



PLANNING COMMISSION REGULAR MEETING

Tuesday, April 18, 2023 at 7:00 PM

AGENDA

CALL TO ORDER AND ESTABLISHMENT OF A QUORUM.

ADOPTION OF MINUTES.

- [1.](#)
- [2.](#)
- [3.](#)

WORKSESSION ITEMS.

- [4.](#) The Applicant, The Catholic Diocese of Arlington, is requesting a Special Use Permit (SUP) Amendment to allow for the demolition of an existing office building and construction of a new office building at 271 Winchester Street. The office building, as an accessory use to the church, requires an SUP per Article 3-4.2.3 of the Zoning Ordinance. The parcel is approximately 11.0664 acres, zoned Residential (R-10), and is located within the Historic District.

COMMENTS FROM THE COMMISSION.

COMMENTS FROM THE STAFF.

ADJOURN.



PLANNING COMMISSION REGULAR MEETING

Tuesday, January 17, 2023 at 7:00 PM

MINUTES

CALL TO ORDER AND ESTABLISHMENT OF A QUORUM.

Ms. Denise Harris, Planning Manager, calls the meeting to order at 7:00 PM. In attendance were:

Mr. James Lawrence

Mr. Ryan Stewart

Mr. Steve Ainsworth

Mr. Terry Lasher

Ms. Darine Barbour

Absent: None

NEW BUSINESS.

1. After a nomination and second, the Planning Commission shall vote in a Chair to serve until December 31, 2023.

Ms. Denise Harris opens the nominations for the Chair of the Planning Commission who will serve for one year until December 31st, 2023.

Mr. Steve Ainsworth nominates Mr. James Lawrence, Vice Chair as Chair. Seconded by Mr. Terry Lasher all were in favor no discussion.

2. After nomination and second, the Planning Commission will elect a Vice Chair to serve until December 31, 2023.

Mr. James Lawrence opens the nominations for the Vice Chair of the Planning Commission who will serve for one year until December 31, 2023.

Mr. Steve Ainsworth nominates Mr. Ryan Stewart as Vice Chair. Seconded by Chair James Lawrence all were in favor no discussion.

3. After nomination and second, the Planning Commission shall elect a Secretary to serve until December 31, 2023.

Mr. James Lawrence opens the nominations for the Secretary of the Planning Commission who will serve for one year until December 31, 2023.

Mr. Ryan Stewart Vice Chair nominates Mr. Steve Ainsworth as Secretary. Seconded by Chair James Lawrence all were in favor no discussion.

4. The Planning Commission will adopt its meeting schedule for the calendar year of 2023. In the past, the Planning Commission selected meeting for its Regular Meeting on the third Tuesday and a Work Session on the fourth Tuesday of the month at 7:00 PM in Town Council Chambers located at 21 Main Street.

Mr. James Lawrence opens the discussion on the adoption of the schedule for calendar year of 2023.

Mr. Lawrence outlines the schedule for the new Commissioners.

Mr. Lawrence states unless anyone has any reason not to adopt this recommends adopted this schedule as proposed.

Mr. Ainsworth motions to adopt the schedule as proposed. Seconded by Mr. Terry Lasher all were in favor.

Mr. Stewart states the Town Council may be modifying their meeting schedule and the Planning Commission should keep in mind if they need to modify their schedule when the Town Council modify theirs.

Mr. Lawrence states agreed.

All votes Aye, vote carries unanimously.

5. The Planning Commission adopts goals for the upcoming calendar year.

Mr. Lawrence opens discussion for the Planning Commission adoption of goals for the upcoming calendar year.

Mr. Lawrence proposes to delay adopting these goals for the upcoming calendar year for at least 30-days to solicit opinions and suggestions from the new Commissioners.

Mr. Lawrence suggests training for the entire Planning Commission.

Mr. Lawrence explains he has reached out to Michael Chandler who has trained Planning Commissioners in Virginia for decades.

Mr. Lawrence explains Michael Chandler will be able to tailor training for the Town of Warrenton, the Planning Commission duties, responsibilities, and Comprehensive Plan.

Mr. Lawrence opens the floor to discussion on this matter.

Mr. Stewart explains the only concern would be the budget for that.

Mr. Lasher stated in the goals, to continue attend training seminars.

Mr. Lasher asks if in inhouse training may not get a certification or recognition of that training. Credentialing is important in this profession.

Mr. Lawrence states good point.

Ms. Darine Barbour states outside training would give the Planning Commission the opportunity to collaborate with other jurisdictions.

Mr. Ainsworth explains individual training is worthy of consideration.

Mr. Lawrence explains a good point with Ms. Barbour's comment from an outside agency. Mr. Lasher's point for outside certification and would welcome additional training.

Mr. Lawrence directs Ms. Harris to look into having Michael Chandler provide training within the next 60 days.

Ms. Harris confirms direction.

Ms. Harris explains there is the additional opportunity to do field trips with neighboring Planning Commissions.

No more comments for the Commission.

ADOPTION OF MINUTES.

6. December 20, 2022 Regular Meeting Minutes

Mr. Ryan Stewart request's a motion to amendment to the agenda to move the adoption of minutes to our next meeting in February for the Dec 20th, 2022, minutes.

Mr. James Lawrence, Vice Chair Seconds. All were in favor no discussion.

WORKSESSION ITEMS.

7. Code of Virginia states the Planning Commission shall submit to the governing body and annual report concerning the operation of the commission and the status of planning within its jurisdiction. The Planning Commission reviewed the draft 2022 Annual Report for Planning Commission.

Mr. Ainsworth states he sees no issues with the draft.

Mr. Stewart states he has no comments and it is a good looking report.

The Planning Commission directs the Annual Report to be forwarded to the Town Council.

COMMENTS FROM THE COMMISSION.

Mr. Stewart welcomes the New Commissioners.

Ms. Barbour and Mr. Lasher express their thanks and are looking forward to contributing.

Mr. Lawrence welcomes them to the Commission.

COMMENTS FROM THE STAFF.

Ms. Harris informed the Commission of the upcoming SUP for Chick-Fil-A and another SUP on hold for Warrenton Village.

Ms. Ainsworth states asks for clarification on the 100-day Planning Commission review timeline.

Ms. Harris explains the decision deadline for the Planning commission.

Mr. Stewart states being clear on the deadline is paramount.

Mr. Lasher states I concur.

Ms. Barbour states communication is the key.

Mr. Lawrence asks has the Chick-Fil- A application started running.

Ms. Harris states the State Code one-year decision deadline for the Town begins when an application is accepted.

Mr. Lawrence this is why we need training in the area to understand the timelines.

Ms. Harris explains the Planning Commission the 100-day clock begins when an application reaches Planning Commission.

ADJOURN.

Mr. Lasher motion to adjourn. Mr. Ainsworth Seconds. With no further business this meeting was adjourned at 7.24 PM



**PLANNING COMMISSION REGULAR MEETING
TOWN OF WARRENTON
MINUTES**

A REGULAR MEETING OF THE TOWN OF WARRENTON PLANNING COMMISSION WAS HELD February 21, 2023, AT 7:00 P.M. IN THE MUNICIPAL BUILDING IN WARRENTON, VIRGINIA

P R E S E N T Mr. James Lawrence, Chair; Mr. Ryan Stewart, Vice Chair; Mr. Steve Ainsworth, Secretary; Mr. Terry Lasher; Ms. Darine Barbour; Mr. Rob Walton, Community Development Director; Ms. Denise Harris, Planning Manager.

A B S E N T None.

CALL TO ORDER AND ESTABLISHMENT OF QUORUM

Mr. James Lawrence called the meeting to order at 7:00 P.M.

APPROVAL OF MINUTES

Mr. James Lawrence states we do not have the minutes so we will skip them and go straight to the agenda.

WORK SESSION

SUP 06 – 08 Chick-Fil-A

A work session to discuss the Applicant's proposal to amend an existing Special Use Permit #06-08 to accommodate a second drive-through lane and an expansion of the Chick-Fil-A building on Lee Highway.

Mr. Denise Harris provides a brief update and presents a slide show pertaining to Special Use Permit #06-08 amendment to accommodate a second drive-through lane and an expansion of the Chick-Fil-A building on Lee Highway.

Mr. Harris states this is currently operating under a 2007 previously approved SUP.

Mr. Harris states a number of items will need revising such as the stacking, drive-through, total length, no blocking of parking spaces, revised parking spaces, landscape, directing drive-through traffic window/vehicles.

Mr. Harris states the main concern is transportation and pedestrian access to ensure safety.

Ms. Christina Hughes, the Applicant's Representative of Bohler Engineering, provides a brief presentation regarding Chick-fil-A reinvestment stores and compares the Warrenton site to a renovated project in Culpeper, VA.

Mr. Lawrence opens the Commission to questions.

Ms. Darine Barbour states concerns are traffic impact and flow.

Ms. Hughes states the goal is less stacking based on their business model.

Mr. Ainsworth asks if the intent is to reduce seating.

Ms. Hughes states yes.

Mr. Lawrence asks if the intent is to emphasize on the drive-through rather than the dining.

Ms. Hughes states yes the company is experiencing more drive-through and pick up orders.

Mr. Lawrence questions is there a dedicated "pick up your food" order spot at this location.

Ms. Hughes states she will need to check.

Mr. Lawrence questions the landscaping buffer from the travel lane to the south, the minimum requirements from the parking lot to the travel lane, in terms of how wide that landscaping strip needs to be.

Mr. Rob Walton responds a five foot wide buffer is required.

Mr. Lawrence questions no room to decrease to stay within that buffer.

Mr. Walton responds correct.

Mr. Stewart questions the auto-turn distance regarding the Fire Departments clearance.

Ms. Hughes states they will communicate with the Fire Department.

Mr. Stewart questions no noise studies besides typical operations.

Ms. Hughes states correct.

Mr. Stewart states photo metric survey completed and other points may be addressed at site plan.

Mr. Harris states that is correct.

Mr. Stewart questions pedestrian access and south side pedestrian traffic.

Ms. Hughes states no impact to the crosswalks at the northwest side. Adding additional signage for pedestrian crossing.

Ms. Hughes states this can be reviewed.

Mr. Stewart questions stacking space, employee numbers and peak hours.

Ms. Hughes states this can be reviewed with the operator.

Mr. Stewart questions the parallel parking encroaching the travel and bypass lane as people are parking.

Ms. Hughes states this would be similar the north travel lane.

Mr. Stewart questions is there and outreach plan to engage nearby property owners.

Ms. Hughes states there have been previous conversations.

Mr. Lasher states with the increase of traffic and congestion he wants to ensure the traffic flow and egress. These topics are paramount to the discussion before the Planning Commission can take a vote.

Ms. Hughes states the goals are to provide more efficiency.

Mr. Terry Lasher questions if the storm water flow being handled in the landscaping plan in review.

Ms. Harris states storm water is handled at site plan.

Ms. Hughes states are reviewing additional pervious based on the parking reconfiguration to the south.

Mr. Lawrence questions obligated to notify neighbors on this project.

Ms. Harris states yes.

Mr. Lawrence questions Ms. Harris to provide a redline between the initial SUP Conditions of Approval and what has changed.

Ms. Harris states yes this will be provided at the public hearing.

Mr. Lawrence states the drive-throughs have a tight merge taking a mandatory right and requests traffic analysis to give that some thought.

Mr. Stewart questions any additional structures proposed.

Ms. Hughes states a cash pad kiosk.

Ms. Darine Barbour questions are they anticipating a 3rd drive-through lane in the future.

Ms. Hughes states no.

Mr. Ainsworth questions any issues raised with current neighbors regarding current operations and traffic.

Ms. Hughes states not aware of issues.

Mr. Ainsworth questions if the impervious area increased in the new plan.

Ms. Hughes states calculation are done at site plan and measures required to meet state DEQ requirements.

Mr. Ainsworth questions not anticipating any changes to the impervious.

Ms. Hughes states not anticipating any changes to the storm inlets either.

Mr. Ainsworth questions with the new kitchen area increases utility consumption.

Ms. Hughes states will confirm at the time of site plan with the engineers. Will replace grease trap at a minimum and will use existing water meters and sanity clean outs.

Mr. Ainsworth questions increase grease trap.

Ms. Hughes states no expected issued with increasing capacity or existing sanitary service lines.

Mr. Ainsworth questions the grease interceptor size now.

Ms. Hughes states 1500 Gallons.

Mr. Ainsworth questions Ms. Harris why this is a Special-Use-Permit.

Ms. Harris states an SUP is required for any drive-throughs and per the Zoning Ordinance.

Mr. Stewart questions the schedule for this.

Mr. Lawrence questions Ms. Harris do you anticipate this coming before us for public hearing next month.

Ms. Harris states March 21st, 2023 unless the applicant requests a deferral.

NEW BUSINESS

Planning Commission February 28th Work Session Meeting

The Planning Commission revised the previously adopted meeting schedule to modify the meeting time on Tuesday, February 28th, 2023, to accommodate Certified Planning Commissioner training. The Work Session is scheduled to begin at approximately 3:00 PM and will end at approximately 9:30 PM. The Work Session is for educational purposes only. The Planning Commission will not take up any other type of business at this meeting.

Mr. Lawrence asks if anyone have any objection the February 28th Work Session Meeting scheduled time.

Mr. Stewart motions to amend the meeting time for February 28th, to start at 3pm to 9:30pm. Location in the Willow Room and will be open to the public maintaining that it is a public. Mr. Ainsworth Seconded. All were in favor, no discussion, vote was unanimous as follows:

Ayes: Mr. James Lawrence, Chair; Mr. Ryan Stewart, Vice Chair; Mr. Steve Ainsworth; Secretary; Mr. Terry Lasher; Ms. Darine Barbour

Nays: None

Absent During Vote: None

Abstention: None

COMMENTS FROM THE COMMISSION

Mr. Lawrence opens the floor to comments.

There were no comments.

Mr. Lawrence requests all future applications include the decision deadline for the Planning Commission.

COMMENTS FROM THE STAFF

Ms. Harris reviews the current land use applications submitted to Community Development.

Ms. Harris reminds the Planning Commission of the instituted best practice for the Capital Improvement Program last year stating projects that have been reviewed and found in conformance with the Comprehensive Plan do not need to come before the Planning Commission annually unless there is a modification to the project and/or the Comprehensive Plan.

Mr. Lasher requests a copy of the CIP for the new Commission members.

Ms. Harris states the CIP adopted last year is on the Town website and the draft one for this year will be available April 1st.

Mr. Lawrence questions if the budget and CIP will change.

Ms. Harris states it is a working document between now and when the Town Council adopts in May or June.

Mr. Lawrence questions Ms. Harris if it will come back to the Planning Commission for review if it is going to be reviewed and is fluid.

Ms. Harris states the projects generally do not change other than being moved up or down in what years they are allocated. But if a new land use project is proposed that has not been reviewed comes up the Planning Commission may discuss.

Mr. Ainsworth motions to adjourn. Seconded by Mr. Stewart. All were in favor, no discussion, vote was unanimous as follows:

Ayes: Mr. James Lawrence, Chair; Mr. Ryan Stewart, Vice Chair; Mr. Steve Ainsworth, Secretary; Mr. Terry Lasher; Ms. Darine Barbour.

Nays: None

Absent During Vote: None

Abstention: None

ADJOURN

With no further business this meeting was adjourned at 7:45 P.M.



**PLANNING COMMISSION WORK SESSION
TOWN OF WARRENTON**

MINUTES

A REGULAR MEETING OF THE TOWN OF WARRENTON PLANNING COMMISSION WAS HELD February 28, 2023, AT 3:04 P.M. IN THE WILLOW ROOM OF THE MUNICIPAL BUILDING IN WARRENTON, VIRGINIA

P R E S E N T *Mr. James Lawrence, Chair; Mr. Ryan Stewart, Vice Chair; Mr. Steve Ainsworth, Secretary; Mr. Terry Lasher; Ms. Darine Barbour; Ms. Denise Harris, Planning Manager; Ms. Heather Jenkins, Zoning Administrator; Rob Walton, Community Development Director.*

A B S E N T *None*

CALL TO ORDER AND ESTABLISHMENT OF QUORUM

Mr. James Lawrence called the meeting to order at 3:04 P.M.

WORK SESSION ITEMS

Mr. James Lawrence states the Planning Commission is conducting Certified Educational Training.

Mr. James Lawrence states no action will be taken by the Planning Commission. As this is an open meeting, the public is invited to watch. The public is not permitted to speak or participate in the Certified Educational Training.

Mr. Michael Chandler introduces himself as the Certified Educational Trainer for this evening.

Ms. Denise Harris opens the training with an exercise the Interim Town Manager presented at the Town Council Budget Retreat and presents a short video by Simon Sinek.

Mr. Chandler conducts the Planning Commission Certified Educational Training Session. The training included:

- Effectiveness and Leadership
- The Role of the Planning Commission

- Planning Commission Powers and Duties
- Players in Planning
- Plan Implementation
- Planning Commission Work Relationships
- Doing the Planning Commissioner's Job
- Planning Commissioner Ethics
- Planning Commission Deliberation and Decision Making

Mr. Lawrence thanks Mr. Chandler for sharing his knowledge and his time with the Planning Commission.

Mr. Steward motions to adjourn. Seconded by Mr. Ainsworth. All were in favor, no discussion, vote was unanimous as follows:

Ayes: Mr. James Lawrence, Chair; Mr. Ryan Stewart, Vice Chair; Mr. Steve Ainsworth, Secretary; Mr. Terry Lasher; Ms. Darine Barbour.

Nays: None

Absent During Vote: None

Abstention: None

ADJOURN

With no further business this meeting was adjourned at 9:34 P.M.



STAFF REPORT

Planning Commission Meeting Date:	April 18, 2023
Agenda Title:	SUP 2023-01 St John the Evangelist
Requested Action:	Hold a Work Session
Department / Agency Lead:	Community Development
Staff Lead:	Denise Harris, Planning Manager

EXECUTIVE SUMMARY

The Applicant, The Catholic Diocese of Arlington, is requesting a Special Use Permit (SUP) Amendment to allow for the demolition of an existing office building and construction of a new office building at 271 Winchester Street. Currently, the church utilizes the existing administration building, but would like to demolish and re-build the administrative office to allow for ADA access, central HVAC, and reconfiguration for additional space. The office building, as an accessory use to the church, requires an SUP per article 3-4.2.3 of the Zoning Ordinance. The parcel is approximately 11.0664 acres, zoned Residential (R-10), and is located within the Historic District.

BACKGROUND

Town Council Meeting Minutes from June 3, 1986, indicate St. John Catholic School and Church at 271 Winchester Street obtained SUP approval in two phases with the condition of resolution of the street right-of-ways. The Arlington Diocese owned to the centerline of Winchester and King (now John E. Mann) streets.

Since the SUP was approved, the church and school have both been expanded. The Town worked with the Applicant during the intervening years until the latest expansion when it was noted that any further activities on the property would require a comprehensive site plan update to ensure the total uses on the property are compiled on one approved master site plan. While it appears the right-of-way to the centerline of King Street was addressed previously, the property line still extends to the centerline of Winchester Street.

The existing structure that the Applicant would like to demolish has been deemed non-contributing on the last Historic District survey inventory record. Therefore, there is no requirement for Architectural Review Board (ARB) demolition approval but will require Town Council approval. While the Applicant proceeded

to the ARB for a work session on the project, they requested the demolition permit be placed on hold August 25, 2022, until such time as the legislative land use application is completed.

STAFF RECOMMENDATION

Hold a work session. The Applicant is in receipt of agency comments relating to SUP Criteria for Consideration, including whether stormwater management can be provided; if specific zoning requirements like building height, setbacks, and parking can be met; and landscaping. At this time, the Applicant's Representative, Jim Carson of Carson Land Consultants, has declined to provide information with the SUP submission stating the requested information will be provided at site plan.

Service Level / Policy Impact

The proposed use is designated as Live Work Neighborhood in Plan Warrenton 2040.

Legal Impact

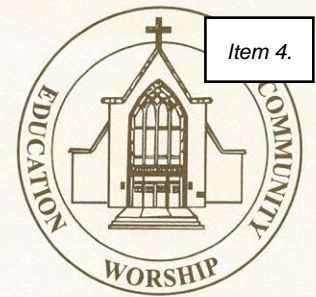
Conditions of Approval run with the land so as to bind future property owners. Any party or officer identified by title shall mean and include any successor to that person or entity's powers or responsibilities.

ATTACHMENTS

1. Statement of Justification
2. Addendum to the Statement of Justification
3. March 23, 2023 SUP Plan Sheets 1-4
4. Applicant Representative's March 23, 2023 Comment Response Letter
5. March 27, 2023 Applicant Representative's Proposed Conditions of Approval and Town Council Meeting Minutes from June 3, 1986.

SAINT JOHN THE EVANGELIST CHURCH

271 Winchester Street
Warrenton, Virginia 20186
(540) 347-2922



Statement of Justification

The church has an existing Special Use Permit for all the current uses on this property and has been operating on this site for 63 years. No new use is being requested. The church would like to demolish the existing cinder block office building and replace it with a new office building of similar size. The existing building was constructed as classroom and dormitory space in the early '40's and is located right on the property line abutting a residential neighborhood with no setback. The church has worked for the past two years to develop a plan to renovate the existing building to make it ADA accessible, install central HVAC, and manipulate the configuration to accommodate the modern needs of the church, but the cost was tremendous and given the shape of the existing building, the space was still not suitable for current needs.

The new building would be placed on the site to be on axis with the church and will meet all current setbacks. It will be finished in stone and stucco to match the church. The demolition of the existing building will allow for increased parking on the site to help mitigate any overflow onto neighboring streets. All new landscaping and any change in parking lot lighting will be presented on the site development plan and will be in accordance with all town ordinances. The schematic design of the building has already been presented to the town Architectural Review Board and has received their blessing.

The new building will provide a much better, fully accessible work environment, but will not increase the number of employees or increase the hours of operation. There will be no change to the service or refuse areas already located on the site.

As mentioned above, the church has had this use on the property for 63 years and it was used as the Stuyvesant School for decades before that. For as far back in the records as we could find, the future land use map has designated this parcel as Public/Semi Public – Intense. Only recently, and undisclosed to the church, this was changed to Live/Work Neighborhood. The church is an established use and has no intention of vacating this property. The zoning on the ground is still R-10 and allows for this use with a Special Use Permit which the church already possesses. Therefore, we are requesting that the existing Special Use Permit be amended to allow the existing office building to be demolished and reconstructed in a more favorable location on the site.



Civil Engineering ♦ Land Surveying ♦ Land Planning

Saint John – SUP Amendment Addendum to Statement of Justification

January 26, 2023

Revised February 10, 2023

Additional items requested in letter from Town dated January 23, 2023

- The existing conditions are shown on sheet 2 of the permit plat. Existing conditions are provided for the entire parcel.
- The SUP plat shows existing trees in vicinity of the existing building and the proposed building that will replace it. All previous approved plans and amendments have an approved landscape plan. A landscape plan associated with the proposed building will be required and provided at site development plan. At that time screening and buffering will be provided per Ordinance requirements. In addition, and in accordance with final design plans, existing trees between Winchester Street and the proposed building will be preserved to the extent possible.
- A copy of the previous SUP plat and conditions of approval have been provided in the form of a zoning determination letter dated January 6, 2017. We have also provided a copy of a master plan that may have been associated with the original special use permit approved June 3, 1986.
- Existing and proposed parking has been shown on the SUP amendment. No change is made to the existing required parking tabulation as provided in the Pre-School Addition plan approved on August 1, 2017. For the purposes of this application, more parking is being added to the site, while no increase to use/intensity is proposed. Therefore, adequate parking will be provided. Detailed parking tabulation will be required and provided with the site development plan.

Evaluation Criteria; Issues for Consideration

1. Whether the proposed Special Use Permit is consistent with the Comprehensive Plan.

Evaluation: The amended Special Use Permit is consistent with the Comprehensive Plan, as no change in use is proposed.

2. Whether the proposed Special Use Permit will adequately provide for safety from fire hazards and have effective measures of fire control.

Evaluation: The new office building is the same size as the old one, therefore current provisions for safety from fire hazards and effective

measures of fire control should be adequate. In addition, measures will be evaluated with site development and building plan as appropriate.

3. The level and impact of any noise emanating from the site, including that generated by the proposed use, in relation to the uses in the immediate area.

Evaluation: No additional noise shall be generated. Intensity of use is not being changed.

4. The glare or light that may be generated by the proposed use in relation to uses in the immediate area.

Evaluation: No additional light shall be generated. Intensity of use is not being changed. Commercial building and parking lot lighting if proposed will be required to meet Ordinance standards.

5. The proposed location, lighting and type of signs in relation to the proposed use, uses in the area, and the sign requirements of this Ordinance.

Evaluation: No signs are being proposed with the new building.

6. The compatibility of the proposed use with other existing or proposed uses in the neighborhood, and adjacent parcels.

Evaluation: No changes to the site's use is proposed. The site is compatible currently and this application only proposes to replace an existing building.

7. The location and area footprint with dimensions (all drawn to scale), nature and height of existing or proposed buildings, structures, walls, and fences on the site and in the neighborhood.

Evaluation: Shown on the SUP plat.

8. The nature and extent of existing or proposed landscaping, screening and buffering on the site and in the neighborhood.

Evaluation: No changes to landscaping, existing features are shown on the SUP plat. Additional landscaping will be required associated with the new building location and parking layout. A landscape plan will be provided and approved with a site development plan following the SUP amendment process.

9. The timing and phasing of the proposed development and the duration of the proposed use.

Evaluation: No changes to timing and phasing and duration of the proposed use. The church property is long-standing and is already integrated into the community.

10. Whether the proposed Special Use Permit will result in the preservation or destruction, loss or damage of any significant topographic or physical, natural, scenic, archaeological or historic feature.

Evaluation: The applicant is working with the ARB in terms of the existing building and any historical significance. It should be noted that a portion of the existing building foundation will be preserved to the extent practical and used as a retaining wall. This will reduce the impact of grading and construction on the existing features to be preserved.

11. Whether the proposed Special Use Permit at the specified location will contribute to or promote the welfare or convenience of the public.

Evaluation: The church property is long-standing and is integrated into the community.

12. The traffic expected to be generated by the proposed use, the adequacy of access roads and the vehicular and pedestrian circulation elements (on and off-site) of the proposed use, all in relation to the public's interest in pedestrian and vehicular safety, efficient traffic movement and access in case of fire or catastrophe.

Evaluation: No additional traffic beyond what is already existing.

13. Whether the proposed use will facilitate orderly and safe road development and transportation.

Evaluation: No change to roads or internal travelways.

14. Whether, in the case of existing structures proposed to be converted to uses requiring a Special Use Permit, the structures meet all code requirements of the Town of Warrenton.

Evaluation: The existing structure is to be demolished as the building can longer be serviced and maintained to current building standards. A new building is necessary to provide all code requirements.

15. Whether the proposed Special Use Permit will be served adequately by essential public facilities, services and utilities.

Evaluation: The new office building is the same size and use as the old one, so all services will be adequate.

16. The effect of the proposed Special Use Permit on environmentally sensitive land or natural features, wildlife habitat and vegetation, water quality and air quality.

Evaluation: The proposed building will be constructed in an existing open grass area. The land does not contain environmentally sensitive features that contribute to wildlife, water or air quality.

17. Whether the proposed Special Use Permit use will provide desirable employment and enlarge the tax base by encouraging economic development activities consistent with the Comprehensive Plan.

Evaluation: Not applicable.

18. The effect of the proposed Special Use Permit use in enhancing affordable shelter opportunities for residents of the Town, if applicable.

Evaluation: Not applicable.

19. The location, character, and size of any outdoor storage.

Evaluation: Not applicable.

20. The proposed use of open space.

Evaluation: Not applicable.

21. The location of any major floodplain and steep slopes.

Evaluation: Not applicable.

22. The location and use of any existing non-conforming uses and structures.

Evaluation: Not applicable.

23. The location and type of any fuel and fuel storage.

Evaluation: Not applicable.

24. The location and use of any anticipated accessory uses and structures.

Evaluation: Not applicable.

25. The area of each proposed use.

Evaluation: No changes of use. Only replacement of an existing building.

26. The proposed days/hours of operation.

Evaluation: No change to operation. Church use is predominantly on Sunday and the school is Monday through Friday during the day. The purpose of the amendment is the replacement building.

27. The location and screening of parking and loading spaces and/or areas.

Evaluation: Location of parking indicated on the plat. Screening to be addressed with landscape plan required at site development plan.

28. The location and nature of any proposed security features and provisions.

Evaluation: Provided on SUP plat, if applicable.

29. The number of employees.

Evaluation: Not applicable, existing uses with no changes.

30. The location of any existing and/or proposed adequate on and off-site infrastructure.

Evaluation: Provided.

31. Any anticipated odors which may be generated by the uses on site.

Evaluation: Not applicable.

32. Refuse and service areas.

Evaluation: Refuse and service areas will be accommodated with site development plan. Adequate area is available across the parcel.

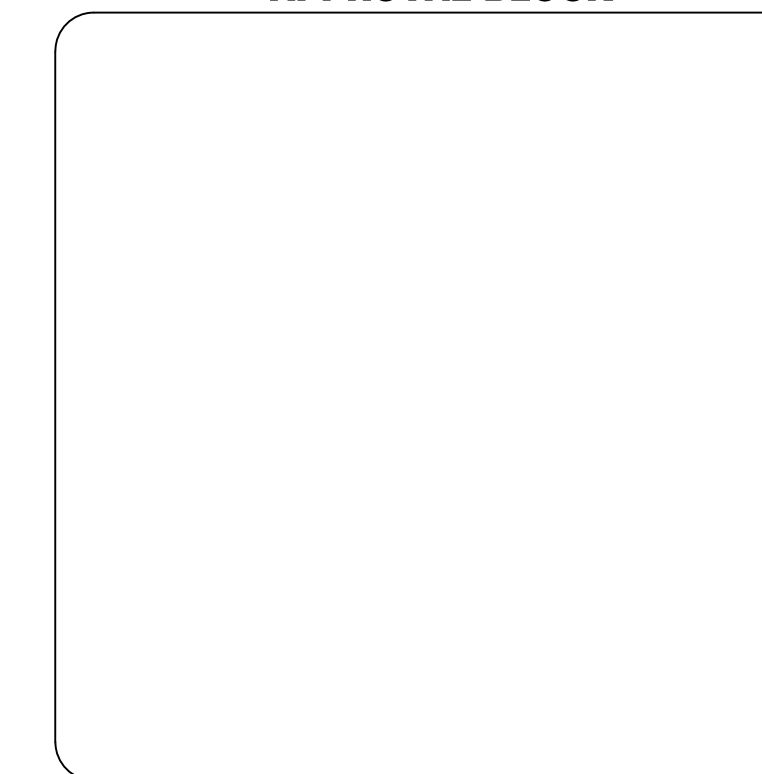
SPECIAL USE PERMIT PLAT

ST JOHN THE EVANGELIST CATHOLIC CHURCH

SUP 2023-1 (AMENDMENT TO SUP DATED JUNE 3, 1986)
271 WINCHESTER STREET
TOWN OF WARRENTON
FAUQUIER COUNTY, VIRGINIA
FEBRUARY 10, 2023

LAST REVISED: MARCH 23, 2023

APPROVAL BLOCK



LEGEND	
Q	CENTERLINE
CO	CLEANOUT
EX	EXISTING
HC	HANDICAPPED
EP	EDGE OF PAVEMENT
S/C	SIAMESE YARD CONNECTION
IPS	IRON PIPE SET
IPF	IRON PIPE FOUND
RET	RETAINING
PKS	PK-NAIL SET
DHS	DRILL HOLE MADE
CONC	CONCRETE
CONN	CONNECTION
TELE	TELEPHONE
STM STR	STORM SEWER STRUCTURE
STM MH	STORM SEWER MANHOLE
SAN MH	SANITARY SEWER MANHOLE
ELEC TRANS	ELECTRIC TRANSFORMER
O	WATER VALVE UNLESS NOTED
Q	SIGN
⊙	FIRE HYDRANT
⊙	LIGHT OR UTILITY POLE
FC	FACE OF CURB
7	NUMBER OF PARKING SPACES
1 LS	NUMBER OF LOADING SPACES
5 HC	NUMBER OF HANDICAP SPACES
PROPERTY OR RW LINES	
CENTER LINE	
EASEMENT LINE	
EXISTING TRAVEL WAY/ EDGE OF PAVEMENT	
PROPOSED EDGE OF PAVEMENT	
EXISTING CURB AND GUTTER	
PROPOSED CURB AND GUTTER	
FENCE LINE	
ROADSIDE DELINEATORS	
RAILROAD	
ADJACENT PROPERTY OWNERS	
EXISTING CULVERT OR STORM LINE	
PROPOSED CULVERT OR STORM LINE	
STORM SEWER (PROPOSED BY OTHERS)	
EXISTING WATERLINE	
PROPOSED WATERLINE	
WATERLINE (PROPOSED BY OTHERS)	
EXISTING FIRE HYDRANT	
PROPOSED FIRE HYDRANT	
EXISTING SANITARY SEWER	
PROPOSED SANITARY SEWER	
SANITARY SEWER (PROPOSED BY OTHERS)	
EXISTING GAS LINE	
PROPOSED GAS LINE	
EXISTING OVERHEAD TELEPHONE	
EXISTING OVERHEAD ELECTRIC	
EXISTING OVERHEAD TELEPHONE & ELECTRIC	
EXISTING UNDERGROUND TELEPHONE	
EXISTING UNDERGROUND ELECTRIC	
EXISTING RETAINING WALL	
PROPOSED RETAINING WALL	
EXISTING POWER OR TELEPHONE POLE	
LIGHT POLE	
EXISTING CONTOUR W/ ELEVATION	
PROPOSED CONTOUR W/ ELEVATION	
EXISTING SPOT ELEVATION	
PROPOSED SPOT ELEVATION	
EARTH DEPRESSION	
DITCH, SWALE, STREAM OR SPRING	
SWAMP OR MARSH AREA	
DRAINAGE DIVIDE	
PATH (DIRT, GRAVEL, CRUSHED STONE, ETC.)	
TREE LINE	
LIMITS OF CLEARING & GRADING	
NORTH ARROW	
TREES AND SHRUBS	
STD. VDOT CG-12, CURB RAMP	
PROPOSED CONCRETE	
PROPOSED GRAVEL	
PROPOSED UNDERDRAIN	

ADJACENT OWNERS

6984-45-0901-000
MANN, FAYE ANJA; MANN, FAYE O
101 JOHN E. MANN ST
WARRENTON VA 20186
BK 255 / PG 1594
ZONING: R-10

6984-45-1877-000
ELLIOTT, KELSEY A
216 ROBINSON ST
WARRENTON VA 20186
BK 1453 / PG 2270
ZONING: R-10

6984-45-2940-000
JAMES, CHERYL M
223 ROBINSON ST
WARRENTON VA 20186
BK 1458 / PG 1263
ZONING: R-10

6984-45-3912-000
PAYNE, MICHELLE A TRUSTEE;
PAYNE, MICHELLE ANN TRUST;
PAYNE, STEVEN C TRUSTEE;
PAYNE, STEVEN CARL TRUST
232 ROBINSON ST
WARRENTON VA 20186
BK 1587 / PG 69
ZONING: R-10

6984-45-1478-000
DEMBOWSKI, CHANTHELLE;
PEPIN, THOMAS G
348 PRESTON DR
WARRENTON VA 20186
BK 1694 / PG 1231
ZONING: R-10

6984-45-2402-000
CHESLEY, COLLEEN M;
CHESLEY, MICHAEL R
340 PRESTON DR
WARRENTON VA 20186
BK 1203 / PG 2304
ZONING: R-10

6984-45-2324-000
MUSSEY, COURTNEY CANFIELD
332 PRESTON DR
WARRENTON VA 20186
BK 1587 / PG 2406
ZONING: R-10

6984-46-2257-000
BARAHONA, ANGEL E. BARAHONA,
JHESSY CROS LAGUNA DE
324 PRESTON DR
WARRENTON VA 20186
BK 1209 / PG 1125
ZONING: R-10

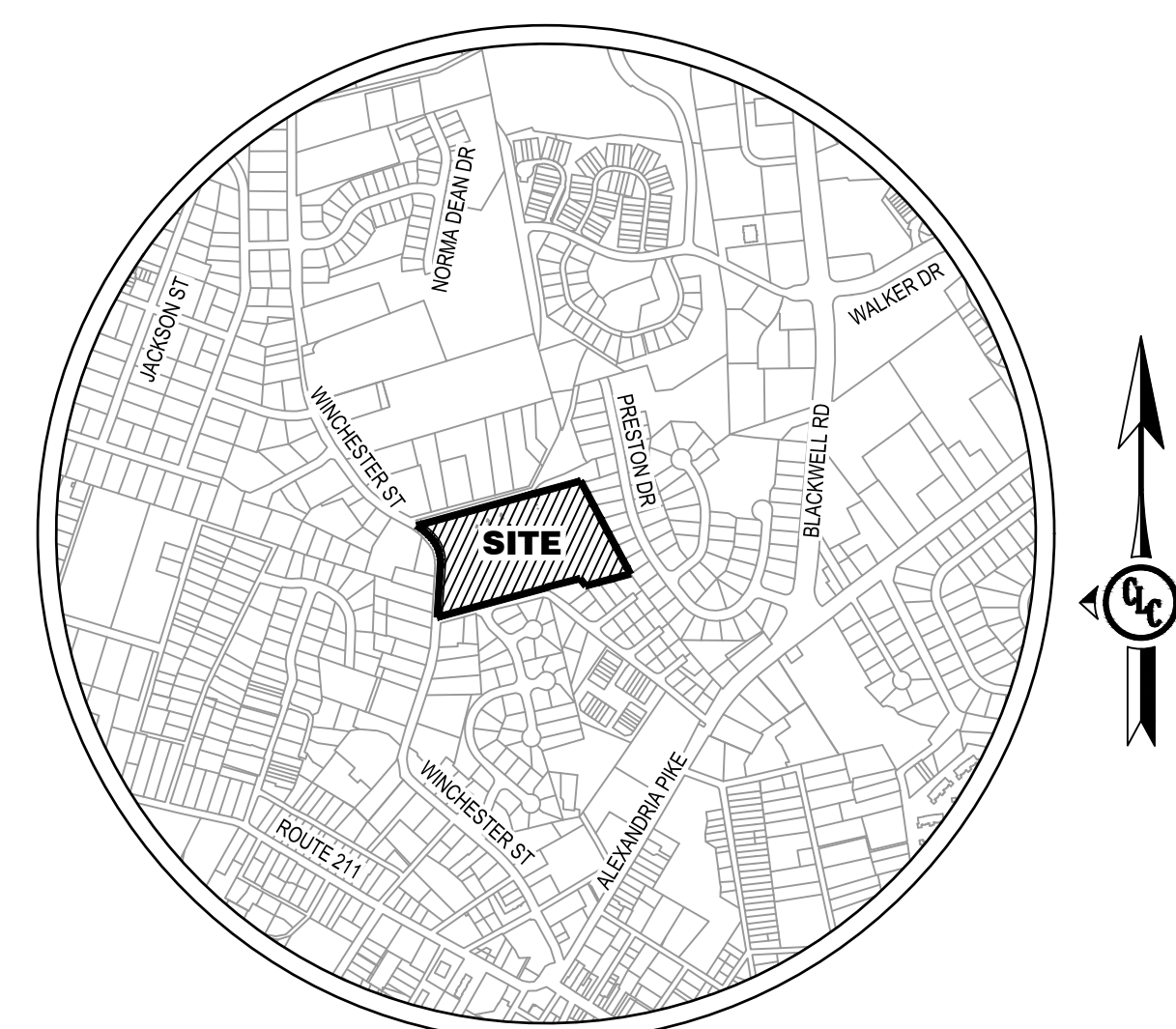
6984-46-2280-000
EVANS, LIDA FULLFORD
316 PRESTON DR
WARRENTON VA 20186
BK 1197 / PG 2207
ZONING: R-10

6984-46-3113-000
FAZENBAKER, ROBERT EUGENE;
STAFFORD, ANNALISA
308 PRESTON DR
WARRENTON VA 20186
BK 1321 / PG 2263
ZONING: R-10

6984-46-3059-000
WRIGHT, ANDREA J. WRIGHT, JOHN C
300 PRESTON DR
WARRENTON VA 20186
BK 1440 / PG 1211
ZONING: R-10

6984-36-9591-000
CHIPMAN, ALBERT W III;
CHIPMAN, KAREN S
287 WINCHESTER ST
WARRENTON VA 20186
BK 1249 / PG 2301
ZONING: R-10

6984-36-9684-000
CHIPMAN, ALBERT W III;
CHIPMAN, KAREN S
289 WINCHESTER ST
WARRENTON VA 20186
BK 1171 / PG 2455
ZONING: R-10



VICINITY MAP

SCALE 1"= 1000'

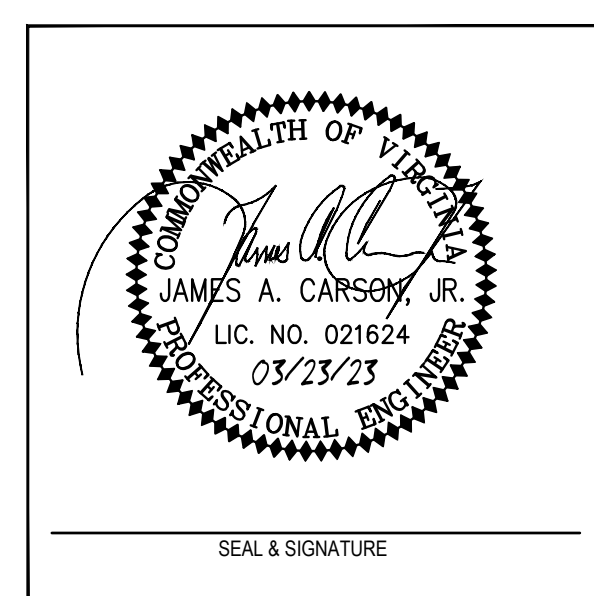
GENERAL NOTES

- PROJECT DESCRIPTION: THIS PROJECT PROPOSES THE CONSTRUCTION OF AN APPROXIMATELY 13,000 SQUARE FOOT, THREE FLOOR OFFICE BUILDING, SIDEWALK, SITE GRADING AND PARKING LOT IMPROVEMENTS ARE ALSO A PART OF THE PROPOSED PROJECT. APPROXIMATE 0.90 ACRE WILL BE DISTURBED DURING THE CONSTRUCTION OF THE PROJECT.
- PINS: 6984-26-7135-000
- ACREAGE: 11.0684 AC
- CURRENT USE: CHURCH, SCHOOL
- PROPOSED USE: CHURCH, SCHOOL
- OWNERS/APPLICANT: ST. JOHN'S CATHOLIC SCHOOL TEES
271 WINCHESTER STREET
WARRENTON VIRGINIA 20186
DEED BOOK 205, PAGE 59
- ZONING: RESIDENTIAL (R-10)
- ZONING REQUIREMENTS:
MINIMUM LOT AREA: 10,000 SQ. FT
MINIMUM LOT FRONTAGE: 75 FEET
FRONT SETBACK:
MINIMUM 25 FEET
SIDE SETBACKS:
REAR SETBACK: 20 FEET
MAXIMUM LOT COVERAGE: 65% IMPERVIOUS SURFACE
MAXIMUM BUILDING HEIGHT: 35 FEET
- TOPOGRAPHIC INFORMATION FIELD RUN BY CARSON LAND CONSULTANTS.
CONTOUR INTERVAL: 2 FT
DATUM: NAVD 88
- THE SUBJECT PROPERTY IS LOCATED ON FEMA FLOOD INSURANCE RATE MAP, COMMUNITY-PANEL NUMBER 51061C 0306 C, DATED FEB. 6, 2008. THE PROPERTY IS LOCATED IN "ZONE "X". THIS DOES NOT CONSTITUTE A FLOOD STUDY BY THIS FIRM.
- STORMWATER MANAGEMENT WILL BE ADDRESSED WITH FINAL SITE DEVELOPMENT PLAN. THE PROPOSED OFFICE BUILDING AND ASSOCIATED PARKING AND CIRCULATION IMPROVEMENTS WILL BE TREATED AS A COMMON PLAN OF DEVELOPMENT. STORMWATER MANAGEMENT WILL BE ADDRESSED BY A COMBINATION OF ON-SITE TREATMENT WITH STRUCTURAL BMP SUCH AS BIORETENTION, DETENTION, AND/OR PURCHASE OF OFF-SITE NUTRIENT CREDITS AS CONSULT WITH THE TOWN WILL BE REQUIRED TO DETERMINE AND APPROVE ALLOWABLE DISCHARGE INTO THE EXISTING STORM SEWER SYSTEM. THE LOCATION AND ORIENTATION OF ON-SITE FACILITIES WILL BE DETERMINED WITH THE SITE DEVELOPMENT PLANS. LOCATION AND SIZE HAVE NOT BEEN INDICATED ON THIS PLAN AS SUBSTANTIAL COMPLIANCE WITH THE SUP AMENDMENT LAYOUT WOULD BE REQUIRED. PLANS FOR STORMWATER MANAGEMENT ARE TENTATIVE AND SUBJECT TO CHANGE.

SHEET INDEX

SHEET NO.	DESCRIPTION
1	COVER SHEET
2	EXISTING CONDITIONS PLAN
3	SPECIAL USE PERMIT PLAT
4	BUILDING ELEVATIONS
4	TOTAL NUMBER OF SHEETS IN PLAN

NOT FOR CONSTRUCTION
UNDER REVIEW



ENGINEER'S CERTIFICATE

I, JAMES A. CARSON, JR., A LICENSED PROFESSIONAL ENGINEER IN THE COMMONWEALTH OF VIRGINIA, DO HEREBY CERTIFY THAT THE PROPERTIES UPON WHICH THIS SITE PLAN IS PROPOSED LIE IN THE NAME OF ST. JOHN'S CATHOLIC SCHOOL TEES, AS FOUND AMONG THE LAND RECORDS OF FAUQUIER COUNTY, VIRGINIA, IN DEED BOOK 205, PAGE 59.

James A. Carson, Jr.
JAMES A. CARSON, JR. P.E. NO. 021624

SPECIAL USE PERMIT PLAT
ST JOHN THE EVANGELIST CATHOLIC CHURCH
SUP 2023-1 (AMENDMENT TO SUP DATED JUNE 3, 1986)
271 WINCHESTER STREET
TOWN OF WARRENTON
FAUQUIER COUNTY, VIRGINIA
FEBRUARY 10, 2023
LAST REVISED: MARCH 23, 2023

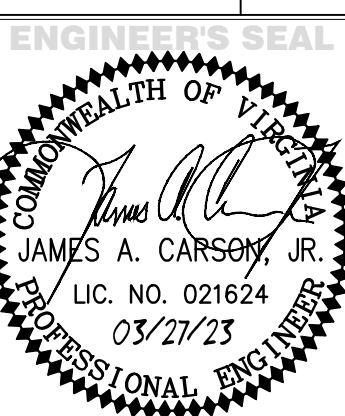


NOT FOR CONSTRUCTION

SAINT JOHN THE EVANGELIST CATHOLIC CHURCH
WARRENTON, VA

CENTER MAGISTERIAL DISTRICT
FAUQUIER COUNTY VIRGINIA

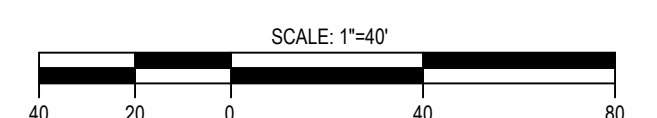
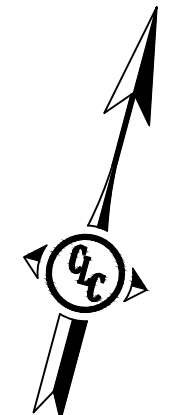
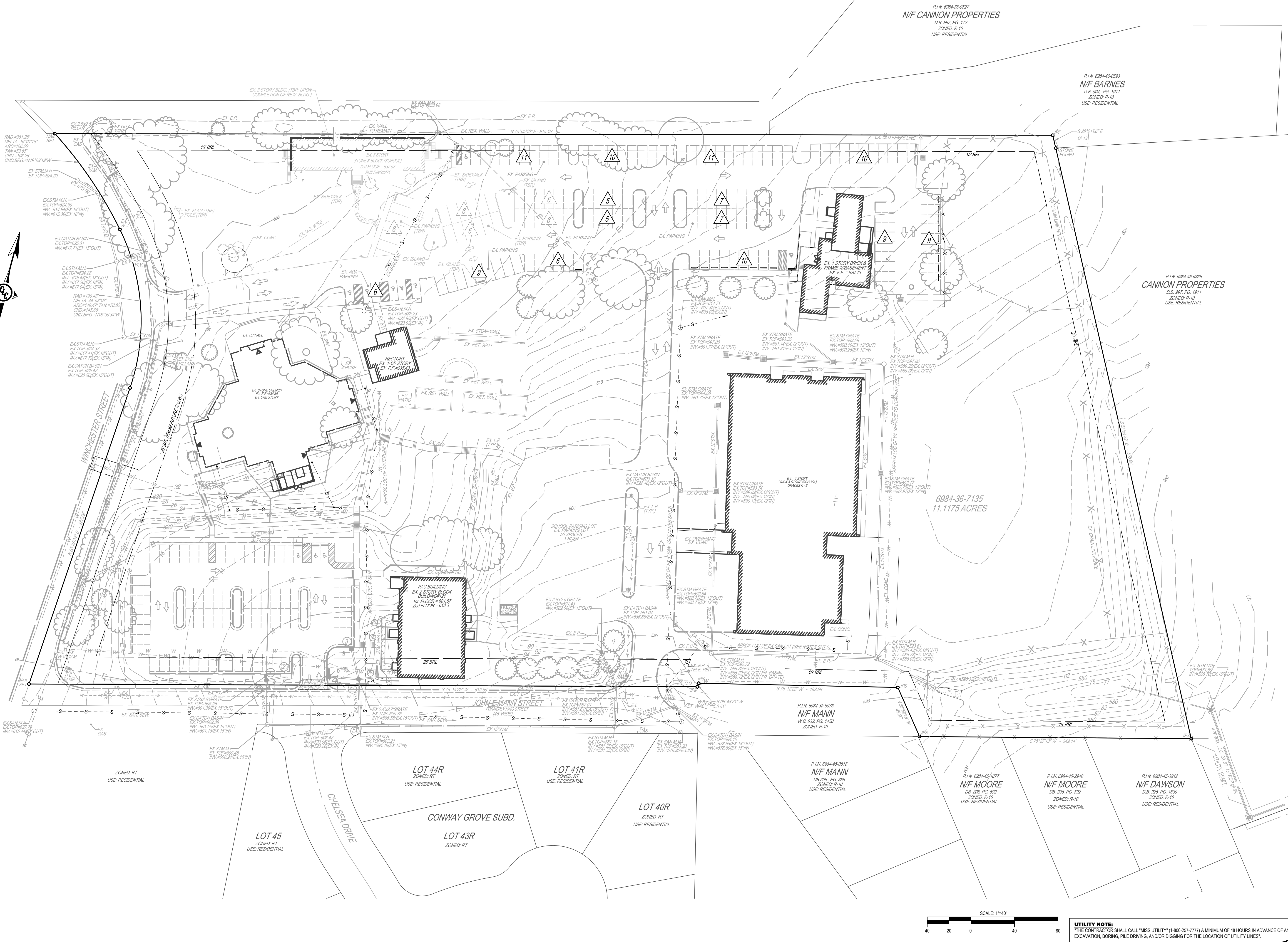
REVISIONS	
DESCRIPTION	DATE
TOWN COMMENTS	12/2/23



EXISTING CONDITIONS PLAN

DATE:	12/6/22
SCALE:	1"=40'
SHEET	2
	OF 4

SAINT JOHN'S OFFICE BUILDING



UTILITY NOTE:
THE CONTRACTOR SHALL CALL "MISS UTILITY" (1-800-257-7777) A MINIMUM OF 48 HOURS IN ADVANCE OF ANY EXCAVATION, BORING, PILE DRIVING, AND/OR DIGGING FOR THE LOCATION OF UTILITY LINES.

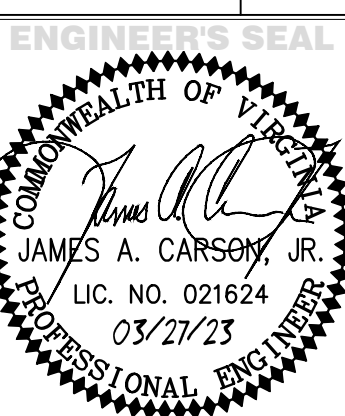
NOT FOR CONSTRUCTION

SAINT JOHN THE EVANGELIST CATHOLIC CHURCH
WARRENTON, VA

FAUQUIER COUNTY VIRGINIA

CENTER MAGISTERIAL DISTRICT

REVISIONS	
DESCRIPTION	DATE
TOWN COMMENTS	03/21/23



SPECIAL USE PERMIT PLAN

DATE: 12/6/22
 SCALE: 1"=40'
 SHEET 3 OF 4

SAINT JOHN'S OFFICE BUILDING

P.I.N. 6984-36-8527
N/F CANNON PROPERTIES
 D.B. 897, PG. 172
 ZONED: R-10
 USE: RESIDENTIAL

P.I.N. 6984-46-2593
N/F BARNES
 D.B. 894, PG. 1911
 ZONED: R-10
 USE: RESIDENTIAL

P.I.N. 6984-46-6336
CANNON PROPERTIES
 D.B. 897, PG. 1911
 ZONED: R-10
 USE: RESIDENTIAL

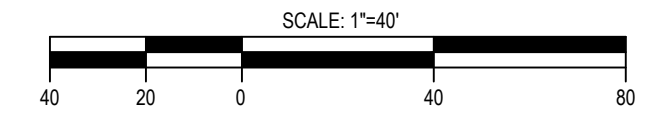
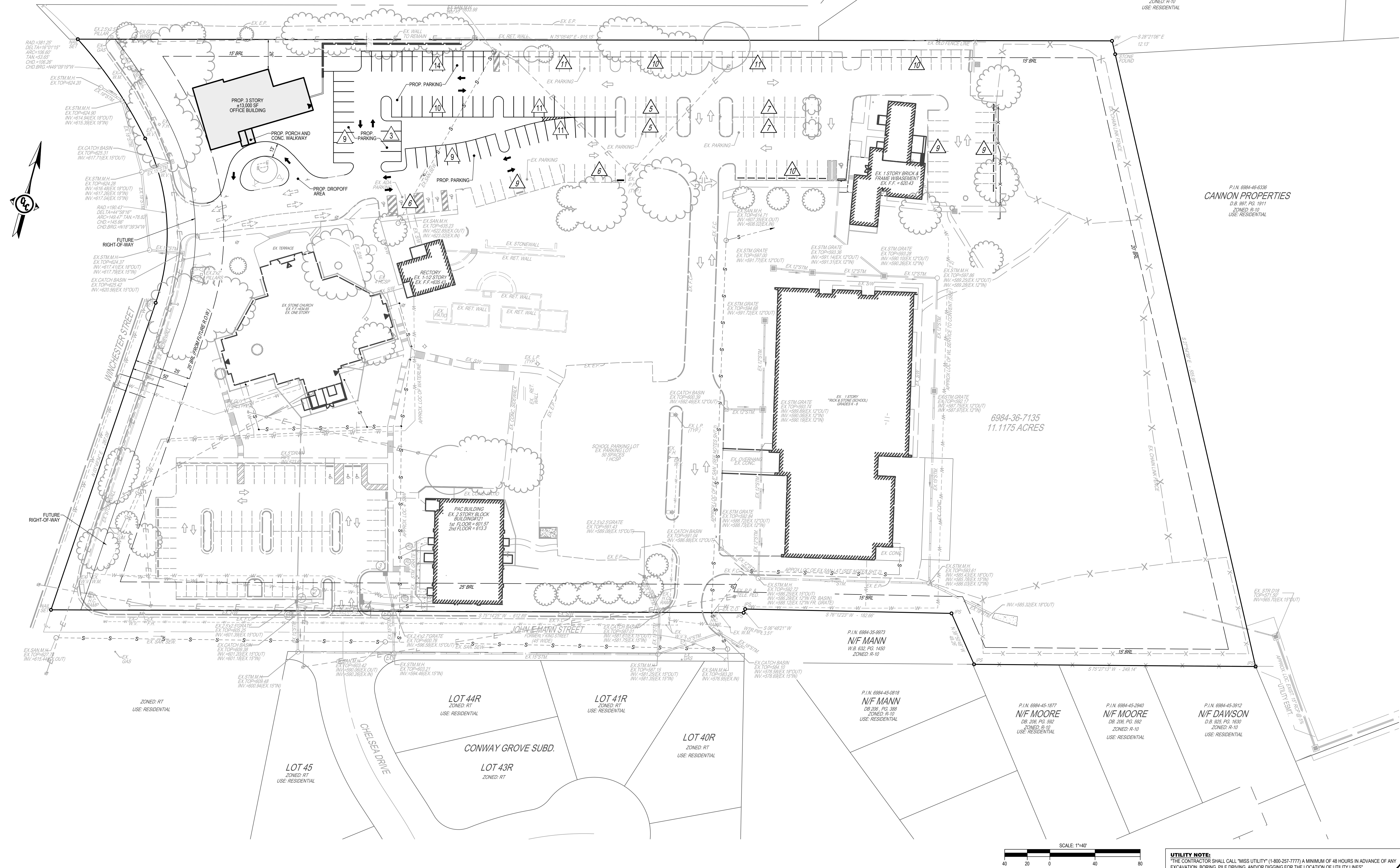
6984-36-7135
 11.1175 ACRES

P.I.N. 6984-35-9973
N/F MANN
 DB 206, PG. 1630
 ZONED: R-10

P.I.N. 6984-45-1877
N/F MOORE
 DB 206, PG. 592
 ZONED: R-10
 USE: RESIDENTIAL

P.I.N. 6984-45-2940
N/F MOORE
 DB 206, PG. 392
 ZONED: R-10
 USE: RESIDENTIAL

P.I.N. 6984-45-3912
N/F DAWSON
 D.B. 825, PG. 1630
 ZONED: R-10
 USE: RESIDENTIAL



UTILITY NOTE:
 THE CONTRACTOR SHALL CALL "MISS UTILITY" (1-800-257-7777) A MINIMUM OF 48 HOURS IN ADVANCE OF ANY EXCAVATION, BORING, PILE DRIVING, AND/OR DIGGING FOR THE LOCATION OF UTILITY LINES.

P:\000101550 - Office Building\Engineering\Special Permit\Presentation Drawing\0001550 Special Permit.dwg, 2/27/2023 10:37:29 AM, e:\mwm

NOT FOR CONSTRUCTION

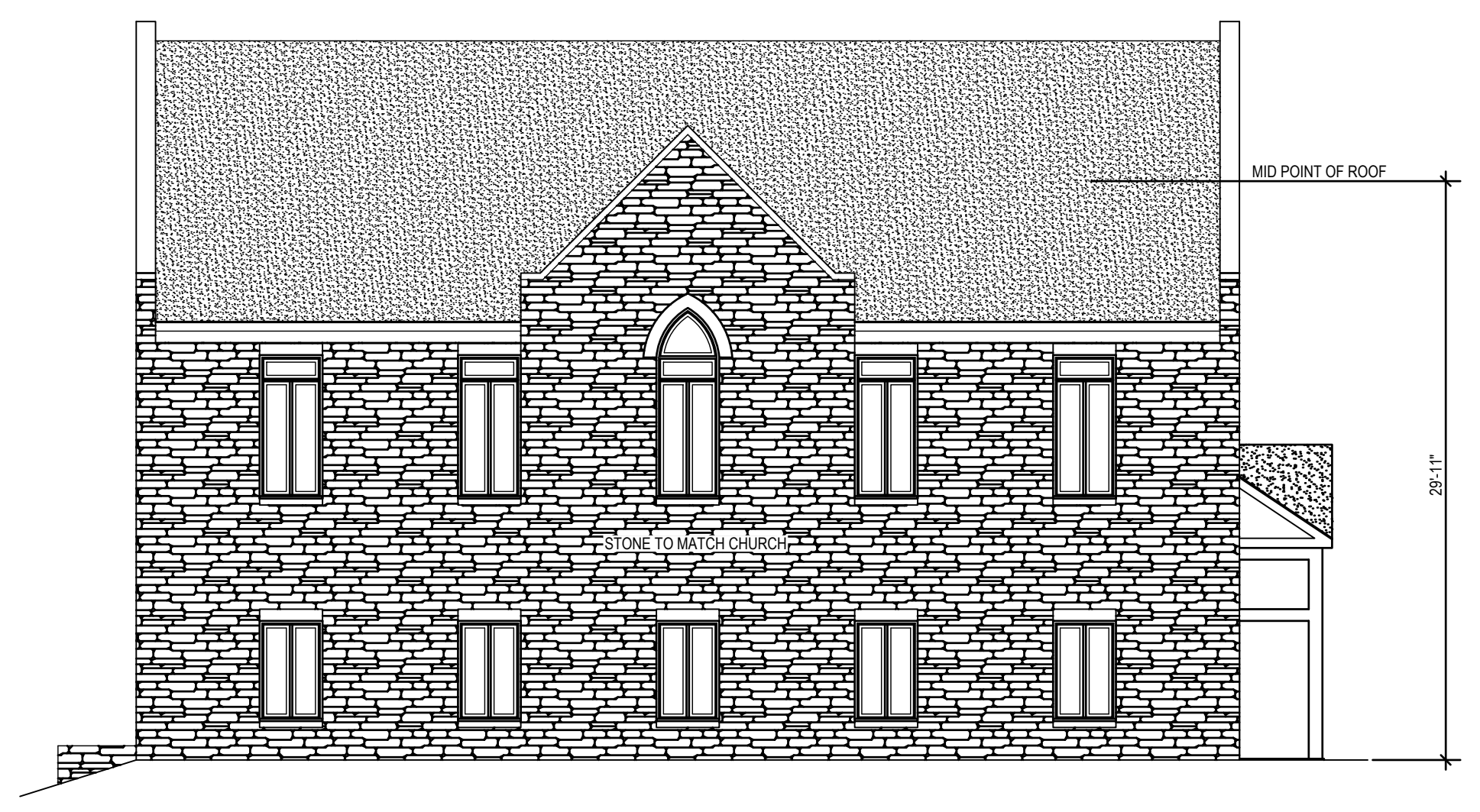
SAINT JOHN THE EVANGELIST
CATHOLIC CHURCH
WARRENTON, VA

FAUQUIER COUNTY VIRGINIA

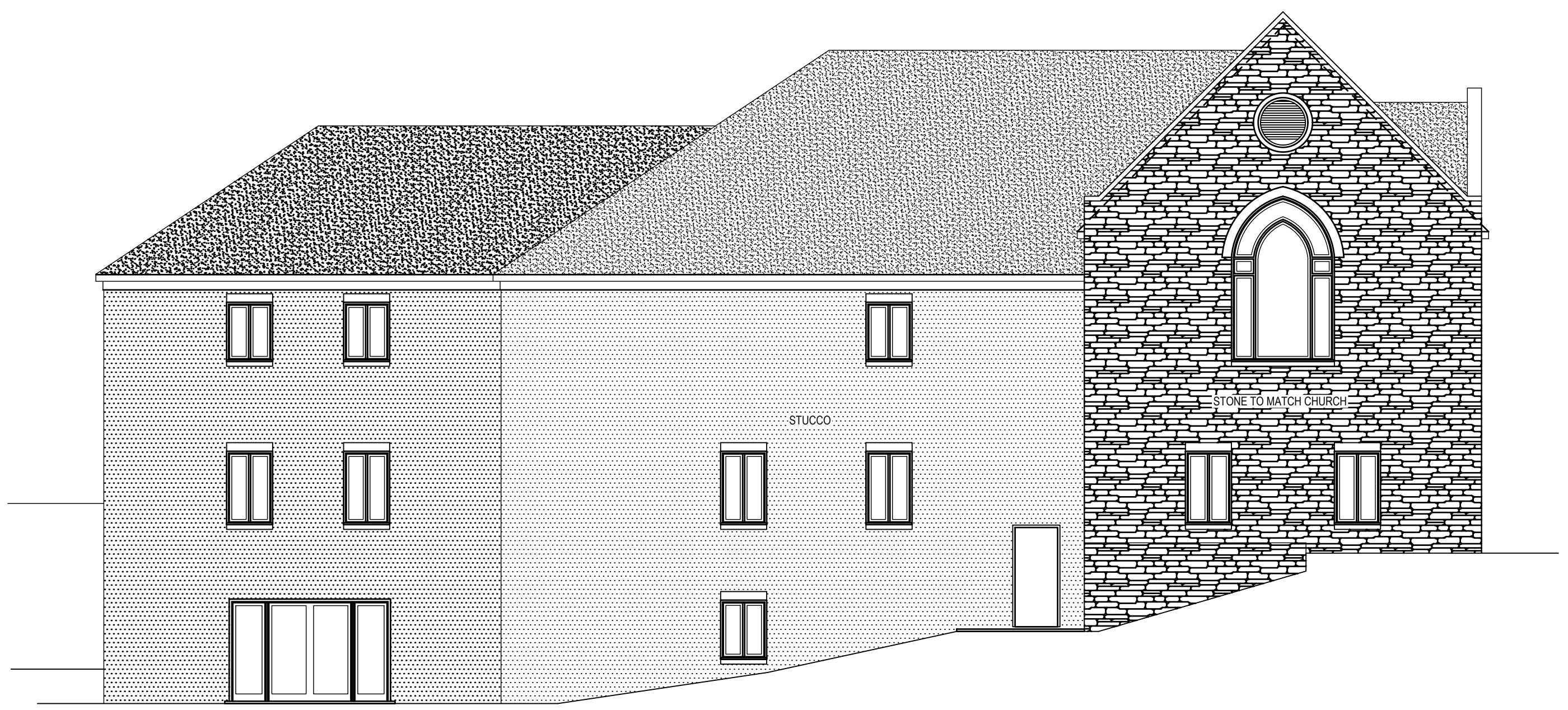
CENTER MAGISTERIAL DISTRICT



EAST ELEVATION
SCALE: 1/8" = 1'-0"



WEST ELEVATION - FACING WINCHESTER STREET
SCALE: 1/8" = 1'-0"

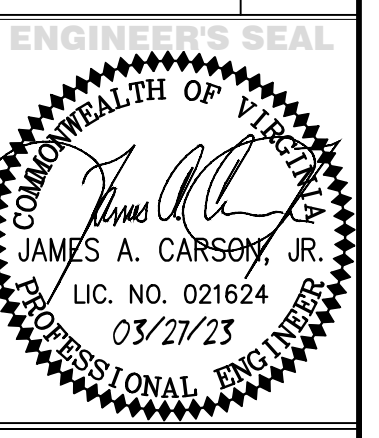


NORTH ELEVATION
SCALE: 1/8" = 1'-0"



SOUTH ELEVATION
SCALE: 1/8" = 1'-0"

REVISIONS	
DESCRIPTION	DATE
TOWN COMMENTS	03/21/23



BUILDING ELEVATIONS	
DATE:	12/6/22
SCALE:	1"=20'
SHEET	4
	OF 4

UTILITY NOTE:
 THE CONTRACTOR SHALL CALL "MISS UTILITY" (1-800-257-7777) A MINIMUM OF 48 HOURS IN ADVANCE OF ANY EXCAVATION, BORING, PILE DRIVING, AND/OR DIGGING FOR THE LOCATION OF UTILITY LINES.

P:\00013500 - Office Building\Engineering\Special Permit\Presentation Drawings\00135013501 Special Permit.dwg, 3/27/2023 10:37:31 AM, e:\evan



Civil Engineering ♦ Land Surveying ♦ Land Planning

Saint John – Draft Conditions of Approval

March 27, 2023

Attached are the Minutes of the Regular Meeting of the Council of the Town of Warranton Held on Tuesday, June 3, 1986.

The minutes do not specify which items of discussion in these minutes are conditions of approval. However, Town staff is requiring the Applicant to provide proposed draft conditions of approval.

No changes to the information in the Town Council meeting minutes and/or existing conditions of approval are proposed. **As such, we infer the following conditions from the meeting minutes, subject to final approval by the Applicant.**

1. Approval of site development plan.
2. Dedication of Winchester Street public right-of-way.

There being no further business, the meeting adjourned.

Respectfully submitted,

Evelyn J. Weimer
Evelyn J. Weimer
Recorder

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF
WARRENTON HELD ON TUESDAY, JUNE 3, 1986

The regular meeting of the Council of the Town of Warrenton was held on Tuesday, June 3, 1986 at 7:00 p.m. in the Council Chambers of the Municipal Building.

The following members were present: Mr. J. W. Lineweaver, Mayor; Benjamin T. Harris, Vice-Mayor; Councilmen J. Frederick Austin, Jr.; Frank S. Foley; Robert J. Hockensmith; John L. Mann, Sr.; Councilwoman Kathryn A. Carter; Donald A. Smith, Acting Town Manager; Carroll J. Martin, Jr., Town Attorney, and Evelyn J. Weimer, Town Recorder.

The meeting was opened with invocation by Reverend Donald W. Pickens, Pastor, Warrenton Assembly of God.

All members received copies of the minutes of the regular meeting of May 6, 1986 and the recessed meeting of May 8, 1986. Miss Carter requested that page 3, paragraph 2 of the minutes of the recessed meeting of May 8, 1986 be corrected to read: "On a motion by Miss Carter, seconded by Mr. Austin, Council voted to ask Mr. Bendall to see if elections could be held the first Tuesday in May. If this is not possible, Council requested elections take place the last Tuesday in April preceding April 22nd."

On a motion by Mr. Hockensmith, seconded by Mr. Foley, Council approved the minutes of the regular meeting as presented and the minutes of the recessed meeting of May 8, 1986 as corrected.


Next on the agenda was to hear from visitors. Mrs. Beverly K. Hunsaker, Secretary of the Baha'i Local Spiritual Assembly of Fauquier County, appeared before Council to request Council passage of a proclamation declaring 1986 the year of Peace in the Town of Warrenton. Miss Carter expressed concern that the Town would be setting a precedent to allow visitors to speak on matters other than Town business. The Mayor told Mrs. Hunsaker it was not Council policy to pass a proclamation without first reviewing it. Mrs. Hunsaker left a copy of the proclamation for consideration.

Next was the Public Hearing on the application of Arlington Catholic Diocese for a special use permit for expansion of the St. John Catholic School and Church at 271 Winchester Street.

The Mayor stated the Public Hearing had been properly advertised.

The Mayor declared the Public Hearing open at 7:08 p.m. Mr. James Downey, Attorney, addressed Council on behalf of the Arlington Catholic Diocese. Mr. Downey stated the Church had been at its present location for 25 years. The current enrollment of the school is 203. Mr. Downey stated the school would be constructed in two phases. In Phase I, the present school would be closed and used for meetings and special functions. Phase I would increase enrollment to 270 students and would be completed in approximately 1 1/2 years. Phase II, would increase enrollment to 540 and include a relocation of the convent. The church would be constructed over a period of ten years or more.

There being no one other person to speak for and no one to speak against the application, the Mayor declared the Public Hearing closed at 7:15 p.m.



The Acting Town Manager stated that the architect's plans had been submitted indicating that the Church owned all of King Street and to the centerline of Winchester Street. Town Staff recommended a special use permit be granted only if the Arlington Diocese agreed to construct the public improvements and submit a plan prepared by a registered surveyor.

On a motion by Mr. Hockensmith, seconded by Mr. Mann, Council approved the special use permit for expansion of St. John's Church and School located at 271 Winchester Street subject to proper site plan review and resolution of the street right-of-ways.

Next was the Public Hearing on the application of the Warrenton Assembly of God Church for a special use permit to operate a pre-school program in the Church located at 276 Cleveland Street.

The Public Hearing had been properly advertised and the Mayor opened the Public Hearing at 7:28 p.m.

Reverend Donald Pickens stated that the Warrenton Assembly of God would like to operate a pre-school for children ages 2-5. He stated they were going through the process of obtaining all necessary permits.

There being no one else to speak for and no one to speak against the application, the Mayor declared the Public Hearing closed at 7:29 p.m.

On a motion by Mr. Harris, seconded by Miss Carter, Council approved the application of Warrenton Assembly of God for a special use permit to operate a pre-school program in the Church located at 276 Cleveland Street.

Next on the agenda was a Public Hearing on the application of Fauquier Temporary Family Shelter Coalition for a special use permit to operate a temporary shelter in an RMF zone on land owned by the County of Fauquier located at Keith and E. Franklin Streets.

The Public Hearing had been properly advertised and the Mayor declared the public hearing open at 7:31 p.m.

Mr. Steve Crosby, Fauquier County Administrator, stated the Board of Supervisors approved a portion of County land to be used by the shelter. The costs of relocation of the house will be funded by the Department of Social Services and FISH. The County will be responsible for the maintenance of the house after relocation.

Mrs. Jan Selbo, Director of the Department of Social Services, stated that her agency would be responsible for admissions to the shelter. She stated they would receive referrals from other community service organizations such as FISH, Community Action, and the Health Department. Social Services would use the services of the Town Police Department to screen people who would be using the shelter. Department of Social Services will make daily visits to the shelter when it is occupied and would be on call for emergencies.

Mrs. Jean Davis of FISH stated her organization is all-volunteer. They provide food, transportation, fuel, pay utility bills, purchase medical supplies and subscriptions and supply emergency housing for those who cannot obtain it through other sources. She stated the need was great for a shelter of this kind. She stated from July 1 through December 31, 1985, FISH received 41 requests for emergency housing assistance, but they only handled 7 of these, involving 14 people. FISH volunteers housed these 14 people in their own homes. She stated the Social Services Department has received 45 calls this year and only helped 2. Fauquier Community Action receives 5-10 calls per week for this kind of assistance.

Moving and renovating the house will be financed entirely by donations.



Civil Engineering ♦ Land Surveying ♦ Land Planning

March 23, 2023

Town of Warrenton
 Department of Community Development
 PO Box 341
 Warrenton, Virginia 20188

**RE: St. John The Evangelist Office Building
 Special Use Permit Application (SUP 23-1)
 Amendment to SUP dated June 3, 1986
 Comment Response – Planning 1st Review Comments dated Marsh 13, 2023
 Carson LC Project # 00013-500**

Dear Town Staff;

This letter is in response to the comment letter dated March 13, 2023 regarding the above-referenced SUP Amendment submission. In the letter you provided plan review comments from staff for the 1st submission review. The following are the review comments, followed by our responses to those comments.

Zoning Review

General

Property owner name shown on cover sheet does not match Fauquier County real estate records. The property owner name reads, "St. Johns Catholic School Tees". Update property owner name to match real estate records.

Response: Revised on the current SUP plat.

Please indicate the previous SUP plan number on the plan.

Response: Revised on the current SUP plat.

No height is noted for the proposed retaining wall. Be aware that retaining walls cannot exceed 6' in height. (2-19.1 ZO)

Response: Applicant will address, and the Town will review with site plan.

The cover sheet indicates that the maximum front setback is 30'. Please remove this from the general notes.

Response: Revised on the current SUP plat.

45 Main Street, 1st Floor ♦ Warrenton, VA 20186

(540) 347-9191

www.CarsonLC.com

The plan indicates the property line along Winchester Street follows the centerline of the street. Right-of-way dedication is required during the site plan review process; the engineer should ensure that the proposed new office building will meet the 25-foot front setback off of Winchester Street once required right-of-way dedication has taken place. (10-6.2 ZO)

Response: Revised on the current SUP plat.

Article 3.4.2- Residential (R-10) District

Revise the noted current and proposed uses listed under General Notes to "Church" and "School". Revise uses to reflect the proper terms used within the Ordinance. (3-4.2.3 ZO)

Response: Revised on the current SUP plat.

Please provide labels on all setback lines (i.e. 25' BRL) as listed under Section 3-4.2.4 of the Zoning Ordinance.

Response: Revised on the current SUP plat.

Show the dimension of the front setback along Winchester Street to ensure setback requirements are met on all property fronts. (3-4.2.4 ZO)

Response: Revised on the current SUP plat.

Note the building height being requested and if over the maximum height, indicate whether the setback was increased to accommodate the additional building height. In addition, please provide building height dimensions on all elevations shown on Sheet 4 of the plan. (3-4.2.5.1 ZO)

Response: Revised on the current SUP plat.

Article 3-5.3- Historic District (HD)

The subject property is located within the Historic District; the applicant must obtain a Certificate of Appropriateness from the Architectural Review Board for proposed improvements. (3-5.3.4.2 ZO)

Response: The applicant has worked with ARB and will provide application following the SUP process.

Article 6 - Signs

No new signage is shown on the plan. The statement of justification indicates no new signage is proposed.

Response: No new signage is proposed.

Article 7 – Parking

Staff cannot verify parking and loading space requirements are met throughout the site. No parking tabulation has been provided. The statement of justification states parking requirements will be addressed at the time of site development plan.

Response: Applicant will address, and the Town will review with site plan.

Provide a dimension and flow arrow on the proposed drop off area. The circulation loop, if for one-way traffic flow, should be a minimum of 12' wide. (7-17 ZO)

Response: Revised on the current SUP plat.

Article 8 - Landscaping

No new landscaping is proposed on the SUP Plan. Staff is unable to verify ordinance requirements, which will be required at time of site plan submission. (8-4.1 ZO)

Response: Applicant will address, and the Town will review with site plan.

Perimeter parking lot landscaping is required between the 14 new parking spaces and the northern boundary line, to consist of a minimum 5-foot wide buffer area planted with one canopy tree and three shrubs per 50 linear feet. A retaining wall is located between the parking area and the property, reducing the available area to provide the required buffer. The special permit plat should be revised to show an alternate method to decrease the visibility of the parking lot to an equal or better degree than the required trees and shrubs. (8-6.1 20)

Response: Applicant will address, and the Town will review with site plan.

A buffer yard is required between the proposed office building and the northern property line, to consist of 25 feet, plus 1 foot for each foot of building height over 35 feet, per Table 8-8.5; from the information provided this requirement is not met. The special permit plat should be revised to show that the required buffer width is provided. (8-8.4.1 20)

Response: The minimum buffer yard of 25' has been provided. Building height is under 35 feet. Applicant will address, and the Town will review with site plan.

Article 9-8 - Lighting

No lighting plan or fixture details are provided on the SUP plan. Staff is unable to verify Ordinance requirements are met. Lighting plan review will be required as part of the Site Development Plan. Given that the proposed office building and parking areas are located adjacent to and up-slope from residential-use areas, the approval authority may wish to consider an approval condition aimed at decreasing potential negative impacts on neighboring residences, such as limiting the height of parking lot pole lights and building-mounted fixtures, or limiting the average horizontal illumination level.

Response: Applicant will address, and the Town will review with site plan.

Article 11-3.10.3 - Evaluation Criteria: Issues for Consideration

The criteria listed under Article 11-3.10.3 are those items that the Planning Commission and Town Council should consider when reviewing a SUP application.

Response: The applicant has reviewed the criteria and all will be addressed and reviewed with site plan.

Planning Review

1986 SUP Approval
Town Council Meeting Minutes from June 3, 1986, indicate St. John Catholic School and Church at 271 Winchester Street obtained approval in two phases with the condition of resolution of the street right-of-ways. The Arlington Diocese owned to the centerline of Winchester and King(now John E. Mann) streets.

Staff Comment:
Since the SUP was approved, the church and school have both been expanded. The Town worked with the Applicant during the intervening years until the latest expansion when it was noted that any further activities on the property would require a comprehensive site plan update to ensure the total uses on the property are compiled on one approved master site plan (see PW Memo dated 2/2/2017). While it appears the right-of-way to the centerline of King Street was addressed previously, the property line still extends to the centerline of Winchester Street.

Response: Noted. The site development plan will address future right of way dedication and must comply with conditions of the SUP.

Plan Warrenton 2040
Future Land Use Map
The subject parcel is located outside of the Character Districts and is designated as Live Work Neighborhood on the Future Land Use Map. Winchester Street is called out in the comprehensive plan as "containing historic houses [that] are important elements of Warrenton's downtown character. The large size of the lots presents an opportunity to preserve the majority of each lot, including the frontage along the street as very low density residential..."

Staff Comment:
The Applicant does not provide any analysis within the Statement of Justification as to whether the proposal is consistent with the comprehensive plan. Please address.

Response: The applicant has addressed the comprehensive plan in the statement of justification.

Transportation and Circulation Goals

Winchester Street is designated as a Signature Street with a desired multi-modal Complete Street in Plan Warrenton 2040. Among the many goals, this includes:

T-1: Improve multi-modal capacity and safety that encourages trips by walking, bicycling, and transit.

T-3 Promote livability in the Town by creating great places for residents and visitors to feel welcome and safe.

Staff Comment:

The Applicant does not provide any analysis within the Statement of Justification as to whether the proposal is consistent with the comprehensive plan. Further, the church is in a location that is a gateway to Old Town and adjacent to residential neighborhoods. The school backs up traffic daily during drop off and pick up times. The church hosts many popular community events with parking overflowing into the adjacent Conway Grove neighborhood, and Town residents complain about speeding along the roadways adjacent to the church. Please address how this SUP meets the goals of the comprehensive plan.

Response: The applicant has addressed the comprehensive plan in the statement of justification.

Historic Resources Goals

The property is located within the Town of Warrenton Historic District. The Applicant is proposing to demolish the Parish Hall located on the northwest corner of the property. Justification being the current structure does not accommodate accessibility, comfort, and the needs for the property. A new Parish Hall will be constructed, with design approval from the Architectural Review Board (ARB), replicating the use and general square-footage of the existing structure set in the same area but closer to Winchester Street. Though the Applicant would like to demolish the structure, the foundation walls are proposed to be preserved, which pre-date the current structure that sits upon them.

The structure has been deemed non-contributing on the last survey inventory record. Therefore, there is no requirement for ARB demolition approval but will require Town Council approval. While the Applicant proceeded to the ARB for a work session on the project, they requested the demolition permit be placed on hold August 25, 2022, until such time as the legislative land use applications are completed.

Plan Warrenton 2040 and the Town of Warrenton Guide to Historic Resources contain goal and resources to promote best practices for materials, scale, and massing for new builds within the Historic District.

Staff Comment:

The Applicant does not provide any analysis within the Statement of Justification as to whether the proposal is consistent with the comprehensive plan or anticipated materials in the elevations. Please address.

Response: The applicant has addressed the comprehensive plan in the statement of justification. Materials have been added to the elevations.

Overall Criteria for Evaluation

Civil Engineering ♦ Land Surveying ♦ Land Planning

The Statement of Justification includes the 32 criteria but does not provide analysis, information, or evaluation for decision makers. For example, the Applicant does not provide hours of operation, number of employees, timing or anticipated length of development, the location of refuse and service areas, or the proposed landscaping. These items, and others not answered, are commonly provided with SUP applications and considered by the decision makers as part of the process. Please address in the resubmission.

Response: The applicant has addressed the overall criteria in the statement of justification. It is important to note that this SUP amendment proposes no changes to the existing application only change in location of the building and additional parking which would help to alleviate a transporation/parking concern.

Conditions of Approval and SUP Plan

The second submission normally includes the Applicant's suggested Conditions of Approval with the SUP Plan Amendment. Please include the previously approved documents with redlines to illustrate the proposed changes with the SUP Amendment.

Response: In a Zoning Determination Letter dated January 6, 2017; the only stated conditions were (1) site plan review and (2) resolution of street right-of-ways. The applicant does not propose any changes to the conditions.

Public Works and Utilities Review

Water and Sanitary Sewer

We will review any impacts on public utility services during the final site plan. This SUP Plan does not show how this building will be served by water or wastewater facilities.

Response: Applicant will address and the Town will review with site plan.

Transportation

We do not see any impacts on our public right-of-way with this proposed plan, but we will review it in greater detail during the final site plan process.

Response: Applicant will address and the Town will review with site plan.

Erosion and Sediment Control and Stormwater Management

The concept plan does not show ESC measures, calculations, or disturbance work. Conformance with erosion and sediment control requirements is required at the time of SDP submission. They must meet the requirements of the Site Conservation Manual Article 4, VAC 9-25-840, Virginia and Erosion and Sediment Control Law, and State Regulations.

Response: Applicant will address, and the Town will review with site plan.

Per February 2, 2017, memorandum (find attached SDP 2017-01 St. John's Catholic Church Pre-School Addition letter), the additional disturbance related to the recently constructed education building (per SDP 2017-01) will be considered accumulative to this new SUP application (per SUP-23-01) and will trigger the Commonwealth's SWM Regulations, as indicated in General Note 12 of the 2017 of the Saint John the Evangelist Roman Catholic Church SOP sheet 2 (find attached).

Response: Applicant will address, and the Town will review with site plan.

Article 5 - Stormwater Management (SWM)

To comply with the stormwater management requirements, projects disturbing more than 10,000 sf of land area imply quantity and quality stormwater calculations. Stormwater requirements will be required at the time of SOP submission. As a development project, it will need to meet the requirements of the Stormwater Management Ordinance Article 5 and State Regulations for redevelopment. That means they will need to provide at least a 10% reduction in runoff and nutrients from the site.

Response: Applicant will address, and the Town will review with site plan.

Per February 2, 2017, memorandum (find attached SOP 2017-01 St. John's Catholic Church Pre-School Addition letter), the additional disturbance will be considered accumulative to this SUP application and will trigger the Commonwealth's SWM Regulations, as indicated in General Note 12 of the 2017 of the Saint John the Evangelist Roman Catholic Church SOP sheet 2 (find attached).

Response: Applicant will address and the Town will review with site plan.

The site plan must ensure that the existing drainage on Winchester Street has adequate capacity to convey drainage from this improved site.

Response: Applicant will address, and the Town will review with site plan.

The Stormwater Master Plan should include an analysis of how the stormwater for the site is proposed to leave and how it meets the Stormwater Town's Ordinance criteria. This relates to the recently constructed education building (per SOP 2017-01) and the proposed new building.

Response: Applicant will address, and the Town will review with site plan.

Police Department Review

Traffic:

- The only effect to vehicular traffic would be during construction. Once construction is complete, the entrances and exits will be in the same places as they are now.

Response: Applicant will address, and the Town will review with site plan.

Pedestrian:

- Pedestrian safety is always a concern, but the construction will be set far enough off Winchester St. and will be contained by barriers / fencing to protect foot traffic going by the property.

Response: Applicant will address, and the Town will review with site plan.

Lighting:

A lighting plan was not submitted.

- CPTED best practices show lighting should be LED or OLEO with a correlated color temperature of between 2700 and 3000 Kelvin.
- After installation a night-time lighting study should be done to check illumination, uniformity, and brightness and to ensure the lights are properly shielded so glare doesn't affect traffic on West Lee Hwy and Blackwell Rd.
- Lighting should be of an unbreakable material and be tamperproof to prevent vandalism and pockets of shadows.

Response: Applicant will address, and the Town will review with site plan.

Landscaping:

- The construction will result in new landscaping being installed.
- Tree type and placement should be planned so the canopy doesn't interfere with the lights in the parking lot as they grow.
- Tree type and shrubbery should not prevent line of sight access to the property or provide concealment.

Response: Applicant will address, and the Town will review with site plan.

Should you have any questions or need additional information, please feel free to contact Carson LC by email at jonc@carsonlc.com, or jim@carsonlc.com, or by telephone at 540-347-9191.

On behalf of Carson Land Consultants,



By: Jonathan Castellano, PE, Senior Engineer