BOARD OF SUPERVISORS
PUBLIC HEARING
STAFF REPORT


LCSB Western Loudoun Transportation Satellite Facility

ELECTION DISTRICT: Catoctin

CRITICAL ACTION DATE: January 20, 2017

STAFF CONTACTS: Steve Barney, Project Manager, Planning & Zoning
Ricky Barker, AICP, Director, Planning & Zoning

APPLICANT: Loudoun County School Board

PURPOSE: The Applicant has submitted the following applications:

1. A Zoning Map Amendment (ZMAP) to rezone approximately 1.83 acres from the JLMA-3 (Joint Land Management Area-3) zoning district to the RC (Rural Commercial) zoning district;

2. A Commission Permit (CMPT) to allow public buildings, facilities and uses that together constitute a permanent Western Loudoun Transportation Facility and other governmental uses;

3. A Special Exception (SPEX) to permit the establishment of any one permitted use in excess of 10,000 square feet in gross floor area in the RC zoning district; and

4. A Minor Special Exception (SPMI) to amend buffer yard requirements for the requested uses.

RECOMMENDATION:

Planning Commission: The Planning Commission (Commission) held a Public Hearing on these applications on November 22, 2016. The Commission voted 8-0-1 (Scheel absent) to forward the ZMAP, SPEX and SPMI applications to the Board with a recommendation of approval, and voted 8-0-1 (Scheel absent) to approve the CMPT application.

Staff supports the Board’s approval of the ZMAP, SPEX and SPMI applications for the following reasons:

1. The proposed land use applications generally conform to the land use, public facilities and environmental policies of the Revised General Plan (Plan).
2. Modification of the perimeter buffer yard requirements of the Revised 1993 Zoning Ordinance (Ordinance) would not create a significant adverse visual impact on adjacent properties.

Additionally, Staff supports the Board’s ratification of the Commission’s approval of the Commission Permit subject to the Commission Permit Plat dated November 2015, and revised through November 28, 2016, for the following reasons:

1. The general location, character, and extent of the proposed governmental uses on the property are in conformance with the Plan.

2. The Plan encourages the continued use and enhancement of existing public facilities, and the co-location of County facilities where feasible so that they may function as multi-purpose community facilities.

3. Plan policies identify the existing Towns and their Joint Land Managements Areas as the principal location for public facilities in western Loudoun

The Applicant is in agreement with the Conditions recommended by Staff. Review of the Applicant’s Proffer Statement (Attachment 1) and Condition of Approval (Attachment 2) by the County Attorney's Office is currently pending. As such, the ZMAP, SPEX and SPMI applications are not ready for Board action. Staff will provide an update at the Board public hearing.

*Per the Ordinance, the Board has 60 days within which to ratify or overrule a Commission action regarding a CMPT application. The 60-day period ends January 21, 2017, and the final County working day during the 60-day period is January 20, 2017.*
APPLICATION INFORMATION:

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>REPRESENTATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sam Adamo, Director</td>
<td>Sam Adamo, Director</td>
</tr>
<tr>
<td>Loudoun County Public Schools</td>
<td>Loudoun County Public Schools</td>
</tr>
<tr>
<td>571-252-1156; <a href="mailto:Sara.HowardOBrien@lcps.org">Sara.HowardOBrien@lcps.org</a></td>
<td>571-252-1156; <a href="mailto:Sara.HowardOBrien@lcps.org">Sara.HowardOBrien@lcps.org</a></td>
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</tbody>
</table>

PARCELS/ACREAGE:

<table>
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<tr>
<th>Tax Map Number</th>
<th>PIN Number</th>
<th>Acreage</th>
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<tbody>
<tr>
<td>453-20-4452</td>
<td>/36////////52G</td>
<td>1.83</td>
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<td>453-20-5576</td>
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<tr>
<td>453-20-7677</td>
<td>/36////////52A</td>
<td>4.46</td>
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</table>

ACCEPTANCE DATE
December 30, 2015

LOCATION
The south side of West Colonial Highway (Route 7) between Madison Avenue and Francis Farm Place in the Catoctin Election District.

ZONING ORDINANCE
Revised 1993

EXISTING ZONING
JLMA-3 (Joint Land Management Area-3)
RC (Rural Commercial)

POLICY AREA
Purcellville Joint Land Management Area (JLMA), Hamilton JLMA

PLANNED LAND USE
Residential / Rural within JLMA

CONTEXT:

Location/Site Access – The 8.35 acre subject property is located on the south side of West Colonial Highway (Business Route 7) between the Towns of Purcellville and Hamilton within their Joint Land Management Areas (JLMAs) and is made up of three parcels. The site is currently served by two full-movement entrances on Business Route 7. The Applicant proposes to consolidate the entrances to a single entrance aligned with a driveway for the school located on the north side of Business Route 7 and to add a right turn lane into the property, as described in the Transportation Analysis section of this report.

Existing Conditions – The subject property is occupied by a 7,200 square foot, one-story brick building near the center of the property. The building is used for offices and vehicle maintenance by the County. A fueling station with above ground storage tanks is located to the rear of the building. Several large, open sheds used for equipment storage are located near the rear of the property. The total square footage of all existing buildings on the site is 18,000 square feet per the Statement of Justification (SOJ) (Attachment 4). The remainder of the property is occupied by either gravel or paved parking used for bus and vehicle storage as well as a small County Treasurer vehicle impoundment lot. A recycling drop-off center surrounded by a chain link fence is located at the front of the property near Colonial Highway (Business Route 7).
Surrounding Properties – Existing land uses and zoning categories on properties surrounding the subject site include:

- North: LCPS Harmony Middle School / Culbert Elementary School (AR-1 and JLMA-3)
- South: Single-family residential (JLMA-3)
- East: Open space lot - Hamilton Acres Homeowners Association (JLMA-1); Single-family residential (JLMA-3)
- West: Single-family residential (JLMA-3)

Directions – From Leesburg, go west on Market Street, then continue onto Route 7 West. Follow Route 7 West for 5.7 miles. Take the VA-287 S (Berlin Turnpike) exit toward VA-7 BUS/Purcellville/Lovettsville. Follow Berlin Turnpike south to the traffic circle (.6 miles), then take the 3rd exit from the traffic circle. Follow Business Route 7 West (Colonial Highway) for 0.5 mile. The driveway for the subject property (38159 W Colonial Highway) immediately follows Francis Farm Place on the right (south) side of the road.

Figure 1: Vicinity Map

PROPOSAL:

The Applicant has submitted a single plat (the Plat) which combines the Applicant’s requests for a Zoning Map Amendment, Commission Permit, Special Exception, and Minor Special Exception. The rationale for the Applicant’s proposal is detailed in two separate SOJs for (1) the Zoning Map Amendment, Commission Permit and Special Exception; and (2) the Minor Special Exception.
Zoning Map Amendment – The Applicant seeks a Zoning Map Amendment to rezone a 1.83-acre parcel (a portion of the subject property) from the JLMA-3 district to the RC district in order to create a consistent zoning designation over the entire property and to allow the following uses:

1. Public utility service center, without outdoor storage;
2. Recycling collection center, small; and
3. Contractor’s service establishment, limited to landscape contractors and lawn maintenance services

**Figure 2: Existing Zoning and Proposed ZMAP Area**

Commission Permit - The Applicant requests a Commission Permit (CMPT) to establish a transportation service center and recycling center use. The Applicant currently leases the property and has been operating these uses as a temporary facility, and seeks to purchase the property and establish a permanent facility. The applicant is proposing to retain the ability to redevelop the site in the future, and it is the intent of the applications that the uses may be reconfigured on the site at the Applicant’s discretion without further legislative action, provided that such changes are consistent with the building and lot standards identified on the Plat.

While a detailed design is not available, the zoning limits of the RC zoning as well as additional limits provided in the Conditions of Approval and shown on the Plat provide a building envelope sufficient to illustrate the character and extent of the future facility. Sheets 3 and 3A of the Plat illustrate the extent of the future land disturbance and also establish FAR and setback standards. The Applicant
proposes to make the development standards for the site more restrictive than the requirements of the Ordinance, as follows:

- Rear yard building setback – increase to 60 feet from the 30 feet currently required;
- Western side yard building setback (portion) – increase to 60 feet from 15 feet;
- Reduce floor-area ratio (FAR) from 0.4 to 0.25; and
- Reduce permitted lot coverage from 0.7 to 0.25.

Per the SOJ, the Applicant intends to maintain the uses as currently situated until such time as funding is approved for the redevelopment of the site. In the future, it is anticipated that the site will be redesigned and new maintenance, fueling and/or storage facilities will be constructed. The only potential short term changes identified by the Applicant are the addition of storage space as shown on the CDP, reprogramming the County Treasurer vehicle impoundment lot (County staff has advised that this use is no longer needed in this location) for bus parking, installing required landscaping, and constructing entrance improvements. Additionally, a right turn lane into the property and a sidewalk along the property frontage will be added. Ultimately, the Applicant will consolidate the three existing lots into a single property.

Figure 3: Commission Permit and Zoning Concept Development Plan
The SOJ states that the adopted Loudoun County School Board (LCSB) Capital Improvement Program (FY 2016-2022) identifies the need for a Western Loudoun Transportation Satellite Facility. The SOJ also states that the site is ideally situated for such a facility to support the needs of western Loudoun County.

To address screening, the Applicant proposes a modified Type 4 landscape buffer varying in width from 20 feet (front) to 25 feet (side) and 30 feet (rear) around the perimeter of the property, together with the use of existing landscaping located on the Applicant’s property.

**Special Exception** – The Applicant requests a Special Exception (SPEX) to allow any one permitted use in excess of 10,000 square feet in gross floor area in the RC zoning district, per Section 2-904(A). While there are several uses located on the site, the collective square footage of these uses is in excess of 10,000 square feet and the uses, together, constitute the LCPS Western Loudoun Transportation Satellite Facility. The proposed Special Exception will address both the existing uses and the proposed, future redevelopment of the site.

**Minor Special Exception** – The Applicant seeks approval of a Minor Special Exception to:

1. Eliminate the 6-foot high fence, wall or berm required for a Type 4 Buffer Yard, and modify the types of required plantings per 100 linear feet of property line for the side and rear buffer yards.

2. Permit buffer yards to be relocated to reflect existing topography in lieu of being located along the perimeter of the subject property.

*Figure 4: Existing Landscaping, Southern and Western Property Lines*

The SOJ for the proposed Minor Special Exception as well as Sheets 5-9 of the Plat identify proposed changes to landscaping requirements, as summarized below:
Table 1: Proposed Buffer Yard Plantings

<table>
<thead>
<tr>
<th>Buffer Yard</th>
<th>Adjacent Use</th>
<th>Type 4 Buffer Yard Plantings (Required / Provided)</th>
<th>Applicant Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Canopy Trees</td>
<td>Understory Trees</td>
</tr>
<tr>
<td>West (Side), D-A</td>
<td>Residential</td>
<td>14/4</td>
<td>34/39</td>
</tr>
<tr>
<td>South (Rear), C-D</td>
<td>Residential</td>
<td>9/9</td>
<td>23/8</td>
</tr>
<tr>
<td>East (Side), B-C</td>
<td>HOA open space lot; residential</td>
<td>15/1</td>
<td>37/16</td>
</tr>
<tr>
<td>North (Front), A-B</td>
<td>Business Route 7 / LCPS middle and elementary schools</td>
<td>23/23</td>
<td>17/17</td>
</tr>
</tbody>
</table>

The Applicant met with nearby property owners in February, 2016 to discuss the proposed use and landscaping buffers. Per the Applicant, some nearby property owners indicated a preference for landscaping in lieu of a solid fence or wall. Based on this input, the Applicant has requested a modification to eliminate the solid fence/wall from the Type 4 buffer yard requirements. Staff notes that there is an existing farm style, four-board fence along the property line where the subject site abuts single-family residential uses.
There is substantial, existing landscaping along the southern (rear) and western (side) property lines. This landscaping is predominantly located off-site. Per the Applicant, the proposed landscaping modifications are intended to augment the existing landscaping.

The Applicant has proposed to relocate some planting locations from the southern and eastern buffer yards towards the center of the property in order to improve the effectiveness of the proposed screening.

**BACKGROUND:** Per the SOJ, the building on the site was originally constructed in 1952, for the sales and repair of farm equipment as a John Deere dealership. The Loudoun County Public Schools (LCPS) and County Service Center has been in operation as a temporary use on the subject property since 2002 through a lease agreement with the owner. The County-operated facility is used for bus and vehicle storage, vehicle repair and maintenance, and vehicle fueling. The site also contains a recycling center which is open to the public.

By letters dated 7/11/07 and 10/21/10 (see Attachment 9) the Loudoun County Planning Department determined that this facility did not need a Commission Permit as a temporary facility. However, the Planning Department advised that a Commission Permit would be required in the event that the use should transition to a permanent facility. The current, approved uses (per STPL-2005-0006) for the 6.52 acre RC-zoned portion of the site are as follows:

- LCPS bus maintenance and bus parking
- LCPS and County fleet fueling
- County recycling center
- County impoundment lot
- LCPS and County materials and equipment storage

**Planning Commission Review and Recommendation:**

The Commission held a Public Hearing on these applications on November 22, 2016. Three members of the public spoke in opposition to the applications and addressed concerns such as building height, proximity to adjacent residential properties, noise, potential impact on drinking water quality, and pedestrian safety. The Commission discussed the rear yard requirement (30 feet required, 60 feet proposed by the Applicant) as well as the 40-foot height limit of the RC district. The Planning Commission voted 8-0-1 (Scheel absent) to forward the ZMAP, SPEX and SPMI applications to the Board with a recommendation of approval, and voted 8-0-1 (Scheel absent) to approve the CMPT application. The Commission’s motion included increasing a portion of the western required yard dimension to 60’ at the Applicant’s request as well as removal of canopy trees from the western buffer yard as recommended by Staff’s in order to enhance the survivability of the landscaping within this buffer yard.
Five area residents posted comments on the Loudoun Online Land Application System (LOLA) under CMPT-2015-0011 in February, 2016 in opposition to the Applicant’s proposal. Comments addressed issues such as impacts on adjoining residential properties; adequate public notice; diesel exhaust; traffic; noise; lighting; buffering; and hazardous chemicals. The Applicant met with surrounding neighbors to respond to these concerns. Subsequently, the Applicant addressed existing site issues regarding lighting, removal of downed trees, and drainage. The Applicant also planted nine evergreen trees along the western property at the request of area residents. The Applicant conducted a community meeting on July 28, 2016. Five residents were in attendance. Attendees noted concerns regarding landscaping, traffic, and the location and extent of future site improvements.

The staff reports and associated attachments can be viewed online on the Loudoun Online Land Applications System (LOLA) at www.loudoun.gov/lola; search “ZMAP-2015-0014.”

OUTSTANDING ISSUES: There are no outstanding Staff issues. Primary topics considered during the referral process were (1) screening of adjacent residential properties and (2) frontage and entrance improvements along Business Route 7. Conditions of Approval recommended by Staff address these topics.

POLICY ANALYSIS:

Zoning Map Amendment Petition (ZMAP) Criteria for Approval - Zoning Ordinance Section 6-1210(E)
of the Revised 1993 Zoning Ordinance states that if an application is for a reclassification of property to a different zoning district classification on the Zoning Map, the Planning Commission shall give reasonable consideration to six (6) factors or criteria for approval. These criteria for approval are organized below by category, followed by Staff’s analysis.

Special Exception (SPEX) Criteria for Approval - Zoning Ordinance Section 6-1309 of the Revised 1993
Zoning Ordinance states that in considering a minor special exception or special exception application, six (6) factors shall be given reasonable consideration. These criteria for approval are organized below by category, followed by Staff’s analysis.

A. Land Use:
ZO §6-1210(E)(1) Appropriateness of the proposed uses based on the Comprehensive Plan, trends in
growth and development, the current and future requirements of the community as to land for various
purposes as determined by population and economic studies and other studies and the encouragement of
the most appropriate use of land throughout the locality. ZO §6-1309(1) Whether the proposed minor
special exception or special exception is consistent with the Comprehensive Plan. (5) Whether the proposed
special exception at the specified location will contribute to or promote the welfare or convenience of the
public.

Analysis – Plan policies identify the existing Towns and adjacent JLMAs as the principal location
for public facilities in western Loudoun. The Plan encourages the continued use and enhancement
of existing public facilities, and the co-location of County facilities where feasible so that they
may function as multi-purpose community facilities. As such, Staff finds the proposed ZMAP
request to consolidate the property under a single zoning district for the purposes of maintaining
and expanding the LCSB Western Loudoun Transportation Satellite Facility to be consistent with
the Plan. Additionally, Staff finds the proposed SPEX request to establish any one permitted use in excess of 10,000 square feet in gross floor area to be consistent with the Plan.

The property is governed by policies of the Plan and is located within the JLMA of both the Town of Purcellville and the Town of Hamilton. The portion of the property located within the Town of Purcellville JLMA is governed under the Plan’s policies for Towns, as the former Purcellville Urban Growth Area Management Plan (PUGAMP) was superseded in 2013. The portion of the property located within the Town of Hamilton JLMA is governed under the policies of the Comprehensive Plan for the Town of Hamilton and JLMA (Hamilton Plan). Both the Purcellville JLMA and Hamilton JLMA are planned to develop in accord with the underlying County zoning designations and function as a transition area between the Towns and the Rural Policy Area.

B. Compatibility:

ZO §6-1210(E)(2) The existing character and use of the subject property and suitability for various uses, compatibility with uses permitted and existing on other property in the immediate vicinity, and conservation of land values. ZO §6-1309(2) Whether the level and impact of any noise, light, glare, odor or other emissions generated by the proposed use will negatively impact surrounding uses. (3) Whether the proposed use is compatible with other existing or proposed uses in the neighborhood, and on adjacent parcels.

Analysis – The County’s adopted Capital Needs Assessment (CNA) for 2009-2018 identified the need for a minimum 10-acre combined County Government and Schools Satellite Vehicle Facility in FY16 in the Route 7 West Subarea Planning District. The proposed purchase of the 8.35-acre subject property and the continued operation of the County transportation service center and recycling center on the subject property fulfills a long term need identified in the County’s CNA and is supported by the land use and public facilities policies of the Plan. Additionally, the location of the subject property in the center of western Loudoun County within the Towns’ JLMAs and proximate to existing schools as well as other County facilities increases the operational efficiency of the site.

The subject property is bordered to the west and south by three existing homes on three-acre lots within the Francis Farm Subdivision. These homes are located approximately 65-105 feet from the property line and their backyards are separated from the subject property by a single row of mature white pines approximately 50 feet in height and located on the individual residential lots. The pines create a year-round visual screen, contributing to the buffering of the facility.

Currently, no landscape buffer exists on the subject property, aside from existing vegetation located along a portion of the southern and eastern property lines. A Type 4 buffer yard is required for the proposed land uses by the Ordinance and is shown on the Plat. The modified buffer yards proposed by the Applicant would include 96 more evergreen trees than the Ordinance would otherwise require. The Applicant has also proposed to eliminate the six-foot fence, wall or berm required for a Type 4 buffer yard. The proposed buffer appears to be sufficient to effectively screen the property from adjacent residential uses as well as from Business Route 7.

Staff recommended that the Applicant remove understory trees from the middle of the western buffer yard in order to improve the viability of the landscaping within the buffer yard. The
Applicant agreed to this change, and the Planning Commission included this amendment to the landscape plan as part of its motion. The plat included as Attachment 10 reflects the landscaping revisions.

As noted above, the Applicant proposes an increased building setback of 60 feet along the rear property line and a portion of the western property line (instead of the required 30 feet and 15 feet, respectively). This increased setback will enhance the compatibility of the future redevelopment of the property.

For the reasons noted above, Staff finds the general location, character, and extent of the proposed governmental uses on the property to be in conformance with the Comprehensive Plan.

C. Environmental and Heritage Resources:
ZO §6-1210(E)(5) Potential impacts on the environment or natural features including but not limited to wildlife habitat, wetlands, vegetation, water quality (including groundwater), topographic features, air quality, scenic, archaeological, and historic features, and agricultural and forestal lands and any proposed mitigation of those impacts. ZO §6-1309(4) Whether the proposed special exception or minor special exception adequately protects and mitigates impacts on the environmental or natural features including, but not limited to, wildlife habitat, vegetation, wetlands, water quality (including groundwater), air quality, topographic, scenic, archaeological or historic features, and agricultural and forestal lands.

Analysis – A portion of the southern and eastern boundary of the subject property is occupied by a forested natural drainage area with mixed hardwood trees and lower understory trees. There is no floodplain on the subject property. Portions of the eastern and southern property lines contain moderately steep slopes; existing improvements are located outside of the steep slope area. Per the SOJ, this existing forested area will remain undisturbed in its natural condition as part of the development plan for the subject property. The transportation service center use will continue to utilize the existing buildings and parking on the property and will not impact any aspects of the Green Infrastructure as outlined in the Plan.

The SOJ states that six double-lined, above-ground tanks located on the property are used for storage of heating fuel, gasoline, diesel fuel, and various types of used automotive fluids (antifreeze, motor oil, brake fluid, and transmission fluid). The SOJ identifies the responsible party for the maintenance or inspection of each tank, and notes that an emergency spill plan for the gasoline and diesel fuel is in place in the event of a leak.

D. Transportation:
ZO §6-1210(E)(3) Adequacy of sewer and water, transportation, and other infrastructure to serve the uses that would be permitted on the property if it were reclassified to a different zoning district [emphasis added]. ZO §6-1309(6) Whether the proposed special exception can be served adequately by public utilities and services, roads, pedestrian connections and other transportation services and, in rural areas, by adequate on-site utilities [emphasis added].

Analysis – The primary transportation topic considered during the review of the applications was the frontage and entrance improvements proposed by the Applicant. The property is currently
served by two existing site driveways onto Business Route 7. The Applicant has committed to making the following changes to the entrance and property frontage:

- Eliminate the westernmost entrance (Proffer #6);
- Widen the easternmost entrance to provide two lanes exiting the site (a right-turn lane and a shared straight/left turn lane) and one lane entering the site (Proffer #6);
- Construct an eastbound right-turn lane on Business Route 7 leading to the property’s entrance, per the 2010 Countywide Transportation Plan (2010 CTP) (Proffer #6); and
- Construct a six-foot wide sidewalk along the property’s frontage along Business Route 7 (Proffer #7)

![Figure 5: Proposed Frontage Improvements](image)

The Traffic Impact Study (TIS) submitted by the Applicant identified the future need for a traffic signal at the site entrance located across from the middle school entrance. Accordingly, Proffer #8 states that a traffic signal warrant study will be prepared and submitted for analysis by the Virginia Department of Transportation (VDOT) during the review process of a site plan for the property. If warranted, a signal will be installed (subject to funding availability); if not warranted, a second warrant study will be prepared and submitted to VDOT during the process of future redevelopment of the site.

As shown on Sheet 3 of the Plat, a perpetual easement for the proposed right-turn lane and sidewalk will be provided prior to the approval of the site plan. This easement is also required by Proffer #5. During the referral process, the Department of Transportation and Capital Infrastructure (DTCI) identified the need for additional right-of-way to accommodate the proposed right-turn
lane. However, per the Applicant, LCPS has historically provided a perpetual street easement as opposed to right-of-way dedication.

In accordance with staff recommendations, the Applicant has made revisions to the Plat and the Proffer Statement to address transportation issues identified by DTCI.

E. Fiscal Impacts:
ZO §6-1210(E)(4) The requirements for airports, housing, schools, parks, playgrounds, recreational areas and other public services.

Analysis – Because the site is currently being used for public purposes, consistent with its approval, this application will not result in conversion of any acreage otherwise intended for agriculture, industry, or business purposes. As such, no impacts to the County’s tax base are anticipated.

F. Public Utilities/Public Safety:
ZO §6-1210(E)(3) Adequacy of sewer and water, transportation, and other infrastructure to serve the uses that would be permitted on the property if it were reclassified to a different zoning district. (6) The protection of life and property from impounding structure failures. [emphasis added]. §6-1309(6) Whether the proposed special exception can be served adequately by public utilities and services, roads, pedestrian connections and other transportation services and, in rural areas, by adequate on-site utilities [emphasis added].

Analysis – There are no outstanding public utility or safety issues associated with the applications. These issues had been addressed as follows:

Water and Sewer – The site is served by the Town of Hamilton public sewer and water.

Fire & Rescue Service – The Purcellville, Station 2 Fire and Rescue Station would serve the subject property with an approximate response time of 4 minutes.

Fire & Rescue Contribution – The Applicant agrees to make the standard one-time Fire and Rescue contribution of $0.10 per gross square foot for the Minor Special Exception and Special Exception uses to be distributed equally to the first response fire and rescue facilities.

The application is in general compliance with the requirements of the Revised 1993 Zoning Ordinance for the RC zoning district. The proposed land uses are permitted uses in the RC district. The proposed Western Loudoun Transportation Satellite Facility meets the performance standards of Ordinance Section 5-621, and the proposed recycling center meets the performance standards of Ordinance Section 5-607.

ZONING MODIFICATIONS:
Criteria for Approval - Section 5-600 of the Revised 1993 Zoning Ordinance states that the Board of Supervisors may modify the additional regulations for specific uses contained in Section 5-600 by Minor Special Exception upon a finding that such modification will achieve an innovative design, improve upon
the existing regulations, preserve the County’s historic or archeological heritage, or otherwise exceed the public purpose of the existing regulation.

**Zoning Modification (ZMOD) Criteria for Approval - Zoning Ordinance Section 5-1400** of the Revised 1993 Zoning Ordinance authorizes the Board to approve modifications of the buffering and screening requirements as part of a Special Exception. Unlike modifications to Section 6-1500, it is not necessary for modifications to §5-1400 to achieve an innovative design, improve upon the existing regulations, or to exceed the public purpose of the existing regulation.

The Applicant is requesting the following modifications of the Revised 1993 Zoning Ordinance:

<table>
<thead>
<tr>
<th>Zoning Ordinance Section</th>
<th>Requested Modification and Justification</th>
<th>Staff Analysis/Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>§5-621(B), Lot requirements for Municipal Corporations, VDOT, LCSA, Public Utilities and Public Service Corporations. Table 5-1414(B) of §5-1414, Buffer Yard and Screening Matrix.</td>
<td>Eliminate the 6-foot high fence, wall or berm, required for a Type 4 Buffer Yard, and modify the types of required plantings per 100 linear feet of property line for the side and rear buffer yards. Per the SOJ, the purpose of the modification request is to provide the most effective screening with respect to existing vegetation and topography and to incorporate the expressed preferences of neighboring property owners.</td>
<td>Staff supports the Planning Commission’s recommendation of approval. Staff finds that the proposed evergreen plantings would eventually create a hedgerow that would effectively screen adjacent residential uses. In the southern buffer yard, existing topography would render a fence impractical. Per the Applicant, some adjacent or nearby property owners support the elimination of the required 6’ fence, wall or berm, with the substitution of additional plantings.</td>
</tr>
<tr>
<td>§5-1407(A) and (B), Buffer Yard and Screening Requirements, Location.</td>
<td>Permit buffer yards to be relocated to reflect existing topography in lieu of being located along the perimeter of the subject property. Per the SOJ, the purpose of the modification request is to provide the most effective screening with respect to existing vegetation and topography and to incorporate the expressed preferences of neighboring property owners.</td>
<td>Staff supports the Planning Commission’s recommendation of approval. Staff finds that the Applicant’s proposed landscaping plan would improve upon the effectiveness of existing regulations by taking into consideration existing landscaping and topography.</td>
</tr>
</tbody>
</table>
SUGGESTED MOTIONS:

**Motions for CMPT-2015-0011, LCSB Western Loudoun Transportation Satellite Facility:**

1. I move that the Board of Supervisors **forward** CMPT-2015-0011, LCSB Western Loudoun Transportation Satellite Facility to the January 19, 2017 Board of Supervisors’ Business Meeting for action. (*This motion would require the Board to act prior to the end of the Board’s 60-day time limit following action by the Planning Commission on a Commission Permit application. The final County working day on which the Board could take action within the 60-day period is January 20, 2017.*)

OR

2a. I move that the Board of Supervisors **suspend the rules**.

AND

2b. I move that the Board of Supervisors **ratify** the Planning Commission’s approval of CMPT-2015-0011, LCSB Western Loudoun Transportation Satellite Facility, subject to the Commission Permit Plat dated November 2015, and revised through November 28, 2016, and based on the Findings for Approval (Attachment 3) in the January 11, 2017 Board of Supervisors Public Hearing Staff Report.

OR

3a. I move that the Board of Supervisors **suspend the rules**.

AND

3b. I move that the Board of Supervisors **overrule** the Planning Commission’s approval of CMPT-2015-0011, LCSB Western Loudoun Transportation Satellite Facility.

OR

4. I move an alternate motion. (*This motion would require the Board to act prior to the end of the Board’s 60-day time limit following action by the Planning Commission on a Commission Permit application. The final County working day on which the Board could take action within the 60-day period is January 20, 2017.*)

**Motions for ZMAP-2015-0014, SPEX-2015-0056 & SPMI-2015-0019, LCSB Western Loudoun Transportation Satellite Facility:**

1. I move that the Board of Supervisors **forward** ZMAP-2015-0014, SPEX-2015-0056 and SPMI-2015-0019, LCSB Western Loudoun Transportation Satellite Facility to a future Board
of Supervisors Business Meeting for action. *(This motion would require an extension of the Critical Action Date.)*

OR

2. I move an alternate motion.

**ATTACHMENTS:**

1. Proffer Statement (December 6, 2016)
2. Conditions of Approval (November 3, 2016)
3. Findings for Approval
4. Statement of Justification
5. Review Agency Comments
6. Response to Referral Comments
7. Applicant’s Correspondence with Planning Commission and Neighboring Property Owners
8. Applicant’s Record of 7-28-16 Community Meeting
9. Letter to Applicant from Department of Planning
10. Concept Development Plan (November 28, 2016)
Howard F. Carlyle, Jr., Trustee of that certain trust established by Carlyle & Anderson, Inc. and Carlyle & Anderson, Inc., as the owners, and Loudoun County School Board, as lessee and contract purchaser, (herein after collectively referred to as the “Owners”) of the property identified as Pin # 453-20-4452 comprising 1.83 acres (herein after referred to as the “Property”) which is the subject of this rezoning, ZMAP 2015-0014, on behalf of themselves and their successors in interest do hereby voluntarily proffer pursuant to Virginia Code Ann. Section 15.2-2303 and Section 6-1209 of the Revised 1993 Zoning Ordinance (the “Zoning Ordinance”), that in the event the 1.83 acres is rezoned by the Board of Supervisors (“Board”) from the JLMA-3 (Joint Land Management Area-3) Zoning District to the RC (Rural Commercial) Zoning District, development of the Property will be in substantial accord with the following conditions (“Proffers”). These Proffers include improvements on the Property and off-site improvements as set forth below.

DEVELOPMENT PLANS

1. LOT CONSOLIDATION.

   The Property shall be boundary line adjusted with PIN #'s 453-20-7677 and 453-20-5576 to create a single 8.35+/‐ acre parcel (“Consolidated Property”) prior to approval of the Site Plan Amendment for the Consolidated Property as identified in Proffer 4.A. below.

2. ZONING CONCEPT DEVELOPMENT PLAN— (CDP).

   Development of the Consolidated Property shall be in substantial conformance with Sheets 1, 3, and 3A and 5-9 (collectively the CDP) of the plan set titled “LCPS Valley Service Center
Commission Permit Plat (CMPT 2015-0011), Zoning Map Amendment (ZMAP 2015-0014), Minor Special Exception (SPMI 2016-0019) and Special Exception (SPEX 2016-0056)” dated November 2015 and revised through October 14November 28, 2016, prepared by Bowman Consulting,(the “Plans”). Minor adjustments to the proposed locations of the proposed uses, facilities and improvements shown on the CDP shall be permitted as reasonably necessary to address grading, drainage, environmental, cultural and natural features, development ordinance requirements, and other final engineering –considerations provided that any such adjustments shall be in conformance with Section 6-1209 and Section 6-1216 of the Zoning Ordinance.

3. DEVELOPMENT SCOPE

The Consolidated Property shall be utilized as a part of the Western Loudoun Transportation Satellite Facility for Loudoun County Public Schools. This use is permitted under the categories of public utility service center without outdoor storage, contractor’s service establishment limited to landscape contractors and lawn maintenance services, and recycling collection center, small, of the RC Zoning District.

3. LOT CONSOLIDATION.

The Property shall be boundary line adjusted with PIN #’s 453-20-7677 and 453-20-5576 to create a single 8.35+/- acre parcel (“Consolidated Property”) prior to approval of the Site Plan Amendment for the Property.

4. SITE PLAN AMENDMENTS

A. A Site Plan Amendment consistent with the development depicted on Sheet 3 and the landscaping plan depicted on Sheets 5-9 of the CDP shall be filed and diligently pursued within one year after the Consolidated Property after the approval of ZMAP 2015-0014. Sheet 3 depicts the existing use plus the potential 4,000 square foot storage building addition and the entrance improvements, and the landscaping plan as provided in Proffers 5-9.
B. In the future, it is intended that, if funding is approved, the Consolidated Property will be redesigned and redeveloped in accordance with the development standards of the RC Zoning District as further restricted and depicted on Sheet 3A of the CDP. A Site Plan or Site Plan Amendment shall be filed for the redesign of the Consolidated Property.

TRANSPORTATION

5. STREET AND SIDEWALK PERPETUAL EASEMENT.

A perpetual street and sidewalk easement ranging in width from 7 to 20 feet will be provided along the frontage of Colonial Highway generally as depicted on the CDP prior to approval of the site plan amendment (Proffer 4.A.) for the Consolidated Property. The easement will be given to the Board of Supervisors.

6. ROAD IMPROVEMENTS.

For the Consolidated Property the existing western access onto Colonial Highway will be closed and the eastern access onto Colonial Highway will be widened and aligned with the school site access located on the north side of Colonial Highway. The eastern access will be widened to provide two lanes exiting the site, a right turn lane and a shared straight/left turn lane, and a third lane entering into the site. A right turn lane will be constructed into the site. These improvements will be shown on a site plan amendment pursuant to Proffer 4.A. and, upon approval, will be constructed in accordance with County and Virginia Department of Transportation (VDOT) requirements and will be provided open to traffic within one year of site plan amendment such approval for the Consolidated Property.

7. SIDEWALK.

A six (6) foot in width sidewalk along the Consolidated Property frontage will be constructed generally as depicted on Sheet 3 of the CDP within one year of will be shown on a
8. TRAFFIC SIGNAL STUDY.

In conjunction with the site plan amendment identified in Proffer 4.A., a traffic signal warrant study will be prepared and submitted to VDOT for review. Upon review of the study, if VDOT determines that a signal is warranted, all necessary easements will be obtained prior to site plan amendment approval and a signal will be installed at the intersection of the Consolidated Property entrance and Colonial Highway subject to funding allocation by the Board of Supervisors. If the signal is not warranted, then a second traffic signal warrant study will be prepared and submitted for review at such time as in conjunction with the site plan or site plan amendment for the redesigned Consolidated Property as identified in Proffer 4.A. If at that time VDOT determines a signal is warranted, then all necessary easements will be obtained prior to site plan amendment or site plan approval for the redesigned Consolidated Property and a signal will be installed at the intersection of the Consolidated Property entrance and Colonial Highway subject to funding allocation by the Board of Supervisors.

9. LANDSCAPING PLAN

Landscaping, as depicted on Sheets 5-109 of the Plans CDP, shall be installed within one year of the approval of a site plan amendment for the Sheet 3 improvements for the Consolidated Property as identified in Proffer 4.A.
STORMWATER MANAGEMENT

10. BEST MANAGEMENT PRACTICES

As a part of the site plan amendment for the Consolidated Property as identified in Proffer 4.A., Best Management Practices will be provided in accord with Section 5-230.C.1 of the Facilities Standards Manual and may include, but not be limited to, water quality swales, bioretention facilities/rain gardens, sheet flow to vegetated buffers, or any alternative best management practice proposed by the applicant and deemed to be acceptable to the Department of Building and Development.

11. OIL/WATER SEPARATOR

As a part of the redesigned Consolidated Property site plan or site plan amendment identified in Proffer 4.B., the stormwater management improvements will include an oil and water separator or an equivalent device or facility approved by the Director of the Department of Building and Development. In addition, the site redesign will include a gate valve or other equivalent device or facility approved by the Director of the Department of Building and Development that is capable of containing any potential spills associated with the planned fuel tanks to be located on the Consolidated Property. The location of these devices or facilities shall be shown on the Site Plan Amendment or Site Plan for the redesigned Consolidated Property and installed prior to the issuance of the Occupancy Permit for facilities constructed as a part of the redesigned Consolidated Property (Proffer 4.B.).

The undersigned hereby warrant that all owners with any legal interest in the Property have signed this proffer statement, that no signature from any additional party is necessary for these proffers to be binding and enforceable in accordance with their terms, that they, together with
others signing this document, have full legal authority to bind the Property with these conditions and that the Proffers are entered into voluntarily.
Carlyle & Anderson, Inc.

By: _______________________________  Date: _____________________________
    Howard F. Carlyle, Jr., President
    Carlyle & Anderson, Inc.

County of Loudoun
Commonwealth of Virginia

I, the undersigned notary public, in and for the state and county aforesaid, do hereby certify
that Howard F. Carlyle, Jr., as President of Carlyle & Anderson, Inc. whose name is signed to the
foregoing instrument, has acknowledged the same before me.

Subscribed and sworn to before me this ____ day of __________, 20__.  
My Commission Expires:

__________________________  ______________________________
Notary Public

Notary Registration #:________________________
ZMAP 2015-0014 PROFFER STATEMENT
LCSB Western Loudoun Transportation Satellite Facility
(Valley Service Center)
June 8, 2016
Revised October 14, 2016
Revised December 6, 2016

HOWARD F. CARLYLE, JR., TRUSTEE
Of that certain trust established by Carlyle & Anderson, Inc.
Dated March 13, 2015

By: _______________________________ Date: ______________________________
    Howard F. Carlyle, Jr., Trustee

County of Loudoun
Commonwealth of Virginia

I, the undersigned notary public, in and for the state and county aforesaid, do hereby certify that Howard F. Carlyle, Jr., as Trustee whose name is signed to the foregoing instrument, has acknowledged the same before me.

Subscribed and sworn to before me this ____ day of __________, 20__.

My Commission Expires:

______________________________ Notary Public

Notary Registration #: _______________________________
ZMAP 2015-0014 PROFFER STATEMENT
LCSB Western Loudoun Transportation Satellite Facility
(Valley Service Center)
June 8, 2016
Revised October 14, 2016
Revised December 6, 2016

LOUDOUN COUNTY SCHOOL BOARD

By: ___________________________________________
   Eric Hornberger, Chairman

Date: ______________________________

County of Loudoun
Commonwealth of Virginia

I, the undersigned notary public, in and for the state and county aforesaid, do hereby certify that Eric Hornberger, whose name is signed to the foregoing instrument, has acknowledged the same before me.

Subscribed and sworn to before me this ____ day of ________, 20__. 

My Commission Expires:

________________________________________  Notary Public

Notary Registration #:______________________
ZMAP 2015-0014 PROFFER STATEMENT
LCSB Western Loudoun Transportation Satellite Facility
(Valley Service Center)
June 8, 2016
Revised October 14, 2016
Revised December 6, 2016

5\Planning\Donna’s Folder\Western Annex\Response to Second Third Referral Comments\Proffers draft October 14, 2016 ZMAP 2015-0014v.23.docx

1. **Substantial Conformance.** The development of the Special Exception uses described in Condition 2 below shall be in substantial conformance with Sheets 1 through 9 of the plat entitled “LCPS Valley Service Center Commission Permit Plat (CMPT-2015-0011), Zoning Map Amendment (ZMAP-2015-0014), Minor Special Exception (SPMI-2015-0019), Special Exception (SPEX-2015-0056)” dated November, 2015 and revised through October 14, 2016, prepared by Bowman Consulting (the “Plat”) incorporated herein by reference, and the Revised 1993 Zoning Ordinance (the “Zoning Ordinance”). Approval of this application for the three (3) adjacent parcels identified as Tax Map Numbers /36//////52G, /36//////52D, and /36//////52A (PINs: 453-20-4452, 453-20-5576, and 453-20-7677) (the “Property”), shall not relieve the applicant or the owners of the Property, their successors, or parties developing, establishing, or operating the approved Special Exception use (the “Applicant”) from the obligation to comply with and conform to any Zoning Ordinance, Codified Ordinance, or regulatory requirement.

2. **Use Permitted.** This Special Exception grants approval of a permitted use exceeding 10,000 square feet in gross floor area (the “SPEX Use”) in accordance with Section 2-904(A). The SPEX Use is limited to the following uses as operated by Loudoun County or Loudoun County Public Schools:
   a. public utility service center, without outdoor storage;
   b. recycling collection center, small; and
   c. contractor’s service establishment, limited to landscape contractors and lawn maintenance services

3. **Redevelopment of the site.** The permitted uses may be reconfigured on the site at applicant’s discretion without further legislative action provided such changes are consistent with the building and lot standards set out on Sheets 3A & 3B of the plat entitled “LCPS Valley Service Center Commission Permit Plat (CMPT-2015-0011), Zoning Map Amendment (ZMAP-2015-0014), Minor Special Exception (SPMI-2015-0019), Special Exception (SPEX-2015-0056)” dated November, 2015 and revised through October 14, 2016, prepared by Bowman Consulting.

CONDITIONS OF APPROVAL, SPMI-2015-0019 – NOVEMBER 2, 2016

1. **Substantial Conformance.** This Minor Special Exception grants approval of the modification of the Additional Regulations of Section 5-621(B) of the Revised 1993 Zoning Ordinance (the “Zoning Ordinance”) with regard to the buffer yard requirements for Public Utilities and Section 5-1400 with regard to buffer and screening requirements as outlined in the table, below. All buffering and screening pursuant to the said Minor Special Exception modification shall be in substantial conformance with Sheets 5 through 9 of the plat entitled “LCPS Valley Service Center Commission Permit Plat (CMPT-2015-0011),
Zoning Map Amendment (ZMAP-2015-0014), Minor Special Exception (SPMI-2015-0019), Special Exception (SPEX-2015-0056)” dated November, 2015 and revised through October 14, 2016, prepared by Bowman Consulting (the “Plat”) incorporated herein by reference, and the Zoning Ordinance. Approval of this modification for the three (3) adjacent parcels identified as Tax Map Numbers /36////////52G, /36////////52D, and /36////////52A (PINs: 453-20-4452, 453-20-5576, and 453-20-7677) (the “Property”), shall not relieve the Applicant or the owners of the Property, their successors, or parties developing, establishing, or operating the approved Use (together, “the Owner”), from the obligation to comply with and conform to any other Zoning Ordinance, Codified Ordinance, or regulatory requirement.

<table>
<thead>
<tr>
<th>Zoning Ordinance Section</th>
<th>Modification Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>§5-621(B), Lot requirements for Municipal Corporations, VDOT, LCSA, Public Utilities and Public Service Corporations. And Table 5-1414(B) of §5-1414, Buffer Yard and Screening Matrix.</td>
<td>Eliminate the 6-foot high fence, wall or berm, required for a Type 4 Buffer Yard, and modify the types of required plantings per 100 lineal feet of property line for the side and rear buffer yards as shown on Sheets 5 through 9 of the Plat.</td>
</tr>
<tr>
<td>§5-1407(A) and (B), Buffer Yard and Screening Requirements, Location.</td>
<td>Permit buffer yards to be relocated to reflect existing topography in lieu of being located along the perimeter of the subject property as shown on Sheets 5 through 9 of the Plat.</td>
</tr>
</tbody>
</table>

2. **Buffering and Screening.** All buffering and screening, to include any existing vegetation approved by the Zoning Administrator for use as required plantings, shall be depicted on the first site plan submitted for any development pursuant to the SPMI Use. Such buffering and screening shall be installed prior to the issuance of the first Occupancy Permit for any development pursuant to the SPMI Use. The Applicant shall maintain all buffering and screening in good condition and the Applicant shall replace any dead or diseased materials with reasonable promptness, taking into account seasonal weather limitations.
Findings for Approval

1. The proposed Zoning Map Amendment (ZMAP), Commission Permit (CMPT), Special Exception (SPEX), and Minor Special Exception (SPMI) applications generally conform to the land use, public facilities and environmental policies of the Revised General Plan.

2. The proposal generally conforms to the requirements of the Revised 1993 Zoning Ordinance.

3. Modification of the buffer yard requirements of the Ordinance would not create a significant adverse visual impact on adjacent properties.

4. The applications are consistent with the 2010 Revised Countywide Transportation Plan.

5. The general location, character, and extent of the proposed governmental uses on the property are in conformance with the Comprehensive Plan.
Proposal

The Loudoun County School Board (LCSB) seeks approval of a Commission Permit, Rezoning, and Special Exception to allow a permanent Western Loudoun Transportation Facility and other governmental uses on an 8.35 acre property located on the south side of West Colonial Highway (Business Route 7) approximately 0.5 miles east of the Berlin Turnpike (Route 287) between Hamilton and Purcellville, Virginia. Reference is also made to a Minor Special Exception Request (SPMI 2015-0019) to modify the landscaping requirements. The site is across the street from the Harmony Middle and Kenneth W. Culbert Elementary school campus. The property is more particularly identified as MCPI 453-20-7677, 453-20-5576 and 453-20-4452. Comprising three parcels (3), the property is split-zoned Rural Commercial (R-C) and Joint Land Management Area (JLMA-3) and is located in the Catoctin Election District. The Loudoun County School Board currently leases the property from Carlyle & Anderson, Inc. and proposes to purchase the property and establish this location as a permanent facility, subject to appropriate land use approvals.

Since 2002 the LCSB has been leasing the subject property. By letters dated 7/11/07 and 10/21/10 the County Planning Department determined that this facility did not need a Commission Permit as a temporary facility. However, the Planning Department advised that in the event the use should transition to a permanent facility a Commission Permit would be required. The current uses are approved (STPL 2005-0006) for the 6.52 acre R-C zoned portion of the site and are as follows:

- LCPS bus maintenance and bus parking
- LCPS and County fleet fueling
- County recycling center
- County impoundment lot
- LCPS and County materials and equipment storage

These uses are permitted in the RC District and permitted by Special Exception in the JLMA-3 District. More specifically, these uses are allowed under the categories of public utility service center, without outdoor storage, contractor’s service establishment, limited to landscape contractors and lawn maintenance services, recycling collection center, small (RC District) and structures or uses for governmental purposes (JLMA-3 District). The zoning is administered under the Revised 1993 Loudoun County Zoning Ordinance. It is proposed to rezone the 1.83 acre JLMA-3 zoned portion of the site to the RC District in order to apply consistent zoning standards for the overall (8.35 acre) property and to utilize the 1.83 acre area. Section 2-904 (A)
of the RC Zoning District also provides that a Special Exception is required for “any one permitted use in excess of 10,000 square feet in gross floor area”. While there are several uses on the site, collectively the square footage is in excess of 10,000 SF and the uses combine to be the western satellite transportation center. Therefore, a special exception in the RC District is also requested for the existing and proposed (future) redevelopment of this use.

The CMPT/ZMAP/SPEX plan depicts 74 bus parking spaces and 58 car parking spaces. (The approved site plan includes 45 bus and 45 car parking spaces). Typically 15-20 buses will be serviced daily. Correspondingly there are 17+/- spare buses parked at the site. Depending upon the maintenance to be performed, the driver will leave one bus for service and take a spare for the bus route. Spare buses may also be taken off site to exchange buses in the event of a breakdown. There are 30+/- regular route buses parked at the site. The 58 car parking spaces provide spaces for bus drivers and employees at the maintenance facility. There are nine full-time employees, including four mechanics, and one part time employee. There are three service bays in the maintenance facility. The fueling center serves LCPS, Loudoun County and Town vehicles. In 2014, the average monthly number of transactions was 1,962. For the year (2014) LCPS represented approximately 43% of the transactions, the County 53%, and Town Fire and Rescue Companies 4%. The site provides garage, office space and storage space (18,000 square feet under cover). Storage is provided for materials and equipment for both LCPS and the County including equipment for taking care of school grounds and park facilities (such as mowers, plows, salt spreaders and salt). The County also has a recycling center located on the property.

If this site is approved as a permanent facility, it is proposed to maintain the current uses, except for the impoundment lot, as they are currently situated until such time as funding is approved as a part of the CIP for redesign. It is anticipated that the site will be re-designed and new maintenance, fueling and/or storage facilities will be constructed in the future. The only changes proposed in the short term are to potentially add storage space as depicted on the plan, reprogram the impoundment lot area for bus parking, install the required landscaping and construct entrance improvements. More specifically, the most western entrance will be closed and the eastern entrance upgraded to provide two outbound lanes (a right and a shared straight/left) and one inbound lane. This entrance will be aligned with the Harmony Middle School access on the north side of Colonial Highway. In addition, a right turn lane into the property will be added. There is an existing left turn lane into the site. Future redevelopment of the site would comply with the RC Zoning District standards as further restricted as a part of this proposal (See Sheet 3A of the plan set). An increased rear building setback of 60 feet (instead of the required 30) is proposed. This 60 foot building setback also extends along a portion of the western side, 220 feet north from the SW property corner, in order to provide the same building setback from the residence to the west. A reduction in the allowable FAR (from .4 to .25) and lot coverage (from .7 to .25) is proposed.

The Revised General Plan designation for the property is Residential and Rural-JLMA. The majority of the property is in the Hamilton JLMA with a small portion in the Purcellville JLMA (southwest corner). The site is served by the Town of Hamilton public sewer and water. The
Adopted LCSB Capital Improvement Program (FY 2016-2020) identifies the need for a Western Loudoun Transportation Satellite facility. When the recent opportunity arose to acquire the property, LCSB determined that the full utilization of the site and application for the legislative approvals should be undertaken. Consistent with land acquisition policies, these applications are being pursued during the contract study period.

**COMMISSION PERMIT, REZONING, AND SPECIAL EXCEPTION FACTORS FOR CONSIDERATION:**

The checklist for a Commission Permit requires a Statement of Justification that details the proposed use. Central to the review of a Commission Permit is the need to establish that the use is consistent with the applicable comprehensive plan policies. Sections 6-1210 (E) and 6-1309 of the Zoning Ordinance outline the matters which should be addressed by the Applicant as a part of the rezoning and special exception submission. Below is information relative to comprehensive plan consistency and the rezoning/special exception factors to be taken into consideration. These factors are similar in nature; the rezoning criteria language has been utilized adding additional special exception criteria as applicable.

1) Appropriateness of the proposed uses based on the Comprehensive Plan, trends in growth and development, the current and future requirements of the community as to land for various purposes as determined by population and economic studies and other studies and the encouragement of the most appropriate use of land throughout the locality.

The property is located between the Towns of Hamilton and Purcellville within an area designated on the Revised General Plan (The Plan) for Rural Residential and Rural Joint Land Management Area. The majority of the site is within Hamilton’s JLMA. A portion of MCPI 453-20-4452, the southwest corner, is within Purcellville’s JLMA. The Plan states that the County will consult with the Towns on land development applications located in the JLMAs. The Plan policies recognize existing zoning and encourage the continued use and enhancement of public facilities located within the JLMAs.

The Town of Hamilton Plan also recognizes the existing JLMA-3 and RC Zoning of the property and states that future development within the JLMA will be consistent with the existing zoning maps for the County. Non-residential public uses are recommended to be proximate to the Hamilton area population. The Town Plan states that basic facilities, services, and institutions within the JLMA are to be maintained and enhanced. Enhancements promoted by the Town Plan policies include landscaping and signage consistent with a positive visual image and expansion of the pedestrian network. The Town Plan transportation policies seek to improve vehicular access in and around the Town. Several intersections are identified for safety improvements including the intersection for the Harmony Middle School, with which the transportation facility access will align.
The JLMA for the Town of Purcellville is to serve as a County transition area between the Town and the Rural Policy Area. CPAM 2012-0002, adopted by the Board of Supervisors March 6, 2013 and effective July 1, 2013, superseded the policies of The Purcellville Urban Growth Area Management Plan (PUGAMP) and retained the Purcellville JLMA as a planning area by the County that is to develop in accord with the underlying County zoning designations.

This application seeks to continue the public service uses located on the subject property. This site is ideally located for a transportation service center which is critical to support the needs of western Loudoun. Light vehicle maintenance for school buses and fueling for LCPS, County and Town vehicles facilitate the delivery of services including student transportation, sheriff patrols, and fire, rescue and emergency management. The site houses a recycling center conveniently situated for area residents and provides equipment and materials storage for Parks, Recreation and Community Services and LCPS Facilities departments. Currently, there is a small County Treasurer vehicle impoundment lot. County staff has advised that this use is no longer needed in this location and the area will be reprogrammed for parking. These uses are consistent with the Plan policies of the County and the Towns which recognize the need for public support uses and encourage their location proximate to the population being served.

Specific to the Town of Hamilton Plan policies, a landscape buffer will be installed along Colonial Highway and intersection improvements will be made at the site entrance. More specifically, the most westerly entrance into the property will be closed and the site entrance across from Harmony Middle will be widened to accommodate separate lanes for entry, a right out and a left/straight out. A right turn lane into the site will also be constructed.

The County’s Bicycle and Pedestrian Mobility Master Plan identifies the site as a Pedestrian Improvement Area and recommends an on-road bicycle accommodation and sidewalk. There are no connecting sidewalks or trails to the east or west. There is a sidewalk across the frontage of the school site. The Town of Hamilton is pursuing sidewalk improvements but not immediately adjacent to the site. An easement for a pedestrian sidewalk will be provided across the site frontage. LCPS has proffered to construct the sidewalk as a part of the entrance improvements as recommended by County DTCI staff.

The County Plan provides guidelines for development in accord with Conservation Design. Chapter 5 of The Plan identifies four components of the Green Infrastructure to be considered as a part of Conservation Design:

**Group One/Natural Resource Assets.** The majority of the site has been developed. There is an existing tree line along the outer edge of property boundary to the east, west, and south. The property contains no floodplain. A wetlands investigation conducted for the site identified approximately 512 linear feet of perennial stream along the eastern
boundary. A Wetland Delineation was prepared in September of 2015. In a letter dated 2/23/16 the US Army Corps of Engineers confirmed the wetland study delineation. Moderate slopes are present on the eastern portion of the site as well as a small area of manmade very steep slopes. These features are depicted on the Existing Conditions Plan.

The Virginia Department of Conservation and Recreation (DCR) has reviewed its Biotics Data System for occurrences of natural heritage resources in the area. Natural heritage resources are defined as the habitat of rare, threatened, or endangered plant and animal species, unique or exemplary natural communities and significant geologic formations. In a letter dated February 12, 2015, DCR stated that the current activity will not affect any documented state-listed plants or insects. DCR recommended the implementation of and strict adherence to applicable state and local erosion and sediment control/storm water management laws and regulations, establishment/enhancement of riparian buffers with native plant species and maintaining natural stream flow. DCR also recommended the implementation of an emergency spill plan in the event of a spill or leak from the fueling facility. Any improvements to the site will include adherence to erosion and sediment control measures and will comply with storm water management regulations. It is proposed to retain the existing vegetative buffer located along property boundaries; the eastern buffer is situated between the transportation facilities and the stream. An emergency spill plan is in place for the fueling facility in the event of a spill or leak.

A review of the Virginia Department of Game and Inland Fisheries database finds a listing of 488 known or likely species for the site area. Of these, ten are listed as Federal or State Endangered or Threatened species. A copy of the endangered/threatened species list is included in the application submission. LCPS has requested a waiver of an investigation for the endangered and threatened species investigation given that the site is developed. The November 6, 2015 waiver approval is included in the application.

The property is not adjacent to any scenic rivers, and does not possess limestone conglomerate area. No adverse impact to groundwater is anticipated. The property is served by the Town of Hamilton’s public sewer and water. Development will be accomplished in accord with the County, State and Federal regulations and development standards. Overall, the physical characteristics of the site are well suited for the use.

**Group Two/Heritage Resource Assets.** A waiver was requested and granted for the Phase I Archaeological Investigation. The site is developed and the land area previously disturbed. Future improvements will be within the already disturbed area. No impact to heritage or archaeological resources is anticipated.

**Group Three/Open Space Assets.** Open space for the proposed use will consist of the landscape buffers and the existing natural areas along the eastern and southern property boundaries. These buffers screen the use and provide a good separation between the facility and adjacent residential uses.
Group Four/Complementary Elements. Development will comply with the County’s standards for air quality, light and noise. No adverse impacts are anticipated. Site lighting will be cutoff and fully shielded, directed inward and downward toward the interior of the property.

2) The existing character and use of the subject property and suitability for various uses, compatibility with uses permitted and existing on other property in the immediate vicinity, and conservation of land values. Whether the level and impact of any noise, light, glare, odor or other emissions generated by the proposed use will negatively impact surrounding uses.

The property has been utilized for commercial or public uses since the 1950’s. According to Board of Supervisors Minutes of December 14, 1978, the property was utilized as a dealership for sales and service for farm machinery beginning in 1952. The request before the Board in 1978 was a proposal to rezone the property from A-3 and R-1 to PD-CH (Planned Development-Commercial Highway). The owner wanted to expand the use and sought a commercial zoning district to do so. The rezoning was approved. The County remapped the property to RC and JLMA-3 as a part of a County-wide remapping. LCPS leased the property in 2002.

The surrounding land uses are:

North: Colonial Highway West and LCPS School Site for Harmony MS and Culbert ES (AR-1 and JLMA-3)
South: Single Family Residential (JLMA-3)
East: Residential (Hamilton Acres Homeowners Association Property/JLMA-1)
West: Single Family Residential (JLMA-3)

On the southeastern portion of the property, approximately 80-100 feet in width, there is no development existing or planned due to the change in topography. These treed areas provide a good separation between the use and the homes located to the south and the HOA property located to the east. The HOA parcel to the east houses a pumping station near Business 7. Along the western boundary there is a substantial (off-site) evergreen buffer. As a part of the site development it is proposed to provide a modified Type 4 buffer along the side and rear property boundaries and a Type 4 buffer adjacent to Old Colonial Highway. A detailed landscaping plan has been provided as a part of the plan set. LCPS met with the adjacent single family homeowners to review the proposal and to provide the opportunity for input into the landscaping plan. The neighbors voiced a preference for landscaping over the required opaque fence. The landscaping plan has been designed to take into account the existing vegetation and site topography, as well as neighbor preference, to provide the most effective buffer for the site. (Reference the Minor Special Exception application for details on the landscaping proposal). These site features screen the use, provide separation, and buffer the transportation facility from the adjacent residential uses. The potential for noise, light, glare, and odor is minimized with
the addition of the proposed buffer. The landscaping is proposed in layers and includes significant evergreen plantings to create a solid vegetative, year-round buffer. Site lighting will be directed inward and downward and fitted with shields. In addition, the rear building setback has been doubled for any future development to provide a substantial distance between the use and the adjacent properties. This 60 foot building setback has been expanded for a portion of the western property boundary (220 feet north of the SW property corner), adjacent to an existing residence. The existing RC zoning district allows a number of business and commercial uses. The purpose of this application is to make the site a permanent public use support facility.

2) **Adequacy of sewer and water, transportation, and other infrastructure to serve the uses that would be permitted on the property if it were reclassified to a different zoning district.**

The site is served by public sewer and water through the Town of Hamilton. Access is onto West Colonial Highway. Road improvements are planned to consolidate the entrances to one entrance aligned with the co-located school site on the north side of Business 7 and to add a right turn lane into the property. A traffic study has been provided as a part of this application submission. The study finds that with the exception of the A.M. peak hour the entrance to the transportation facility and to the school site to the north will have acceptable levels of service. In the A.M. peak hour the entrances do not have an acceptable level of service. The study recommends that a signal at this intersection would mitigate the A.M. level of service. West Colonial Highway maintains an acceptable level of service for both the A.M. and P.M. peak hours as well as the school afternoon peak hour. All other needed infrastructure is in place.

3) **The requirements for airports, housing, schools, parks, playgrounds, recreational areas, and other public services.**

The LCPS Western Loudoun Transportation Facility is a support use to schools, and other public services. This site provides light bus maintenance, a parking lot for school buses, storage areas for equipment and materials used to maintain school grounds and park sites in Western Loudoun, a fueling station for LCPS, County and Town vehicles and a recycling center. Public uses need a convenient location where these activities may be conducted. This site has served that purpose since 2002; this application seeks to allow this use to continue as a permanent site.

4) **Potential impacts on the environment or natural features including but not limited to wildlife habitat, wetlands, vegetation, water quality (including groundwater), topographic features, air quality, scenic, archaeological, and historic features, and agricultural and forestall lands and any proposed mitigation of those impacts.**

This property has been developed since the 1950’s. This application seeks to continue the existing use. As a part of the evaluation conducted for purchasing the property, a
wetlands investigation and a Phase I Environmental Assessment were conducted. As noted previously, a wetlands corridor is located on the eastern edge of the property. Between this corridor and the transportation facilities is a tree buffer area. There are no plans to develop in this area and the wetlands will continue to be protected. The environmental assessment found no adverse environmental conditions.

There are six above ground tanks located on the property. The table below outlines the tank use and design:

<table>
<thead>
<tr>
<th>Type of Tank</th>
<th>Capacity</th>
<th>Specifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating Fuel</td>
<td>4,000 gallons</td>
<td>Double walled</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inspected monthly by LCPS Environmental Specialist</td>
</tr>
<tr>
<td>Used antifreeze</td>
<td>2,000 gallons</td>
<td>Double walled</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inspected monthly by LCPS</td>
</tr>
<tr>
<td>Used motor oil</td>
<td>2,000 gallons</td>
<td>Double walled</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inspected monthly by LCPS Environmental Specialist</td>
</tr>
<tr>
<td>Used transmission fluid</td>
<td>500 gallons</td>
<td>Double walled</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintained by LCPS Staff</td>
</tr>
<tr>
<td>Used brake fluid</td>
<td>300 gallons</td>
<td>Double walled</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintained by LCPS Staff</td>
</tr>
<tr>
<td>Gasoline &amp; Diesel Fuel</td>
<td>15,000 gallons (6,000 regular unleaded (9,000 diesel))</td>
<td>Double walled</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintained by Quarles Emergency Shut Off Emergency Spill Plan</td>
</tr>
</tbody>
</table>

5) **The protection of life and property from impounding structure failures.**

Not applicable.

6) **Whether the proposed special exception at the specified location will contribute to or promote the welfare or convenience of the public.**

The proposed use meets an identified need for public facilities and will benefit the public in the provision of public services including school transportation, convenient fueling location for police, fire and rescue and other County service vehicles, location of a Western Loudoun recycling center, and provision of convenient storage for maintenance equipment for public sites.
Additional Zoning Checklist Information:

Listing of Hazardous or Toxic Substances: Please reference #5 above. In addition, the maintenance garage utilizes substances that would normally be associated with light vehicle repair.

Federal and State Regulations: There are no federal or state regulations that would impose limitations on the development of the subject property. There are, of course, federal and state regulations pertaining to the handling of hazardous substances and treatment of wetlands.

Phasing: As noted previously, it is proposed to continue the use of the site as currently developed. Improvements will be made for the site entrance, landscaping implementation, and potentially the construction of additional storage space as shown on the submitted plan. In the longer term, this facility will be included in CIP recommendations for redesign. It is anticipated that the site layout would be changed to allow for a more efficient use of the property at that time. Future development will comply with the RC Zoning District standards as further restricted and depicted on Sheet 3A of the plan set.

Summary

The proposed public use site is consistent with the policies of the County’s Adopted Comprehensive Plan. Specifically:

- The School Board has determined the need for a western transportation facility as evidenced in the Adopted FY 2016-2022 Capital Facilities Improvement Program
- The proposed site is centrally situated in Western Loudoun. The Rural and JLMA Area policies recognize the need to provide public support uses and encourage their location proximate to the population being served.
- Safe and convenient access will be provided to the site via Business Route 7, a major collector road. A traffic study has been provided in conjunction with this application and recommended improvements will be implemented as a part of the site plan, subject to VDOT and County approval.
- This property has been zoned and utilized for commercial and public/institutional uses since the 1950’s. The site is developed and currently operating as a LCPS transportation facility with additional uses including a County recycling center and equipment and materials storage for both LCPS and the County. As a part of the site acquisition evaluation, a wetlands investigation and a Phase I Environmental Assessment were undertaken. No adverse environmental conditions were found on the site. The wetlands area situated along the eastern property boundary will not be disturbed.
- The proposed site will be served by public sewer and water and will have all utilities needed to support the proposed use.
- The transportation facility is buffered from the surrounding residential uses. Existing trees will be utilized to maintain the mature vegetation. Landscaping will be provided on site along the property boundaries to provide a more substantial buffer between the use...
and adjacent properties and to provide an aesthetically appealing view adjacent to West Colonial Highway. Building, parking and security lighting will be cutoff and shielded, directed downward and toward the interior of the property.

- The proposed use will comply with the zoning standards of the RC District.
- Overall, the location, character, and extent of the use is in substantial accord with the County’s Adopted Comprehensive Plan.

In summary, the proposed public use site is consistent with the Plan policies and will meet a critical service need. Your favorable consideration is respectfully requested.
Background:

The Loudoun County School Board (LCSB) has filed applications for a Commission Permit (CMPT 2015-0011), Special Exception (2015-0056) and Rezoning (ZMAP 2015-0014) to allow a permanent Western Loudoun Transportation Facility and other governmental uses on an 8.35 acre property located on the south side of West Colonial Highway (Business Route 7) approximately 0.5 miles east of the Berlin Turnpike (Route 287) between Hamilton and Purcellville, Virginia. The site is across the street from the Harmony Middle and Kenneth W. Culbert Elementary school campus. Comprising three parcels (MCPI 453-20-4452 - JLMA-3, 453-20-5576 - RC, and 453-20-7677 - RC), the property is split-zoned Rural Commercial (R-C) and Joint Land Management Area (JLMA-3) and is located in the Catoctin Election District. The Loudoun County School Board has been leasing the property since 2002 and proposes to purchase the property and establish this location as a permanent facility, subject to appropriate land use approvals. By letters dated 7/11/07 and 10/21/10 the County Planning Department determined that this facility did not need a Commission Permit as a temporary facility. However, the Planning Department advised that in the event the use should transition to a permanent facility a Commission Permit would be required. The current uses are approved (STPL 2005-0006) for the 6.52 acre R-C zoned portion of the site as follows:

- LCPS bus maintenance and bus parking
- LCPS and County fleet fueling
- County recycling center
- County impoundment lot
- LCPS and County materials and equipment storage

These uses are permitted in the RC District and permitted by Special Exception in the JLMA-3 District. More specifically, these uses are allowed under the categories of public utility service center, without outdoor storage, contractor’s service establishment limited to landscape contractors and lawn maintenance services, recycling collection center, small (RC District) and structures or uses for governmental purposes (JLMA-3 District). The zoning is administered under the Revised 1993 Loudoun County Zoning Ordinance. It is proposed to rezone the 1.83 acre JLMA-3 zoned portion of the site to the RC District in order to apply consistent zoning standards for the overall (8.35 acre) property and to utilize the 1.83 acre area. For more detailed information on the proposed uses, please reference the pending CMPT 2015-0011, SPEX 2015-0056, and ZMAP 2015-0014 applications.
LCSB Minor Special Exception  
Landscape Buffer Modification  
Western Satellite Transportation Facility  
June 8, 2016, Revised October 14, 2016, December 6, 2016

**Proposal**

To modify the required Type 4 Buffer Landscaping standards for the side and rear buffers to provide different plant types and eliminate the requirement for a six foot high fence, wall or berm providing a minimum opacity of 95%. For the southern (rear) and eastern (side) buffers, it is proposed to change the location of the plantings to reflect existing topography. The purpose of this modification request is to provide the most effective screening in relation to existing vegetation and topography and to incorporate the expressed preferences of the neighboring properties.

This minor special exception is submitted pursuant to Section 5-600 to modify Section 5-621 (performance standards for public utilities). This request is also submitted pursuant to Section 5-1403 (C) which provides that buffering and screening requirements may be modified as a part of an approval action of a SPEX or as part of proffered conditions by the Board of Supervisors. Reference is also made to Section 5-1409 which allows modification by the Zoning Administrator under specified circumstances (5-1404 (B) (D) and (E)).

Section 5-621 (performance standards for public utilities) requires a Type 4 Buffer for the public utility service center use. Section 5-1400, Buffering and Screening, requires a Type 4 Buffer between Group 9 (public utility service center) and Group 1 (single family residential) uses and a Type 3 Buffer between Group 9 and Group 5 (school) uses. A Recycling Center is classified as a Group 10 use and when located on a lot with another principal use, the landscaping requirements of the other use must be met and, when adjacent to residential uses, the recycling center must be screened by an opaque fence. Overall, this Minor Special Exception seeks to utilize the proposed landscape plan in place of the requirements under Section 5-621 and 5-1400. More specifically, the sections to be modified include:

Section 5-621 (B): Public Utilities – Type 4 Buffer Requirement  
Section 5-1407(A): Location of Buffer Yard  
Section 5-1407 (B) (3), Section 5-1413 (A) (2): Fence, Wall or Berm Requirement  
Section 5-1414 (B): Required Plantings (type and number)

**MINOR SPECIAL EXCEPTION FACTORS FOR CONSIDERATION:**

Section 6-1309 of the Zoning Ordinance outlines the matters which should be addressed by the Applicant as a part of the Minor Special Exception submission. Below is information relative to factors to be taken into consideration:

1. Whether the proposed minor special exception is consistent with the Comprehensive Plan.

The Revised General Plan designation for the property is Residential and Rural-JLMA. The majority of the property is in the Hamilton JLMA with a small portion in the Purcellville JLMA (southwest corner). The Adopted LCSB Capital Improvement Program (FY 2016-2022) identifies the need for a Western Loudoun Transportation Satellite facility. The proposed use is integral to the provision of public facilities. The Loudoun Valley Service Center supports the transportation component of public schools, provides a storage location for equipment used to maintain school and County park sites, is home to a Western...
Loudoun recycling center and provides a fueling station for a wide range of County and LCPS public vehicles. Plan policies provide that when public facilities are established and/or modernized it should be accomplished in a manner that enhances the context and character of the adjacent community.

With specific regard to the landscape buffer modification LCPS seeks to improve the existing site and to do so in coordination with the neighbors. There are three single family properties that are immediately adjacent. LCPS Staff met with the property owners in February to review the plans and to identify any potential concerns. Questions were posed in relation to the planned buffering between the facility and the residential uses. For the western and southern property boundaries (adjacent to the three single family lots) the existing landscaping is predominately off-site on the residential properties. The initial plan filed with the application depicted the required landscape buffer types but did not provide the details of how the buffers could be implemented. During the discussion of the buffering requirements, the neighbors indicated a strong preference for landscaping in lieu of a solid fence/wall. There is an existing farm style, four board, black fence along the property line. Adding an additional fence would not be as aesthetically pleasing as landscaping. Based on input from the neighbors, this modification seeks to eliminate the solid fence/wall from the Type 4 buffering standard.

A detailed landscaping plan is typically undertaken at the time of site plan. LCPS has prepared the landscaping plan as a part of this legislative review process in order to afford the neighbors the opportunity to review the plan. The plan has been designed to take into account existing conditions and identifies the plant types, number and location in relation to existing vegetation and topography. The details for each buffer yard are described below:

| Western Property Boundary Type 4 Side Buffer Yard (Reference Sheet 6 of the CMPT Plan) |
|--------------------------------|----------------|----------------|----------------|
| Plant Type        | Required Planting | Proposed Planting | Remarks                          |
| Canopy            | 14              | 4               |                                |
| Understory        | 34              | 10              |                                |
| Shrub             | 68              | 122             |                                |
| Evergreen         | 55              | 76              | 9 evergreen trees were planted early on 5/24/16; 67 to be added for a total of 76. |
| Existing Vegetation |                  |                 | Predominately off-site         |
| Fence/Wall        | Six foot high fence, wall or berm providing a minimum opacity of 95% | Eliminate Requirement | Existing farm style, four board, black fence along the property line |

There is an existing off-site evergreen buffer along the majority of the western property line. On the southern end of the western property line there was a “gap” in the landscaping of approximately 70 feet. At the request of the neighbor, on May 24, 2016, LCPS planted nine evergreen trees to close this gap.
The proposed plan is designed to enhance the existing vegetation by planting larger growth shrubs closest to the property boundary that will fill in the space between the ground and the lower branches of the existing off-site evergreens. The next row of landscaping will include a mix of canopy and evergreens to create a substantial multi-layered buffer between the facility and the homes to the west and southwest. It is proposed to reduce the number of canopy and understory trees and increase the number shrubs and evergreens. The elimination of the fence/wall and the decrease in trees is offset by the increase and mix of plant materials particularly the shrubs and evergreen trees which will afford a year round screening. The number of understory trees were reduced from the initial proposal at the recommendation of County staff to ensure adequate spacing for the shrub/evergreen plantings to grow.

**Southern Property Boundary Type 4 Rear Buffer Yard**
*(Reference Sheet 7 of the CMPT Plan)*

<table>
<thead>
<tr>
<th>Plant Type</th>
<th>Required Planting</th>
<th>Proposed Planting</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canopy</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Understory</td>
<td>23</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Shrub</td>
<td>46</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Evergreen</td>
<td>37</td>
<td>97</td>
<td></td>
</tr>
<tr>
<td>Existing Vegetation</td>
<td></td>
<td></td>
<td>Predominately off-site</td>
</tr>
<tr>
<td>Fence/Wall</td>
<td>Six foot high fence, wall or berm providing a minimum opacity of 95%</td>
<td>Eliminate Requirement</td>
<td>Existing farm style, four board, black fence along the property line</td>
</tr>
</tbody>
</table>

Similar to the western property boundary a multi-layered, predominately evergreen buffer is proposed. The plant type would be changed to reduce the understory trees, eliminate the shrubs and significantly increase the evergreen trees. For the southern buffer it is proposed to plant along both the property boundary and immediately behind the existing facilities to address the approximate 20 foot grade difference from the facilities to off-site properties and to provide a better year round buffer. The elimination of the fence/wall, the change in the required plantings and the location of the plantings is offset by the proposed staggered evergreen buffers which will result in a more effective screening between the properties.

**Eastern Property Boundary Type 4 Side Buffer Yard**
*(Reference Sheet 8 of the CMPT Plan)*

<table>
<thead>
<tr>
<th>Plant Type</th>
<th>Required Planting</th>
<th>Proposed Planting</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canopy</td>
<td>15</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Understory</td>
<td>37</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Shrub</td>
<td>74</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Evergreen</td>
<td>59</td>
<td>74</td>
<td></td>
</tr>
</tbody>
</table>
The eastern side of the site slopes down to a stream wetlands area that runs along the eastern boundary. For the southeastern portion of the site, the topography changes from 492 feet at the outer edge of the service center site development to 472 feet at the southeast corner. There are existing trees along the majority of the eastern boundary with substantial vegetation for approximately 2/3rds of this area. From Colonial Route 7 and for approximately 650 feet along the eastern boundary, the adjacent land is an open space parcel owned by the Hamilton Acres Homeowners Association. The remaining length of approximately 90 +/- feet borders a portion of a large lot single family parcel in the Frances Farm Subdivision neighborhood. The proposed buffer supplements the existing vegetation and, for the southern portion of the buffer, proposes to plant immediately adjacent to the existing facilities to take into account the existing topography. The elimination of the fence/wall, change in the required plantings and modification to the planting location is offset by the proposed evergreen buffer which will result in a more effective screening.

### Northern Property Boundary Type 4 Front Buffer Yard
(Reference Sheet 9 of the CMPT Plan)

<table>
<thead>
<tr>
<th>Plant Type</th>
<th>Required Planting</th>
<th>Proposed Planting</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canopy</td>
<td>23</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Understory</td>
<td>17</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>Shrub</td>
<td>112</td>
<td>123</td>
<td></td>
</tr>
<tr>
<td>Evergreen</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Existing Vegetation</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No modification is proposed to the Front Buffer Yard except to increase the proposed shrub plantings. Presently, no buffer exists along the Old Colonial Highway frontage. The implementation of this buffer will provide an attractive “front door” appearance for the facility.

(2) Whether the level and impact of any noise, light, glare, odor or other emissions generated by the proposed use will negatively impact surrounding uses.

The implementation of the proposed buffer will provide a substantial screening of the site and will reduce the potential for impacts to adjacent properties.

(3) Whether the proposed use is compatible with other existing or proposed uses in the neighborhood, and on adjacent parcels.
The subject property has been used for non-residential purposes since the 1950’s. The addition of the proposed landscaping will provide a substantial buffer to the adjacent properties, enhance the site, and increase compatibility.

(4) Whether the proposed minor special exception adequately protects and mitigates impacts on the environmental or natural features including, but not limited to, wildlife habitat, vegetation, wetlands, water quality including groundwater, air quality, topographic, scenic, archaeological or historic features, and agricultural and forestal lands.

The property is developed. No adverse impacts to the environment or natural features are anticipated. The additional landscape plantings will provide opportunities for wildlife, particularly birds, and aesthetically enhance the site. Further, the proposed landscaping plan has been designed to recognize the existing site features including on and off site vegetation, the existing wetlands corridor and topographic features.

(5) Whether the proposed minor special exception at the specified location will contribute to or promote the welfare or convenience of the public.

The proposed use meets an identified need for public facilities and will benefit the public in the provision of public services including school transportation, convenient fueling location for police, fire and rescue and other County service vehicles, location of a Western Loudoun recycling center, and provision of convenient storage for maintenance equipment for public sites. The landscaping modification contributes to the overall welfare by improving the site and affording substantial buffering to the adjacent uses and enhancing the Old Colonial Highway frontage.

(6) Whether the proposed minor special exception can be served adequately by public utilities and services, roads, pedestrian connections and other transportation services and, in rural areas, by adequate on-site utilities.

The proposed use is adequately served by public utilities. This factor is not directly applicable to the landscaping modification.

Summary: The proposed modification to the Type 4 Buffer landscaping requirements will meet the intent of the requirements while providing a more effective buffer. In addition, LCPS has worked with the neighbors in the development of the landscape buffer. The feedback received to date for the buffer is a question of how quickly it could be implemented. Upon approval of the Commission Permit, Special Exception, Zoning Map Amendment, Minor Special Exception for the landscape buffer modification and the site plan amendment for the site, LCPS will install the landscaping. Your favorable consideration is requested.
Marchant
Community Planning Staff has reviewed the most recent submission and has no additional comments.

Pat Giglio, Planner III
Loudoun County Department of Planning and Zoning
1 Harrison Street SE, 3rd Floor, MSC #62
Leesburg VA 20175
(703) 737-8563 (direct)
Visit us on the web: https://www.loudoun.gov/planningandzoning
County of Loudoun  
Department of Planning and Zoning  
MEMORANDUM

DATE: March 8, 2016

TO: Tyler Klein, AICP, Project Manager, Land Use Review

FROM: Pat Giglio, Planner III, Community Planning

SUBJECT: CMPT-2015-0011 and ZMAP-2015-0014, Loudoun County School Board- Western Loudoun Transportation Service Center

EXECUTIVE SUMMARY

The Applicant, Loudoun County School Board, is requesting a Commission Permit (CMPT) to establish a permanent transportation service center and recycling center use on the 8.35 acre subject property located between the Towns of Purcellville and Hamilton on the south side of West Colonial Highway (Business Route 7). A Zoning Map Amendment (ZMAP) has also been requested for the subject property to rezone the JLMA3 portion of the property to RC to create a consistent zoning designation over the entire property and consolidate the lots into a single property.

The Loudoun County Public Schools (LCPS) and County Service Center has been in operation as a temporary on the subject property since 2002 through a lease agreement with the owner. The County operated facility is used for bus and vehicle storage, vehicle repair and maintenance, and a vehicle fueling station. The site also contains a recycling center which is open to the public. Under the current proposal the County would purchase the subject property and continue operations of the transportation service center and recycling center on the site.

The use of the subject property by the County for a transportation service center and recycling center is consistent with the land use, public facilities and environmental policies of the Revised General Plan. Community Planning Staff finds the general location, character, and extent of the proposed governmental uses on the property are in conformance with the Comprehensive Plan and supports approval of the Commission Permit (CMPT). Community Planning Staff also supports approval of the rezoning request to consolidate the property under a single zoning district.

BACKGROUND

The 8.35 acre subject property is located on the south side of West Colonial Highway (Business Route 7) between the Towns of Purcellville and Hamilton within their Joint
Land Management Areas (JLMAs). The subject site is comprised of three parcels, two contiguous rectangular shaped parcels totaling 6.52 acres that are zoned RC (Rural Commercial) and an L-shaped 1.83 acre parcel that is zoned JLMA3 (Joint Land Management Area-3) which wraps the western and southern boundaries of the rectangular shaped parcels. The ZMAP request to rezone the JLMA3 portion of the property to RC will create a consistent zoning designation over the entire property and consolidate the lots into a single property under one zoning district. The existing transportation service center and recycling center uses are permitted by-right in the RC zoned portion of the property.

The subject property is currently leased by the County and is occupied by the Loudoun County Public Schools (LCPS) and County Service Center. The subject property is occupied by a large 7,200 square foot, one-story brick building, near the center of the property that is used for offices and vehicle maintenance by the County. The building was original constructed in 1952, for the sales and repair of farm equipment as a John Deere dealership. A fueling station with above ground storage tanks is located to the rear of the brick building. Several large open sheds used for equipment storage are located near the rear of the property. The remainder of the property is occupied by either gravel or paved parking used for bus and vehicle storage. A recycling center surrounded by a chain link fence is located at the front of the property near Colonial Highway.

In general, no changes to the subject property are proposed in the near term, aside from the abandonment of the far western entrance and improvements to the eastern entrance to include a turn lane and widening of the entrance to three lanes to accommodate turning movements. The transportation service center use will continue to utilize the existing buildings and parking on the property and will not require any additional land disturbance or impact any aspects of the Green Infrastructure as outlined in the Revised General Plan.

**CONFORMANCE WITH THE COMPREHENSIVE PLAN**

The property is governed by policies of the Revised General Plan, the Revised Countywide Transportation Plan (Revised CTP), and the Bicycle and Pedestrian...
Mobility Master Plan. The subject property is located within the Joint Land Management Area (JLMA) of both the Town of Purcellville and the Town of Hamilton. The portion of the property located within the Town of Purcellville JLMA is governed under the Towns policies of the Revised General, since the former Purcellville Urban Growth Area Management Plan (PUGAMP) was superseded in 2013. The portion of the property located within the Town of Hamilton JLMA is governed under the policies of the Comprehensive Plan for the Town of Hamilton and JLMA (Hamilton Plan). Both the Purcellville JLMA and Hamilton JLMA are planned to develop in accord with the underlying County zoning designations and function as a transition area between the Towns and the Rural Policy Area. The Town Policies in Chapter 9, the Public Facilities Policies in Chapter 3 and the Green Infrastructure policies in Chapter 5 of the Revised General Plan were used to evaluate the application.

ANALYSIS

The County’s adopted Capital Needs Assessment (CNA) for 2009-2018 identified the need for a minimum 10 acre combined County Government and Schools Satellite Vehicle Facility in FY16 in the Route 7 West Subarea Planning District. The policies of the Revised General Plan identify the existing Towns and their JLMAs as the principal location for public facilities in western Loudoun (Revised General Plan, Chapter 9, The Towns, Public Facilities Policies, Policy 1). The Plan encourages the continued use and enhancement of existing public facilities, and the co-location of County facilities where feasible so that they may function as multi-purpose community facilities (Revised General Plan, Chapter 3, General Public Facilities Policies, Policy 8 and Chapter 9, The Towns, Public Facilities Policies, Policy 2).

The proposed purchase of the 8.35 acre subject property, located within the Purcellville and Hamilton JLMAs, and the continued operation of the County transportation service center and recycling center on the subject property fulfills a long term need identified in the County’s CNA and is supported by the land use and public facilities policies of the Revised General Plan. Additionally, the location of the subject property in the center of western Loudoun within the Towns JLMAs proximate to existing schools and other County facilities increases the operational efficiency of the site.

As part of the approval process to establish the transportation service center and recycling center as a permanent use on the subject site the application will need to meet all the requirements of the Zoning Ordinance as they pertain to noise, lighting and landscape buffering. The applicant has committed to meeting the County’s noise and lighting standards and has also requested to use the existing vegetation on the property to satisfy the landscape buffer and screening requirements.

The subject property is bordered to the west and south by three existing homes on three acre lots within the Francis Farm Subdivision. These homes are located between 65 and 105 feet from the property line and their backyards are separated from the subject property by a single row of mature white pines which extend the entire length of
their rear yards. These white pines, while planted on the individual residential lots, are approximately 50 feet in height and have canopies which extend across the property line onto the subject property. These white pines create a year round visual screen, however, in some locations these trees have thinning, dying or missing lower branches allowing partially views of the bus parking and storage sheds near these homes. Currently, no landscape buffer exists on the subject property in these areas, though a Type 4 Buffer is required for the use by the Zoning Ordinance and is identified on the development plans. In developing a landscape plan that satisfies the zoning ordinance requirements for the western and southern boundaries of the property the applicant should incorporate native plant species where possible in conformance with the environmental policies of the Plan.

A portion of the southern and eastern boundary of the subject property is occupied by a forested natural drainage with mixed hardwood trees and lower understory trees which extends onto the adjacent 2.15 acre property to the east which is owned by the Hamilton Acres HOA. The existing forested area on the subject property will remain undisturbed in its natural condition as part of the development plan for the subject property. The applicant’s request to utilize the existing forested area on a portion of the southern and eastern boundary of the property to satisfy the landscape buffer requirements of the Zoning Ordinance is supported by the environmental policies of the Plan (Revised General Plan, Chapter 5, Forest, Trees and Vegetation Policies, Policy 10). Also, as part of the proposal a landscape buffer will be installed along Colonial Highway to screen views of the facility from the roadway in conformance with the requirements of the Zoning Ordinance.

**RECOMMENDATIONS**

The use of the property for a transportation service center and recycling center by the County is consistent with the land use, public facilities and environmental policies of the Revised General Plan. Community Planning Staff finds the general location, character, and extent of the proposed governmental uses on the property are in conformance with the Comprehensive Plan and supports approval of the Commission Permit (CMPT). Community Planning Staff also supports approval of the rezoning request to consolidate the property under a single zoning district.

Cc: Ricky W. Barker, AICP, Director, Planning and Zoning-via email
    Chris Garcia, AICP, Program Manager Community Planning, Planning and Zoning-via email
Steve,

I have reviewed the noted application. Second submission comments are addressed. I offer the following minor suggestions:

We continue to suggest that Proffer 4 not require submittal of a site plan within one year of rezoning (Previous Zoning Comment #7) as this proffer may be onerous for the applicant. Any applicant can submit a site plan at any time following rezoning; it is not necessary to proffer this and stipulate a specific time limit. It is recommended that the one-year control be eliminated. I implore you to communicate to the applicant that zoning/proffer compliance issues may ensue if the proffer remains and a site plan is not submitted within the one-year timeframe. This may create enforcement and administrative challenges for Zoning Administration.

Sheet 6 of the plan set and Page 3 of the SPMI-2015-0019 Statement of Justification indicate provision of 76 evergreen trees and 67 evergreen trees, respectively, for the western buffer yard. The applicant should reconcile this discrepancy and consistently indicate the proposed number of trees.

All the best,

Brian Wegener, AICP, CZA
Planner, Zoning Administration Division
Loudoun County Department of Planning and Zoning
1 Harrison Street / PO Box 7000
Leesburg, VA 20177 • 703.771.5146

This e-mail is not intended to be and shall not be deemed to be an official order, requirement, decision or determination made by or on behalf of the Zoning Administrator. In keeping with the Virginia Freedom of Information Act (FOIA), emails and all attachments may be released to others upon request for inspection and copying without prior notification.
COUNTY OF LOUDOUN  
DEPARTMENT OF PLANNING AND ZONING

DATE:           August 26, 2016

TO:             Marchant Schneider, Program Manager – Land Use Review Division
FROM:           Brian Wegener, Planner – Zoning Administration Division
CC:             Michelle Lohr, Deputy Zoning Administrator

APPLICATION:    ZMAP 2015-0014, SPEX 2015-0056, SPMI 2015-0019,  
                CMPT 2015-0011 – 2nd Submission

Loudoun Co School Board – Western Loudoun Transportation

PIN:           453-20-4452, 453-20-5576, 453-20-7677
Tax Map #:     /36////////52G, /36////////52D, /36////////52A

Parcel 453-20-4452 is zoned JLMA-3, Joint Land Management Area-3, under the Revised 1993 
Loudoun County Zoning Ordinance. Parcels 453-20-5576 and 453-20-7677 are zoned RC, Rural 
Commercial, under the Revised 1993 Loudoun County Zoning Ordinance. Steep slopes (Section 5- 
1508) exist on parcels 453-20-4452 and 453-20-7677.

The application is submitted to rezone parcel 453-20-4452 from JLMA-3 to RC, to request a 
commission permit for a public building pursuant to Section 6-1101(A), and to establish any one 
permitted use in excess of 10,000 square feet in gross floor area by special exception pursuant to 
Section 2-904(A). In addition, a minor special exception is sought pursuant to Section 5-600 to 
modify additional regulations for Public Utilities; specifically, the applicant requests to modify the 
planting and screening wall requirements of Section 5-621(B), which requires a Type 4 Buffer Yard 
around the site.

Zoning Administration has reviewed the material submitted under the Referral Memorandum dated 
July 29, 2016 and offers the following comments.

ZONING ADMINISTRATION DIVISION – 2ND REFERRAL COMMENTS

1. The applicant should include the special exception application number (SPEX 2015-0056) 
in the plan set cover sheet subtitle, add reference to the proposed special exception to 
General Note #4 on Sheet 1, and include a SPEX plat identifying the limits of special 
exception. This will require an update to the plan title reference in Section 1 of the proposed 
proffer statement.

2. Under Parking Tabulations on Sheet 3, an asterisk should be added indicating that, aside 
from the small recycling collection center, the balance of uses on site are parked using the 
Governmental rate of 4 spaces per 1,000 square feet of office, and otherwise as determined 
by the Zoning Administrator, in accordance with Table 5-1102.

3. Notes throughout the submittal indicate that future development will comply with 
requirements of the RC district except as modified, but no modifications are enumerated. 
Dimensions that exceed minimum requirements are not considered modifications and
Zoning Administration suggests that the word “modified” not be used unless a zoning modification (ZMOD) application is proposed.

4. Sheet 3A should include the information required for display on a concept development plan per Section 6-1215, including the location of facilities.

5. Proffer 1 should also reference compliance with Section 6-1216, Changes to Concept Development Plan After Approval.

6. Proffer 2 should refer to the proposed land uses specifically as referenced in the Zoning Ordinance as follows: “public utility service center, without outdoor storage” per Section 2-903(K), “recycling collection center, small” per Section 2-903(L), and “contractor’s service establishment, limited to landscape contractors and lawn maintenance services” per Section 2-903(MM).

7. Proffer 4, which requires diligent pursuit of a site plan amendment within one year of rezoning, may be onerous for the applicant and it is suggested that the one-year control be eliminated.

**Legislative Issues for Consideration.** The Planning Commission must evaluate the proposal in light of the issues for consideration listed in Section 6-1210(E), Zoning Map Amendments and Section 6-1309, Special Exception Issues for Consideration.
TO: Tyler Klein, Project Manager – Land Use Review Division
FROM: Brian Wegener, Planner – Zoning Administration Division
CC: Michelle Lohr, Deputy Zoning Administrator

APPLICATIONS: ZMAP 2015-0014, CMPT 2015-0011
Loudoun County School Board – Western Loudoun Transportation

PIN: 453-20-4452, 453-20-5576, 453-20-7677
Tax Map: /36////////52G, /36////////52D, /36////////52A

Parcel 453-20-4452 is zoned JLMA-3, Joint Land Management Area-3, under the Revised 1993 Loudoun County Zoning Ordinance. Parcels 453-20-5576 and 453-20-7677 are zoned RC, Rural Commercial, under the Revised 1993 Loudoun County Zoning Ordinance. Steep slopes (Section 5-1508) exist on parcels 453-20-4452 and 453-20-7677.

The application is submitted to rezone parcel 453-20-4452 from JLMA-3 to RC, and to establish a “public utility service center, without outdoor storage” per Section 2-903(K), a “recycling collection center, small” per Section 2-903(L) and pursuant to specific use regulations in Section 5-607, and a “contractor’s service establishment, limited to landscape contractors and lawn maintenance services” per Section 2-903(MM). Section 6-1101(A) requires a commission permit for any public building.

Zoning Administration has reviewed the material submitted under the Referral Memorandum dated January 25, 2016 and offers the following comments.

ZONING ADMINISTRATION DIVISION – 1ST REFERRAL COMMENTS

1. The applicant should clarify whether the improvements described in the second paragraph on page 2 of the Statement of Justification are proposed under this application and illustrated on the subject concept development plan. A site plan will be required to physically alter the site. Additionally, if the changes will be proposed in the future and subsequent to approval of this application, a zoning concept plan amendment (ZCPA) and an additional commission permit application may be required. This comment also applies in connection with the asterisk under Site Tabulations on the concept development plan and commission permit plat (Sheet 3).

2. The use requires a commission permit pursuant to Section 6-1101(A). Section 6-1103(A) of the Zoning Ordinance states that the feature for which approval is being sought must substantially conform to the Comprehensive Plan. Zoning Administration defers to the Community Planning Division.

3. General Note #18 on Sheet 1 should be removed as signs are subject to a separate review
and permitting process distinct from this legislative or any subsequent future site plan applications.

4. Sheet 3 should more clearly delineate pavement boundary and materials.

5. The submittal should address parking and loading requirements in Section 5-1100 and the stacking and parking spaces required for the recycling drop-off center pursuant to Sections 5-607(A)(10) and (11).

6. Sheet 3 should address Section 5-662(B), which requires full screening of outdoor storage.

7. The applicant should address Section 5-607(A)(4), which limits recycling drop-off centers to 3,000 square feet.

8. The applicant should address Section 5-607(A)(8), which requires a 6-foot tall opaque fence along the west lot line. The Type 4 Buffers also require the fence.

9. The applicant should address Section 5-607(A)(9), which requires that recycling containers be at least 150 feet from any residential dwelling.

10. The applicant should clarify the note on Sheet 3 pertaining to a perpetual street and trail easement. It is not clear whether a pedestrian improvement or turn lane is proposed. Additional dedication of right-of-way will affect required yards and setbacks.

**Zoning Map Amendment Issues for Consideration.** The Planning Commission must evaluate the proposed zoning map amendment in light of the issues for consideration listed in Sections 6-1210(E).
COUNTY OF LOUDOUN
DEPARTMENT OF PLANNING AND ZONING
ZONING ADMINISTRATION REFERRAL

DATE: November 21, 2016

TO: Steve Barney, Project Manager, Planning and Zoning

CC: Amy L. Kresge, Proffer Program Manager, Zoning Administration
Ron Brown, Deputy County Attorney

FROM: Marisa Whitacre, Proffer Specialist, Zoning Administration

SPMI-2015-0019 – Loudoun County School Board – Western Loudoun Transportation Facility

1. In the preamble, the “Property” is defined as the 1.83 acres being rezoned to RC, but a number of the subsequent proffers require development improvements relative to the “Consolidated Property” of 8.35 acres. It appears the existing parcels zoned RC should also be made subject to the proffer statement or alternatively, clarify the proffer statement to address what currently constitute off-site improvements outside the area of the rezoning.

2. Regarding Proffer 5, I suggest the width of the easement be specified and to whom the easement is to be provided.

3. Please add a trigger for Proffer 8 titled Traffic Signal Study at the third line after the statement “all necessary easements will be obtained” (e.g. prior to site plan approval).

4. In further regard to Proffer 8, installation of the signal is “subject to funding allocation by the Board.” While the “Board” is defined in the preamble as the Board of Supervisors, I question whether the “Board” in this context would be the Loudoun County School Board. Please review.

5. In further regard to Proffer 8, I suggest the second warrant study be provided in conjunction with the site plan for the redesigned and redeveloped Consolidated Property.

6. Proffer 9 refers to landscaping, as depicted on sheets 5-10 of the Plans. Since sheets 5-10 are not proffered according to Proffer 1, I suggest this be made a condition of approval to SPMI-2015-0019, which modifies the type 4 buffer yard requirement.
Date: November 17, 2016

To: Steve Barney, Project Manager  
Department of Planning and Zoning

From: Rory L. Toth, CZA/CTM, Senior Transportation Planner  
DTCI, Transportation Planning & Operations Division

Loudoun County School Board – Western Loudoun Transportation Facility  
Third Referral

Background

This referral updates the status of comments noted in the second Department of Transportation and Capital Infrastructure (DTCI) referral on these applications dated September 15, 2016. These applications seek approval of a Zoning Map Amendment (ZMAP) application in order to rezone approximately 1.83 acres of PIN 453-20-4452 from JLMA-3 to RC under the Revised 1993 Zoning Ordinance (Zoning Ordinance). In addition, the application also seeks approval of a Commission Permit (CMPT) to allow a permanent transportation facility and other government uses on approximately 8.35 acres. Lastly, it is important to note that the Applicant submitted a Special Exception (SPEX) 2015-0056 and Minor Special Exception (SPMI) 2015-0019) in order to permit any one use in the RC zoning district to exceed 10,000 square feet and to modify the requirement for a Type 4 Buffer Yard for all public utility facilities. The subject property is located on the south side of West Colonial Highway (VA Route 7 Business) and approximately 0.5 miles east of Berlin Turnpike (VA Route 287). The use would be served by one full-movement entrance off of VA Route 7 Business, opposite the entrance to Harmony Middle School on the north side of the roadway.

This update is based on DTCI review of materials received from the Department of Planning and Zoning on October 19, 2016, including (1) an information sheet, dated October 18, 2016; (2) Transmittal Letter prepared by the Applicant dated October 14, 2016; (3) two Statement of Justification (SOJ) documents prepared by the Applicant, both revised through and dated October 14, 2016; (4) Response Letter to DTCI Second Referral Comments dated October 14, 2016; (5) Draft Proffer Statement (clean and red-line version) dated June 8, 2016, revised through October 14, 2016; and (6) Zoning Map Amendment Plat and Commission Permit Plat (plan set) entitled “LCPS Valley Service Center” prepared by Bowman Consulting dated November 2015, revised through October 14, 2016.

Outstanding Issues Summary

Based on a review of the Applicant’s most recent response to comments letter, draft proffer statement, and revised plan set, DTCI notes the following outstanding issues:

- **Trigger For Right-Turn Lane Construction, Westernmost Entrance Closure, Easternmost Entrance Alignment/Widening and Sidewalk Construction**: The Applicant should revise the
trigger for the aforementioned proposed improvements from “within one year of site plan amendment approval” to a proffer trigger that states said improvements are be shown on a site plan or construction plan and profiles, prior to its approval and constructed and open to traffic and/or use prior to commencement of the new use(s) on the property. DTCI defers additional comment on the trigger for said improvements to the Department of Planning & Zoning and the County Attorney’s Office.

Status of Transportation Comments and Recommendations
DTCI notes that Comments 2, 7 and 8, which were outlined in the second DTCI referral (September 15, 2016) have been addressed by the Applicant in the most recent submission (received October 19, 2016):

- **Comment 2:** This comment regarding the traffic signal was addressed with draft Proffer 8 at second referral.

- **Comment 7:** This comment regarding additional performance standards for recycling centers required by the Zoning Ordinance was acknowledged by the Applicant at second referral and requires no additional comment from DTCI.

- **Comment 8:** This comment regarding clarification as to whether the initial TIS accounts for the SPEX application for any one use in the RC zoning district to exceed 10,000 square feet was addressed at third submission as the Applicant confirmed that the proposed uses have not changed from the initial submission of the application.

DTCI notes that Comments 1 and 3-6, which were outlined in the second DTCI referral (September 15, 2016) have not been addressed by the Applicant in the most recent submission (received October 19, 2016):

- **Comments 1 and 3 through 6:** These comments are partially addressed with draft Proffers 5, 6 and 7. DTCI recommends that the trigger stated in the draft proffers clarify that said improvements (i.e., right-turn lane, westernmost intersection closure, easternmost intersection alignment / widening and construction of the six-foot sidewalk) are to be shown on a site plan or construction plan and profile, prior to its approval and constructed and open to traffic and/or use prior to commencement of the new use(s) on the property. Also, Proffer 5 should clarify the width of the perpetual street and sidewalk easement.

Conclusion
Upon resolution of Comments 1 and 3 through 6, DTCI could support approval of these applications. DTCI staff is available to meet with the Applicant and discuss the comments noted in this referral.

cc: Kathleen Leidich, AICP, Assistant Director, DTCI
Lou Mosurak, AICP, Senior Coordinator, DTCI
County of Loudoun  
Department of Transportation and Capital Infrastructure  
MEMORANDUM

DATE: September 15, 2016

TO: Marchant Schneider, Project Manager  
Department of Planning and Zoning

FROM: Rory L. Toth, CZA/CTM, Senior Transportation Planner  
DTCI, Transportation Planning & Operations Division

Second Referral

Background

This referral updates the status of comments noted in the first Department of Transportation and Capital Infrastructure (DTCI) referral on this application dated March 15, 2016. These applications seek approval of a Zoning Map Amendment (ZMAP) application in order to rezone approximately 1.83 acres of PIN 453-20-4452 from JLMA-3 to RC under the Revised 1993 Zoning Ordinance (Zoning Ordinance). In addition, the application also seeks approval of a Commission Permit (CMPT) to allow a permanent transportation facility and other government uses on approximately 8.35 acres. Lastly, it is important to note that the Applicant submitted a Special Exception (SPEX) 2015-0056 and Minor Special Exception (SPMI) 2015-0019) in order to permit any one use in the RC zoning district to exceed 10,000 square feet and to modify the requirement for a Type 4 Buffer Yard for all public utility facilities. The subject property is located on the south side of West Colonial Highway (VA Route 7 Business) and approximately 0.5 miles east of Berlin Turnpike (VA Route 287). The use would be served by one full-movement entrance off of VA Route 7 Business, opposite the entrance to Harmony Middle School on the north side of the roadway.

This update is based on DTCI review of materials received from the Department of Planning and Zoning on August 2, 2016, including (1) an information sheet, dated July 29, 2016; (2) two Statement of Justification (SOJ) documents prepared by the Applicant, one dated June 8, 2016 and the other dated December 30, 2015, revised through June 23, 2016; (3) Response Letter to DTCI First Referral Comments dated June 8, 2016; (4) Draft Proffer Statement dated June 8, 2016; and (5) Zoning Map Amendment Plat and Commission Permit Plat (plan set) entitled “LCPS Valley Service Center” prepared by Bowman Consulting dated November 2015, revised through June 8, 2016.

Status of Transportation Comments and Recommendations

Staff comments from the first DTCI referral dated March 15, 2016, as well as the Applicant’s responses (quoted directly from its June 8, 2016 response letter), and comment status are provided below. DTCI
notes that there is a new section of this part of the referral entitled “New Comments” in response to the Applicant’s submission of SPEX 2015-0056 and SPMI 2015-0019.

1. Initial Staff Comment: (First Referral, March 15, 2016): In its ultimate condition, the 2010 CTP calls for this segment of West Colonial Highway on to be a major collector roadway with turn lanes to be provided at major intersections. The Applicant has indicated in its SOJ, CDP/CMPT plat and TIS that Intersection 1 (the westernmost entrance) will be closed and a perpetual street easement for a right-turn lane will be provided and determined at the time of site plan into the site at Intersection 2. DTCI recommends that the Applicant commit to a proffer and/or a CMPT plat note to dedicate the necessary ROW with these applications in order to accommodate the right-turn lane along West Colonial Highway, as called for by the 2010 CTP. In addition, revise the CDP/CMPT plat and label on Sheet 3 accordingly. ROW dedication should occur prior to the approval of the first site plan for any use on the subject property.

   Applicant’s Response (June 8, 2016): LCSB historically provides a perpetual street easement as opposed to right-of-way dedication. The easement serves the same purpose and has been accepted by the County and VDOT for public street purposes. The proffer statement included with this resubmission provides the easement and the construction of the right turn lane. The CMPT/ZMAP plat note has been amended to better reflect the planned improvements.

   Comment Status: Comment is partially addressed with draft Proffers 5, 6 and 7. DTCI recommends that the draft proffers reflect that said improvements (i.e., right-turn lane, westernmost intersection closure and easternmost intersection alignment and widening) be shown on a site plan or construction plan and profile, prior to its approval and constructed and open to traffic prior to commencement of the use(s).

2. Initial Staff Comment: (First Referral, March 15, 2016): DTCI notes that the TIS assumes that a traffic signal will be installed at Intersection 2 (i.e., the easternmost site entrance opposite the middle school entrance) in order to improve the unacceptable LOS for the northbound and southbound approach under Existing (2015), Future Without Development (2017) and Future With Development (2017) Conditions. It is further noted that a Preliminary Signal Warrant Analysis, included on Page 28 of the TIS, indicates that a traffic signal is warranted at this intersection. DTCI recommends that a proffer be drafted and the CDP/CMPT plat updated to state that the Applicant will obtain all necessary easements and construct, or bond for construction, a traffic signal at this intersection prior to the approval of the first CPAP or STPL on the property, subject to VDOT approval, whichever is first in time. DTCI further recommends that the Applicant commit to a proffer and/or a CMPT plat note to conduct a traffic signal warrant study at this intersection. In the event the traffic signal is not warranted, DTCI recommends that the Applicant commit to a cash-in-lieu contribution in the amount of $350,000.00 or a cash equivalent if the signal is installed by others.

   Applicant’s Response (June 8, 2016): The proffer statement provided with this resubmission provides that a traffic signal warrant study will be conducted for the site intersection with Colonial Highway prior to site plan amendment. If VDOT determines that a signal is warranted, all necessary easements will be obtained and a traffic signal will be installed at this intersection, subject to funding availability.
3. **Initial Staff Comment: (First Referral, March 15, 2016):** DTCI notes that Sheet 3 of the CDP/CMPT plat depicts a 14-foot wide perpetual trail/street easement along a portion of the site’s frontage with West Colonial Highway with a label that states it is to be determined at site plan. DTCI recommends that the Applicant commit to a proffer and/or a CMPT plat note to dedicate the necessary ROW with these applications in order to accommodate the right-turn lane along West Colonial Highway, as called for by the **2010 CTP.** In addition, revise the CDP/CMPT plat and label on Sheet 3 accordingly. ROW dedication should occur prior to the approval of the first site plan for any use on the subject property.

*Applicant's Response (June 8, 2016): As noted in the response to Comment 1 above, LCPS has included a proffer statement with this resubmission to provide the easement along the site frontage prior to site plan amendment approval and the construction of the right turn lane. The CDP/CMPT plat note has been amended to better reflect the planned improvements.*

**Comment Status:** Comment addressed with draft Proffer 8.

4. **Initial Staff Comment: (First Referral, March 15, 2016):** DTCI notes that the **2003 Bike & Ped Plan** classifies West Colonial Highway as a “baseline connecting roadway” and a “Pedestrian Improvement Area” along which bicycle and pedestrian facilities are envisioned. In addition, for two-lane roads, Appendix 6 of the **2010 CTP** calls for two six-foot wide sidewalks (within the ROW or centered within a 10-foot public access easement), one on each side of the roadway. Revise Sheet 3 of the CDP/CMPT plat and the associated label to state/show a six-foot wide sidewalk across the entire site frontage with West Colonial Highway within the proposed ROW or within a 10-foot wide public access easement, as called for by the **2003 Bike & Ped Plan** and Appendix 6 of the **2010 CTP** along future two-lane roadways. A proffer should be drafted and/or a note should be placed on the CMPT plat which states that said sidewalk shall be constructed or bonded for construction prior to approval of the first site plan for any use on the subject property.

*Applicant's Response (June 8, 2016): The CDP/CMPT plat has been amended to depict a six foot wide sidewalk across the entire site frontage. The sidewalk will be constructed at the same time as the site entrance improvements subsequent to site plan amendment approval. LCSB, as a public entity, does not bond improvements.*

**Comment Status:** Comment partially addressed as the CDP/CMPT plat has been amended to depict a six-foot wide sidewalk (within a perpetual street and trail easement) across the entire site frontage along West Colonial Highway. However, DTCI recommends that the Applicant revise draft Proffer 7 so that the monetary contribution toward constructing the sidewalk is removed and that the commitment to construct said six-foot sidewalk is done sooner than one year after approval of site plan amendment approval for the Consolidated Property.

5. **Initial Staff Comment: (First Referral, March 15, 2016):** DTCI notes that the TIS states that in the Future With Development (2017) Conditions, the Applicant is proposing to eliminate the westernmost entrance on the site (Intersection 1) to West Colonial Highway. The Applicant should
commit to a proffer and/or a note on the CMPT plat which states when this entrance will be closed and said closure will be shown on a CPAP and/or site plan, prior to its approval.

Applicant's Response (June 8, 2016): The proffer statement provided with this resubmission provides for the elimination of the westernmost site entrance (intersection 1). The intersection will be closed at such time as the eastern intersection is upgraded and widened to accommodate site traffic. The intersection closure will be depicted on the site plan amendment to be filed for the property.

Comment Status: See response in Comment #1 above.

6. Initial Staff Comment: (First Referral, March 15, 2016): DTCI notes that Sheet 3 of the CDP/CMPT plat shows that the easternmost existing entrance on the subject site will be widened. DTCI recommends that the Applicant commit to a proffer and/or a CMPT plat note to widen the existing easternmost entrance, subject to County FSM standards and VDOT standards, and said widened entrance will be shown on the first CPAP and/or site plan for any use on the subject site, prior to its approval. Lastly, it appears that the widened entrance shown on the CDP/CMPT plat needs to align better with the entrance to the middle school on the north side of West Colonial Highway. DTCI defers additional comment on this matter to the Department of Building & Development.

Applicant's Response (June 8, 2016): The proffer statement provided with this resubmission provides for the widening of the easternmost entrance, subject to County FSM and VDOT standards. The widened entrance will be depicted on the site plan amendment to be filed for the property. The entrance alignment will be reviewed at the time of site plan engineering and coordinated with the County and VDOT.

Comment Status: See response in Comment #1 above.

7. Initial Staff Comment: (First Referral, March 15, 2016): DTCI notes that Sheet 3 of the CDP/CMPT plat references additional performance standards, (some of which are transportation related) that are required by Section 5-607 of the Zoning Ordinance for recycling center uses. DTCI defers comment regarding conformance with these performance standards to the Department of Planning and Zoning. However, DTCI is available to support the Department of Planning & Zoning Staff in its review of these standards in the event DTCI assistance is necessary.

Applicant's Response (June 8, 2016): Acknowledged.

Comment Status: No further comments.

New Comments

8. DTCI notes that the Applicant submitted SPEX and SPMI applications at second submission in order to permit any one use in the RC zoning district to exceed 10,000 square feet and to modify the requirement for a Type 4 Buffer Yard for all public utility facilities. DTCI requests clarification as to what use(s) are now being proposed and whether the TIS submitted by the Applicant at first referral accounts for such SPEX use(s). Depending on the proposed use(s), the TIS may need to be revised.
Conclusion

DTCI has no overall recommendation on these applications at this time. DTCI staff will provide a recommendation after it has reviewed the Applicant’s responses to the comments noted in this referral. Depending on the Applicant’s responses, DTCI may have additional comments. DTCI staff is available to meet with the Applicant and discuss the comments noted in this referral.

cc: Kathleen Leidich, AICP, Assistant Director, DTCI
    Lou Mosurak, AICP, Senior Coordinator, DTCI
County of Loudoun  
Department of Transportation and Capital Infrastructure  
MEMORANDUM

DATE: March 15, 2016

TO: Tyler Klein, AICP, Project Manager  
Department of Planning and Zoning

FROM: Rory L. Toth, CZA/CTM, Senior Transportation Planner  
DTCI, Transportation Planning & Operations Division

SUBJECT: ZMAP 2015-0014 & CMPT 2015-0011 – Loudoun County School Board – Western Loudoun Transportation (aka LCPS Valley Service Center)  
First Referral

Background

This application seeks approval of a Zoning Map Amendment (ZMAP) application in order to rezone approximately 1.83 acres of PIN 453-20-4452 from JLMA-3 to RC under the Revised 1993 Zoning Ordinance (Zoning Ordinance). In addition, the application also seeks approval of a Commission Permit (CMPT) to allow a permanent transportation facility and other government uses on approximately 8.35 acres. The subject property is located on the south side of West Colonial Highway (VA Route 7 Business) and approximately 0.5 miles east of Berlin Turnpike (VA Route 287). The use would be served by one full-movement entrance off of VA Route 7 Business, opposite the entrance to Harmony Middle School on the north side of the roadway. A vicinity map is provided as Attachment 1, and the proposed site layout is shown on Attachment 2 (Figure 3).

The Department of Transportation and Capital Infrastructure (DTCI) review of these applications is based on materials received from the Department of Planning and Zoning on January 21, 2016, including (1) an information sheet, dated January 25, 2016; (2) a Statement of Justification (SOJ) prepared by the Applicant, dated December 30, 2015; (3) a Traffic Impact Study (TIS) prepared by Gorove/Slade Associates, Inc., dated November 4, 2015; and (4) Zoning Map Amendment Plat and Commission Permit Plat (plan set) entitled “LCPS Valley Service Center” prepared by Bowman Consulting dated November 2015.

Compliance with the Countywide Transportation Plan

The subject property is located within the Hamilton and Purcellville Joint Land Management Policy Areas. The transportation network is specifically governed by the policies of Countywide Transportation Plan (2010 CTP), the Bicycle & Pedestrian Mobility Master Plan (2003 Bike & Ped Plan), as well as Chapter 9 of the Revised General Plan. DTCI’s assessment of the transportation network is based on review of existing, planned and programmed transportation facilities, review of the Applicant’s traffic study, and applicable County policies.
Existing, Planned and Programmed Transportation Facilities

Existing and planned roadways in the vicinity of the site are described below. Descriptions for planned conditions of CTP roads are taken from Appendix 1 of the 2010 CTP; descriptions of planned bicycle and pedestrian facilities on CTP roads are taken from Appendix 6 of the 2010 CTP and the 2003 Bike & Ped Plan.

West Colonial Highway (VA Route 7 Business) (segment from western corporate limits of the Town of Hamilton west to the roundabout at VA Route 287 (Berlin Turnpike)) is classified as a major collector and designated as a Virginia Byway by the 2010 CTP. This segment of West Colonial Highway is currently built to its ultimate condition as a two-lane local access undivided urban collector (U2) roadway, although additional ROW may be necessary for turn lanes and bicycle/pedestrian facilities. Left- and right-turn lanes are recommended at major intersections. Additional ROW is necessary with these applications in order to accommodate the proposed eastbound right-turn lane and bicycle/pedestrian facilities shown on the plan set. Currently, there are two existing site driveways serving the site. A left-turn lane traveling westbound is built at the easternmost entrance into the site and a right-turn lane is constructed, opposite the entrance into the Harmony Middle School site, going westbound. Each existing site driveway is under stop-control at its intersection with West Colonial Highway. In addition, the Harmony Middle School driveway entrance is under stop-control at its intersection with West Colonial Highway. It is noted that the Applicant is proposing to eliminate the westernmost entrance on the site to West Colonial Highway. According to 2014 daily traffic volume estimates from VDOT, the segment of West Colonial Highway from the eastern limits of the Town of Purcellville to the western limits of the Town of Hamilton carries approximately 10,000 vehicles per day.

The 2003 Bike & Ped Plan classifies West Colonial Highway as a “baseline connecting roadway” and a “Pedestrian Improvement Area” along which bicycle and pedestrian facilities are envisioned. For two-lane roads, Appendix 6 of the 2010 CTP calls for two six-foot wide sidewalks (within the ROW or centered within a 10-foot public access easement), one on each side of the roadway. A sidewalk is currently in place on the north side of West Colonial Highway along the Harmony Middle School site frontage.

Review of Applicant’s Traffic Impact Study

The Applicant’s traffic impact study (TIS) analyzed the impacts of the proposed uses on the surrounding roadway network during the weekday AM Peak, PM School Peak and PM Commuter Peak. The TIS assumes site buildout by 2017. The TIS analyzed Existing Conditions (2015), Future Conditions without Development (2017), and Future Conditions with Development (2017). Intersection capacity analyses at the study area intersections were performed using Synchro (Version 8) software based on the Highway Capacity Manual (HCM 2000) data and methodology.

The study area of the TIS included analysis of the following two existing intersections.

- West Colonial Highway / Service Center Entrance (West) (Intersection 1)
- West Colonial Highway / Service Center Entrance (East) / Harmony Middle School Entrance (Intersection 2)
It is important to note that the TIS analyzed Intersection 2 as both a signalized and unsignalized intersection under Existing (2015), Future Without Development (2017) and Future With Development (2017) Conditions.

Existing (2015) Traffic Volumes and Levels of Service (LOS)

Existing lane use configurations and traffic control devices are shown on Attachment 3 (Figure 2). Existing traffic volumes for the existing intersections within the study area are shown on Attachment 4 (Figure 4). Existing intersection LOS is summarized in Table 2 and shown graphically in Attachment 5 (Figure 5). All movements at Intersection 1 operate at an acceptable LOS (LOS D or better) during the AM and PM School and PM Commuter peak hours with the exception of the northbound approach in Intersection 1 which operates at a LOS E in the AM peak hour. At Intersection 2, the eastbound and westbound approaches operate at an acceptable LOS. However, all movements (left-thru and right) within the southbound approach at Intersection 2 operate at a LOS F in the AM peak hour. It is noted that the TIS analyzed the LOS at Intersection 2 with a traffic signal in place. With an assumed traffic signal in place at Intersection 2, all movements operate at an acceptable LOS.

Future Conditions Without Development (2017) Assumptions, Traffic Volumes, and LOS Analysis

An annual inherent growth rate of two percent was assumed on West Colonial Highway as a regional growth factor. It is noted that there are no proposed roadway improvements in the vicinity of the site at this time. Attachment 6 (Figure 6) shows the traffic volumes for Future Conditions Without Development (2017). Future Conditions without Development (2017) LOS is summarized in Table 3 of the TIS and shown graphically in Attachment 7 (Figure 7). All movements at Intersection 1 operate at an acceptable LOS (LOS D or better) during the AM and PM School and PM Commuter peak hours. At Intersection 2, the eastbound and westbound approaches operate at an acceptable LOS. However, all movements within the southbound approach (left, thru and right) at Intersection 2 operate at a LOS F in the AM peak hour. As indicated in the TIS, the West Colonial Highway / Service Center Entrance (East) / Harmony Middle School Entrance (Intersection 2) is assumed to have a signal in place under Future Without Development conditions (2017) in order to achieve an acceptable LOS.

Trip Generation

The TIS derived existing and proposed trip generation by using existing turning movement counts for trips into and out of the subject site during the AM Peak, PM School Peak and PM Commuter Peak hours to project the trips generated by the additional bus/car parking and/or additional storage buildings on the site. With the proposed rezoning application to rezone a portion of the site from JLMA-3 to RC, it is anticipated that an additional 42 bus/car spaces will be added to the existing 90 bus/car spaces on the site. It is noted that the quantity of bus/car spaces became the trip generator factor for the site. It is also important to note that while trip generation was based upon the number of proposed bus/car spaces, it includes trip generation generated from other uses on the site that are not measured in bus/car spaces. Current uses on the site include: LCPS bus maintenance (45 spaces) and bus parking (45 spaces); LCPS and County Fleet fueling; County recycling center; County impoundment lot; and LCPS/County...
materials and equipment storage. It is noted on Page 18 of the TIS that the County impoundment lot and storage facility will be removed.

Table 1 below summarizes the trip generation and comparison of existing uses versus proposed uses for the subject site. The proposed development will generate 116 trips during the AM peak hour, 97 trips during the PM school peak hour and 100 trips during the PM commuter peak hour, for a total of 733 daily trips. Compared to the allowable uses existing on the site, the proposed development would generate 28 more trips in the AM peak hour, 24 more trips in the PM school peak hour, 24 more trips in the PM peak commuter hour and 175 more weekday daily trips. It is noted that the trip generation included in the TIS accounted for a 25 percent pass-by reduction for the existing LCPS/County Fleet fueling station.

Table 1: Trip Generation (2017) LCPS Valley Service Center Trip Generation

<table>
<thead>
<tr>
<th>Land Use</th>
<th>Size</th>
<th>AM Peak Hour</th>
<th>PM School Peak Hour</th>
<th>PM Commuter Peak Hour</th>
<th>Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>In</td>
<td>Out</td>
<td>Total</td>
<td>In</td>
</tr>
<tr>
<td><strong>Existing Trip Generation</strong>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Existing Traffic Counts</td>
<td>90 bus/car spaces</td>
<td>38</td>
<td>41</td>
<td>79</td>
<td>29</td>
</tr>
<tr>
<td><strong>Computed Rates</strong></td>
<td></td>
<td>0.42</td>
<td>0.46</td>
<td>0.88</td>
<td>0.32</td>
</tr>
<tr>
<td><strong>Proposed Use</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Trips</td>
<td>42</td>
<td>18</td>
<td>19</td>
<td>37</td>
<td>14</td>
</tr>
<tr>
<td>Pass By Reduction (Fueling Station)2</td>
<td>25%</td>
<td>-4</td>
<td>-5</td>
<td>-9</td>
<td>-3</td>
</tr>
<tr>
<td><strong>Total New Trips</strong></td>
<td></td>
<td>14</td>
<td>14</td>
<td>28</td>
<td>11</td>
</tr>
<tr>
<td><strong>Total Site Trips without Reductions (Including Existing)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>56</td>
<td>60</td>
<td>116</td>
<td>43</td>
</tr>
</tbody>
</table>

Source: Gorove/Slade TIS LCPS Valley Service Center, November 4, 2015 and DTCI.

1 The existing trip generation is based on existing peak hour counts conducted at the site, conducted on May 27, 2015.

2 Based on existing counts at the site entrance, the following pass by trips were estimated: approximately 50% of the eastbound site traffic in the AM peak; and approximately 50% of the westbound site traffic in the PM peak. This translates to overall hourly trip reduction of 25%.

**Trip Distribution and Assignment**

The TIS (Table 2 below) assumed a distribution of site-generated trips based on travel patterns in the area as shown below.

Table 2: Direction of Approach (2017)

<table>
<thead>
<tr>
<th>Road Name and Direction</th>
<th>Direction of Approach</th>
</tr>
</thead>
<tbody>
<tr>
<td>To and from the west along West Colonial Highway</td>
<td>50%</td>
</tr>
<tr>
<td>To and from the east along West Colonial Highway</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

Source: Gorove Slade November 4, 2015 TIS for LCPS Valley Service Center
The TIS indicates that 50 percent of development site-generated trips would access the site to/from the west on West Colonial Highway and 50 percent to/from the east along West Colonial Highway. Based on this distribution, the resulting assignment of site-generated trips is shown in Attachment 8 (Figure 9). As noted and discussed above in the Trip Generation Section of this referral, the TIS assumed a 25 percent pass-by reduction, as shown in Attachment 9 (Figure 10) in the peak direction during the corresponding peak hour (i.e., Eastbound for the AM Peak; Westbound for the PM Peak and a 50%/50% split during the PM School Peak hour).

**Total Future With Development (2017) Traffic Volumes and LOS Analysis**

To determine Total Future With Development (2017) traffic volumes, as shown in Attachment 10 (TIS Figure 11), Future Without Development (2017) traffic volumes, pass-by trips and site-generated traffic volumes were added together. No additional off-site roadway improvements were assumed for Total Future With Development (2017) conditions. Future With Development (2017) lane use are shown in Attachment 11 (TIS Figure 8) and the results of the LOS analysis at the TIS area intersections are summarized in Table 6 and shown graphically in Attachment 12 (TIS Figure 12). It is important to note that the TIS indicates that access to the site at Intersection 1 will be removed under Total Future With Development (2017) conditions. At Intersection 2, the eastbound and westbound approaches operate at an acceptable LOS. However, all movements within the northbound and southbound approach (left, thru and right) at Intersection 2 operate at a LOS F in the AM peak hour under an unsignalized scenario. It is noted that the Intersection 2 overall northbound approach delay in seconds per vehicle increases from 26.5 seconds to 82.3 seconds and the overall southbound approach delay in seconds per vehicle increases significantly from 283.5 seconds to 400.3 seconds. While queuing is not an issue on the northbound approach at Intersection 2, to mitigate the unacceptable LOS for these movements, as indicated in the TIS, the West Colonial Highway / Service Center Entrance (East) / Harmony Middle School Entrance (Intersection 2) is assumed to have a signal in place under Future With Development conditions (2017) in order to achieve an acceptable LOS. Please see the Transportation Comments and Recommendations Section of this referral for additional discussion on these matters.

**Transportation Comments and Recommendations**

DTCI staff has reviewed the Applicant’s submitted materials and has the following comments and recommendations:

1. In its ultimate condition, the 2010 CTP calls for this segment of West Colonial Highway on to be a major collector roadway with turn lanes to be provided at major intersections. The Applicant has indicated in its SOJ, CDP/CMPT plat and TIS that Intersection 1 (the westernmost entrance) will be closed and a perpetual street easement for a right-turn lane will be provided and determined at the time of site plan into the site at Intersection 2. DTCI recommends that the Applicant commit to a proffer and/or a CMPT plat note to dedicate the necessary ROW with these applications in order to accommodate the right-turn lane along West Colonial Highway, as called for by the 2010 CTP. In addition, revise the CDP/CMPT plat and label on Sheet 3 accordingly. ROW dedication should occur prior to the approval of the first site plan for any use on the subject property.
2. DTCI notes that the TIS assumes that a traffic signal will be installed at Intersection 2 (i.e., the easternmost site entrance opposite the middle school entrance) in order to improve the unacceptable LOS for the northbound and southbound approach under Existing (2015), Future Without Development (2017) and Future With Development (2017) Conditions. It is further noted that a Preliminary Signal Warrant Analysis, included on Page 28 of the TIS, indicates that a traffic signal is warranted at this intersection. DTCI recommends that a proffer be drafted and the CDP/CMPT plat updated to state that the Applicant will obtain all necessary easements and construct, or bond for construction, a traffic signal at this intersection prior to the approval of the first CPAP or STPL on the property, subject to VDOT approval, whichever is first in time. DTCI further recommends that the Applicant commit to a proffer and/or a CMPT plat note to conduct a traffic signal warrant study at this intersection. In the event the traffic signal is not warranted, DTCI recommends that the Applicant commit to a cash-in-lieu contribution in the amount of $350,000.00 or a cash equivalent if the signal is installed by others.

3. DTCI notes that Sheet 3 of the CDP/CMPT plat depicts a 14-foot wide perpetual trail/street easement along a portion of the site’s frontage with West Colonial Highway with a label that states it is to be determined at site plan. DTCI recommends that the Applicant commit to a proffer and/or a CMPT plat note to dedicate the necessary ROW with these applications in order to accommodate the right-turn lane along West Colonial Highway, as called for by the 2010 CTP. In addition, revise the CDP/CMPT plat and label on Sheet 3 accordingly. ROW dedication should occur prior to the approval of the first site plan for any use on the subject property.

4. DTCI notes that the 2003 Bike & Ped Plan classifies West Colonial Highway as a “baseline connecting roadway” and a “Pedestrian Improvement Area” along which bicycle and pedestrian facilities are envisioned. In addition, for two-lane roads, Appendix 6 of the 2010 CTP calls for two six-foot wide sidewalks (within the ROW or centered within a 10-foot public access easement), one on each side of the roadway. Revise Sheet 3 of the CDP/CMPT plat and the associated label to state/show a six-foot wide sidewalk across the entire site frontage with West Colonial Highway within the proposed ROW or within a 10-foot wide public access easement, as called for by the 2003 Bike & Ped Plan and Appendix 6 of the 2010 CTP along future two-lane roadways. A proffer should be drafted and/or a note should be placed on the CMPT plat which states that said sidewalk shall be constructed or bonded for construction prior to approval of the first site plan for any use on the subject property.

5. DTCI notes that the TIS states that in the Future With Development (2017) Conditions, the Applicant is proposing to eliminate the westernmost entrance on the site (Intersection 1) to West Colonial Highway. The Applicant should commit to a proffer and/or a note on the CMPT plat which states when this entrance will be closed and said closure will be shown on a CPAP and/or site plan, prior to its approval.

6. DTCI notes that Sheet 3 of the CDP/CMPT plat shows that the easternmost existing entrance on the subject site will be widened. DTCI recommends that the Applicant commit to a proffer and/or a CMPT plat note to widen the existing easternmost entrance, subject to County FSM standards and VDOT standards, and said widened entrance will be shown on the first CPAP and/or site plan for any use on the subject site, prior to its approval. Lastly, it appears that
the widened entrance shown on the CDP/CMPT plat needs to align better with the entrance to the middle school on the north side of West Colonial Highway. DTCI defers additional comment on this matter to the Department of Building & Development.

7. DTCI notes that Sheet 3 of the CDP/CMPT plat references additional performance standards, (some of which are transportation related) that are required by Section 5-607 of the Zoning Ordinance for recycling center uses. DTCI defers comment regarding conformance with these performance standards to the Department of Planning and Zoning. However, DTCI is available to support the Department of Planning & Zoning Staff in its review of these standards in the event DTCI assistance is necessary.

Conclusion

DTCI has no overall recommendation on these applications at this time. DTCI staff will provide a recommendation after it has reviewed the Applicant’s responses to the comments noted in this referral. Depending on the Applicant’s responses, DTCI may have additional comments. DTCI staff is available to meet with the Applicant and discuss the comments noted in this referral.

ATTACHMENTS

1. Site Vicinity Map
2. Proposed Site Layout (TIS Figure 3)
3. Existing (2015) Lane Use and Traffic Control (TIS Figure 2)
4. Existing (2015) Traffic Volumes (TIS Figure 4)
5. Existing (2015) Intersection Peak Hour LOS (TIS Figure 5)
6. Future Without Development (2017) Traffic Volumes (TIS Figure 6)
7. Future Without Development (2017) Intersection Peak Hour LOS (TIS Figure 7)
8. Site-Generated (2017) Trip Assignments (TIS Figure 9)
9. Site Pass-By Trip Reductions (2017) (TIS Figure 10)
10. Total Future (2017) Traffic Volumes (TIS Figure 11)
11. Total Future (2017) with Development Lane Use (TIS Figure 8)
12. Total Future (2017) Intersection Peak Hour LOS (TIS Figure 12)

cc: Kathleen Leidich, AICP, Assistant Director, DTCI
    Lou Mosurak, AICP, Senior Coordinator, DTCI
ZMAP 2015-0014 & CMPT 2015-0011 – Loudoun County School Board-Western Loudoun Transportation

ATTACHMENT 1
Figure 3: Concept Plan
Obtained from Bowman Consulting (shown here for illustrative purposes only)
BACKGROUND INFORMATION

Description of Geometric Scope and Limits of the Study Area

The following intersections were identified for inclusion in this study (Please see signed scope in Appendix A):

1. W Colonial Highway and Western Service Center Entrance
2. W Colonial Highway and Eastern Service Center Entrance/Harmony Middle School Entrance

Existing Roadway Network

A description of the major roadways within the immediate vicinity of the site is presented below:

**W Colonial Highway** is a two-lane undivided east-west major collector. The posted speed limit on this roadway is 35 mph in the vicinity of the site.

The existing lane configuration and traffic controls for the study intersections are shown in **Figure 2**.

Figure 2: Existing Lane Use and Traffic Control Devices (2015)
Figure 4: Existing Traffic Volumes (2015)
Figure 5: Existing Conditions (2015) Levels of Service

Legend

Unsignalized
X/Y/Z AM/PM School Peak/PM Commuter Peak Hour Level of Service for Approach

Signalized
X/Y/Z AM/PM School Peak/PM Commuter Peak Hour Level of Service for Approach

ATTACHMENT 5
ANALYSIS OF FUTURE CONDITIONS WITHOUT DEVELOPMENT (2017)

**Planned Improvements**
Currently, there are no planned or proposed roadway/transportation improvements in the vicinity of the site.

**Inherent Growth**
As agreed upon at the scoping meeting, an inherent growth rate of 2% per year was assumed for the thru traffic on W Colonial Highway in order to account for the regional growth.

The future without development (2017) traffic volumes are shown in Figure 6.

**Figure 6: Future Conditions (2017) without Development Traffic Volumes**
Figure 7: Future Conditions without Development (2017) Levels of Service
ANALYSIS OF FUTURE CONDITIONS WITH DEVELOPMENT (2017)

Future Conditions with Development (2017) Traffic Volumes

The proposed site trips and pass by trips were added to the future without development (2017) volumes in order to establish the future with development (2017) volumes, as shown in Figure 11.

Figure 9: Site Generated Trips (2017)
Figure 10: Site Pass-by Trips (2017)

Note: As observed from the existing count data on the site, the pass-by trips were only applied to the eastbound traffic in the AM peak hour, both eastbound and westbound traffic in the school PM peak hour, and only the westbound traffic in the Commuter PM peak hour.
Figure 11: Future with Development (2017) Traffic Volumes
Site Generated Volumes

The turning movement counts in the existing conditions were used to determine the trips into and out of the study site for the weekday AM, PM School and PM Commuter peak hours. As noted earlier, the rezoning is being pursued for the JLMA-3 portion of the site which would allow additional bus/car parking and/or additional storage buildings, similar to the existing use on the site. It is anticipated that with the proposed rezoning and the revised layout for the site, approximately 42 additional spaces will be created. Hence, the number of bus/car spaces was used as the ‘trip generator unit’ for the site. Please note that although the trip rates were evaluated based on the number of bus/car spaces, the trip generation from those rates includes the trips generated by other facilities on the site that are not measured in bus/car spaces.

Table 4 shows the proposed use trip generation calculations with reductions. As agreed in the scoping meeting, a pass by reduction of 25% was used for the gas station in the peak direction. Please note that although the pass-by percentage is 25%, the reduction in trips associated with that is not more than 9 trips.
Figure 12: Future Conditions with Development (2017) Levels of Service
August 25, 2016

Marchant Schneider, Project Manager  
County of Loudoun  
Department of Planning MSC 62  
1 Harrison Street, S.E.  
P.O. Box 7000  
Leesburg, Virginia 20177-7000

Re: Loudoun County School Board-Western Loudoun Transportation Facility  
Loudoun County Application Numbers ZMAP 2015-0014, CMPT 2015-0011,  
SPEX 2015-0056, and SPMI 2015-0019

Dear Mr. Schneider:

We have reviewed the referenced applications and we have no objection to approval of the  
Zoning Map Amendment, Commission Permit, Special Exception, and Minor Special Exception.

If you have any questions please call me at (703) 259-2492.

Sincerely,

Thomas B. Walker  
Land Use Engineer
March 1, 2016

Tyler Klein, Project Manager  
County of Loudoun  
Department of Planning and Zoning, MSC #62  
1 Harrison Street, S.E.  
P.O. Box 7000  
Leesburg, Virginia 20177-7000

Re: Loudoun County School Board – Western Loudoun Transportation  
Loudoun County Plan Numbers ZMAP 2015-0014, CMPT 2015-0011

Dear Mr. Klein:

We have reviewed the referenced applications and we have no objection to approval subject to the following comments.

1. As the Traffic Impact Study indicates a Preliminary Signal Warrant Analysis revealed that a signal is warranted at the site entrance based upon the traffic volumes in the existing conditions, a signal warrant study should be submitted for this intersection.

If you have any questions, please call me at (703) 259-2492.

Sincerely,

Thomas B. Walker  
Land Use Engineer
DATE: August 4, 2016

TO: Marchant Schneider, Project Manager, Department of Planning & Zoning

THROUGH: Mary Confroy Valenta, B&D – Chief Planner

FROM: Brian Potts, Planner

CASE NUMBER AND NAME: ZMAP 2015-0014 & CMPT 2015-0011; Loudoun County School Board – Western Loudoun Transportation

LCTM (MCPI):
- Tax Map /36////////52G MCPI 453-20-4452
- Tax Map /62////////23/ MCPI 453-20-5576
- Tax Map /62////////24/ MCPI 453-20-7677

FYI: The project is located within the Town of Hamilton Subdivision Control Area and therefore subject to the Town’s Subdivision Ordinance.

The proposal is to rezone PIN 453204452, approximately 1.83 acres, from JMLA-3 to R-C and secure a companion commission permit for the establishment of a permanent transportation facility and additional governmental uses on approximately 8.35 acres.

Land Subdivision and Development Ordinance (LSDO) Final Response

Staff has completed its second review of the subject application and reports all previous comments have been fully addressed and there are no conflicts with the requirements of the LSDO.

Thank you for the opportunity to review and comment on this application. Should you have any questions or require any additional information, please feel free to contact me directly at (703) 777-0255 or by email at brian.potts@loudoun.gov.
DATE: March 9, 2016

TO: Tyler Klein, Project Manager, Department of Planning & Zoning

THROUGH: Scott Berger, B&D - Division Manager

FROM: Brian Potts, Planner

CASE NUMBER AND NAME: ZMAP 2015-0014 & CMPT 2015-0011; Loudoun County School Board – Western Loudoun Transportation

LCTM (MCPI):
- Tax Map /36///52G MCPI 453-20-4452
- Tax Map /62///23 MCPI 453-20-5576
- Tax Map /62///24 MCPI 453-20-7677

FYI: The project is located within the Town of Hamilton Subdivision Control Area and therefore subject to the Town’s Subdivision Ordinance.

The proposal is to rezone PIN 453204452, approximately 1.83 acres, from JMLA-3 to R-C and secure a companion commission permit for the establishment of a permanent transportation facility and additional governmental uses on approximately 8.35 acres.

The Planning Division of the Department of Building and Development has reviewed this application for conformance with the *Land Subdivision and Development Ordinance* (LSDO) and offers the following comments:

- Because the development site is known to contain designated wetland areas, it is recommended that the following sentence be added to Note 7 on the cover sheet: "It is incumbent upon the applicant, successors or assigns to secure all necessary permits from the Army Corps of Engineers prior to any land disturbances within designated wetlands."

- Staff reports that its review of the subject applications renders no conflicts with the LSDO. Further, prior to the County’s final action on the actual site plan proposal, this division will oversee the required boundary line adjustment application consolidating the subject parcels and assure compliance to requirements of the LSDO at that point in time.
Thank you for the opportunity to review and comment on this application. Should you have any questions or require any additional information, please feel free to contact me directly at (703) 777-0255 or by email at brian.potts@loudoun.gov.
MEMORANDUM

To: Tyler Klein, Project Manager
From: Maria Figueroa Taylor, Fire-Rescue Planner
Date: March 11, 2016
Subject: Loudoun Public School Board
Western Loudoun Transportation
ZMAP 2015-0014 & CMPT 2015-0011

Thank you for the opportunity to review the above captioned application. The Fire and Rescue Planning Staff has no comments.

The Fire-Rescue GIS and Mapping coordinator offered the following information regarding estimated response times:

<table>
<thead>
<tr>
<th>PIN</th>
<th>Purcellville, Station 2 Travel Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>453-20-4452</td>
<td>2 minutes</td>
</tr>
</tbody>
</table>

Travel times are determined using ESRI GIS network analyst along the county’s street centerline with distance and speed limit being the criteria. Travel time is reported in minutes and seconds. For the approximate response time two minutes is added for turnout time.

<table>
<thead>
<tr>
<th>Approximate Response Time for Purcellville, Station 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 minutes</td>
</tr>
</tbody>
</table>

If you have any questions or need additional information, please contact me at 703-777-0333.

c: Project file
MEMORANDUM TO: Tyler Klein
               Project Manager

FROM: Jeffrey Barr, REHS
      MSC 60A
      Environmental Health Technical Specialist


DATE: January 29, 2016

This Department reviewed the package and the plat prepared by Bowman Consulting and recommends approval with the following comments and conditions to the proposal.

1) All existing and proposed structures must be served by public sewer and water.

2) All existing wells and/or sewage disposal systems must be properly abandoned in accordance with Health Department specifications. (permits are required)
Marchant,

Per my 1st submission comment March 8, 2016. “The Department of Parks, Recreation and Community Services (PRCS) has reviewed the Applicant’s proposal and has no objections to its approval as presented. PRCS has enjoyed a long-standing collaboration with Loudoun County Public Schools (LCPS) that allows the use of certain school facilities for PRCS programs. Currently through a cooperative agreement, PRCS has undercover storage space that provides storage of seasonal equipment at the subject facility. PRCS appreciates the partnership with LCPS and looks forwarded to similar opportunities in the future.”

Very Respectfully,

Mark A. Novak, ASLA
Chief Park Planner
Facilities Planning & Development
Loudoun County
Department of Parks, Recreation and Community Services
20145 Asbrook Place, Suite 170
Ashburn, Virginia 20147
703.737.8992
mark.novak@loudoun.gov

Celebrating 50 Years of Parks, Recreation and Community Services!
SAVE THE DATE- PRCS 50th Anniversary Kickoff Event: Aug. 13 at Franklin Park

Visit Us On The Web: www.loudoun.gov/prcs

In keeping with the Virginia Freedom of Information Act (FOIA), e-mails and all attachments may be released to others upon request for inspection and copying without prior notification.
COUNTY OF LOUDOUN
PARKS, RECREATION AND COMMUNITY SERVICES
REFERRAL MEMORANDUM

**To:** Tyler Klein, Project Manager, Department Planning & Zoning (MSC #62)  
**From:** Mark A. Novak, Chief Park Planner, Facilities Planning and Development (MSC #78)  
**CC:** Steve Torpy, Director  
Karen Sheets, Deputy Director  
Karen Sheets, Deputy Director  
Jeremy Payne, Deputy Director  
Kristen Reed, Chairman, PROS Board, Dulles District  
Jim Bonfils, Vice Chairman, PROS Board, Broad Run District  
Stephen H. Schultz, PROS Board, Catoctin District  
Kenya Savage, PROS Board, Chairman At-Large  
Allison Tinney, PROS Board, Open Space Member At-Large  
Kelly Foltman, PROS Board, Open Space Member At-Large  

**Date:** March 8, 2016

**Subject:** Loudoun County School Board-Western Loudoun Transportation ZMAP 2015-0014, CMPT 2015-0011  
**Election District:** Catoctin  
**Sub Planning Area:** RT7W  
**MCPI #** 453-20-4452, 453-20-5576, 453-20-7677

**BACKGROUND:**

The subject property consist of approximately 8.35 acres, located on the south side of West Colonial Highway (Business Route 7) approximately 0.5 miles east of the Berlin Turnpike (Route 287) between Hamilton and Purcellville, Virginia. The site is across the street from the Harmony Middle and Kenneth W. Culbert Elementary school campus. The property is split-zoned Rural Commercial (R-C) and Joint Land Management Area (JLMA-3) and is located in the Catoctin Election District. The Loudoun County School Board currently leases the property from Carlyle & Anderson, Inc. and proposes to purchase the property and establish this location as a permanent facility, subject to appropriate land use approvals. The Loudoun County School Board (LCSB) seeks approval of a Commission Permit and Rezoning to allow a permanent Western Loudoun Transportation Facility and other governmental uses.
Map Location
PROJECT PROPOSAL:

The Loudoun County School Board (LCSB) seeks approval of a Commission Permit and Rezoning to allow a permanent Western Loudoun Transportation Facility and other Governmental uses. To accomplish this, the Applicant proposes to rezone approximately 1.83 acres from JLMA-3 to R-C and a commission permit to allow a permanent transportation facility and other government uses. If this site is approved as a permanent facility, the Applicant proposes to maintain the current uses, except for the impoundment lot, as they are currently situated until such time as funding is approved as a part of the CIP for redesign. It is anticipated that the site will be re-designed and new maintenance, fueling and/or storage facilities will be constructed in the future. The only changes proposed in the short term are to potentially add storage space, reprogram the impoundment lot area for bus parking, install the required landscaping and construct entrance improvements. More specifically, the most western entrance will be closed and the eastern entrance upgraded to provide two outbound lanes (a right and a shared straight/left) and one inbound lane. This entrance will be aligned with the Harmony Middle School access on the north side of Colonial Highway. In addition, a right turn lane into the property will be added. There is an existing left turn lane into the site.
RECOMMENDATIONS:

The Department of Parks, Recreation and Community Services (PRCS) has reviewed the Applicant’s proposal and has no objections to its approval as presented. PRCS has enjoyed a long-standing collaboration with Loudoun County Public Schools (LCPS) that allows the use of certain school facilities for PRCS programs. Currently through a cooperative agreement, PRCS has undercover storage space that provides storage of seasonal equipment at the subject facility. PRCS appreciates the partnership with LCPS and looks forwarded to similar opportunities in the future.

If you have any questions or concerns regarding these comments, please do not hesitate to contact me at 703-737-8992 or mark.novak@loudoun.gov.
Steve,

Hamilton had no comments.

Daniel Galindo, AICP
Zoning Administrator
Town of Hamilton

Cell: 571-442-0598

On Wed, Nov 9, 2016 at 4:01 PM, Barney, Steve <Steve.Barney@loudoun.gov> wrote:

Patrick and Dan,

Prior to the upcoming Planning Commission 11/10 work session and 11/22 public hearing, I just wanted to confirm that neither the Town of Hamilton nor the Town of Purcellville had any comments on the LCSB Western Loudoun Transportation Satellite Facility applications (ZMAP 2015-0014, CMPT 2015-0011, SPEX 2015-0056 & SPMI 2015-0019).

The applications were recently reassigned to me from Marchant Schneider. It looks like the applications were sent to the two Towns previously, but I just wanted to make sure that you’d each had the opportunity to look at this and determine that there are no comments.

The applications are for:

1. A Zoning Map Amendment to rezone approximately 1.83 acres from the JLMA-3 (Joint Land Management Area-3) zoning district to the RC (Rural Commercial) zoning district;

2. A Commission Permit to allow public buildings, facilities and uses that together constitute a permanent Western Loudoun Transportation Facility and other governmental uses in the RC zoning district;
Purcellville did not have any comments.

Sincerely,
Patrick Sullivan, AICP  CED  Director

Department of Community Development
Town of Purcellville
221 So Nursery Ave
Purcellville, VA 20132
psullivan@purcellvilleva.gov
www.Purcellvilleva.gov
540-338-2304

From: Barney, Steve [mailto:Steve.Barney@loudoun.gov]
Sent: Wednesday, November 09, 2016 4:01 PM
To: Sullivan, Patrick <psullivan@purcellvilleva.gov>; hamiltonzoning@gmail.com
Subject: Town of Hamilton & Town of Purcellville comments - LCSB Western Loudoun Transportation Satellite Facility application (ZMAP 2015-0014, CMPT 2015-0011, SPEX 2015-0056 & SPMI 2015-0019)

Patrick and Dan,

Prior to the upcoming Planning Commission 11/10 work session and 11/22 public hearing, I just wanted to confirm that neither the Town of Hamilton nor the Town of Purcellville had any comments on the LCSB Western Loudoun Transportation Satellite Facility applications (ZMAP 2015-0014, CMPT 2015-0011, SPEX 2015-0056 & SPMI 2015-0019).

The applications were recently reassigned to me from Marchant Schneider. It looks like the applications were sent to the two Towns previously, but I just wanted to make sure that you’d each had the opportunity to look at this and determine that there are no comments.

The applications are for:

1. A Zoning Map Amendment to rezone approximately 1.83 acres from the JLMA-3 (Joint Land Management Area-3) zoning district to the RC (Rural Commercial) zoning district;
2. A Commission Permit to allow public buildings, facilities and uses that together constitute a permanent Western Loudoun Transportation Facility and other governmental uses in the RC zoning district;
3. A Special Exception to permit the establishment of any one permitted use in excess of 10,000 square feet in gross floor area in the RC zoning district; and
4. A Minor Special Exception to amend buffer yard requirements.

The only potential short term changes identified by the Applicant are the addition of storage space as shown on the plat, reprogramming the County Treasurer vehicle impoundment lot (County staff has advised that this use is no longer
needed in this location) for bus parking, installing required landscaping, and constructing entrance improvements. Additionally, a right turn lane into the property and a sidewalk along the property frontage will be added. In the future, it is anticipated that the site will be redesigned and new maintenance, fueling and/or storage facilities will be constructed.

The Planning Commission staff report and attachments (including the plat) are available at: https://www.loudoun.gov/DocumentCenter/Index/13722

Feel free to let me know if you have any questions.

Thanks,
Steve Barney

**********
Steve Barney
Planner
Department of Planning & Zoning
1 Harrison Street, SE, 3rd Floor
Leesburg, VA 20175
(703) 771-5219

Visit Us On The Web: https://www.loudoun.gov/planning

In keeping with the Virginia Freedom of Information Act (FOIA), emails and all attachments may be released to others upon request for inspection and copying without prior notification.
The Departments of Planning & Zoning, and Transportation and Capital Infrastructure have provided additional comments. The Applicant responses provided below address the third review comments from these referral agencies.

**Department of Planning and Zoning (November 14, 2016)**

**Comment 1:** We continue to suggest that Proffer 4 not require submittal of a site plan within one year of rezoning (Previous Zoning Comment #7) as this proffer may be onerous for the applicant. Any applicant can submit a site plan at any time following rezoning; it is not necessary to proffer this and stipulate a specific time limit. It is recommended that the one-year control be eliminated. I implore you to communicate to the applicant that zoning/proffer compliance issues may ensue if the proffer remains and a site plan is not submitted within the one-year timeframe. This may create enforcement and administrative challenges for Zoning Administration.

**Response:** The recommended change has been incorporated into the revised proffers. The staff is correct that the applicant may submit at any time following the rezoning and a proffer is unnecessary to file within one year.

**Comment 2:** Sheet 6 of the plan set and Page 3 of the SPMI-2015-0019 Statement of Justification indicate provision of 76 evergreen trees and 67 evergreen trees, respectively, for the western buffer yard. The applicant should reconcile this discrepancy and consistently indicate the proposed number of trees.

**Response:** The number of plantings has been clarified on Sheet 6 and in the Statement of Justification for the western buffer yard. The total number of evergreen trees to be provided is 76. Nine of these were planted in May of 2016. An additional 67 will be planted.

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**Department of Planning and Zoning (November 21, 2016)**

**Comment 1:** In the preamble, the “Property” is defined as the 1.83 acres being rezoned to RC, but a number of the subsequent proffers require development improvements relative to the “Consolidated Property” of 8.35 acres. It appears the existing parcels zoned RC should also be made subject to the proffer statement or alternatively, clarify the proffer statement to address what currently constitute off-site improvements outside the area of the rezoning.

**Response:** The proffer statement has been clarified to note that there are off-site improvements associated with this rezoning request. If this format is not acceptable, please advise and we will amend accordingly.

**Comment 2:** Regarding Proffer 5, I suggest the width of the easement be specified and to whom the easement is to be provided.
Response: The width (variable 7-20 feet) has been added to Proffer 5 along with language that the easement will be provided to the Board of Supervisors.

Comment 3: Please add a trigger for Proffer 8 titled Traffic Signal Study at the third line after the statement “all necessary easements will be obtained” (e.g. prior to site plan approval).

Response: The recommended language has been incorporated.

Comment 4: In further regard to Proffer 8, installation of the signal is “subject to funding allocation by the Board.” While the “Board” is defined in the preamble as the Board of Supervisors, I question whether the “Board” in this context would be the Loudoun County School Board. Please review.

Response: The proffer language has been clarified to specify the Board of Supervisors. Funding for school projects is provided by the Board of Supervisors.

Comment 5: In further regard to Proffer 8, I suggest the second warrant study be provided in conjunction with the site plan for the redesigned and redeveloped Consolidated Property.

Response: The recommended language has been added.

Comment 6: Proffer 9 refers to landscaping, as depicted on sheets 5-10 of the Plans. Since sheets 5-10 are not proffered according to Proffer 1, I suggest this be made a condition of approval to SPMI-2015-0019, which modifies the type 4 buffer yard requirement.

Response: The proffers have been amended to add Sheets 5-9 of the Plan as part of the CDP.

Department of Transportation and Capital Infrastructure (November 17, 2016)

Comment 1: Trigger For Right-Turn Lane Construction, Westernmost Entrance Closure, Easternmost Entrance Alignment/Widening and Sidewalk Construction: The Applicant should revise the trigger for the aforementioned proposed improvements from “within one year of site plan amendment approval” to a proffer trigger that states said improvements are be shown on a site plan or construction plan and profiles, prior to its approval and constructed and open to traffic and/or use prior to commencement of the new use(s) on the property. DTCI defers additional comment on the trigger for said improvements to the Department of Planning & Zoning and the County Attorney’s Office.

Response: Proffer 6 has been amended to state that the improvements will be shown on a site plan or construction plans and profiles and will be constructed and open to traffic within one year of such
approval. The reason that the Applicant is proposing that a timeframe be used is because the use already exists on the property. LCPS will work with County staff to determine the best trigger.

Comment 2: Comments 1 and 3 through 6: These comments are partially addressed with draft Proffers 5, 6 and 7. DTCI recommends that the trigger stated in the draft proffers clarify that said improvements (i.e., right-turn lane, westernmost intersection closure, easternmost intersection alignment / widening and construction of the six-foot sidewalk) are to be shown on a site plan or construction plan and profile, prior to its approval and constructed and open to traffic and/or use prior to commencement of the new use(s) on the property. Also, Proffer 5 should clarify the width of the perpetual street and sidewalk easement.

Response: The proffer language has been amended to provide the width of the easement (variable 7-20 feet) in Proffer 5. Language has also been added to state that the proposed improvements will be depicted on a site plan or construction plans and profile and constructed and open to traffic within one year of such site plan or construction plan approval. The reason LCPS is using a timeframe is because the use is already existing on the property.

Environmental Review Team Comments (provided 11/23/16)

Comment 1: Per the County Soil Scientist, Ryan Reed, until the Zoning Administrator has made the necessary cartographic interpretation, the second sentence in Note 23 on Sheet 1 needs to be removed. In addition, Note 1 on Sheet 2 of the Plat also needs to be removed.

Response: The referenced notes have been deleted as recommended.

Comment 2: Update the Legend on Sheet 2 to read “very” steep slopes instead of steep slopes.

Response: The recommended language has been added.

Comment 3: Staff requests clarification about whether the steep slope information is based on County GIS or based on 2-foot topography (i.e. topographical analysis). The Plat notes refer to the Loudoun County GIS but the Plat identifies 2-foot contours and very steep slopes that are not identified on the GIS.

Response: Note 6 on Sheet 1 provides the source of the 2-foot topography (aerial).
Comment 4: Staff notes that a LID proffer was not provided.
response: Please reference Proffer 10 in the revised Proffer Statement.

Comment 5: Staff also notes that the oil/water separator and gate valve were not included. Note 19 on Sheet 1 (Note 20 on the previous application) has not been updated and still states “LCPS will work with the staff at site plan to identify the appropriate measures for this existing facility. Preliminarily, it is proposed to incorporate water quality swales or bioretention filters. In the longer term, if the legislative applications are approved and when funding is programmed to renovate this facility, the hotspot measures would likewise be upgraded to include oil water separators”. Staff recommends a commitment based on the oil water separator/gate valve proffer template.

Response: Please reference Proffer 11 in the revised Proffer Statement.
ZMAP 2015-0014, SPEX 2015-0056 and CMPT 2015-0011, LCSB – Western Loudoun
Transportation Satellite Facility - Response to (Second) Referral Agency Comments
October 14, 2016

The Departments of Building and Development, Parks, Recreation, and Community Services, Planning & Zoning, Comprehensive, and VDOT had no additional comments or questions. The Applicant responses provided below address the second review comments from the Departments of Planning and Zoning and Transportation and Capital Infrastructure.

Department of Planning and Zoning (August 26, 2016)

Comment 1: The applicant should include the special exception application number (SPEX 2015-0056) in the plan set cover sheet subtitle, add reference to the proposed special exception to General Note #4 on Sheet 1, and include a SPEX plat identifying the limits of special exception. This will require an update to the plan title reference in Section 1 of the proposed proffer statement.

Response: The recommended changes have been incorporated into the application plan set. Reference Cover Sheet, Sheet 1 and new Sheet 3B. The plan title block has also been updated as well as the proffer reference.

Comment 2: Under Parking Tabulations on Sheet 3, an asterisk should be added indicating that, aside from the small recycling collection center, the balance of uses on site are parked using the Governmental rate of 4 spaces per 1,000 square feet of office, and otherwise as determined by the Zoning Administrator, in accordance with Table 5-1102.

Response: The recommended change has been incorporated into the application plan set, Sheet 3.

Comment 3: Notes throughout the submittal indicate that future development will comply with requirements of the RC district except as modified, but no modifications are enumerated. Dimensions that exceed minimum requirements are not considered modifications and Zoning Administration suggests that the word “modified” not be used unless a zoning modification (ZMOD) application is proposed.

Response: Use of the word “modified” in relation to the RC District requirements has been changed to “further restricted”.

Comment 4: Sheet 3A should include the information required for display on a concept development plan per Section 6-1215, including the location of facilities.

Response: Staff and the Applicant met on September 23rd to review the Zoning referral comments. Further clarification was provided with the staff recommendation to identify the area to be rezoned on Sheet 3A and to add a Sheet 3B to depict the Special Exception and Minor Special Exception areas of the site. These recommendations have been incorporated into the plan set.
Comment 5: Proffer 1 should also reference compliance with Section 6-1216, Changes to Concept Development Plan After Approval.

Response: The recommended change has been incorporated into the Proffer Statement.

Comment 6: Proffer 2 should refer to the proposed land uses specifically as referenced in the Zoning Ordinance as follows: “public utility service center, without outdoor storage” per Section 2-903(K), “recycling collection center, small” per Section 2-903(L), and “contractor’s service establishment, limited to landscape contractors and lawn maintenance services” per Section 2-903(MM).

Response: The recommended use terms have been added to the Proffer Statement.

Comment 7: Proffer 4, which requires diligent pursuit of a site plan amendment within one year of rezoning, may be onerous for the applicant and it is suggested that the one-year control be eliminated.

Response: Proffer 4 has been clarified to separate the short term improvements from the future redesign of the site. LCPS plans to move forward with the implementation of the transportation improvements and landscaping as quickly as possible. The time frame for the site redesign is unknown.

Department of Transportation and Capital Infrastructure (September 15, 2016)
The DTCI Referral reviews all of their prior comments and the current status. Most of the March 15, 2016 comments have been satisfactorily addressed. Only those comments which require additional response from the applicant or new comments are addressed below.

1. Initial Staff Comment: (First Referral, March 15, 2016): In its ultimate condition, the 2010 CTP calls for this segment of West Colonial Highway on to be a major collector roadway with turn lanes to be provided at major intersections. The Applicant has indicated in its SOJ, CDP/CMPT plat and TIS that Intersection 1 (the westernmost entrance) will be closed and a perpetual street easement for a right-turn lane will be provided and determined at the time of site plan into the site at Intersection 2. DTCI recommends that the Applicant commit to a proffer and/or a CMPT plat note to dedicate the necessary ROW with these applications in order to accommodate the right-turn lane along West Colonial Highway, as called for by the 2010 CTP. In addition, revise the CDP/CMPT plat and label on Sheet 3 accordingly. ROW dedication should occur prior to the approval of the first site plan for any use on the subject property.

Applicant’s Response (June 8, 2016): LCSB historically provides a perpetual street easement as opposed to right-of-way dedication. The easement serves the same purpose and has been accepted by the County and VDOT for public street purposes. The proffer statement included with this resubmission provides the easement and the construction of the right turn lane. The CMPT/ZMAP plat note has been amended to better reflect the planned improvements.
Comment Status: Comment is partially addressed with draft Proffers 5, 6 and 7. DTCI recommends that the draft proffers reflect that said improvements (i.e., right-turn lane, westernmost intersection closure and easternmost intersection alignment and widening) be shown on a site plan or construction plan and profile, prior to its approval and constructed and open to traffic prior to commencement of the use(s).

Response: Proffer 4 has been clarified to separate the short term improvements from the future redesign of the site. More specifically, Proffer 4 provides for the submission of a site plan for the transportation improvements (and landscaping plan) within one year of ZMAP 2015-0014 approval. Proffers 5-9 provide the timing for the implementation of the improvements within one year of site plan approval. Because the use is already established as a temporary use and these applications seek to make this site a permanent location, it is not practical to construct the improvements prior to commencement of the use.

4. Initial Staff Comment: (First Referral, March 15, 2016): DTCI notes that the 2003 Bike & Ped Plan classifies West Colonial Highway as a “baseline connecting roadway” and a “Pedestrian Improvement Area” along which bicycle and pedestrian facilities are envisioned. In addition, for two-lane roads, Appendix 6 of the 2010 CTP calls for two six-foot wide sidewalks (within the ROW or centered within a 10-foot public access easement), one on each side of the roadway. Revise Sheet 3 of the CDP/CMPT plat and the associated label to state/show a six-foot wide sidewalk across the entire site frontage with West Colonial Highway within the proposed ROW or within a 10-foot wide public access easement, as called for by the 2003 Bike & Ped Plan and Appendix 6 of the 2010 CTP along future two-lane roadways. A proffer should be drafted and/or a note should be placed on the CMPT plat which states that said sidewalk shall be constructed or bonded for construction prior to approval of the first site plan for any use on the subject property.

Applicant’s Response (June 8, 2016): The CDP/CMPT plat has been amended to depict a six foot wide sidewalk across the entire site frontage. The sidewalk will be constructed at the same time as the site entrance improvements subsequent to site plan amendment approval. LCSB, as a public entity, does not bond improvements.

Comment Status: Comment partially addressed as the CDP/CMPT plat has been amended to depict a six-foot wide sidewalk (within a perpetual street and trail easement) across the entire site frontage along West Colonial Highway. However, DTCI recommends that the Applicant revise draft Proffer 7 so that the monetary contribution toward constructing the sidewalk is removed and that the commitment to construct said six-foot sidewalk is done sooner than one year after approval of site plan amendment approval for the Consolidated Property.

Response: Proffer 7 has been amended to provide construction of the sidewalk within one year following site plan amendment approval as recommended.
New Comment

8. DTCI notes that the Applicant submitted SPEX and SPMI applications at second submission in order to permit any one use in the RC zoning district to exceed 10,000 square feet and to modify the requirement for a Type 4 Buffer Yard for all public utility facilities. DTCI requests clarification as to what use(s) are now being proposed and whether the TIS submitted by the Applicant at first referral accounts for such SPEX use(s). Depending on the proposed use(s), the TIS may need to be revised.

Response: The proposed uses have not changed from the initial submission of the application. The uses are to be:
- LCPS bus maintenance and bus parking
- LCPS and County fleet fueling
- County recycling center
- LCPS and County materials and equipment storage
Loudoun County Health Department (January 29, 2016)

Comment 1: All existing and proposed structures must be served by public sewer and water.

Response: The proposed uses will be served by public sewer and water.

Comment 2: All existing wells and/or sewage disposal systems must be properly abandoned in accordance with Health Department specifications (permits are required)

Response: Acknowledged. LCPS would like to explore the possibility of utilizing on-site wells for irrigation purposes and will work with the Health Department to determine the feasibility of this option.

Virginia Department of Transportation (March 1, 2016)

Comment: As the Traffic Impact Study indicates a Preliminary Signal Warrant Analysis revealed that a traffic signal is warranted at the site entrance based upon the traffic volumes in the existing conditions, a signal warrant study should be submitted for this intersection.

Response: The proffer statement provided with this resubmission provides for a signal warrant study to be conducted for this intersection in conjunction with the site plan amendment.

Community Planning (March 8, 2016)

Comment: The use of the property for a transportation service center and recycling center by the County is consistent with the land use, public facilities and environmental policies of the Revised General Plan. Community Planning Staff finds the general location, character, and extent of the proposed governmental uses on the property are in conformance with the Comprehensive Plan and supports approval of the Commission Permit (CMPT). Community Planning Staff also supports approval of the rezoning request to consolidate the property under a single zoning district.

Response: No response necessary. The proposed use is consistent with the County’s adopted land use policies.

Department of Building and Development (March 9, 2016)

Comment 1: Because the development site is known to contain designated wetland areas, it is recommended that the following sentence be added to Note 7 on the cover sheet: “It is incumbent upon the applicant, successors or assigns to secure all necessary permits from the Army Corps of Engineers prior to any land disturbances within designated wetlands.”

Response: The recommended language has been added to Note 7 (Sheet 1) of the CMTP/ZMAP plan. No disturbance to the wetlands are proposed.
Comment 2: Staff reports that its review of the subject applications renders no conflicts with the LSDO. Further, prior to the County’s final action on the actual site plan proposal, this division will oversee the required boundary line adjustment application consolidating the subject parcels and assure compliance to requirements of the LSDO at that point in time.

Response: No response necessary. A boundary line adjustment to consolidate the three parcels will be submitted at the appropriate time and LCPS will work with County staff to meet the requirements of the LSDO.

Department of Planning and Zoning (March 10, 2016)

Comment 1: The applicant should clarify whether the improvements described in the second paragraph on page 2 of the Statement of Justification are proposed under this application and illustrated on the subject concept development plan. A site plan will be required to physically alter the site. Additionally, if the changes will be proposed in the future and subsequent to approval of this application, a zoning concept plan amendment (ZCPA) and an additional commission permit application may be required. This comment also applies in connection with the asterisk under Site Tabulations on the concept development plan and commission permit plan (Sheet 3).

Response: The second paragraph on page 2 of the December 30, 2015, Statement of Justification provided:

If this site is approved as a permanent facility, it is proposed to maintain the current uses, except for the impoundment lot, as they are currently situated until such time as funding is approved as a part of the CIP for redesign. It is anticipated that the site will be re-designed and new maintenance, fueling and/or storage facilities will be constructed in the future. The only changes proposed in the short term are to potentially add storage space, reprogram the impoundment lot area for bus parking, install the required landscaping and construct entrance improvements. More specifically, the most western entrance will be closed and the eastern entrance upgraded to provide two outbound lanes (a right and a shared straight/left) and one inbound lane. This entrance will be aligned with the Harmony Middle School access on the north side of Colonial Highway. In addition, a right turn lane into the property will be added. There is an existing left turn lane into the site.

The note contained on Sheet 3 under Site Tabulations of the initial submission CMPT plat dated November 2015 provided:

*The existing buildings combined are approximately 18,000 SF (existing lot coverage is approximately 5% and FAR approximately .05). In the future, if funding is approved, it is proposed to redesign the lot and construct additional storage space and ultimately a modern maintenance facility. The uses would be continued but with a building designed for bus maintenance. It is expected that the building would be larger but the actual SF is unknown at this time. The proposed lot coverage and proposed FAR provides for this future building. [The site tabulations had identified lot coverage as 20 % and FAR as 0.2).

Upon approval of CMPT 2015-0011 and ZMAP 2015-0014, the improvements underlined above will be implemented as soon as possible. A boundary line adjustment to consolidate the three parcels and a site plan amendment to STPL 2005-0006 to reflect the proposed plan (Sheet 3) will be filed. To clarify, these improvements (as described/underlined above and depicted on the plan) are proposed to enhance
the existing facility. In response to staff’s comment and to clarify the future redevelopment, Sheet 3A has been added to the CMPT/ZMAP plan set. Future development will comply with the RC Zoning Requirements as modified on Sheet 3A. More specifically, the development standards have been changed to double the rear building setback from 30 feet to 60 feet and reduce the RC District FAR (from .4 to .25) and Lot Coverage (from .7 to .25). It is intended that the future redesign will comply with these standards without the need for additional CMPT or ZCPA review. If the future development seeks a density greater than that outlined on Sheet 3A, then additional legislative review would be necessary.

Comment 2: The use requires a commission permit pursuant to Section 6-1101 (A). Section 6-1103 (A) of the Zoning Ordinance states that the feature for which approval is being sought must substantially conform to the Comprehensive Plan. Zoning Administration defers to the Community Planning Division.

Response: Acknowledged. The 3/9/16 referral from Community Planning finds the proposed use in conformance with the Comprehensive Plan.

Comment 3: General Note #18 on Sheet 1 should be removed as signs are subject to a separate review and permitting process distinct from this legislative or any subsequent future site plan applications.

Response: Note #18 (Sheet 1) has been removed as recommended.

Comment 4: Sheet 3 should more clearly delineate pavement boundary and materials.

Response: Sheet 3 has been revised to better delineate pavement vs. gravel areas.

Comment 5: The submittal should address parking and loading requirements in Section 5-1100 and the stacking and parking spaces required for the recycling drop-off center pursuant to Sections 5-607(A) (10) and (11).

Response: Parking tabulations for the site have been added to Sheet 3, including the parking requirements for the recycling center.

Comment 6: Sheet 3 should address Section 5-662(B), which requires full screening of outdoor storage.

Response: A detailed landscaping plan has been added to the proposed plan which provides full screening of the site.

Comment 7: The applicant should address Section 5-607 (A)(4), which limits recycling drop-off centers to 3,000 square feet.

Response: The CMPT/ZMAP plat, Sheet 3, has been amended to depict the recycling container area, which is 3,000 square feet in size. The 3,000 SF performance standard applies only to the recycling container area.

Comment 8: The applicant should address Section 5-607(A)(8), which requires a 6-foot tall opaque fence along the west lot line. The Type 4 Buffers also require the fence.

Response: The recycling center currently provides an eight foot tall opaque fence which screens the facility from public view. As a part of this resubmission, a landscape buffer waiver/ modification has been submitted to eliminate the Type 4 Buffer fence requirement. Please reference the Minor Special Exception submitted with this response. (A Minor Special Exception is requested per Section 5-600 to modify Section 5-621 which requires a Type Four Buffer yard for “all utility facilities”. Buffer yard requirements may also be waived or modified by
the Zoning Administrator pursuant to Section 5-1409 and amended by the Board of Supervisors as a part of a SPEX/ZMAP review.

Comment 9: The applicant should address Section 5-607 (A)(9), which requires that recycling containers be at least 150 feet from any residential dwelling.

Response: The CMPT/ZMAP plat, Sheet 3, has been amended to depict the distance to the nearest residence which is 390+ feet to the west of the recycling containment area.

Comment 10: The applicant should clarify the note on Sheet 3 pertaining to a perpetual street and trail easement. It is not clear whether a pedestrian improvement or turn lane is proposed. Additional dedication of right-of-way will affect required yards and setbacks.

Response: Note 3 on Sheet 3 has been amended to identify the proposed perpetual easement, which is a mechanism LCSB has historically used to provide the equivalent right-of-way dedication. LCSB intends to construct the right turn lane into the site entrance and provide a sidewalk along the site frontage. (Comment 4 provided by DTCI indicates that a 6 foot in width sidewalk should be constructed.) It is recognized that additional dedication would affect the required yards/setbacks. The setbacks shown on the plan reflect the anticipated easement width.

Department of Fire, Rescue, and Emergency Management (March 11, 2016)

Comment: The Fire and Rescue Planning Staff has no comments. The Fire-Rescue GIS and Mapping coordinator estimated travel time to the property is 2 minutes. For the approximate response time two minutes is added for turnout time: 4 minutes.

Response: No response necessary.

Department of Transportation and Capital Infrastructure (March 15, 2016)

Comment 1: In its ultimate condition, the 2010 CTP calls for this segment of West Colonial Highway on to be a major collector roadway with turn lanes to be provided at major intersections. The Applicant has indicated in its SOJ, CDP/CMPT plat and TIS that Intersection 1 (the westernmost entrance) will be closed and a perpetual street easement for a right-turn lane will be provided and determined at the time of site plan into the site at Intersection 2. DTCI recommends that the Applicant commit to a proffer and/or a CMPT plat note to dedicate the necessary ROW with these applications in order to accommodate the right-turn lane along West Colonial Highway, as called for by the 2010 CTP. In addition, revise the CDP/CMPT plat and label on Sheet 3 accordingly. ROW dedication should occur prior to the approval of the first site plan for any use on the subject property.

Response: LCSB historically provides a perpetual street easement as opposed to right-of-way dedication. The easement serves the same purpose and has been accepted by the County and VDOT for public street purposes. The proffer statement included with this resubmission provides the easement and the construction of the right turn lane. The CMPT/ZMAP plat note has been amended to better reflect the planned improvements.

Comment 2: DTCI notes that the TIS assumes that a traffic signal will be installed at Intersection 2 (i.e., the easternmost site entrance opposite the middle school entrance) in order to improve the unacceptable LOS for the northbound and southbound approach under Existing (2015), Future Without Development (2017) and Future With Development (2017) Conditions. It is further noted that a Preliminary Signal Warrant Analysis, included on Page 28 of the TIS, indicates that a traffic signal is warranted at this intersection. DTCI
recommends that a proffer be drafted and the CDP/CMPT plat updated to state that the Applicant will obtain all necessary easements and construct, or bond for construction, a traffic signal at this intersection prior to the approval of the first CPAP or STPL on the property, subject to VDOT approval, whichever is first in time. DTCI further recommends that the Applicant commit to a proffer and/or a CMPT plat note to conduct a traffic signal warrant study at this intersection. In the event the traffic signal is not warranted, DTCI recommends that the Applicant commit to a cash-in-lieu contribution in the amount of $350,000.00 or a cash equivalent if the signal is installed by others.

Response: The proffer statement provided with this resubmission provides that a traffic signal warrant study will be conducted for the site intersection with Colonial Highway prior to site plan amendment. If VDOT determines that a signal is warranted, all necessary easements will be obtained and a traffic signal will be installed at this intersection, subject to funding availability.

Comment 3: DTCI notes that Sheet 3 of the CDP/CMPT plat depicts a 14-foot wide perpetual trail/street easement along a portion of the site’s frontage with West Colonial Highway with a label that states it is to be determined at site plan. DTCI recommends that the Applicant commit to a proffer and/or a CMPT plat note to dedicate the necessary ROW with these applications in order to accommodate the right-turn lane along West Colonial Highway, as called for by the 2010 CTP. In addition, revise the CDP/CMPT plat and label on Sheet 3 accordingly. ROW dedication should occur prior to the approval of the first site plan for any use on the subject property.

Response: As noted in the response to Comment 1 above, LCPS has included a proffer statement with this resubmission to provide the easement along the site frontage prior to site plan amendment approval and the construction of the right turn lane. The CDP/CMPT plat note has been amended to better reflect the planned improvements.

Comment 4: DTCI notes that the 2003 Bike & Ped Plan classifies West Colonial Highway as a “baseline connecting roadway” and a “Pedestrian Improvement Area” along which bicycle and pedestrian facilities are envisioned. In addition, for two-lane roads, Appendix 6 of the 2010 CTP calls for two six-foot wide sidewalks (within the ROW or centered within a 10-foot public access easement), one on each side of the roadway. Revise Sheet 3 of the CDP/CMPT plat and the associated label to state/show a six-foot wide sidewalk across the entire site frontage with West Colonial Highway within the proposed ROW or within a 10-foot wide public access easement, as called for by the 2003 Bike & Ped Plan and Appendix 6 of the 2010 CTP along future two-lane roadways. A proffer should be drafted and/or a note should be placed on the CMPT plat which states that said sidewalk shall be constructed or bonded for construction prior to approval of the first site plan for any use on the subject property.

Response: The CDP/CMPT plat has been amended to depict a six foot wide sidewalk across the entire site frontage. The sidewalk will be constructed at the same time as the site entrance improvements subsequent to site plan amendment approval. LCSB, as a public entity, does not bond improvements.

Comment 5: DTCI notes that the TIS states that in the Future With Development (2017) Conditions, the Applicant is proposing to eliminate the westernmost entrance on the site (Intersection 1) to West Colonial Highway. The Applicant should commit to a proffer and/or a note on the CMPT plat which states when this entrance will be closed and said closure will be shown on a CPAP and/or site plan, prior to its approval.

Response: The proffer statement provided with this resubmission provides for the elimination of the westernmost site entrance (intersection 1). The intersection will be closed at such time as the eastern intersection is upgraded.
and widened to accommodate site traffic. The intersection closure will be depicted on the site plan amendment to be filed for the property.

Comment 6: DTCI notes that Sheet 3 of the CDP/CMPT plat shows that the easternmost existing entrance on the subject site will be widened. DTCI recommends that the Applicant commit to a proffer and/or a CMPT plat note to widen the existing easternmost entrance, subject to County FSM standards and VDOT standards, and said widened entrance will be shown on the first CPAP and/or site plan for any use on the subject site, prior to its approval. Lastly, it appears that the widened entrance shown on the CDP/CMPT plat needs to align better with the entrance to the middle school on the north side of West Colonial Highway. DTCI defers additional comment on this matter to the Department of Building & Development.

Response: The proffer statement provided with this resubmission provides for the widening of the easternmost entrance, subject to County FSM and VDOT standards. The widened entrance will be depicted on the site plan amendment to be filed for the property. The entrance alignment will be reviewed at the time of site plan engineering and coordinated with the County and VDOT.

Comment 7: DTCI notes that Sheet 3 of the CDP/CMPT plat references additional performance standards, (some of which are transportation related) that are required by Section 5-607 of the Zoning Ordinance for recycling center uses. DTCI defers comment regarding conformance with these performance standards to the Department of Planning and Zoning. However, DTCI is available to support the Department of Planning & Zoning Staff in its review of these standards in the event DTCI assistance is necessary.

Response: Acknowledged.
November 17, 2016

Loudoun County Planning Commission
Department of Planning
1 Harrison Street, S.E., 3rd Floor
Leesburg, Virginia 20177-7000


Dear Planning Commissioners:

At the November 10, 2016, Planning Commission Briefing for the LCSB Western Loudoun Transportation Facility Commission members raised questions and a letter was placed on the record from Mr. Bill Thomas, a resident in the adjacent Frances Farm subdivision. This letter seeks to respond to the Commission’s questions as well as the submitted letter dated November 9, 2016 (Attachment 1). In addition, the staff report included recommendations on the proposed landscape buffer. LCPS Staff will work with County staff to address these recommendations. An explanation of the intent of the proposed buffer is included at the end of this letter.

Question: Why is LCPS seeking to waive the fence requirement of the Type 4 buffer?

Response: County Staff responded to this question and noted that the waiver was requested in response to the preference of the Frances Farm residents that additional landscaping be provided and the Type 4 Buffer Yard fence be eliminated. There is currently a three board fence on the perimeter of the property and a second fence was not deemed to be aesthetically pleasing.

The November 9, 2016, letter submitted to the record could be read to imply this was not the desire of the neighbors (paragraph 3). In order to confirm our understanding, LCPS sent a reply letter to Mr. Thomas on November 11, 2016. Later that day, an email was received from Mr. Thomas confirming that, to his knowledge, there had been no change in the neighbors’ position on the fence. (Reference Attachments 1, 2, and 3)

Question: How close will the proposed building be to the closest home? A concern was also expressed for the potential to have a 40 foot in height building within 60 feet of the property boundary.
Response: The nearest home is 65 feet from the western property boundary of the LCPS transportation center site. Combined with the 25 foot in width Type 4 buffer yard, the closest a future building could be is 90 feet. In response to Commissioner questions and the letter submitted by Mr. Thomas, LCPS proposes to extend the 60 foot building setback provided from the rear property boundary to the portion of the western property boundary adjacent to the closest existing house. More specifically, the proposed restriction is to provide a 60-foot western side building setback from the southwest corner of the property to a point 220 feet north. This will increase the distance between the closest house and a potential future building to 125 feet. This change will be incorporated into the SPEX and ZMAP plans for the proposed use. Reference Attachment 4 for the proposed change.

With regard to the request contained in the November 9th letter to restrict the height for any building that may be constructed within 100 feet of the property boundary to 20 feet, LCPS is reluctant to incorporate this restriction. While it is not known where future buildings will be placed on the site, LCPS has doubled the Zoning District setback and will be installing a significant buffer. Sheets 7 and 10 of the application plan provides a detailed landscaping program that will include the planting of 97 evergreen trees (plus 17 canopy and understory) at the rear of the property. The trees will be staggered to maximize buffering and have a height range of 30-80 feet at maturity based on the variety of evergreen species. (The ordinance requirement for a Type 4 Buffer Yard would be 37 evergreen trees, 32 canopy and understory, and 46 shrubs, plus the fence). Any buildings constructed as a part of a future site redesign will be substantially buffered.

For background on the zoning requirements, the parcel adjacent to the Frances Farms subdivision is currently zoned JLMA-3 and is proposed for rezoning to RC. The JLMA-3 District requires a 10 foot side yard and a 25 foot rear yard. The RC Zoning District requires a 15 foot side yard and a 30 foot rear yard setback. The Type 4 landscape buffer is 25 feet in width. A rear building setback of 60 feet was proffered in response to neighbors’ concerns. The revised proposal extends this 60 foot building restriction to the area proximate to the closest home on the western boundary (from the SW property corner 220 feet north).

Question: How has the use expanded over time? How has it grown?

Response: The property has been in commercial use since the 1950’s. LCPS has leased the property since 2002. In order to show the changes over the past 14 years, aerial photos for the property were reviewed. Attached are the 2002, 2007, 2012 and the 2016 aerial views of the site obtained from the Loudoun County Mapping Office. The differences noted in the photos are: the number of buses in the various views, the growth in the vegetation (on Frances Farm Subdivision) and the removal of a mobile home that was previously situated on the northeastern portion of the site. An older gentleman had lived on the property as a caretaker and the owner had allowed him to continue living there. Within the last 2 years, the mobile home was removed. In the 2002 view, no buses are shown. It is not known, however, what time of day the photograph was taken. It is
quite possible that buses were out for school pick up or dismissal. The site has remained much the same.

**Question:** The November 9th letter requests that the parking for the site be clarified. More specifically, the question is whether the parking spaces will be used for storage of snow plows or other seasonal equipment.

**Response:** The parking spaces will be utilized for vehicular parking of the employees and for school buses. LCPS uses snow plows that can be attached to pick-up truck type vehicles (as opposed to the large snow plow trucks used by VDOT). The snow plows will be stored in a building as will other seasonal equipment such as lawn mowers and salt spreaders. LCPS desires to protect our equipment from the weather. LCPS also desires to be a good neighbor.

**Landscaping Recommendations:** On pages 11-12 of the Staff Report the staff recommends:

Verifying that all shrubs that will be planted beneath the existing tree canopy will be shade tolerant shrubs (preferably evergreens)

**Response:** The proposed shrubs are shade tolerant. Not all of the proposed shrubs are evergreen. It is desirous to plant a variety of shrubs in order to reduce risk in the unlikely event a disease should occur in a particular plant.

Relocating or removing understory trees from the middle of the western buffer yard. Where currently located (i.e. between the existing and proposed evergreens and shrubs), the trees would not be visible. The understory trees would also be heavily shaded.

**Response:** The concept for the western boundary is to create a “layered effect” with the shrubs, understory and evergreens so that there will be a solid screen along the boundary. The variety of plantings afford various growth rates and will “fill in the gap” under the pine branches on the adjacent property. The proposed understory trees are shade growing species. It is correct that the understory trees are not likely to be visible from the LCPS site but would be from the Frances Farm side. We will be happy to work with staff to remove these if desired, however, this plan has been shared with the community and LCPS wishes to implement this or a plan of similar intensity. A meeting has been scheduled for Monday, November 21st.
We hope we have satisfactorily answered the Commission’s questions. Thank you for your time and consideration.

Sincerely,

Sara Howard-O’Brien, AICP
Land Management Supervisor

cc: Mr. Bill Thomas, Frances Farm Resident
    Steve Barney, Loudoun County Planning Department
    Sam Adamo, Executive Director, LCPS Dept. of Planning Services

Attachments

1. 11/9/16 letter from Mr. Bill Thomas
2. 11/11/16 letter from LCPS Staff to Mr. Thomas
3. 11/11/16 email from Mr. Thomas to LCPS Staff
4. Graphic depicting the proposed extension of the 60 foot building restriction line proximate to the closest home along the western property boundary
November 9, 2016

Re: Western Loudoun transportation Facility ie: Bus Garage

Loudoun County Planning Commission

Dear Gene:

I appreciate you reaching out to the neighborhood. Though I am not the spokesman for the 17 families that adjoin the subject, I/we have met with the county representatives over the past few months. They have been very helpful and informative in the process.

Our general concerns were and remain in the following:
Changing the existing buffer of approximately 100 in width will allow structures, parking, and general light commercial activities that are presently not allowed.

Initially the proposal was to install a 6 foot fence on the boundary, then create a landscape buffer of approximately 30 feet. The install of a fence was scrubbed and the landscape buffer was increased.

There was further discussion of the existing parking of the buses along the western boundary (toward the front of the property) which is in violation of the JLMA 3 zoning. We are not sure what is proposed along the western property line regarding the bus parking.

The south and the south eastern portion remains a concern. The existing shed is approximately 110 feet from the southern property line and approximately 60 from the western. The county proposal would allow a structure of 40 feet to be erected within 60 feet of the parking and allow parking within 30 feet. The county representation acknowledged this but stated the present budget does not

Attachment 1
have the funds for major expansion, but frankly that does not make the neighbors feel any better. Admittedly the natural topography (SE corner) would create a challenge for any development, however a structure (zoning allows 40 feet) will create a visual that any residence would be opposed.

In review: The rezoning the 100 foot strip and allowing all activities or uses in the R C zone, with the School Board considering and proffering to modify that 100 feet, to the first 30 feet from the line to be landscape, second 30 feet could be parking and then at 60 feet from the line could be a permanent structure building up to 40 feet in height.

A compromise that has not been suggested but think it is worthy of discussion is the following:

I suggest the following: to modify the above plan, that any structure within the 100 foot zone be limited to 20 feet in height. This type structure would be “softer in the view shed” but would allow a structure to store equipment, supplies, or activities.

The second 30 feet has been described to allow parking. I think the term “parking” should be clear and defined. Will that include various vehicles, snow plows, or other seasonal equipment? I don’t know if that has been discussed with the neighborhood, but does deserve discussion. If it is employee parking where they come and go on a daily basis, that is one thing, however, if it looks like a junk yard of equipment (no disrespect) I think that is another.

Again I appreciate you reaching out. If you could put this into the recorded as a concerned neighbor, I and the other 16 neighbors appreciate it. We look forward to open discussion at the Planning commission meeting in November and the progress of the content of this letter.

Sincerely

Bill Thomas
November 11, 2016

Mr. Bill Thomas
38151 Audrey Court
Hamilton, VA  20158-3464


Dear Mr. Thomas:

I have been provided a copy of your November 9, 2016, letter to the Loudoun County Planning Commission regarding our applications for the Western Loudoun transportation facility. Thank you for recognizing our efforts to work with and keep the community informed.

LCPS staff will review your suggestions and get back to you and the Planning Commission prior to the November 22, 2016, public hearing. In the meantime, I am writing to seek and provide clarification on a couple of concerns identified in your letter.

Paragraph 2 states (in part) “Our general concerns are and remain in the following:"

Paragraph 3 states:  “Initially the proposal was to install a 6 foot fence on the boundary, then create a landscape buffer of approximately 30 feet. The install of a fence was scrubbed and the landscape buffer was increased”.

When LCPS staff met with you and other nearby residents on February 26, 2016, to review the project plans and hear your concerns, it was my understanding that the neighbors preferred additional landscaping and no fence. In the March 9, 2016, correspondence from the property owners at Francis Farm Place, sent to summarize the February 26th meeting, item #5 states “eliminate the proposed fencing near the Rueckert and Storr properties, and substitute with additional foliage to further enhance the visual and acoustic landscaping buffer.”

In an effort to provide a better understanding of the landscaping to be provided, LCPS advanced the preparation of the landscaping plan as a part of this legislative application process rather than waiting to the site plan stage when landscaping plans are typically submitted. There were a number of suggestions offered by the neighbors including screening the gap between the ground and the limbs of the existing tree line, increasing the evergreen plantings, and no fence. LCPS engaged a landscape architect to prepare the plan and forwarded it to the neighbors for review and comment. We also prepared and filed an

Attachment 2
additional application (SPMI 2015-0019) seeking to modify the landscaping requirements in order to meet the neighborhood recommendations. In short, I am confused by the comment outlined in Paragraph 3. Is the fence now preferred? Could you help me understand the concern related to the proposed landscaping plan?

Paragraph 4 states: “There was further discussion of the existing parking of the buses along the western boundary (toward the front of the property) which is in violation of the JLMA 3 zoning. We are not sure what is proposed along the western property line regarding the bus parking.”

The proposal is seeking legislative approval to allow the Valley Service Center to be a permanent Western Loudoun transportation facility. This includes rezoning the L-shaped JLMA-3, 1.83 acre parcel that borders the Frances Farm subdivision to R-C, in order to provide a consistent zoning across the site. (This parcel borders the Frances Farm neighborhood on the east and north (and is the western and southern portion of transportation site). A modified Type 4, 25 foot in width, landscape buffer is proposed along the western property boundary. To the east of the buffer and, in the short term, bus parking is proposed as depicted on the plans. It is proposed to continue the use as it exists today except that the landscaping plan will be implemented, the entrance improvements constructed and a small storage building may be added. In the long term, when funding become available, the site will be redesigned. The 25 foot buffer will be maintained along the western property line in future plans. The proposed use has not changed since we provided our plans to the neighbors in February, except to further restrict the RC floor area ratio (from .4 to .25), building lot coverage (from .7 to .25) and to double the rear setback (from 30 feet to 60 feet) for future development. LCPS staff has met with neighbors, posted the application materials and plans on the LCPS web site and held a community meeting. If you have any other questions, do not hesitate to contact me and I will be happy to review the plans with you.

Thank you for continuing to work with us. I will be back in touch shortly.

Sincerely,

Sara Howard-O'Brien, Land Management Supervisor

cc: Steve Barney, Loudoun County Staff Planner
    Loudoun County Planning Commission
    Sam Adamo, Executive Director, LCPS Planning Services
Hello Sara:

I saw your note, but my laptop will not allow me to open the letter. I was able to read it on my phone. I wanted to get back to you. Your efforts and letter is completely accurate. I know Matt and his wife Jenn were very relieved with the attention you and your staff took way ahead of schedule. Gene reached out (as you know) a few days ago which prompted my letter.

Briefly: the neighbors have not had second thoughts on the fence. (to my knowledge). I don’t have the first owners contacts, but will hard mail to assure he is completely informed. The family who bought Matt’s home, I will send this out. I am in contact with Vicki and Matt Storris.

Mike Kadalic voiced his concerns at your meeting this summer at the middle school. I have forwarded your email for his review.

My major and continued concern, is the possibility of a building of 40 feet as close as 60 feet from the property line. We understand topography may restrict this financially, but the existing shed which is about 111 feet from the southern line, if that were removed and a new building installed with the 40 feet it would loom. Because the topography at that point is about 20 feet higher than the elevation of Audrey Court.

That’s why I suggested to modify any building within the 100 feet to be restricted to 20 feet.

Happy to discuss this next week.

Thanks,
Bill

From: Sara Howard-O'Brien [mailto:Sara.HowardOBrien@lcps.org]
Sent: Friday, November 11, 2016 2:54 PM
To: bill@kwleesburg.com
Cc: Barney, Steve; genescheel@icloud.com; Salmon, Jeff; Blackburn, Kathy;
Fred.Jennings@Loudoun.gov; Jim.Sisley@Loudoun.gov; chad.campbell@Loudoun.gov; Keirce, Clifford;
Dan.Lloyd@Loudoun.gov; Ad.Barnes@Loudoun.gov
Subject: LCPS Western Loudoun Satellite Transportation Facility

Mr. Thomas, I am writing to follow-up on your letter to the Planning Commission. Please see attached. I would appreciate your feedback on the question of the fence. LCPS is reviewing your suggestions and we will be back in touch with you soon. Thank you for working with us. Have a great weekend. Sara

Sara Howard-O'Brien
Land Management Supervisor
LCPS Planning Services
21000 Education Court
Ashburn VA 20148
571-252-1156
Aerial View - Western Annex - 2002
Loudoun County Mapping Office
Aerial View - Western Annex - 2007
Loudoun County Mapping Office
Aerial View - Western Annex - 2012
Loudoun County Mapping Office
Aerial View - Western Annex - 2016
Loudoun County Mapping Office
July 6, 2016

Matthew Rueckert
17462 Francis Farm Place
Hamilton, VA 20158

RE: LCSB Western Loudoun Transportation Satellite Facility, CMPT 2015-0011, ZMAP 2015-0014, SPEX 2016-00 and SPMI 2016-00

Dear Mr. Rueckert:

I am writing in response to the March 9, 2016, memorandum from the Property Owners – Francis Farm Place (with your signature). The memo provided comments on the Statement of Justification, dated December 30, 2015, filed with the applications for the proposed Western Loudoun Transportation Satellite Facility located at 38159 Colonial Highway in Hamilton, and situated to the north and east of the Francis Farm subdivision. We have spoken and emailed many times since the memo was provided but I want to offer a written response to your memorandum. The delay in response is a result of the preparation of a detailed landscaping plan that has been incorporated into our applications. I have reiterated the items included in the March memo (in bold) and provided a response below.

1. Water drainage be revisited and handled adequately to reduce the water flow that is currently shed from property, e.g., revisit current depth of swale on the side and rear of property. This includes the Rueckert and Storr properties.

   Response: In mid-March, LCPS met on site with Bowman Consulting, our engineers, and LCPS Facilities Department staff to review the existing drainage. As you are aware there is a drainage swale that runs parallel to the common property boundary, located to the south of the existing LCPS storage buildings. This swale collects the water from the site and drains toward the small stream situated along the eastern property boundary. Our engineer reviewed the drainage with County staff to confirm that no grading permits were necessary to perform improvements on the existing swale. In order to ensure that runoff will not overflow toward your properties, LCPS increased the depth of the channel and the height of the berm (on the south side) to create a barrier between the swale and the two residential properties located further south.

2. Landscaping buffer shall be used for no purpose other than planting and screening. Specifically, LCPS cannot store or build any new or additional structure on the sides and rear of property near the existing pull barns, currently JLMA parcel, in perpetuity.

   Response: Landscaping plans are typically prepared at the time of site plan. In order to address your concerns, LCPS directed Bowman Consulting to prepare a detailed landscaping plan that would take into account existing vegetation and topography. Proposed plant materials have been selected to provide year round screening including significant evergreen vegetation. The plan includes a layered or tiered approach to create
a solid buffer. The proposed plan has been provided to you and your neighbors for review and input and incorporated into the pending application for the site. The landscape buffer which is 25 feet in width along the (eastern and western) sides and 30 feet in width along the rear (southern) property boundary will only be utilized for landscaping. As a part of the future development standards, the proposed plan doubles the rear building setback from 30 feet to 60 feet. Reference is made to Sheets 5-10 of the application plan set for the landscaping details and Sheets 3 and 3A for the existing and future site development.

The landscaping plan will be implemented upon approval of the legislative applications and the subsequent site plan amendment. It is noted that in May of this year, LCPS installed landscaping along a portion of the western property boundary to screen an existing gap. This advance planting will allow the trees to grow during the year plus approval process.

3. **Significant landscape buffer be installed in the current JLMA parcel to obstruct undesirable views, e.g., pull barns, buses, etc.** Review the 25 ft setback in all areas to see if some areas need the buffer. If not, reallocate these trees, shrubs, etc., to other areas.

**Response:** Reference the response in #2 above.

4. **Landscaping buffer strip must be designed in such a way that it**
   a. Acts as an acoustic screen, reducing the noise emanating from the bus depot so as not to be offensive to those families living on adjacent properties. The density of growth must be at least 15 ft high and the depth consistent with the height. Overall height as noted above is a minimum 15 ft and the overall thickness consistent with the height.
   b. Acts as a visual screen, reducing or canceling out the lighting, structures and buses at the bus depot. Height and thickness of buffer, as noted in a. above, should be consistent.

**Response:** The plantings for the landscaping will include a range of heights to effectively screen the open areas below the existing tree branches (3 to 12 feet) and to provide a tiered deciduous and evergreen buffer (15 to 80 feet). On the eastern portion of the site, evergreen trees are proposed at the higher site elevation in order to screen the uses from the lower elevation properties to the south. Each of the buffers incorporate a layered approach and include shrubs, deciduous and evergreen trees to maximize the buffer with height, width and depth. On site lighting will be shielded and directed inward and downward. Overall, the landscaping buffer will be a significant site improvement.

5. **Eliminate the proposed fencing near the Rueckert and Storr properties, and substitute with additional foliage to further enhance the visual and acoustic landscaping buffer.**

**Response:** The Type 4 buffer requires a 6 foot in height solid fence, wall or berm. In response to neighbors’ requests LCPS has filed a Minor Special Exception to eliminate the fencing requirement and increase the evergreen tree plantings.
6. Propose options for restricting the amount of trash that consistently escapes from the recycling center.

Response: LCPS staff has reviewed the site for loose trash and has reached out to the County staff that monitors the County’s recycling center. LCPS has asked all on-site employees to be observant of any trash and to assist with keeping the site debris free. The County staff is also monitoring the recycling center. It is noted that some of the debris may be coming from the traveling public on Old Colonial Highway as there is quite a bit of trash along the roadsides. Ultimately, the onsite landscaping will “catch” any loose trash but hopefully the increased efforts by both LCPS and County staff will minimize the amount of trash blowing into the neighbors’ yards.

Application Update:

LCPS staff submitted the response to referral agency comments and the request for the landscape buffer modification (no fence and evergreen trees to be planted outside of the 30 foot buffer area on the southeastern side of the site) on June 8, 2016. Subsequent to this resubmission, it was noted that the RC Zoning District requires a Special Exception for any single permitted use in excess of 10,000 square feet. A Special Exception application was added on June 23, 2016. All of the application materials have been posted on the LCPS website at http://www.lcps.org/Page/169349. (LCPS website, under Quick Link - Planning, under Future School Site/Facilities, labeled Western Loudoun Transportation Satellite Facilities). If you wish to have a hard copy of the filing, please let me know.

LCPS staff will be hosting a community information meeting on July 28, 2016, at 6:30 pm at Harmony Middle School, across the street from Valley Services Center. Separate notice letters will be sent shortly and the meeting will be advertised in the local newspaper.

If you have any questions or need additional information, do not hesitate to contact me. Please note that I will be out of the office from July 11-21 and will not have email or phone access. I will be happy to respond upon my return. Thank you for your input and for working with us on this critical school facility.

Sincerely,

Sara Howard-O’Brien, AICP
Land Management Supervisor

Copies to:
Eamon and Vicki Storrs
Bill Thomas
Jim Culfogienis
Joseph H. Lattanzé
Hal and Nancy Newman

S:\Planning\Donna's Folder\Western Annex\Community Outreach\Ltr to Property Owners re March 9.2016 memo.docx
Eamon M & Vicki A Storrs
38166 Audrey Ct
Hamilton VA 20158-3463

James Culfogienis
17415 Francis Farm Pl
Hamilton VA 20158-3461

Hal and Nancy Newman
17462 Francis Farm Place
Hamilton, VA 20158

Bill Thomas
38151 Audrey Ct
Hamilton VA 20158
Community Information Meeting Questions  
Harmony Middle School  
July 28, 2016  
Western Loudoun Transportation Satellite Facility  

Attendance:  Sara Howard-O’Brien and Donna Torraca, LCPS; Alan Brewer and Tony Hayes, Loudoun County General Services and 5 community members

1. Are you removing the landscaping along the eastern edge of the property?

No. There are wetland areas between the property and Hamilton Acres HOA boundary that will not be disturbed. LCPS is actually adding additional landscaping that will shield view of the building even during the winter months.

2. When will you begin the landscaping?

Once the legislative process is conducted a site plan will be filed. Landscaping will occur after site plan approval.

3. What will happen with the impoundment lot?

The impoundment lot will be converted to additional bus parking.

4. While the morning traffic is only for a short period of time, the afternoon traffic is very heavy in that area. Is there anything that can be done to help alleviate traffic such as a light, stop sign or round-about or Sheriff’s Department traffic control?

It would be costly to have the Sheriff’s Department at the site for those periods providing traffic assistance. They are used primarily when there are special events happening at a facility. LCPS will be conducting a traffic signal study to see if a signal is warranted at this site. VDOT is cautious in allowing signals at intersections; there would have to be enough traffic for 4 hours in order to warrant a signal.

5. Will the future building be larger than the 18,000 square foot building currently existing?

It is possible that the future building could be larger but no plans have been made at this time to redesign the site and it is contingent on funding. The RC (Rural Commercial) zoning on the property requires a 30-foot rear building set-back. LCPS is proposing a 60-foot rear building set-back.

6. Is the setback to building or parking?

It would be 30-feet landscaping plus 30-feet building (60’ building setback). Parking could be located in the additional 30-feet building setback (between the 30 to 60 feet)
7. We would like a 60-foot buffer with no structures, just landscaping. Is that possible?
   That is not a decision I can make but will discuss with those who can make that decision.

8. Is it possible that this building could be two stories in the future instead of one?
   Yes. The R-C maximum building height is 40 feet.

9. How much parking are you going to need?
   Based on the current use we will need 15-20 spaces for the buses to be serviced, 15-20 spare buses, plus route bus parking and employee parking. The current plan depicts 74 bus and 58 car spaces. The number of parking spaces required in the future will be based on the combination of uses at that time. It is anticipated that there will continue to be a need for bus parking at this location which will be balanced with the amount of future building square footage.

10. Doesn’t LCPS have a projection of what type of facility you are going to need in the future?
    This facility will continue to serve western Loudoun. LCPS also has a facility in Leesburg. The adopted FY2017-2022 Construction Improvement Plan (CIP) project description states “the proposed plan is to redesign the site to more efficiently utilize the property” and “will be upgraded to meet current development standards” and the timing for funding is “to be determined”. There are two additional facilities in the CIP one for Dulles South planning area and another in Eastern Loudoun but no site has been identified for either nor is there funding at this time. Both of these funding dates are listed as “to be determined”.

11. Are there survey markers on the land?
    Yes.
Loudoun County, Virginia  
Department of Planning  
1 Harrison Street, S.E., 3rd Floor, P.O. Box 7000, MSC #62  
Leesburg, VA 20177-7000  
Telephone (703) 777-0246 • Fax (703) 777-0441  

Ms. Sara Howard-O'Brien  
Land Management Supervisor  
Loudoun County Public Schools  
Department of Planning and Legislative Services  
21000 Education Court  
Ashburn, Virginia 20148  

Re: Inquiry pertaining to Commission Permit Determination  
Western Loudoun LCPS/County Service Center  
MCPI453-20-7677, 453-20-5576, and 453-20-4452  

October 21, 2010  

Dear Ms. O'Brien:  
This is in response to your letter, dated October 15, 2010, pertaining to the expiration of  
the current lease agreement and continued temporary use status of the Loudoun  
County Public Schools (LCPS) and County Service Center located on the south side of  
Business Route 7, west of the Town of Hamilton, and across the street from the  
Harmony Intermediate School. The current lease for the Loudoun County Public  
Schools (LCPS) and County Service Center property is to expire March 31, 2011 and  
LCPS is negotiating an extension of the lease for the use of property. LCPS and the  
County plan to establish a permanent location for the service center to meet existing  
and future needs for Western Loudoun. Under the County's Capital Needs Assessment  
for 2009-2018, a ten-acre Western Loudoun Service Center is identified, however, due  
to budget constraints no immediate plans exist to provide a permanent facility.  

In a previous letter requesting a Determination for a Commission Permit for the  
Loudoun County Public Schools (LCPS) and County Service Center dated July 11,  
2007, it was determined that a Commission Permit was not required for the temporary  
use of the facility since County plans envision a permanent facility elsewhere in the  
County. As such the extension of the lease of the Loudoun County Public Schools  
(LCPS) and County Service Center property does not change the temporary use status  
of the facility or the findings provided in the existing determination letter.  

If you have any further questions, please do not hesitate to contact me.  

Sincerely,  

Julie Pastor, AICP, Director  
Department of Planning  

cc: Dan Schardein, Zoning Administrator  
Cynthia Keegan, AICP, Program Manager, Community Planning
SOUTHERN PROPERTY LINE

SCALE 1"=30'

LEGEND

- CANOPY TREE
- UNDERSTORY TREE
- EVERGREEN TREE (LARGE)
- EVERGREEN TREE (MEDIUM)
- SHRUB
**PROPOSED PLANTING SECTION E-E**

**PROPOSED PLANTING SECTION D-D**

**KEY MAP**

**LEGEND**
- CANOPY TREE
- UNDERSTORY TREE
- EVERGREEN TREE (LARGE)
- EVERGREEN TREE (MEDIUM)
- SHRUB