

Total Fees Due: \$ 455.00  
Application Fee: \$425.00 plus \$30.00 per acre

Date Application & Fee Received: 4-24-19  
Received by: ABANKO

## Application for Special Use Permit City of Harrisonburg, Virginia

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

### Section 1: Description of Property

Location (street address): 973 Smith Avenue, Harrisonburg, VA 22802  
Tax Map Number: Sheet: 48 Block: 1 Lot: 12 Total Land Area: 0.976 (acres) or sq. ft.  
Existing Zoning Classification: R2 +/- 42,500 sf  
Special Use being requested: Short-term rental as per Zoning Ordinance regulations passed by City Council on March 26, 2019.

### Section 2: Property Owner's Information

Property Owner's Name: David Kraybill and Mary Hershberger  
Street Address: 3503 Webster Street Email: kraybill.1@gmail.com  
City: Brentwood State: MD Zip: 20722  
Telephone: Work: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile/Home: 614-530-7064

### Section 3: Owner's Representative Information

Owner's Representative: Self  
Street Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: Work: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile/Home: \_\_\_\_\_

### Section 4: 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.*

Signature: David Kraybill Mary Hershberger  
Property Owner

### Section 5: Required Attachments to be provided by Applicant

- 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 Department prior to submitting SUP application. More information at [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, walls 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.**

David Kraybill and Mary Hershberger  
3503 Webster Street  
Brentwood, MD 20722

May 3, 2019

City of Harrisonburg  
Department of Planning & Community Development  
Planning & Zoning Division  
409 South Main Street  
Harrisonburg, VA 22801

Dear Madam or Sir:

This letter accompanies a special-use permit application for short-term rental (STR) for our house at 973 Smith Avenue in Harrisonburg as per the Zoning Ordinance regulation passed by City Council on March 26, 2019. According to instructions posted on the Council website at <https://www.harrisonburgva.gov/short-term-rentals>, the letter should describe (a) who will operate the STR, (b) if the location of the STR is the primary residence of the operator, (c) if the operator will be present during the lodging period, (d) how many bedrooms or accommodation spaces will be provided, (e) an estimation of the number of lodgers that could be accommodated, and (f) where lodgers will park their vehicles.

We built the house in 2015-2016 to be our primary residence in anticipation of our retirement, which went into effect in 2017. However, just after the house was built and we moved in, our first granddaughter was born after a difficult pregnancy, and our plans changed. So that we could provide childcare while our daughter and son-in-law are at work, we decided to move to the Washington DC area for a while. Using our Harrisonburg house for STR until we are able to move back will allow us to retain the property and eventually make it our primary residence again when we are no longer needed by family. We love the Harrisonburg area, having lived here for several multi-year periods since 1969. We know many people in Park View and Harrisonburg and we place a high value on being good neighbors. It is in that spirit that we are now in the process of meeting neighbors in the vicinity of our Smith Avenue house to inform them of our application for a special-use permit for STR.

(a) Who will operate the STR: The operator will be Mr. Andrew Claassen, who resides in our house in our in-law quarters, a section of the house with its own kitchen. Our intention is to use the main part of the house for STR. The in-law quarters are integral to the house, separated by a doorway with a lockable double door. When we moved to the DC area in 2018, we decided to find a tenant because we did not want to leave the house vacant. The Claassens had just returned from a term of overseas church work for the Mennonite Central Committee (MCC), an organization with which we, ourselves, had once been overseas workers. We are confident that Mr. Claassen will be an excellent and responsible operator.

(b) Is the location of the STR the primary residence of the operator? Yes. It is the primary residence of Mr. Claassen and his wife.

(c) Will the operator be present during the lodging period? Yes.

(d) How many bedrooms or accommodation spaces will be provided? We intend to offer the five bedrooms in the main part of the house to STR guests.

(e) Estimation of the number of lodgers that could be accommodated. We can accommodate up to 13 guests. We intend to accept only guests who come as a single family or group. We will not be renting out the rooms one-by-one.

(f) Where will lodgers park their vehicles? There is room for at least five cars to park on our paved driveway. In addition, we have an attached two-car garage, one slot of which is used by Mr. and Mrs. Claassen.

We hope we have provided all the required information. We have read the new ordinance and numerous documents prepared for the Council's discussion on STR, and we will attempt to abide by all requirements. As indicated above, we are meeting with neighbors and will attempt to address any concerns they may have. We appreciate this opportunity to operate a STR so that when our family circumstances change again, we can return to make this house our primary residence again.

Best regards,

*David Kraybill*     *Mary Hershberger*

David Kraybill and Mary Hershberger





SUMMIT AVE

SMITH AVE

