To view the meeting: Planning Commission Meetings are broadcast for public view as follows:
   a. Webcast: https://www.leesburgva/government/webcasts
   b. Comcast Government Access Channel 67 and Verizon Channel 35

To participate in the meeting: Public Participation in the meeting is available through Webex at:
https://leesburg.webex.com/leesburg/onstage/g.php?MTID=eb863024b92e937e6a8c95cccb7b7fd999
Telephone Conference Number: 1-415-655-0001
Access Code: 1334264717

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL AND EXISTANCE OF QUORUM
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES
   • September 3, 2020 Draft Minutes
6. CHAIRMAN’S STATEMENT
7. REMARKS BY PETITIONERS
8. PUBLIC HEARING
9. SUBDIVISION AND LAND DEVELOPMENT
10. ZONING
   • TLSE-2019-0009 Loudoun County Public Schools Catoctin Elementary School Addition Post
   Public Hearing Discussion: Chris Murphy, Sr. Planning Project Manager
11. COMPREHENSIVE PLANNING
   • Gateway District Streetscape Plan Presentation and Discussion: Rich Klusek, Sr. Planner,
     Planning and Zoning
12. STAFF AND COMMITTEE REPORTS
   • Update on Cases at Council: Susan Berry Hill, Director, Planning and Zoning
13. SRTC REPORT
14. BAR REPORT
15. TOWN COUNCIL LIAISON REPORT
16. OLD BUSINESS
17. NEW BUSINESS
18. Adjournment

Attachments
   • Planning Commission Calendar

Next Planning Commission Meeting: 11/5/2020

Assisted Listening System devices are available at the meeting. If you require a reasonable accommodation to attend and/or participate in this meeting, please contact Karen Cicalese, Clerk of the Commission, at 703-771-2434. Three days advance notice is requested.
TOWN OF LEESBURG
PLANNING COMMISSION POST PUBLIC HEARING

Subject: TLSE-2019-0009, LCPS Catoctin Elementary School Expansion

Staff Contact: Christopher Murphy, AICP, Senior Planning Project Manager

Applicant: Loudoun County Public Schools
21000 Education Court
Ashburn, VA 20148

Applicant’s Representative: Sara Howard O’Brien
Land Management Supervisor
Division of Planning Services
Loudoun County Public Schools
Sara.HowardOBrien@lcps.org

Proposal: Special Exception for an expansion of the existing “School, Public” use in the R-4 Single-Family Residential Zoning District at 311 Catoctin Circle SW.

Planning Commission Critical Action Date: October 28, 2020

Recommendation: Staff recommends approval of the special exception to permit the building expansion.

Acceptance Date: November 6, 2019

Acceptance Modifications/Waivers: None


Suggested Motions:

Approval
I move that Special Exception application TLSE 2019-0009, LCPS Catoctin Elementary School Expansion, be forward to the Town Council with a recommendation of approval subject to the conditions of approval as enumerated in the October 15, 2020 Planning Commission Post Public Hearing Staff Report on the basis that the Approval Criteria of Zoning Ordinance Section 3.4.12 have been satisfied and that the proposal would serve the public necessity, convenience, general welfare and good zoning practice.
Or

Denial
I move that Special Exception application TLSE 2019-0009, LCPS Catoctin Elementary School Expansion, be forwarded to the Town Council with a recommendation of denial on the basis that the Approval Criteria of Zoning Ordinance Section 3.4.12 have not been satisfied due to the following reasons: ________________________________.

Or

Alternate Motion
I move that ________________________________.

Planning Commission Public Hearing: The Commission held a duly advertised public hearing for TLSE-2019-0009 on June 18, 2020. Sara Howard-O’Brien with Loudoun County Public Schools (LCPS) represented the application for LCPS. Ms. Howard-O’Brien explained LCPS’ community outreach and direct notice efforts made to notify neighbors of the proposed addition to Catoctin Elementary School. One community meeting was held in November 2019, with a follow-up meeting scheduled for March, 2020 that had to be canceled due to state-wide quarantine orders relating to Covid-19.

Public Comments:
Two neighbors from the adjoining Crestwood Hamlet neighborhood addressed the Commission, Mr. Doug Fultz of 509 Valley View Drive and Mr. Tim Nichols of 507 Valley View Drive.

Mr. Fultz expressed concerns with 1.) Drainage issues on his property caused from stormwater run-off from the school property; 2.) Large pine trees on the school property shedding pine needles causing damage to his roof and gutters; and, 3.) Traffic issues caused by vehicle queues extending off the school property onto Catoctin Circle during morning and afternoon drop-off drop-off/pick-up times.

Mr. Nichols also expressed concerns with stormwater drainage flowing onto his property from the school property. In addition, Mr. Nichols described how a limb fell from a tree on the school property onto his roof. He says that tree was cut down, but the job was not completed by the tree service.

Commission Questions/Comments:
The Commission followed up on the concerns expressed by members of the public with questions relating to the nature of the stormwater, and how it will be addressed by LCPS and/or the Town’s Department of Public Works. The Commission expressed the opinion that the application is approvable, but they want to see the stormwater matter addressed before taking a vote. Ms. Howard-O’Brien stated that LCPS is willing to work with the neighbors and the Town to resolve those issues raised at the hearing.

With that, the Commission moved to defer a vote on the Application to a later date to allow LCPS and the Town to examine the stormwater drainage issues and problems with trees.
June 30, 2020 Site Inspection. Representatives from the Department of Plan Review (DPR), and Department of Public Works (DPW) met onsite with LCPS staff, Bowman Consulting, Mr. Fultz and Mr. Nichols on June 30, 2020 to inspect the Property first-hand.

The site inspection revealed that the existing topography along the school’s eastern boundary does not match the grading on the approved plans. There is currently a berm along the eastern side of the school site (on the school property) that diverts a great deal of the runoff from the school property toward the inlet located in the corner of Mr. Fultz’s and Mr. Nichols’ properties. As a result, the runoff from the school property appears to be the cause of the drainage issue. Bowman Consulting has been tasked with devising alternative drainage designs that will mitigate the impacts of runoff from the school onto those neighboring properties.

LCPS staff agreed to remove the partially cut tree trunk that was left unfinished some months ago, and to generally “clean up” the existing vegetation along the shared property line.

The homeowners asked that LCPS consider removing some, or all of the existing trees in the buffer yard along the shared property line. Those trees could be replaced with alternative varieties that will not impact the neighboring properties, e.g., pine needles in clogging gutters, falling branches damaging roofs, etc. The questions was also asked if the buffer yard screen could be less dense.

At the conclusion, LCPS agreed to generate changes to their plans showing alternative designs intended to correct the runoff issue. These plans will be submitted at a later date.

September 15, 2020 On-Site Meeting:
Representatives from LCPS and Bowman Engineering met with staff from DPR and DPW on the school property on September 15, 2020. Also in attendance were with the neighbors Mr. Fultz, Mr. Nichols, and Mr. and Mrs. Hampton to review the September 9, 2020 plans showing the potential remedy to the stormwater runoff issue. Revisions to the Plat to accommodate stormwater improvements and landscape preferences were discussed.

Final Review/Revisions:
Due to the tight scheduling limitations built into this project, there is not adequate time to prepare, present, and review engineering documents prior to the deadline for preparation of this staff report. As a result, all parties involved have agreed on providing a note on the Special Exception Plat that assures mitigation measures be developed during the final site plan review period. That note can be found on Sheet 1 Note #15 of the Special Exception Plat dated October 5, 2020. (Attachment 1)

With Note #15 on the Special Exception Plat, the condition of approval to develop the site in “substantial conformance” with the Special Exception Plat assures these improvements will be completed, or the approval will be negated.
Findings for Approval:

A. The expansion of the existing elementary school is consistent with the goals and objectives of Land Use Policy type Major Institutional found in Chapter 6 of the Town Plan; and

B. Town Plan Land Use General Objectives 11 and 12 encourage infill development, and institutional uses, respectively, when found to be compatible with the character of the existing development in the vicinity, and;

C. The use complies with applicable regulations of the R-4 Single-Family Residential Zoning District provided in TLZO Sec. 5.4 and;

D. The proposal would serve the public necessity, convenience, general welfare and good zoning practice.

Recommended Conditions of Approval: Zoning Ordinance Section 3.4.14 grants Town Council the authority to impose conditions and safeguards deemed necessary for the protection of general welfare and individual property rights. Such conditions may relate to topics including hours of operation, noise, and buffering. Staff recommends the Planning Commission move this application on to Council with the following minimum conditions of approval listed below:

1. **Substantial Conformance:** Development of this property shall be in substantial conformance with the plan set entitled Catoctin Elementary School Special Exception TLSE-2019-0009 Classroom Addition, dated August, 2019, revised through October 5, 2020, prepared by Bowman Consulting (herein referred to as the “Plat”), and the Catoctin Elementary Student Pick-Up & Drop-Off Procedures Traffic Flow Diagram, with reasonable allowances to be made for engineering and design alteration to meet Town Subdivision and Land Development Regulations, Zoning Ordinance or Design and Construction Standards Manual requirements.

2. **No Waivers Expressed or Implied:** Approval of this special exception does not express or imply any waiver or modification of the requirements set forth in the Subdivision and Land Development Regulations, the Zoning Ordinance, or the Design and Construction Standards Manual, except as may have been approved as part of this application. Final plats, site plans, and construction drawings are subject to the applicable town regulations.

Attachments:

1. Catoctin Elementary School Special Exception Plat dated October 5, 2020, prepared by Bowman Consulting,
2. Sara Howard-O’Brien Letter dated October 6, 2020 Responses to Issues Raised at the June 18, 2020 Planning Commission Public Hearing,
3. Catoctin Elementary Student Pick-Up & Drop-Off Procedures Traffic Flow Diagram
### Post-Development Project (Treatment Volume and Loads)

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Total Phosphorus Available for Removal in D.A. A (lbs)</th>
<th>Post Development Treatment Volume in D.A. A (lbs)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.15</td>
<td>1.50</td>
</tr>
</tbody>
</table>

### Drainage Area A

#### Land Cover Area

- Total Impervious Cover Treated: 0.83
- Total Area: 0.79

#### Phosphorus Removal

- Total Phosphorus Removal Required on Site (lbs): 0.65
- Total Phosphorus Available for Removal in D.A. A (lbs): 2.00
- Total Phosphorus Removed Without Runoff Reduction Practices in D.A. A (lbs): 2.00
- Total Phosphorus Removed With Runoff Reduction Practices in D.A. A (lbs): 0.00
- Total Phosphorus Remaining After Applying BMPs for Reductions in D.A. A (lbs): 0.00

**See Water Quality Compliance Tab for Site Compliance Calculations**

- Nitrogen Removed Without Runoff Reduction Practices in D.A. A (lbs): 0.00
- Nitrogen Removed With Runoff Reduction Practices in D.A. A (lbs): 0.00
- Total Nitrogen Removed in D.A. A (lbs): 0.00

#### Nitrogen Removal

- Percentage (Total Area): 0.79
- Managed Hub (acres): 0.79
- Impervious Cover (acres): 0.83
- Total (acres): 1.62

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**Note:** Preliminary stormwater management calculations shown are adequate for the purposes of this special exception application only. The final stormwater management design shall comply with all federal, state, and local requirements including, but not limited to, all zoning ordinances, stormwater drainage, stormwater regulations, etc., in place at the time of final site plan submission for the additional impervious area.
October 6, 2020

Mr. Christopher Murphy, AICP
Senior Planning Project Manager
Department of Planning & Zoning
Town of Leesburg
25 West Market Street
Leesburg, VA 20176

Re: Special Exception Application (TLSE 2019-0009)
LCPS Catoctin Elementary School Expansion – Responses to Issues Raised at June 18, 2020 Planning Commission Public Hearing

Dear Mr. Murphy:

At the June 18, 2020 Planning Commission Public Hearing three concerns were expressed by members of the community. The Planning Commission deferred action on our Special Exception and provided LCPS the opportunity to address these matters:

1) Stormwater Runoff to Crestwood Hamlet

Two residents from Crestwood Hamlet expressed concern for stormwater on their properties and asked that the drainage from the Catoctin Elementary School be addressed. The neighbors indicated that the rear portions of their lots flood when it rains.

After the Planning Commission Public Hearing LCPS and Town staff met with the neighbors on-site (June 30). Following the site meeting LCPS’s engineer:

- Conducted a field survey of the subject area
- Analyzed the existing stormwater system, including review of the Crestwood Hamlet Approved/As-Built Plans
- Performed drainage analysis and computations and
- Developed a solution to address the water from the school site draining toward the adjacent Crestwood Hamlet properties

There is an existing berm that runs along the rear of Crestwood Hamlet lots adjacent to Catoctin ES. This berm has gaps in the vicinity of 507 and 509 Valley View Avenue and 513 and 601 Valley View Avenue. To address runoff coming from the Catoctin ES property onto the Crestwood Hamlet properties, the berm will be extended to close these gaps. The berm will create a barrier between the school and the adjacent community ensuring surface drainage from the school is redirected to new stormwater inlets. Two new stormwater inlets will be installed on the school site and connected (under the berm) to the existing inlets located at the rear of lots at 507 and 513 Valley View Avenue. The proposed berm will vary in height and will tie into the...
existing berm. (Reference Sheet 6 of the Special Exception Plan) LCPS and Town staff met with the adjacent neighbors again on September 15, 2020 to review the proposed plan and to discuss landscaping preferences.

Grate inlet and storm pipe calculations have been performed to ensure that the existing pipes are adequately sized and meet Town regulations. The analysis found that the existing pipes have sufficient capacity and do not need to be replaced. The extension of the berm and added inlets will address the issue of water coming from the school site onto the adjacent property. To remedy the drainage concerns and construct the berm, the existing vegetation along the common property boundary will need to be removed. LCPS will work with the residents and the Town staff to determine the landscaping to be planted to meet Town requirements. It is noted that some of the neighbors have indicated a preference for grass instead of trees due to the maintenance required from leaves/pine needles. The landscaping plan will be finalized as a part of the site plan for the project. The anticipated plantings are shown on Sheet 5 of the Special Exception Plan.

With the approval of the Department of Plan Review, LCPS will implement the proposed improvement as a part of the three-room addition to Catoctin elementary school. The proposed stormwater drainage improvement will be included in the site plan for the classroom addition.

2) Pine Trees Adjacent to 507 and 509 Valley View Drive.

Neighbors expressed concern for the large pine trees adjacent to their rear yards. Large limbs from one of the trees came down during a storm and hit an out-building. The subject tree was then cut down by LCPS Facilities Division. The neighbors expressed a preference for either no trees or trees that would not shed. During the June 30 site visit LCPS staff spoke with the neighbors. The owner asked if LCPS could remove the tree that was laying on the school site behind his property and clear out the invasive weed growth that had occurred around the felled tree. LCPS Facilities has since removed the tree and cleared the area.

The extension of the berm will necessitate the removal of existing vegetation along the property line. LCPS will work with the neighbors and the Town staff to address the removal of existing vegetation and the planning of new trees. LCPS proposes an evergreen buffer to provide year round screening but is checking with the neighbors for preference and coordinating with Town staff.

3) Kiss and Ride Back-up.

A concern was expressed for cars blocking the sidewalk and impeding pedestrians (walkers to the school) during the arrival and dismissal for Catoctin Elementary School. LCPS staff has alerted the principal to this situation and will work with the Catoctin Elementary School staff
Mr. Christopher Murphy, AICP  
Re: Special Exception Application (TLSE 2019-0009)  
LCPS Catoctin Elementary School Expansion – Responses to Issues Raised at June 18, 2020  
Planning Commission Public Hearing  
October 6, 2020  
Page 3

once students return to the school campus. A copy of the student drop-off and pick-up traffic circulation plan is attached.

LCPS staff noted at the Planning Commission Public Hearing, the “Congestion Must Go” campaign that has been launched to address the increasing traffic around our school sites. Campaign goals include minimizing traffic near schools, on adjacent roadways and in neighboring communities and, overall, increasing safety. The program promotes bus ridership, carpooling, walking, biking, kiss and ride etiquette, and being a good neighbor. The task force includes LCPS staff from the Planning and Transportation Divisions as well as the Safe Routes to School program. The team works with the school staff, school communities, parent organizations, and homeowner associations to promote measures that can be implemented to achieve the goals of the campaign. Each year 10-12 schools are incorporated into the program for review and analysis of what measures could best be implemented. Catoctin Elementary School is a part of the early implementation. We understand the concern identified and are working to improve school circulation on our campuses. Unfortunately, the campaign has had to take a “pause” with virtual learning.

LCPS staff has worked closely with Town staff and the Crestwood Hamlet neighbors to address concerns identified at the public hearing. We believe the proposed solutions will address these concerns. We respectfully request your support of the Special Exception for the classroom addition at Catoctin Elementary School.

Sincerely,

Sara Howard-O’Brien, AICP  
Land Management Supervisor

Enclosure:  
Catoctin ES Student Pick Up and Drop Off Traffic Diagram

cc:  
William Ackman, Director, Department Plan Review  
Dennis Darnes, Department of Plan Review  
Beverly I. Tate, Director, LCPS Division of Planning  
Chris Charron, Interim Director LCPS Construction  
Chris Glassmoyer, LCPS Construction  
Mike Sell, Bowman Consulting  
Mark Baker, Bowman Consulting
CATOCTIN ELEMENTARY

Student Pick-up & Drop-off Procedures

Traffic Flow Diagram

LEGEND

- **Incoming Car Riders**
- **Pick-up & Drop Zone: No Passing**
  - Stay Against Curb
- **Begin Pick Up & Drop Que Here**
- **All Exiting Traffic**

**Merge Area: Alternate Weave**

**Pick-up & Drop Zone: No Passing**
- Stay Against Curb

**Car Rider Traffic Form Two**
- Parallel Lines for Increased Stacking