



**Department of Community Development  
Department Update – 4/30/17**

**Zoning Activity Summary.** Current zoning and planning activity within the Department of Community Development. Table A below provides a summary of the ongoing applications. More detailed information follows the table in narrative form.

**Legend:** UR – Under Review; WOA – Waiting on Applicant; CDA – Certificate of Design Approval

<b>Table A</b>			
<b>Current Projects</b>			
<b>Applicant/Project Name</b>	<b>Location/address</b>	<b>Review Type</b>	<b>Status</b> See Legend at end of matrix
7-Eleven, Core States Group	700 E Main Street	Lot Consolidation	UR
7-Eleven, Core States Group		Special Use Permit for additional of pumps & larger canopy	WOA
Ball Property Development	32 <sup>nd</sup> Street	By-right Residential Subdivision for 19 Single Family Detached Houses	UR
Beckstrom Electric	Lot 1, Mayfair Industrial Park	Minor Site Plan for storage lot	Easement recorded on 4/13/17 and site plan released.
Blue Ridge Veterinary Clinic	Lot 10, Mayfair Industrial Park	Special Use Permit for a kennel	UR
Matuszko Farms LLC/McKim	Lot 4, Mayfair Industrial Park	Site Plan	UR
Morgan Meadows	N Hall Ave	Prel. Plat of Subdivision – 5 residential lots	Approved 8/24/16 Boundary Line Adjustment UR
McDonalds Corp.	N Maple Avenue	Site Plan	Approved 7/13/16 Temporary Occ. extended on 5/1/17 Final Occupancy issued on 5/9/17.
Old Purcellville Firehouse	130 S 20 <sup>th</sup> Street	Minor Site Plan – Parking lot installation	Site Plan approved on 4/7/17. Zoning permit for parking lot issued on 4/11/17.
O’Toole	37935 Colonial Hwy	Rezoning Comp Plan Amend Special Use Permit for Assisted Living Facility	WOA WOA UR
Purcellville Children’s Academy	120 Ken Culbert Lane	Site Plan	UR
Purcellville Motorsports	405 Browning Court	Site Plan	Approved 4/7/08 Zoning permit may be issued after payment of w&S availabilities.
SunTrust Bank	165 Purcellville Gateway Drive	Site Plan	Zoning Permit for new construction approved on 5/2/17

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Truck'n America	Lot 3, Mayfair Industrial Park	Site Plan – Retail	UR
Valley Storage – Mini-warehouse climate controlled facility	Lot 6F - 37231 Richardson Ln	Site Plan	UR
Vineyard Square	130-148 21 <sup>st</sup>	Site Plan New construction	Approved 3/1/16
Virginia Regional Transit	Browning Court	Special Use Permit	Concept Plan resubmitted by applicant for review by Planning Commission.
Village Case		Comprehensive Plan Amendment	UR
Village Case		Proffered Condition Amendment	UR
Warner Brook	Purcellville Rd	Annexation	UR

**Legend:** UR – Under Review; WOA – Waiting on Applicant; CDA – Certificate of Design Approval

**Table B**

**Commercial/Industrial Zoning Permits Issued or Under Review**

Applicant/Project Name	Location/address	Review Type	Status See Legend at end of matrix
INOVA	740 S Main Street	Occupancy Permit	UR – Public Works
Tasos Vatikiotis – Purcellville Theater	860 E Main Street	Interior fit-up, Suite I, 2 <sup>nd</sup> Floor	Approved 4/26/16
Select Property Management/ Purcellville Firehouse	130 S 20 <sup>th</sup> Street	Interior Future Tenant Fit-up	Approved 5/9/16 Parking lot zoning permit issued 4/11/17
Smokin Willy	201 N. Maple Avenue	Interior Fit-up for expansion and renovations	Approved 4/21/17
Supercuts	1201 Wolf Rock Drive, #155, Catoctin Corner	Interior Fit-up for hair salon	Approved 4/26/17
Lin Sutphin	117 N. Bailey Lane	Interior Fit-up for a medical office	Approved 4/27/14
Dunkin' Donuts	1200 Wolf Rock Drive, Catoctin Corner	Restaurant with drive-thru	UR

**Table C**

**Commercial/Industrial Occupancy Permits issued**

Applicant/Project Name	Location/address	Review Type	Date of Approval	Employees
Southern States	221 N. 21 <sup>st</sup> Street	New building at existing location	4/17/17	
Two River Yarns	500 E. Main Street	Relocated	4/12/17	

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Wolford & Chin	117 N. Bailey Lane	Office	4/26/17	3
<b>Home Based Business – Permits Issued</b>				
Homes for Leaders, LLC – Kathryn Sink	620 Kinvarra Place	Consulting	4/5/17	1
Benefit Consulting Services – Kenneth R. Sink	620 Kinvarra Place	Consulting	4/5/17	1
Clear View Forestry – John J. McNamara	823 Kinvarra Place	Office	4/18/17	1
TMI Construction – Blair L. Tucker	941 Devonshire Circle	Office	4/21/17	1
<b>New Employees</b>		<b>Year to Date</b>		<b>Month of March</b>
		<b>50</b>		<b>7</b>

**Legend:** UR – Under Review; WOA – Waiting on Applicant; CDA – Certificate of Design Approval

**PUBLIC/TOWN PROJECTS:**

None at this time.

**BUSINESS RELATED PROJECTS:**

**Approved:**

1. **Catoctin Corner** – E. Main Street and Rt. 287 N.
  - Site plan submitted on 1/18/13 for a shopping center.
  - Applicant submitted Traffic Analysis on May 14, 2014.
  - Grading Plan has been submitted and is being reviewed by the County and the Town. 3<sup>rd</sup> submission received on 2/17/15 and was sent out for review.
  - Review comments sent to applicant on 3/5/15. Waiting for final approval from Loudoun County.
  - Grading plan approved on 7/8/15. Clearing has begun and a construction entrance has been established. Staff has been discussing site plan process with the applicant. Construction plans received on 9/4/15 and site plan received on 9/25/15. Both applications are under review.
  - Proposed gas station has been preliminarily reviewed by the BAR. Certificate of Design for the gas station/convenience store approved by BAR on 11/17/15.
  - An application for another new building at the shopping center was submitted for BAR review on 1/11/16.
  - The BAR approved the design of 2 of the buildings at their 2/16/16 meeting and will be reviewing 3 additional new buildings and a dumpster enclosure at their 3/15/16 meeting.

- At the 3/15/16 BAR meeting, design approval was given to 3 buildings and the accessory dumpster enclosures.
- Site Plan and Construction Plans are under still review.
- Last building design will be reviewed by the BAR at their May meeting.
- CDA have been issued for all buildings. As applicant acquires proposed tenants some revisions to building designs are being proposed.
- Various deeds and plats for easements/vacations of easements have been submitted for review. Reviewed by Town Attorney and comments sent to applicant. Deed and plats approved as to form. Waiting for executed copies of deeds from the applicant.
- SUP submitted to shift the location of an approved drive-thru restaurant from the rear of property to prominent location adjacent to the project entrance off of Business 7. Planning Commission held public hearing on 8/4/16. Public hearing was continued to 8/18/16. Planning Commission did not recommend approval to Town Council.
- Construction Plans bonded 7/14/16 and approved 9/20/16.
- Site Plan bonded 7/2/16 and approved 10/6/16.
- Boundary Line adjustment recorded 11/17/16
- Easements recorded 11/18/16.
- Water and sewer availabilities paid on 12/12/16 for 1200 Wolf Rock Drive (Bldg. 3 & 4); 1201 Wolf Rock Drive, (Bldg. 1A, 1B, & 2); and 1230 Wolf Rock Drive (Bldg. 9). Zoning permits for these buildings are under review.
- Zoning permits for 1200, 1201 and 1230 issued on 12/21/16.
- Building 3&4; Building 1A, 1B & 2; Building 6A & 6B; and Building 7 are on the 3/21/17 BAR agenda for amendments.
- **BAR approved amendments on 3/21/17.**

**2. Mayfair Industrial – East Nichols Lane.**

- Construction plans submitted on August 28, 2014 for the industrial use section of the Mayfair development. Plans are under review.
- Second submission with response to comments received from applicant on 12/29/14 and has been sent out for additional review. Additional review comments have been sent to applicant.
- Third submission of construction plans received on 3/6/15.
- Record Plat submitted on 2/25/15.
- Fourth submission of construction plans received on 4/15/15 and sent out for review on 4/16/15.
- Grading and land prep has begun. All remaining comments on construction plans sent to applicant 5/21/15.
- Construction plans approved 6/18/15.
- Revisions to construction plans submitted on 6/18/15 and have been sent out for review.
- Record plat resubmitted on 5/8/15. The revisions to construction plans were approved on 9/16/15.

- Record plat approved and recorded. Performance bond is being processed.
- Performance bond approved.
- Site Plan revision is currently under review.
- Site Plan revision approved on 7/13/16.

**3. Vineyard Square – 130-148 21<sup>st</sup> Street.**

- Nine demolition permits were issued on November 5, 2014 and demolition has begun on some of the sheds and accessory buildings.
- Site Plan submitted on 12/30/14 and was sent out to review agencies on that day. Review comments distributed on 1/30, 2/11 and 2/12/15.
- Second submission received on 3/3/15.
- Zoning Determination provided on March 13, 2015. Appeal of Zoning Administrator's determination to the BZA regarding BAR approval was received on April 10, 2015. Appeal to be heard by the BZA on July 1, 2015. Zoning Administrator's determination that the CDAs remain valid was upheld by the BZA on July 24, 2015. Waiting on site plan resubmission from applicant. The BZA decision was appealed to the Circuit Court.
- Third submission of the site plan was submitted on 8/7/15 and is under review.
- Applicant submitted 2 Deeds of Easement and Vacation for the project on 8/26/15. Public Works and Community Devel. Departments met with the applicant on 8/31/15 to discuss the site plan. Site plan ready for approval after easements are finalized.
- Easements have been recorded, bonds have been approved and site plan has been signed 3-1-16.
- Court case complete. ZA prevailed. 4-25-16.

**4. McDonalds Restaurant – 121 N. Maple Avenue.**

- Certificate of Design approval was issued on August 19, 2014 for the construction of a new restaurant building at the current site.
- McDonalds has also submitted special use applications for a restaurant over 4,000 square feet and for a drive through at the same location.
- Planning Commission held a public hearing and recommended approval to the Town Council on 11/6/14.
- Following a public hearing, Town Council approved the special use permit applications on 12/9/14.
- Site Plan received on 12/9/14 and is under review. All review comments were received by January 27, 2015.
- 2<sup>nd</sup> submission received on 2/24/14 and was sent out for review on 2/25/15.
- Applicant requested a 120 day site plan extension which was granted. No news. Application will be put back in the active category when resubmitted. Still expect this to go forward sometime this year.
- Submitted a new application to the BAR for construction of a new building at their current site. This application will be reviewed at the BAR's March 15, 2016 meeting.

- BAR approval was issued on 3/15/16.
- Site Plan for the rebuilding of the restaurant submitted 4/15/16 and is under review.
- Lot Consolidation submitted on 4/22/16. Waiting on submission of deed.
- Reviewing Lot Consolidation Deed and plat. Approved.
- Performance Bond received and approved.
- Site Plan approved on 7/13/16. Public Improvements bonded.
- Demolition and zoning permits issued.
- McDonalds plans to reopen prior to Thanksgiving.
- Temporary occupancy issued 12/9/16. Temporary occupancy extended on 1/19/17. Temporary occupancy extended on 2/21/17.
- Temporary Occupancy extended on 5/1/17.
- **Final Occupancy issued on 5/9/17.**

**5. Southern States – 261 N 21<sup>st</sup> Street.**

- Site plan submitted on March 25, 2014 for redevelopment of 261 N. 21<sup>st</sup> Street. Plan is being reviewed for completeness. Site Plan has been sent out to review agencies. Applicant is working on comments.
- Interior fit-up was approved on January 13, 2015 and an application for Board of Architectural Review for exterior renovations to existing building was approved with conditions on February 17, 2015. This is being resurrected and I expect to see an updated application by the middle of January.
- An application was submitted to the BAR on 2/1/16 for review of a new building to be constructed at the site. The existing building is to be demolished.
- The design of the new building has been approved by the BAR and the site plan is still under review.
- BLA/Lot Consolidation and Sanitary Sewer Easement deed and plat are under review. Approved.
- Site Plan approved 8/10/16. Public Improvements bonded.
- Sewer availability must be paid prior to issuance of zoning permits for demolition and new construction.
- Site Plan approved, sewer availability paid, zoning and demolition permits issued on 9/9/16. Store is being temporarily relocated to West Main Street.
- Temporary occupancy issued on 3/16/14.
- **Final occupancy issued on 4/17/17.**

**6. Purcellville Motorsports – 405 Browning Court**

- Site Plan approved 4/7/08.
- BAR approval 7/19/16.
- Public Improvement and landscape bond are to be submitted. Business utility form under review.
- Bonds submitted and under review.
- **Bonds approved. Zoning permit may be issued upon receipt of water and sewer availabilities.**

7. **Beckstrom Electric** – Lot 1, Mayfair Industrial Park

- Minor Site Plan submitted on 5/23/16 for a fences storage lot to be located on Lot 1 of the Mayfair Industrial Park.
- Comments following completeness review by the Town were sent on June 8, 2016
- Applicant responded and plan currently under review by Town staff.
- Minor Site Plan sent out to review agencies on 8/26/16.
- Review comments sent to applicant.
- Applicant resubmitted on 11/2/16. Under review.
- Storm drainage easement required by Loudoun County VSMP.
- Comments sent to applicant's attorney. WOA to resubmit.
- Applicant resubmitted easement and it is under review.
- Bond submitted and approved.
- Site Plan ready for release. WOA to record easement.
- **Easement recorded 4/13/17 and site plan released.**

7. **SunTrust Bank** – 165 Purcellville Gateway Drive.

- On 2/7/12 a zoning permit was issued for the construction of a bank in the Gateway Shopping Center, a stand-alone building at this site.
- BAR approved the revised building design on March 18, 2014.
- Site plan is under review. Project has been pushed back to the fall. No resolve in sight. Still hoping for a change in status.
- Have received word that Sun Trust is expected to activate their application in the near future.
- Applicant has requested that the application become active.
- Building design will be reviewed by BAR at their 8/16/16 meeting.
- BAR issued a certificate of design approval for the bank building at their 8/16/16 meeting.
- Site Plan Revision submitted on 10/4/16. Submission sent out to review agencies on 10/18/16.
- Site Plan resubmitted on 12/12/16 and went out to review agencies on 12/28/16.
- Comments have been addressed and applicant is to submit signature sets.
- Waiting on bond approval.
- **Site Plan approved and zoning permit issued on 5/2/17.**

**IN APPLICATION PROCESS:**

1. **Warner Brook, LLC** – Purcellville Road.

- Application submitted requesting annexation of two parcels (PIN#s 487-38-8931 and 487-28-1679) totaling 131.29 acres located at 17100 Purcellville Road just north of the Route 7 Bypass.
- Departments are reviewing the application.

- Waiting on applicant to provide a fiscal impact analysis.
2. **Virginia Regional Transit** – SUP application for commuter parking lot.
- Text Amendment approved for commuter parking in the CM1 district.
  - Waiting on applicant to apply for SUP.
  - Special Use Permit application submitted on 8/12/16. Under review.
  - Planning Commission public hearing on this application is scheduled for 2/16/17.
  - Public hearing was held by Planning Commission. Application will be on the 3/16/17 PC agenda for further review.
  - On 3/16/17, Planning Commission recommended to Town Council approval with conditions.
  - **Town Council returned application to Planning Commission for further review following public hearing.**
  - **Applicant resubmitted plan on 5/12/17.**
3. **O'Toole Property** - (37935 Colonial Highway)
- Rezoning and Comprehensive Plan Amendment submitted.
  - Comments sent to applicant – waiting for resubmission
  - Resubmission received 7/5/16 that included revised Statement of Justification, Response to review comments, Proffer Statement, Economic and Fiscal Impact of Commercial Use of the Property, Proposed Design Guidelines, and Traffic Impact Analysis.
  - Documents distributed for review.
  - Review comments sent to applicant. WOA to resubmit.
5. **Purcellville Children's Academy** – 120 Ken Culbert Lane
- BAR will review on 8/16/16 the design of a new commercial building proposed on the east side of Ken Culbert Lane.
  - Applicant is to resubmit for further review.
  - Pre-application meeting held on 10/3/16 to discuss a proposed child daycare facility.
  - Purcellville Children's Academy submitted a site plan on 1/11/17 for the construction of a new building.
  - Site Plan was sent out for review on 1/19/17.
  - **Site Plan resubmitted on 4/10/17. UR**
  - **Right of Way Dedication submitted on 4/10/17. UR**
  - **Easements deed and plat submitted. UR**
6. **Valley Storage - Mini Warehouse Climate Controlled Storage Facility** - Lot 6F, Valley Industrial Park, 37231 Richardson Lane
- Submitted incomplete plans on 11/5/15 so plans were not accepted. Applicant was notified of deficiencies
  - Site plan resubmitted and fees received on 8/24/16.
  - Plans sent to review agencies on 8/25/16.



- Comments have been sent to applicant.
- On 12/13/2016, Town Council voted that an assumption of 90% impervious coverage on the lots draining to this lot is an unacceptable risk to the Town and 100% impervious coverage should be assumed.
- Waiting on applicant to resubmit.
- Building will be on the 3/21/17 BAR agenda.
- Pre-application discussion at 3/21/17 BAR meeting. Applicant will resubmit.
- Site Plan resubmitted on 3/30/17. UR

**7. Village Case**

- Comprehensive Plan Amendment and Proffered Condition Amendment submitted on 8/2/16. The request is to amend the development of the “village center” undeveloped lot to construct 7 new single family residential units and to amend the development of an undeveloped church lot to construct 17 new single family residential units.
- Applications have been sent out to review agencies.
- Waiting on applicant to resubmit.
- Application has been resubmitted and is under review.

**8. Matuszko Farms, LLC/McKim – Lot 4, Mayfair Industrial Park**

- Site Plan submitted 3/3/17. UR
- **On Hold**

**9. Truck’n American – Lot 3, Mayfair Industrial Park**

- **Site Plan submitted for new construction.**

**Other Projects and their status:**

**1. Mayfair Residential – Purcellville Road/Route 611.**

- Record Plat submitted on October 21, 2014 for the residential dwelling units located on Brookfield property annexed north of Town. Construction plans are under review for the 254 residential planned development and the 8 lot residential subdivision.
- 3rd submission of construction plans was received on 2/4/15 and comments sent on 3/16/15.
- Record Plat comments sent to applicant on 3/26/15.
- Site plan for Route 611 road work was approved on 3/31/15.
- Fourth submission of construction plans was received on 4/21/15 and sent out for comments on 4/22/15. Grading and clearing has begun.
- Construction plans approved on 5/15/15.
- Amendment submitted on 5/20/15 and sent out for review.
- Third submission of record plat received on 5/6/15. Amendment approved on 9/11/15.

- Second amendment to the construction plans was submitted on 9/23/15 and is under review.
- Amendments to the plans have been approved. Record plat approved and recorded. Performance bond is being processed.
- Performance bond submitted and zoning permits were issued on 12/18/15 for 16 townhouse units.
- Zoning permits have been issued for the construction of 4 single family homes.
- Brookfield is continuing to apply for residential zoning permits for this development. The first townhouse occupancy was issued 4/28/16.
- Waiting on applicant to submit the \$177,636.07 proffer for transportation improvements prior to the issuance of the 50<sup>th</sup> zoning permit.
- Proffer payment received.
- 67 single family zoning permits and 60 single family occupancies have been issued.
- Waiting on the submission of a transportation proffer before the 75<sup>th</sup> zoning permit can be released.
- Transportation proffer received on 2/8/17.
- Brookfield has purchased 100 water and sewer availabilities to date and 100 zoning permits have been issued for new residences.
- Brookfield has applied for 109 zoning permits and paid for 109 water and sewer availabilities as of 4/5/17.
- Brookfield has applied for 109 zoning permits and paid for 109 water and sewer availabilities as of 4/5/17.
- **Brookfield has applied for 120 zoning permits and paid for 120 water and sewer availabilities as of 5/8/17.**

2. **Morgan Meadows (formerly Beauma Meadows)** – N Hall Avenue.

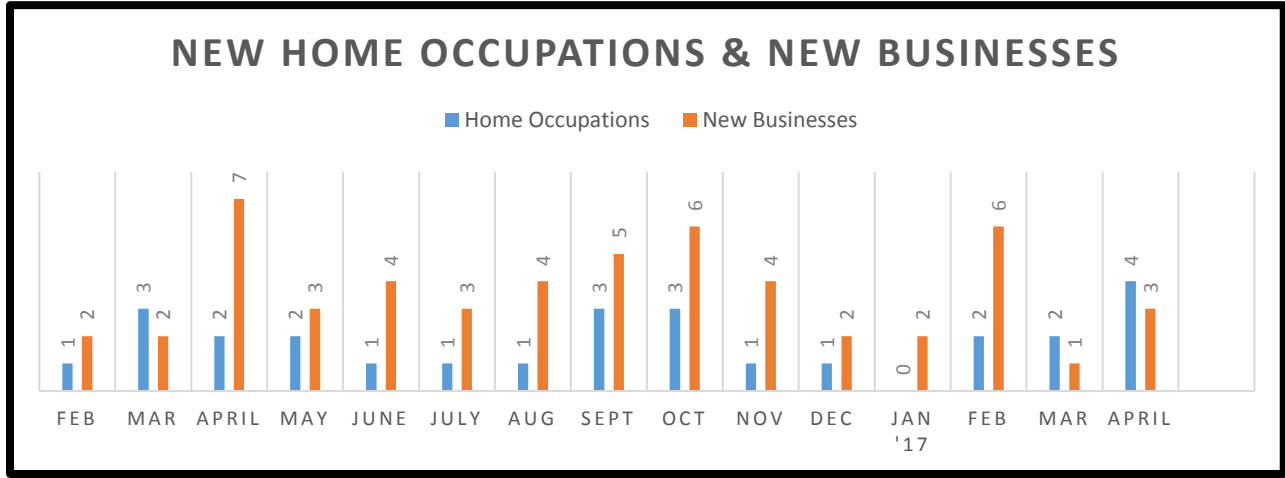
- Record plat for a 5 lot subdivision located between Hall Avenue and 26<sup>th</sup> Street was received on 4/2/15.
- Applicant requested a 6 month extension which was granted.
- This is still semi active.
- Submitted an updated preliminary Plat for a 5 lot subdivision on 4/2/15. Is under review.
- Waiting on final submittal.
- Preliminary Subdivision Plat approved on 8/24/16.
- Boundary Line Adjustment submitted. Waiting on fee.
- **Boundary Line Adjustment UR**

3. **Ball Property Development/Subdivision** – 32<sup>nd</sup> Street

- Construction Plans & Profiles submitted on 3/21/17
- Additional fees submitted on 4/10/17
- Completeness review completed.
- **Construction Plans are currently UR**

**PROJECTS ON HOLD:**

None



**Chart I: New Businesses and Home Occupations**

**2017 Year-to-Date and Current Month Permits Summary:**

	<u>2017 Year to Date</u> <u>Total</u>	<u>Month of April</u> <u>Total</u>
Commercial/Industrial (does not include temporary)	12	3
Home-Based businesses	8	4

	<u>2017 Year to Date</u> <u>Total</u>	<u>Month of March</u> <u>Total</u>
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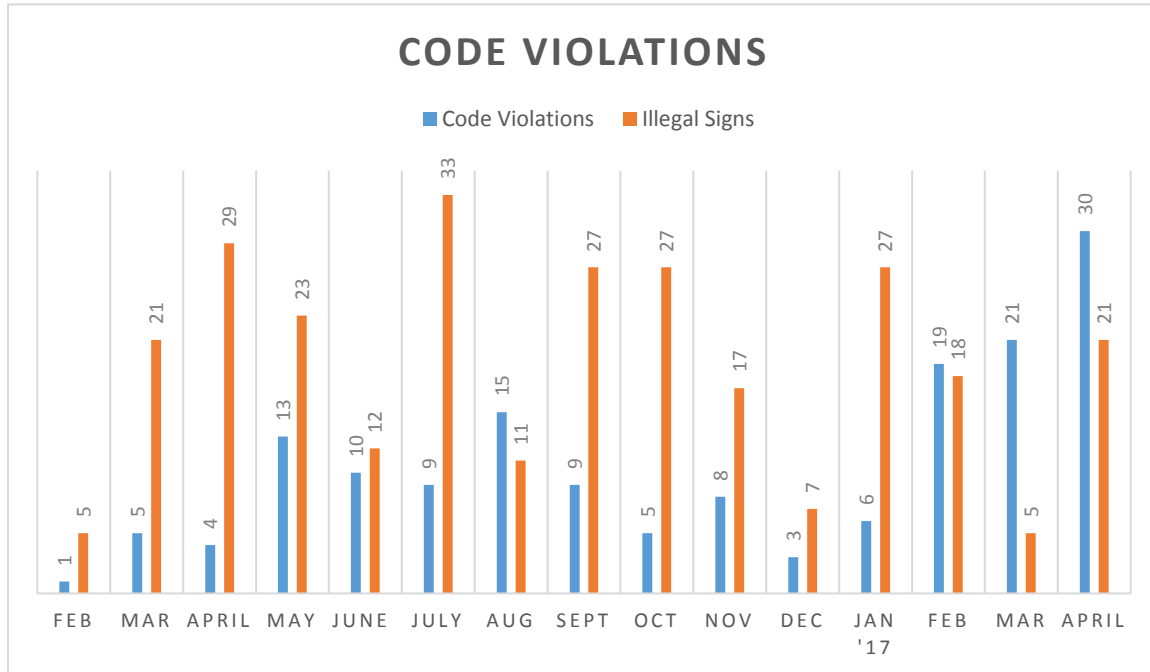
**Permits Issued**

Zoning Permits (general permits)	114	25
Occupancy Permits (not temporary)	28	5
Temporary Occupancy Permits	4	
Sign Permits – Temporary	15	4
Sign Permits – Permanent	17	2
Sign Waivers		
Zoning Determination Letters	1	
Zoning Clearance Letters	6	2

	<u>2017 Year to Date</u> <u>Total</u>	<u>Month of April</u> <u>Total</u>
<b>Requests</b>		
Special Use Permits	2	1
BAR – Certificates of Design	10	2
BAR – Pre-application discussions	2	1
Variances		
Annexations		
Rezoning		
Comprehensive Plan Amend.		
Proffered Condition Amendment		
Boundary Line Adjustments	1	
Lot Consolidations		
Site Plans	3	1
Site Plan Amendments/Revisions	1	
Minor Site Plans		
Special Exceptions		
Construction Plans	1	
Construction Plan Amendments		
Preliminary Subdivision Plats		
Minor Subdivision Plats		
Preliminary Subdivision Plat Revisions		
Commission Permits		
Easement Plats	2	
Record Plats		
Grading Plans		
Zoning Ordinance Amend. Request		
County Referrals		

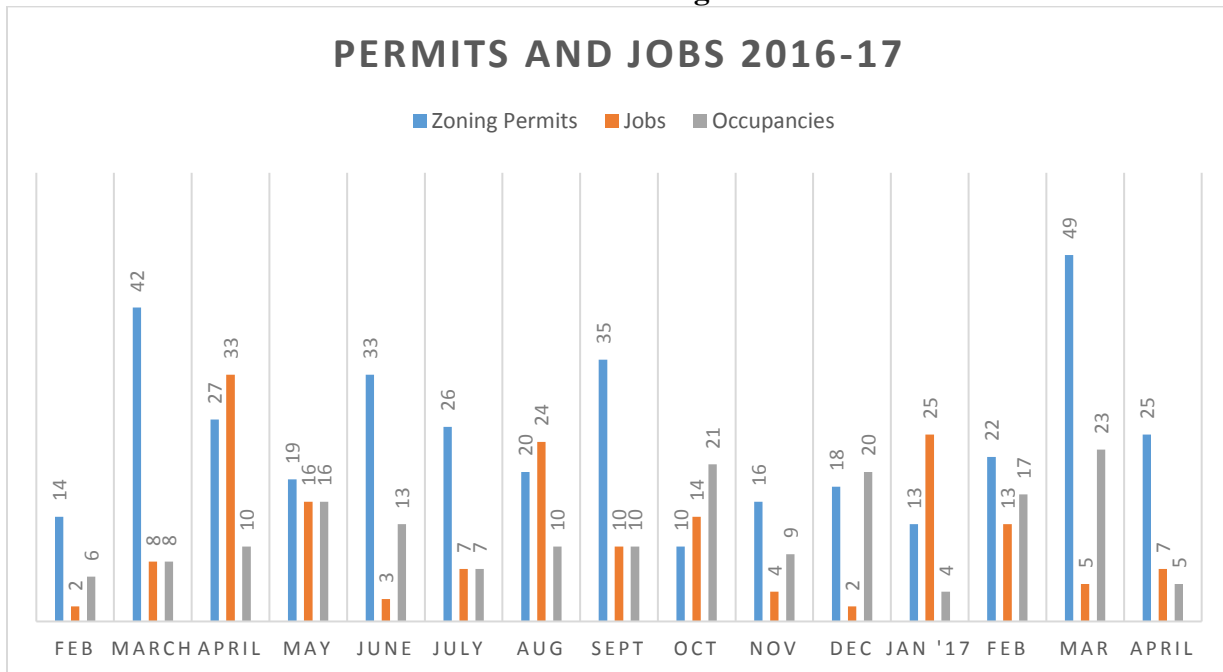
**Complaints/Violations for the month of April, 2017**

Lawn Complaints (Tall Grass)	12
Code Violation Warnings	18
Formal Notices of Violation issued	0
Illegal signs confiscated in the Town’s right of way	21
Unresolved violations	1
Resident Complaints (not tall grass)	0



Violations increased due to the fact that we are now monitoring overgrown lawns.

**Chart II: Code and Sign Violations**



**Chart III: Trends for Zoning Permits, Occupancy Permits and Jobs**

**Departmental Initiatives.**

Comprehensive Plan Update. Project management plan was approved by the Planning Commission on May 7, 2015. Town Council approved the selection of McBride Dale Clarion to provide planning services for the Comprehensive Plan Update. For up to date information see [www.planpurcellville.com](http://www.planpurcellville.com) .

The Economic Development Advisory Committee has completed a strategic tourism plan. The committee has initiated action items to begin implementing the plan. The initiatives are: preparing an events calendar for the Town, utilizing the Gazebo on 21<sup>st</sup> Street as an information kiosk, and helping with the production of a marketing video for the Town website. Work continues on these initiatives. EDAC is helped with a very successful painted wine barrel initiative. In addition the committee has reviewed, at Council's request, The RSR Gateway Annexation request, the Shop Local Program, business surveys, business vacancies and the Special Events Ordinance and other economic initiatives that the Town might consider.

The EDAC committee meets the first Tuesday of every month at 7PM in Town Hall and welcomes public input and participation.