



LOUDOUN COUNTY PUBLIC SCHOOLS

DIVISION OF PLANNING SERVICES

21000 Education Court
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March 20, 2020

**RE: Catoctin Elementary School Classroom Addition Application Update
Town of Leesburg Special Exception (TLSE 2019-0009)
311 Catoctin Circle, Leesburg (PIN 231-15-4538)**

Dear Neighbors:

I hope that this letter finds you and yours well. I am writing to provide an update on the Loudoun County Public Schools (LCPS) special exception application to add classrooms to Catoctin Elementary School. Last fall we hosted a community information meeting; we planned to host another meeting after we received Town comments and submitted our responses. Unfortunately, we cannot do that at this time. We can, however, share our responses via the LCPS web site.

We will be submitting the revised Special Exception Plan along with our referral responses in the next ten days (by March 30, 2020). We will post the application documents at <https://www.lcps.org/Page/208621>. This will provide an opportunity for you to review the application if you would like. If you should have any questions about the application or need additional information, you may contact me by email at sara.howardobrien@lcps.org and I will respond.

The substance of the application remains the same: the Loudoun County School Board requests a special exception (SE) for an approximate 5,500 square foot (SF) addition at Catoctin Elementary School. The expansion is planned at the rear of the building and will be utilized for three-classrooms, a resource room, an office and storage space. Up to 6,000 SF are requested to allow for adjustments at final design. It is also proposed to upgrade the fire lane access and implement safety and security improvements at the front of the building (within the existing footprint; no expansion at the front of the building).

The revisions to the plan include:

- Adding a fire truck turn-around at the end of the western parking lot in response to Fire Marshall recommendations (Reference Sheets 4 and 6 in the SE Plan Set);
- Looping the waterline around the rear of the building and providing an additional fire hydrant to the west of the building in response to Town Utilities recommendations. A preliminary water model analysis to verify adequate line sizing was also conducted (Reference Sheet 6 in the SE Plan Set);

- Provided a Tree Inventory Plan for the eastern and southern property boundaries and updated the proposed Landscaping Plan (Reference Sheets 5 and 5A in the SE Plan Set). Note to Crestwood Hamlet and Rosestone Court adjacent residents: please review the proposed plan and let me know if you have any questions. I would be happy to review the landscaping plan with you and suggest emailing me with convenient times we could talk by phone;
- Provided additional information to demonstrate stormwater management (Reference Sheets 7, 7A, and 8 in the SE Plan Set);
- Addressed various plan information items include adding the SE application number, showing the Town's corporate limit line, new revision dates, clearly delineating the construction limit lines, and adding recommended plan notes (All Sheets in the SE Plan Set); and
- Requested a width modification (maintain existing 4 feet) for a portion (235 feet in length) of an existing sidewalk along the frontage of Catoctin Circle (Separate Modification Request Letter and Sheet 4 of the SE Plan Set).

This submission will be reviewed by Town Staff and LCPS will be provided the opportunity to respond to any additional questions. After the upcoming staff review and response, the application will be scheduled for a public hearing before the Planning Commission. No date has been set at this time. LCPS will send notices prior to the public hearing.

Thank you for your time and attention. Please do not hesitate to contact me should you have any questions or comments.

Sincerely,



Sara Howard-O'Brien, AICP
Land Management Supervisor

C Chris Murphy, Town of Leesburg Planning Department