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TO: Christine Gleckner, AICP – Walsh Colucci Lubeley & Walsh, PC (via email)
FROM: Daniel Galindo, AICP – Senior Planner
SUBJECT: Second Submission for SUP14-01 McDonald’s Drive-Through & SUP14-02 McDonald’s Restaurant Over 4,000 Square Feet
DATE: October 16, 2014

I have reviewed the following materials received on October 10, 2014 for the two special use permit (SUP) applications for McDonald’s:

1. Comment Response Letter (dated October 10, 2014);
2. Special Use Permit Concept Plan (revised September 5 and October 1, 2014);
3. Statement of Justification including the Written Statement describing the proposed use (revised October 10, 2014);
4. Parking Analysis and Financial Analysis (no date); and
5. Traffic Memorandum (revised October 9, 2014).

Based on my review, I offer the following additional comments (**in red**) to my previous comments from September 9th. These should be addressed prior to the Planning Commission’s public hearings on the SUPs:

Special Use Permit Concept Plan

3. Ensure that the description of the dumpster enclosure matches the design approved by the Board of Architectural Review (BAR).
 - a. 10/16 – The Response Letter notes that the dumpster enclosure description has been updated, but it no longer appears on the Concept Plan. Is this intentional? Ultimately, I don’t believe that it is necessary for the description to be provided since it is present on the BAR’s approved drawings.

Statement of Justification & Written Statement

8. Page 1 – Modify the fifth bullet to state that the sidewalk will be constructed on the McDonald’s property as it incorrectly states that it shall be built in the public right-of-way. Accordingly, a public pedestrian easement will need to be granted to the Town as noted by Public Works.

- a. 10/16 – The Response Letter’s statement that the applicant will grant a public access easement should be added as a note on the Concept Plan.
10. Page 4, #8 – Explain how the future widening of Maple Avenue has been accommodated.
- a. 10/16 – Please add the explanation provided in the Response Letter to the Statement of Justification.
13. Page 4, #11 – Provide information about the projected increase in revenue/meals tax and number of jobs to support those justifications.
- a. 10/16 – The information provided in the combined Parking and Financial Analysis document should be added to the Statement of Justification where it will be found more easily.

Because my review found only minor issues remaining to be resolved, I believe that the SUP applications *should* be ready for public hearings before the Planning Commission on November 6, 2014 as previously discussed. I have sent the applicable revised documents to Loudoun County Fire, Rescue and Emergency Management and Loudoun County Fire Protection Plans Review via email seeking quick answers as to whether they have any comments that should prevent a public hearing on this date, but I do not anticipate that they will. Unfortunately, Dale Lehnig is out of the office this week, but I will ensure that she agrees that the applications are ready for public hearings on Monday.

Assuming no one opposes the scheduling of the hearings, I should be able to confirm the November 6th date with you by the middle of next week.

CC: Gary Kilfeather – Area Construction Manager, McDonald’s USA (via email)
John Kauppila, PE – Kimley-Horn and Associates (via email)
Sean Millot, PE – Kimley-Horn and Associates (via email)
Patrick Sullivan, AICP, CED – Director of Community Development (via email)
Dale Lehnig, PE, CFM – Capital Projects/Engineering Manager (via email)