



**CITY OF HARRISONBURG  
COMMUNITY  
DEVELOPMENT**

**Special Use Permit Application**

[www.harrisonburgva.gov/zoning](http://www.harrisonburgva.gov/zoning)

**PROPERTY INFORMATION**

\_\_\_\_\_ acres or sq.ft.  
 Property Address \_\_\_\_\_ Tax Map \_\_\_\_\_ Total Land Area \_\_\_\_\_ (circle)  
 Existing Zoning Classification: \_\_\_\_\_  
 Special Use being requested: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

\_\_\_\_\_ Telephone \_\_\_\_\_  
 Property Owner Name \_\_\_\_\_  
 \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**OWNER'S REPRESENTATIVE INFORMATION**

\_\_\_\_\_ Telephone \_\_\_\_\_  
 Owner's Representative \_\_\_\_\_  
 \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**CERTIFICATION**

*I certify that the information supplied on this application and on the attachments provided (maps and other information) is accurate and true to the best of my knowledge. In addition, I hereby grant permission to the agents and employees of the City of Harrisonburg to enter the above property for the purposes of processing and reviewing this application. I also understand that, when required, public notice signs will be posted by the City on any property.*

**PROPERTY OWNER**

**DATE**

**REQUIRED ATTACHMENTS**

- Site or Property Map
- Letter explaining proposed use & reasons for seeking a Special Use Permit.
- Traffic Impact Analysis (TIA) Determination Form OR Traffic Impact Analysis (TIA) Acceptance Letter signed by Public Works Department. Applicant is responsible for coordinating with Public Works prior to submitting this application. For more information, visit [www.harrisonburgva.gov/traffic-impact-analysis](http://www.harrisonburgva.gov/traffic-impact-analysis). This requirement is waived for the following SUPs: major family day homes, reducing required parking areas, reduction in required side yard setback, wireless telecommunication facilities, wall and fences, and short-term rentals. To prevent delays in reviewing your application, please consult with Planning staff to confirm your application does not require a TIA Determination Form or TIA Acceptance Letter.

Note: If applying for a Wireless Telecommunications Facility allowed only by SUP, then also submit a wireless telecommunications facility application.

**TO BE COMPLETED BY PLANNING & ZONING DIVISION**

\_\_\_\_\_ Total Fees Due: \$ \_\_\_\_\_  
 Date Application and Fee Received \_\_\_\_\_ Application Fee: \$425.00 + \$30.00 per acre

Received By \_\_\_\_\_

**City of Harrisonburg Shelter Project**



**To:** Seth Roderick

**MEMORANDUM**

December 9, 2022  
22064

**From:** Michael Foster, FAIA

A handwritten signature in blue ink, appearing to read 'Michael Foster'.

**Re:** Parking

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Special Use Permit Request  
In Support of Deviation from Off-Street Parking Requirements  
1111 N Main Street, Harrisonburg, VA

This Letter of Intent is in support of the request to deviate from the zoning ordinance's off-street parking requirements for the new Harrisonburg Shelter project.

The proposed homeless shelter is defined in the Zoning Ordinance per Sec 10-3-24 as a public use:

*Public use: Any instance where a lot or parcel of land, or any improvement on a lot or parcel of land, is used by (1) the city, or (2) another governmental entity having a contractual relationship with the city for the use of such lot or parcel or improvement.*

Pursuant to Sec 10-3-91(16), the special use permit requests to deviate from the off-street parking requirements per Sec 10-3-25. This residential use is for a facility to provide temporary, short-term shelter for individuals.

While Harrisonburg does not have a defined off-street parking requirement associated with a homeless shelter, for individuals experiencing homelessness in Harrisonburg, it is estimated that approximately 1 in 7.5 guests have a personal vehicle. Parking is to support staff and volunteers on-site, which per Sec 10-3-25(16) is defined as:

*Business or professional offices, veterinarian, medical or dental clinics, banks and similar establishments: A minimum of three (3) spaces or one (1) space for each three hundred (300) square feet of gross floor area or fraction thereof, whichever is greater.*

Other zoning ordinances, in similar demographic areas and regions of similar density and population, establish minimum parking requirements as follows:

*Patterson, CA: Off-street parking shall be provided at a rate of one vehicle parking space per employee/volunteer plus one vehicle parking space for every ten beds.*

*La Habra, CA: 1 space per every 4 beds total.*

As such, the proposed shelter is comprised of approximately 5,000 SF of useable office and clinic use and eighty-eight (88) permanent bed. This results in approximately 29 parking spaces - 17 parking spaces for office use and 12 parking spaces for the shelter when calculated at 1 space per 300 sf for office and 1 space per 7.5 shelter beds. It is recommended the first phase include no more than 30 parking spaces.

This site has the available land area and the ability to provide additional parking spaces in the future should the situation and use change.



For inclusion in an application for Planning Commission review (for Special Use Permit, Rezoning or Preliminary Plat), this form must be submitted to the Public Works Department at least 5 business days prior to the Planning Commission application deadline.

<b>Contact Information</b>				
Consultant Name: Telephone: E-mail:				
Owner Name: Telephone: E-mail:				
<b>Project Information</b>				
Project Name:				
Project Address: TM #:				
Existing Land Use(s):				
Proposed Land Use(s): (if applicable)				
Submission Type:	Comprehensive Site Plan	Special Use Permit	Rezoning	Preliminary Plat
Project Description: (Include site plan or preliminary sketch and additional details on land use, acreage, access to site, etc)				
<b>Peak Hour Trip Generation (from row 15 on the second page)</b>				
AM Peak Hour Trips:				
PM Peak Hour Trips:				

**(reserved for City staff)**

TIA required? Yes \_\_\_\_\_ No T/M

Comments:

Accepted by: Zenethy Mason

Date: 12/13/2022

### Peak Hour Trip Generation by Land Use

Row	IVG'Nand Use	ITE Land Use Code	Unit	Quantity	AM Peak Hour of Adjacent Street Traffic	PM Peak Hour of Adjacent Street Traffic
1	Proposed #1					
2	Proposed #2					
3	Proposed #3					
4	Proposed #4					
5	Proposed #5					
6	Proposed #6					
7	Total New Trips					
8	Existing #1					
9	Existing #2					
10	Existing #3					
11	Existing #4					
12	Existing #5					
13	Existing #6					
14	Total Existing Trips					
15	Final Total (Total New – Total Existing)					

**Instructions**

Determination of trip generation rates shall be in conformance with ITE guidelines.

1. Based on the intended use(s), calculate the AM Peak and PM Peak trip generation using the AM and PM Peak Hour of Adjacent Street Traffic rates from the most current version of the ITE Trip Generation Manual (rows 1-6). Attach additional sheets as necessary for more uses.
2. Sum up all of the trips generated for the new uses in the Total New Trips row (row 7).
3. If the development has any existing uses, calculate the AM Peak and PM Peak trip generations using the AM and PM Peak Hour of Adjacent Street Traffic rates from the most current version of the ITE Trip Generation Manual (rows 8-13). Attach additional sheets as necessary for more uses.
4. Sum up all of the trips generated for the existing uses in the Total Existing Trips row (row 14).
5. Subtract the total existing trips from the total new trips to get the final total number of trips generated by the development (row 15). Enter these numbers on the first page.

**BUILDING INFORMATION:**  
 BUILDING SIZE: X,XXX SF  
 BUILDING HEIGHT: X' - 0"  
 CONSTRUCTION TYPE: UNPROTECTED NON-COMB., II-B  
 USE GROUP: INSTITUTIONAL, I-1  
 SPRINKLER SYSTEM: YES  
 ARCHITECT: MTFA ARCHITECTURE  
 3200 LANGSTON BLVD  
 ARLINGTON, VA 22207  
 MEAGANJ@MTFA.NET  
 (703) 524-6616

**ZONING INFORMATION:**  
 ZONING: M-1 (GEN. INDUSTRIAL) / B-2 (GEN. BUSINESS)  
 FRONT SETBACK: 30'  
 SIDE YARD: 10'  
 REAR YARD: 10'  
 PARKING BUFFER: 10' (SIDE); CAN SUBSTITUTE WITH 36" FENCE  
 10' (STREET)

**PARKING SUMMARY:**

PARKING REQUIRED: SHELTER (CITY DEFINED THROUGH SUP# xxx-yyy)

- ONE (1) PARKING SPACE FOR EVERY 300 SF OFFICE/CLINIC
- ONE (1) PARKING SPACE FOR EVERY 7.5 BEDS
- ONE (1) BICYCLE SPACE FOR EVERY 10 BEDS

TOTAL REQUIRED: 5,000 SF (O/C) / 300 =	16.7 PARKING SPACES
88 BEDS / 7.5 =	11.7 PARKING SPACES
TOTAL =	29 PARKING SPACES
88 BEDS / 10 =	9 BICYCLE SPACES

PARKING PROVIDED: 31 PARKING SPACES (INCLUDING 2 ADA)  
10 BICYCLE SPACES

**SITE PLAN NOTES:**

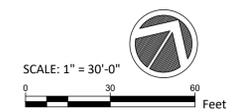
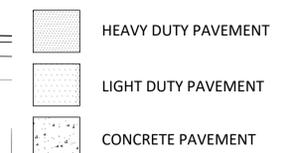
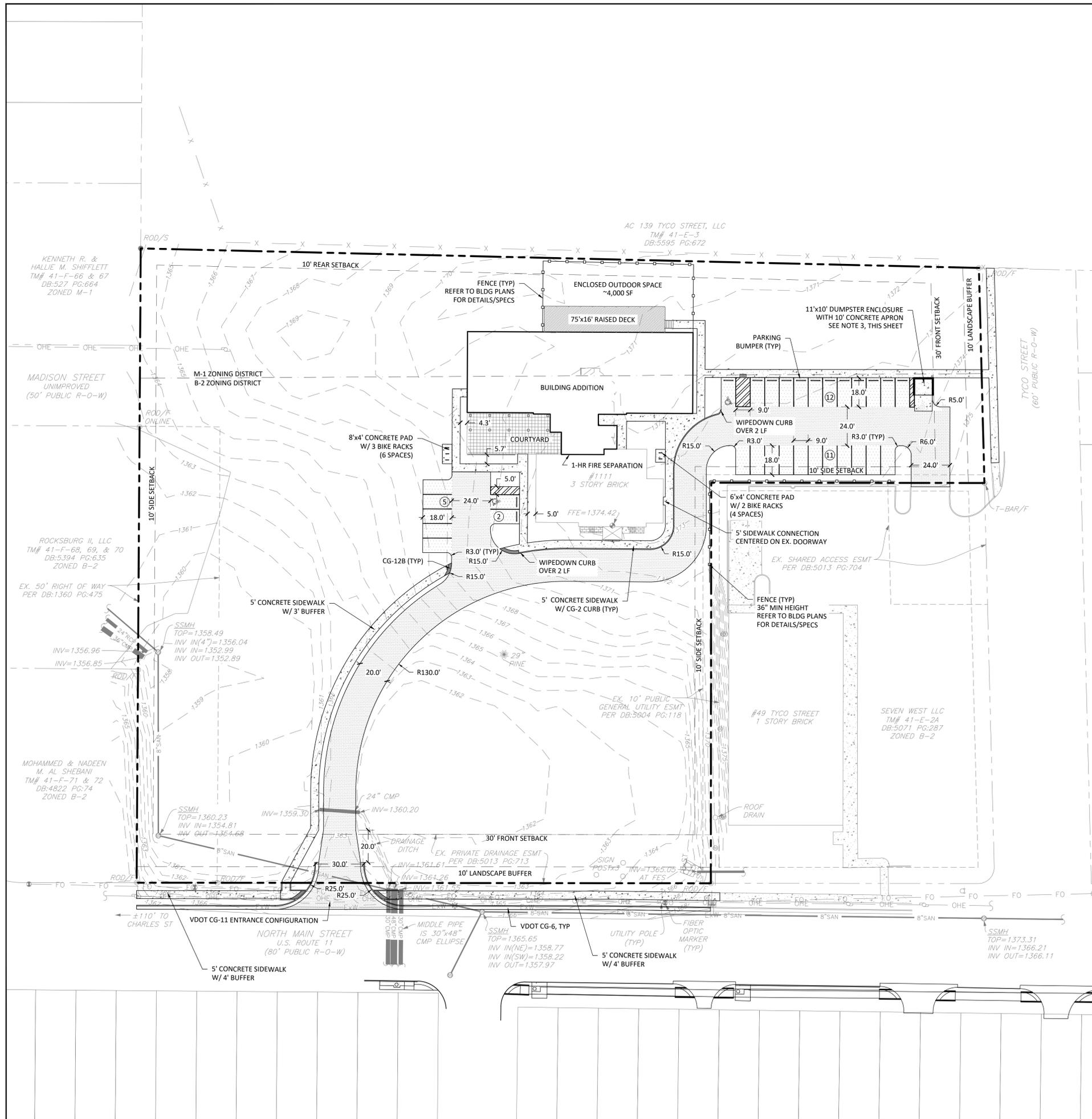
- NEW PAVEMENT SHALL BE MADE FLUSH WITH ADJACENT FOR SMOOTH TIE-INS.
- SOLID WASTE WILL BE COLLECTED IN AN ON-SITE DUMPSTER WITH FENCING SCREENING PER SECTION 5.4.8.E OF CITY CODE. REFER TO SHEET C9.03 FOR DETAILS.
- 10' LANDSCAPE STREET YARD REQUIRED PER SECTION 5.4.6 OF CITY CODE.
- A SEPARATE SIGN PERMIT IS REQUIRED FOR ALL SIGNS.
- ALL REQUIRED BICYCLE SPACES MUST HAVE MINIMUM DIMENSIONS OF 2 FEET IN WIDTH BY 6 FEET IN LENGTH, WITH A MINIMUM OVERHEAD VERTICAL CLEARANCE OF 7 FEET.
- ALL GROUND MOUNTED EQUIPMENT TO BE SCREENED ACCORDING TO ARCHITECTURAL PLANS/SPECIFICATIONS.

**STRIPING NOTES:**

- UNLESS OTHERWISE NOTED, ALL LINES AND TEXT SHALL BE 4" WIDE.
- UNLESS OTHERWISE NOTED, ALL LINES AND TEXT SHALL BE WHITE IN COLOR.
- CROSSWALK & TRAFFIC ARROW MARKINGS SHALL BE PRE-FORMED THERMOPLASTIC.
- ALL OTHER LINES AND TEXT SHALL BE TYPE A PAINT.
- ARROWS SHALL MEASURE 6' IN LENGTH.
- TEXT SHALL MEASURE 27" IN HEIGHT.

**STOP SIGNAGE & STRIPING NOTES:**

- SIGNAGE SHALL MATCH MUTCD STANDARDS FOR R1-1 STOP SIGN, AND SHALL MEASURE 30"x30".
- SIGNAGE SHALL BE MOUNTED SUCH THAT 7' OF CLEARANCE EXISTS BETWEEN BOTTOM OF SIGN AND THE GROUND.
- SIGNS SHALL BE OF METAL CONSTRUCTION.
- SIGNS SHALL BE SECURELY MOUNTED TO THE POST, PERPENDICULAR TO THE FLOW OF TRAFFIC.
- POSTS SHALL BE 2-IN, 14-GA SQUARE TUBE WITH BREAKAWAY BASE, IN CONFORMANCE WITH VDOT STD. STP-1.
- POSTS SHALL BE PLACED SO THAT 24"-60" EXISTS BETWEEN EDGE OF SIGN AND FACE OF CURB.
- STOP BAR TO MEASURE 24"-WIDE, EXTEND FROM GUTTER PAN TO DRIVEWAY CENTERLINE, AND BE PLACED SUCH THAT 4' (MIN) EXISTS BETWEEN EDGE OF SIDEWALK AND EDGE OF STOP BAR.



**SITE PLAN**  
**HOMELESS SERVICES CENTER**  
 1111 North Main St.  
 Harrisonburg, Virginia 22802

Revisions:

No.	Description	Date

PRELIMINARY ISSUE  
NOT FOR CONSTRUCTION

**SITE LAYOUT**

Project number:	22095C
Date:	December 14, 2022
Drawn by:	SOR
Checked by:	SOR