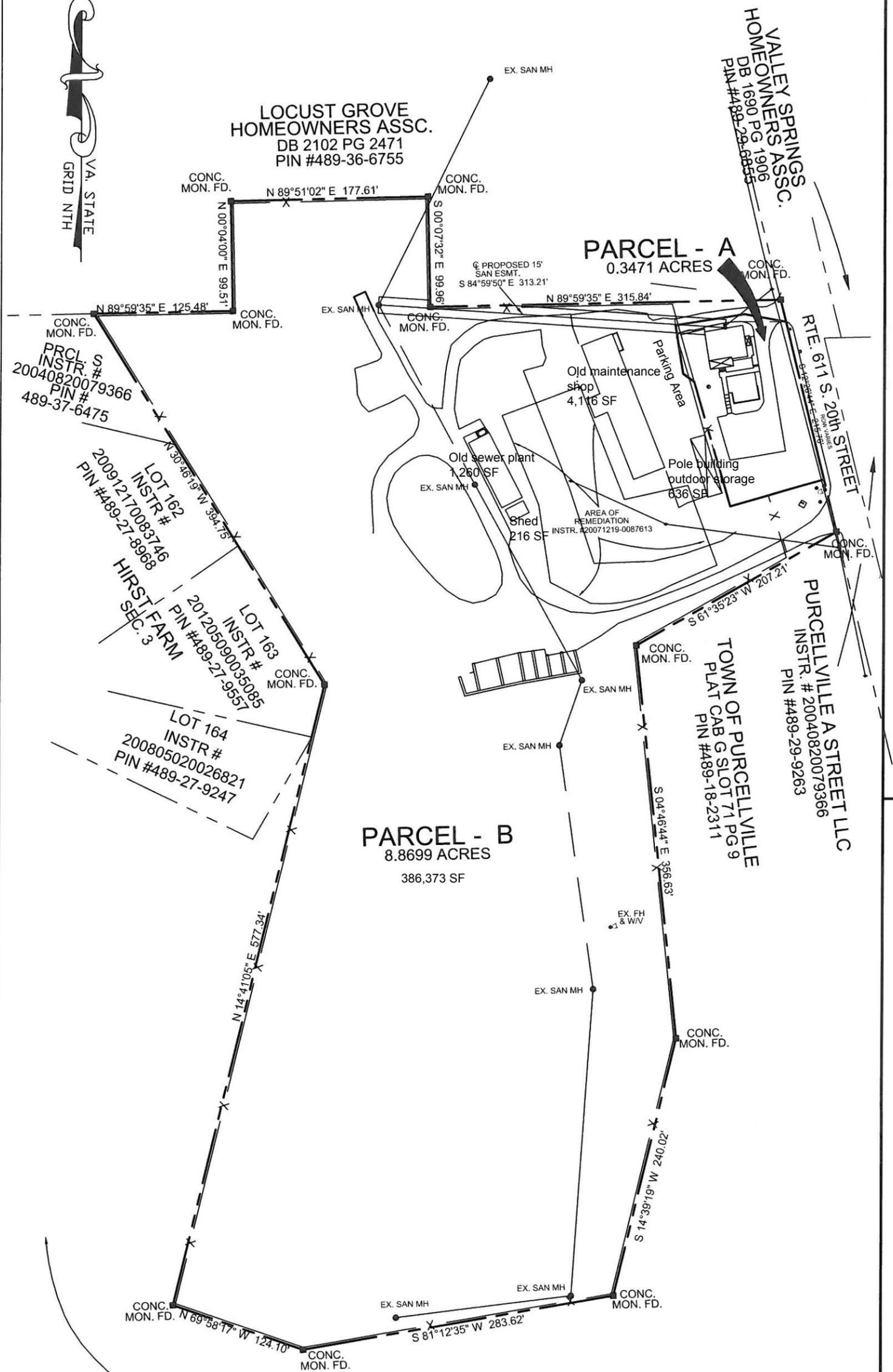
Not Applicable: We do not plan any heavy construction that might affect neighborhoods or schools. Modifications to any existing structure will match the structure's existing materials and style of design. Modifications that are done are likely to be similar to traditional homeowner repairs: a pickup truck to Nichols or Home Depot, and a few people coming over to the space to work together on repairing drywall and other aspects of the structure.

If there are any major changes to this plan, we will work with Town Staff to ensure there is no undo impact to residents or schools.

Concept Plan

Makersmiths intends to use the leased property "as is", putting tools, computers, and equipment in the existing buildings. There will be no change to the outside appearance or layout of the property. Therefore, the site plan will be unchanged.

CONCEPT PLAN
785 S. 20th Street
Purcellville, VA
October 4, 2016



PRCL S
INSTR. #
20040820079366
PIN #
489-37-6475

LOT 162
INSTR. #
200912170083746
PIN #489-27-8968
HIRST FARM
SEC. 3

LOT 163
INSTR. #
201205090035085
PIN #489-27-9557

LOT 164
INSTR. #
200805020026821
PIN #489-27-9247

TOWN OF PURCELLVILLE
PLAT CAB G SLOT 71 PG 9
PIN #489-18-2311



- GENERAL NOTES
1. No changes to the site are proposed.
 2. No stormwater management is required, since no additional impervious area is proposed.
 3. Use: Public or government building, facility or use not otherwise defined.

Town Manager
Robert W. Lohr, Jr.

Assistant Town Manager
Daniel C. Davis

221 S. Nursery Avenue
Purcellville, VA 20132
(540) 338-7421
www.purcellvilleva.gov



Town Attorney
Sally G. Hankins

Chief of Police
Cynthia A. McAlister

Department Directors
Elizabeth Krens, Finance
Alex Vanegas, Public Works
Patrick Sullivan, Community Development
Shannon Bohince, Information Technology
Hooper McCann, Administration

October 5, 2016

Patrick Sullivan, AICP.
Director of Community Development
Town of Purcellville
221 S. Nursery Avenue
Purcellville, VA. 20132

RE: SUP Applications for Makersmiths

Mr. Sullivan,

Staff has reviewed the information regarding the proposed Special Use Permit (SUP) Application for Makersmiths with respect to potential traffic impacts to S. 20th Street. Reviewing the information provided by the applicant, it does not appear that the facility will generate significant peak hour trips. If you combine a class and typical activity, it appears that the total peak hour trips will be 20 or less. In addition, the property associated with this application was designed and previously utilized as a municipal maintenance facility and wastewater reclamation facility – open for use not only on a work week basis but as the nature of municipal maintenance service and wastewater treatment is expected around the clock, realistically, it was utilized as a 7 day/week – 365 days/year operation. As such, there was not only Town vehicles and equipment traffic but also that of the employees. The intended use is not expected to produce any increased amount of traffic/daily trips. Based on the aforementioned facts, I do hereby waive the traffic impact analysis (TIA) requirement for this SUP. Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alex Vanegas".

Alex Vanegas, CPM
Director of Public Works

cc: Robert W. Lohr, Jr. Town Manager
Sally Hankins, Town Attorney

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