

Subj: Re-Store'N Station Mandatory Pre-Application meeting
Date: 9/30/2015 9:34:05 A.M. Eastern Standard Time
From: rfalkenstein@albemarle.org
To: musxit@aol.com

Jo,

Attached is a comment letter from your pre-app last Monday for Restore'N Station. Again, I apologize that engineering staff was not present at the meeting. Glenn Brooks has reviewed the proposal and has provided comments to me (included in the letter), mostly relating to circulation on the site.

Let me know if you have any questions on your application as you proceed. Please keep us updated about the community meeting.

Thanks.

Rachel Falkenstein, AICP
Senior Planner
Albemarle County Community Development
ph: 434.296.5832 ext. 3272



COUNTY OF ALBEMARLE
Department of Community Development
401 McIntire Road, North Wing
Charlottesville, Virginia 22902-4596

Phone (434) 296-5832

Fax (434) 972-4126

Memorandum

To: Jo Higgins
From: Rachel Falkenstein
Date: 9/30/2015
Subject: TMP 55B-1, Restore'N Station Pre-Application Meeting Date: 9/21/2015

The following are County staff comments regarding the above noted pre-application meeting. This meeting may satisfy the requirements for the mandatory pre-application. The purpose of for the meeting is summarized below:

The purposes for a pre-application meeting are to: (i) provide the applicant and the county a common understanding of the proposed project; (ii) inform the applicant about the proposed project's consistency with the comprehensive plan, other relevant policies, and county regulations; (iii) broadly identify the planning, zoning and other issues raised by the application that need to be addressed by the applicant; (iv) inform the applicant about the applicable procedure; and (v) allow the director to identify the information the applicant must submit with the application, including the supplemental information delineated in subsection (c). Receiving the relevant supplemental information will allow the application to be comprehensively and efficiently reviewed

(i) Common understanding of the proposed project

- The applicant is proposing to amend the existing Special Use Permit, SP 2009-34 to allow for an expanded convenience/retail store, a drive-through window, office space and an auto repair shop.
- These uses are by-right within the HC zoning district. The SP is required for uses permitted by right not served by public water exceeding 400 gallons per site acre per day [18-24.2.2(13)].
- A new SP is required for the proposed drive-through window [18-24.2.2(12)].

(ii) Consistency with the Comprehensive Plan

- The parcel is designated as Rural Area in the Comprehensive Plan which calls for protection of agricultural, forestal, open space, and natural, historic and scenic resources.
- The Crozet Master Plan has the following recommendation for this stretch of Route 250: "No commercial use is recommended on Route 250 West in order to retain Route 250 West as a Scenic Byway. Additional commercial uses will add traffic to this road, which would damage the rural character of Route 250 West."
- Zoning of this parcel is HC Highway Commercial. The proposed uses are by-right but Special Use Permits are required for the water usage and proposed drive-through.

(iii) Broadly identify the planning, zoning or other issues raised by the application that need to be addressed by the applicant. Important items for consideration with your SP application are as follows:

- **Water uses SP**
 - The application for the amended Special Use Permit should include water analysis for the additional uses as well as water analysis for existing uses (as provided with pre-app materials).

- **Drive-through SP**
 - A separate SP application and fee are required for the proposed drive-through window.
 - It is recommended that the drive-through lane obtain adequate circulation and site distance.
 - The plan does not appear to show enough stacking space for the drive-through window. Section 4.12.6 states that drive-through lanes serving restaurants shall provide a minimum of five (5) stacking spaces that shall not impede any required parking or loading spaces or any pedestrian or vehicular circulation aisles. The five (5) stacking spaces shall be provided at the order board and additional spaces may be provided at the payment or pick-up windows
 - A bypass lane may be necessary for the drive-through window. Section 4.12.17 states a travelway width of up to sixteen (16) feet may be required to allow for bypass traffic, when deemed necessary by the county engineer. In making this determination, the county engineer shall consider the site specific factors including, but not limited to, the length of the travelway, nature of the land use, and internal traffic circulation.
 - An ARB application is needed for the drive-through SP.

- **Site Plan Amendment**
 - A major site plan amendment will be required for the proposed changes.
 - It is recommended that the site entrance throat not be reduced.
 - Turn warrants should be provided for the additional uses.
 - Minimum yard requirements adjacent to Rural Area properties is 50' for buildings and 20' for parking; screening shall be provided adjacent to Rural Area parcels.
 - A Tier 3 Groundwater Assessment is required for the proposed uses.
 - Elevations should be provided with the ARB site plan application.

(iv) Applicable procedures

- **SP Application and associated information:**
 - The proposed use requires the submittal of an SP application and additional information (see below).

- **Community Meeting:**
 - The applicant is required by ordinance to undertake a community meeting process as part of the review of the SP request. The applicant should work with the Crozet Community Advisory Council (CCAC) to use their monthly meeting as the community meeting for this project.
 - Please keep staff informed of the community meeting location and time. Staff will attend the meeting to answer questions, but the applicant is responsible for facilitating the discussion.
 - Staff has compiled a list of neighboring property owners that should be notified of the meeting (attached).
 - White Hall District Board and Planning Commission members should also be notified of the community meeting.

(v) Identify the information the applicant must submit with the application, including the supplemental information.

- An SP application along with the application fee (\$2000 for a new SP for the drive-through; \$1000 to amend existing SP for water usage), plus the cost of public notice requirements when the application is being processed.
- A concept plan that is consistent with Zoning Ordinance requirements for Special Use Permits (see attached checklists).
- The latest recorded plat(s).
- Authorized owners' signatures.
- See attached SP checklist for other required information.
- Additional comments from Zoning are attached.

Sincerely,



Rachel Falkenstein
Senior Planner

Enc: Zoning comments
SP checklist
Community meeting guidelines
List of contacts and map for community meeting notifications

ALBEMARLE COUNTY CODE

5.1.29 CONVENT, MONASTERY

- a. The ownership of the convent/monastery shall conform in all respects to the provisions of Chapter 2 of Title 57 of the Code of Virginia, as the same may be amended from time to time, or any successor statute;
- b. This provision is intended to accommodate the long term residency of nuns, monks or friars in a communal setting as opposed to transient occupancy as may be experienced in other religious retreats; provided that nothing contained herein shall be deemed to preclude temporary lodging of guests as an accessory use to the convent or monastery.

(§ 5.1.29, 7-6-83)

5.1.30 AGRICULTURAL MUSEUM

- a. Items for display in such museum shall be directly related to past or present agricultural/forestral uses in Albemarle County;
- b. Activities may include: passive display; active demonstration including tours of processing areas; and public participation in such agricultural activity;
- c. Sale of display items and accessory items may be permitted only upon expressed approval by the board of supervisors.

(§ 5.1.30, 12-2-87)

5.1.31 AUTOMOBILE OR TRUCK REPAIR SHOPS, BODY SHOPS, MOTORCYCLE AND OFF-ROAD VEHICLE SALES AND SERVICE SHOPS, AND PUBLIC GARAGES

Each automobile or truck repair shop, body shop, motorcycle and off-road vehicle sales and service shop, and public garage shall be subject to the following:

- a. All parts, materials and equipment shall be stored within an enclosed building.
- b. No vehicle awaiting repair shall be located on any portion of the site so as to be visible from any public street or any residential property, and shall be limited to locations designated on the approved site plan.
- c. All services shall be performed within an enclosed building.
- d. No buildings in which services are performed shall be located closer than fifty (50) feet from any residential or agricultural district.

(§ 5.1.31, 12-7-88; Ord. 13-18(1), 4-3-13)

5.1.32 TOWING AND TEMPORARY STORAGE OF MOTOR VEHICLES

- a. This provision is intended to provide locations for the towing and/or temporary storage of collision/disabled vehicles. No body or mechanical work, painting, maintenance, servicing, disassembling, salvage or crushing of vehicles shall be permitted; except that the commission may authorize maintenance and servicing of rental vehicles in a particular case;



**County of Albemarle
Department of Community Development**

Memorandum

To: Rachel Falkenstein
From: Ron Higgins
Division: Zoning
Date: September 29, 2015
Subject: Mandatory Pre-app Meeting Comments for "Re-Store 'N Station Phase II"

The following comments are provided as input from the Zoning Division regarding the September 21, 2015 pre-application meeting, listed as "exploratory" but revised to "mandatory".

1. General comments.
 - a. Proposal – Amendment to SP200900034 and Major Site Plan amendment for Re-Store 'N Station (now Mulberry Station) Use per Section 24.2.2 #13 – water consumption exceeding 400 gallons per acre per day.
 - b. Required parking for use – Calculations on plan are correct for retail and office but shall also include parking for the "Auto Repair-Service" of: One (1) space per employee plus two (2) spaces per each service stall.
 - c. Building setbacks/build to lines ok as shown.
 - d. Supplementary Regulation Section as applicable - See Section 5.1.31 for supplementary regulations specific to auto repair.
2. Application Plan or Concept Plan for SP.
 - a. An Application Plan or A Concept Plan is needed – Include as much detail as possible applicable to the proposed water use, including: Proposed changes to the plan approved with the original Special Permit and changes to conditions listed in the November 12, 2010 approval letter for SP200900034.

3. While it is noted that no changes are being requested to SP conditions regarding water flow restriction devices and the water use limit, you might want to include some water use analysis of the proposed additional uses as there are likely to be questions raised about this during the review.
4. Process – regarding completeness of the application
 - a. Provide a completed application. Make sure all boxes are checked and you have provided the information noted on the application by that checkbox.
 - i. SP Application link
[http://www.albemarle.org/upload/images/forms_center/departments/Community_Development/forms/Special Use Permit Applications/Special Use Permit Application.pdf](http://www.albemarle.org/upload/images/forms_center/departments/Community_Development/forms/Special_Use_Permit_Applications/Special_Use_Permit_Application.pdf)
 - b. The SP checklist is needed. **It will need to be the copy of the checklist provided to you with the mandatory comments not one filled out only by you.**
 - c. Provide a recorded plat of the property with the Deed Book & Page #.
 - d. Please note that all real estate taxes, nuisance charges, stormwater management utility fees, and any other charges that constitute a lien on the subject property, which are owed to the County of Albemarle must be paid prior to accepting the application.
 - e. The appropriate signature of the owner, the owner's agent, or a contract purchaser. If either the owner's agent or a contract purchaser signs the application then include the owner's written consent that the agent or contract purchaser may file the application on their behalf. See below for applicable signature requirements for ownership not in the name on an individual person or persons.

Limited liability companies ("LLCs")

Authorized signatories: The authorized signatories are: (1) if the LLC is not a manager-managed LLC, any member; (2) if the LLC is a manager-managed LLC, the manager or any member unless the articles of organization limit the members' authority (*Virginia Code § 13.1-1021.1(A)*); or (3) unless otherwise provided in the articles of organization or an operating agreement, the members have the power and authority to delegate to one or more other persons, including agents, officers and employees of a member or manager of the LLC, members' rights and powers to manage and control the business affairs of the LLC, and to delegate by a management agreement or other agreement with, or otherwise to, other persons (*Virginia Code § 13.1-1022(D)*).

Supporting documentation: The supporting documentation is the articles of organization (*Virginia Code § 13.1-1021.1(A)*) and when the power is delegated to someone other than a manager or a member, also the operating agreement and, if applicable, any other agreement (*Virginia Code § 13.1-1022(D)*).

COMMUNITY MEETING GUIDELINES

- I. Purpose of community meeting:
 - a. Provide interested members of the public the opportunity to receive information about the proposed project, the applicable procedures, and the policies of the comprehensive plan, other relevant policies, and regulations applicable to the proposed project.
 - b. Allow the public to ask questions about the proposed project.
 - c. Inform the Board of Supervisor and Planning Commissioner of the proposal. The BoS and PC member representing the area where the proposal is located must be notified of/invited to the meeting. Scheduling the meeting around their availability is strongly encouraged.
- II. Required of all ZMAs and SPs, and particularly important if the proposal is likely to generate public concerns because of the nature of the approval requested, acreage affected, proposed density and/or scale, potential impacts of the proposal (traffic, noise, etc.) , or due to the history of the proposal/property.
- III. May be waived if proposed project is not likely to generate public concerns, is or such a small scale as to have negligible impacts to surrounding properties/area, or the applicant has already held one or more community meetings which conform to County required *community meeting* expectations (so as to make another community meeting unnecessary).
- IV. Waiver of community meeting determined during proposed project's pre-app process
 - a. Determine no later than required pre-app meeting comment deadline.
 - b. Note requirement for community meeting in pre-app meeting comments to applicant.
- V. The community meeting should be held no later than 31 days after fee is paid activating the review (this will allow information from the meeting to be included in lead reviewer's first round of comments, is necessary). The meeting may be held at a later date, if circumstances warrant.
- VI. Conduct of meeting
 - a. Scheduled by applicant after consultation with staff.
 - i. Hold in location deemed reasonably accessible to residents in the area of the proposed project.
 - ii. If there is an active Master Plan Community Advisory Council which covers proposed site, strong consideration should be given to using a CAC meeting for the venue for the community meeting and discussion. Other standing/"recognized" community bodies may also be acceptable for community meetings (neighborhood association or community associations such as EARL (Earlsville Area Residents League).
 - iii. As a general rule/guideline, notification of meetings should be sent to all property owners of record within a .25 to .5 mile radius in a Development Area/.5 to 1 mile radius in the Rural Area of the location of the proposed project or such other area as deemed appropriate for the proposed project. This

specific area to be notified shall be determined by the planning staff based on the specifics of the proposal.

1. County can provide applicant an invitation letter and property owner list, if needed.
 2. Applicant to sign invitation letter and send by certified mail
 3. Documentation of notifications shall be provided to staff.
 4. If a CAC meeting is the venue for the community meeting and discussion, notice to surrounding the project area needs to be sent to advise of this meeting location consistent with the guidelines of iii., above unless it is determine that comment from the CAC body alone is sufficient for the proposal. Abutting owners should always be notified of any CAC or community meeting regarding the proposal).
 - iv. Staff, PC and BoS members for the district in which proposed project is located shall be invited.
 - v. If held after fee is paid activating the review, signs *may* be posted at the proposed project site before the meeting is held to assist in notification, if deemed appropriate or necessary.
- b. The meeting is to be facilitated by applicant.
- i. Staff to provide general information on applicable County policies/process (but not comments about the proposal itself).
 - ii. Applicant to provide overview of the proposal. Location maps, concept plans shall be provided; additional narratives, codes of development may be provided if available.
 - iii. Various formats for the meeting are acceptable and may vary depending on project type (open house/ "walk-through" format or presentation with Q & A period are acceptable formats).

VII. Meeting follow-up

- a. Staff to document issues identified in the meeting and provide to the applicant and to the PC and BoS in staff report as appropriate.
- b. No requirement to revise proposed project based on public questions and comments, but applicant can at their own discretion.
- c. If the applicant decides to revise the proposed project to address public comments, revisions should be included in applicant's re-submittal.

ParcelID	PropAddress	Owner
05500000010300	N/A	GOEKE, THOMAS J OR LUCY
055000000103A0	6084 ROCKFISH GAP TPKE	KIRTLEY, BRUCE W OR BONNIE M
055000000103B0	6286 HILLSBORO LN	MESLAR-LITTLE, DEBORAH ANN OR JOHN W LITTLE
055000000103C0	6098 ROCKFISH GAP TPKE	KIRTLEY, BRUCE W OR BONNIE M
055000000103D0	6254 HILLSBORO LN	GOEKE, THOMAS J OR LUCY
055000000103E0	N/A	GOEKE, THOMAS J OR LUCY
055000000103F0	N/A	MARCH MOUNTAIN PROPERTIES LLC
055000000103G0	N/A	GOEKE, THOMAS J OR LUCY
055000000104A0	6082 ROCKFISH GAP TPKE	PATTERSON, JEAN M
055000000104A1	6080 ROCKFISH GAP TPKE	PATTERSON, JOHN P OR THERESA H
05500000010600	N/A	HILLSBORO BAPTIST CEMETERY
055000000106A0	N/A	BRADLEY, DAVID D OR HELENE
055000000106A1	N/A	SCHORSCH, SUSANNE C/O SUSANNE JUSINO
055000000106A2	N/A	ASAI, THOMAS ROGER
055000000106A3	N/A	ASAI, ANTHONY ROBERT
055000000106A4	N/A	STURTEVANT, RICHARD H OR JANET E
05500000010700	6133 ROCKFISH GAP TPKE	HASKINS, ERICA L OR JASON K CRUTCHFIELD
055000000107A0	6131 ROCKFISH GAP TPKE	WHITING, MARILYN V
05500000010800	N/A	ESTES, DEXTER
05500000010900	N/A	FROEHLING & ROBERTSON INC
055000000109A0	6181 ROCKFISH GAP TPKE	FROEHLING & ROBERTSON INC
055000000109B0	6135 ROCKFISH GAP TPKE	6135 ROCKFISH GAP LLC C/O JOHN SCHOEB
05500000011000	6183 ROCKFISH GAP TPKE	FROEHLING & ROBERTSON INC
05500000011100	N/A	BELEW, MARY MAUPIN
055000000111A0	6259 ROCKFISH GAP TPKE	SWALES, DAVID R OR LISA SEVERSON-SWALES
055000000111B0	N/A	R A YANCEY LUMBER CORP
055000000111C0	N/A	GOEKE, THOMAS J OR LUCY
055000000112A0	N/A	YANCEY MILLS HOLDINGS LLC
055B00000000100	6115 ROCKFISH GAP TPKE	JEFFRIES II LLC
055B00000000200	450 FREE TOWN LN	CHD LAND TRUST U/A; ANTHONY J SANTORO TRUSTEE
055B00000000300	430 FREE TOWN LN	SPROUSE, JEFFREY S OR MICHELLE S
055B00000000400	416 FREE TOWN LN	LUCAS RVP II LLC
055B00000000600	374 FREE TOWN LN	LANGDON, ROBERT G
055B00000000700	N/A	LANGDON, ROBERT G & JEREMY A LANGDON
055B00000000800	N/A	FISCHBECK, EMILE
055B00000000900	N/A	WINSTON, GARLAND
055B0000001000	411 FREE TOWN LN	HUNT, WALTER JONATHAN OR STACY MICHELLE
055B0000001100	415 FREE TOWN LN	GREEN, HELEN MILLS & SALLY MILLS THOMPSON
055B0000001200	421 FREE TOWN LN	DOUCHETTE, JOHN OR JEANNE DOUCHETTE
055B0000001300	417 FREE TOWN LN	EVANS, PAUL D OR ROBYN W
055B0000001400	N/A	BROWN, RICHARD
055B0000001500	N/A	R A YANCEY LUMBER CORP

055B00000015A0
055B0000001600
055B00000016A0
055B0000001700
055B0000001900
055E00100000A1
055E00100000A2
055E00100000A3
056000000017C0

453 FREE TOWN LN
6037 ROCKFISH GAP TPKE
6077 ROCKFISH GAP TPKE
6013 ROCKFISH GAP TPKE
5995 ROCKFISH GAP TPKE
5494 GOLF DR
N/A
N/A
5941 ROCKFISH GAP TPKE

BROWN, RICHARD R
YANCEY, RICHARD A JR, E D B YANCEY & RAY II LLC
YANCEY, RICHARD A JR, E D B YANCEY & RAY II LLC
WCB THIRD ENTERPRISES LLC
DAMERON, MARGARET V & JAMES DOUGLAS
MARCH MOUNTAIN PROPERTIES LLC
MARCH MOUNTAIN PROPERTIES LLC
MARCH MOUNTAIN PROPERTIES LLC
COUNTY OF ALBEMARLE SCHOOL BOARD WESTERN ALBEMARLE HIGH SCHOOL

White Hall Officials:

Board Member
Planning Commissioner

Ann Mallek
Tom Loach

amallek@albemarle.org
tloach@albemarle.org

OwnerAddress	OwnerZip	Total Acre	Subdivision
6254 HILLSBORO LN	CROZET VA, 22932	11.03	
6084 ROCKFISH GAP TPKE	CROZET VA, 22932	1.758	
6286 HILLSBORO LN	CROZET VA, 22932	1.02	
6084 ROCKFISH GAP TPKE	CROZET VA, 22932	0.25	
6254 HILLSBORO LANE	CROZET VA, 22932	1.17	
6254 HILLSBORO LANE	CROZET VA, 22932	0.987	
1005 HEATHERCROFT CIR SUITE 100	CROZET VA, 22932	103.8	
6254 HILLSBORO LANE	CROZET VA, 22932	1	
6082 ROCKFISH GAP TPKE	CROZET VA, 22932	2.064	
6080 ROCKFISH GAP TURNPIKE	CROZET VA, 22932	1.377	
6406 HILLSBORO LANE	CROZET VA, 22932	4.37	
2655 MERIWETHER HILLS DRIVE	CHARLOTTESVILLE VA, 22901	5.93	Forest Glen
11418 WHEAT RIDGE RD	CHARLOTTE NC, 28277-3635	5.04	Forest Glen
9445 MIRANDY DR	SACRAMENTO CA, 95826	9.09	Forest Glen
8505 ROCK SPRINGS RD	PENRYN CA, 95663	22.02	Forest Glen
1800 OLD ORCHARD ROAD	FREE UNION VA, 22940-9723	7.27	Forest Glen
6133 ROCKFISH GAP TPKE	CROZET VA, 22932	4.69	Forest Glen
P O BOX 577	CROZET VA, 22932-0577	0.26	
70 BLACKWELL LN	LYNDHURST VA, 22952	1.078	
3015 DUMBARTON ROAD	RICHMOND VA, 23228	6.213	
3015 DUMBARTON ROAD	RICHMOND VA, 23228	1.102	
5974 JARMAN'S GAP ROAD	CROZET VA, 22932	3.183	
3015 DUMBARTON ROAD	RICHMOND VA, 23228	1.762	
6337 HILLSBORO LN	CROZET VA, 22932-3321	1.01	
6259 ROCKFISH GAP TURNPIKE	CROZET VA, 22932	4.212	
P O BOX 115	CROZET VA, 22932	23.24	
6254 HILLSBORO LN	CROZET VA, 22932	0.56	
3121 RIVANNA RIDGE	TROY VA, 22974	55.635	
P O BOX 910	CROZET VA, 22932	4.06	
1309 MOUNTAIN VIEW ST	CHARLOTTESVILLE VA, 22901	0.42	
90 STOCKTON RIDGE PL	GREENWOOD VA, 22932	1.02	
PO BOX 189	FREE UNION VA, 22940	1.738	
PO BOX 801	CROZET VA, 22932	1.027	
PO BOX 801	CROZET VA, 22932	1.37	
1517 2ND STREET APT B102	CORONADO CA, 92118-1509	0.25	
125 W 8TH AVENUE	ROSELLE NJ, 07203	1.708	
2557 CRAIGS STORE RD	AFTON VA, 22920-2015	0.171	
415 FREE TOWN LANE	CROZET VA, 22932	2.639	
421 FREE TOWN LN	CROZET VA, 22932	0.452	
354 SHELTON MILL RD	CHARLOTTESVILLE VA, 22903	1.003	
453 FREE TOWN LANE	CROZET VA, 22932	1	
P O BOX 115	CROZET VA, 22932	2	

453 FREE TOWN LANE
111 STURBRIDGE RD
111 STURBRIDGE RD
866 WHITEHALL RD
5995 ROCKFISH GAP TPKE
1005 HEATHERCROFT CIR SUITE 100
1005 HEATHERCROFT CIR SUITE 100
1005 HEATHERCROFT CIR SUITE 100
401 MCINTIRE ROAD

CROZET VA, 22932
CHARLOTTESVILLE VA, 22901
CHARLOTTESVILLE VA, 22901
KESWICK VA, 22947
CROZET VA, 22932
CROZET VA, 22932
CROZET VA, 22932
CROZET VA, 22932
CHARLOTTESVILLE VA, 22901

3

0.576

1.243

4.23

1

238.807 Old Trail

23.226 Old Trail

15.523 Old Trail

75

