



CITY OF HARRISONBURG  
COMMUNITY  
DEVELOPMENT

Change of Zoning District  
(Rezoning) Application  
[www.harrisonburgva.gov/zoning](http://www.harrisonburgva.gov/zoning)

PROPERTY INFORMATION

231 S. Liberty St., Harrisonburg, VA      025 F 3      2.25 acres or sq.ft.  
Property Address      Tax Map Parcel/ID      Total Land Area      (circle)  
Existing Zoning District: M-1      Proposed Zoning District: B-1  
Existing Comprehensive Plan Designation: Mixed-Use

PROPERTY OWNER INFORMATION

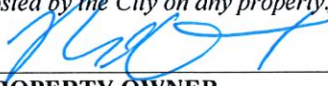
Box Nine, LLC      540.434.5150  
Property Owner Name      Telephone  
202 N. Liberty St., Suite 101      info@matchboxrealty.com  
Street Address      E-Mail  
Harrisonburg      VA      22802  
City      State      Zip

OWNER'S REPRESENTATIVE INFORMATION

Mike Hendricksen      540.908.7528  
Owner's Representative      Telephone  
222 Fairway Dr.      mike\_hendricksen@yahoo.com  
Street Address      E-Mail  
Harrisonburg      VA      22802  
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.

      6.7.23  
PROPERTY OWNER      DATE

REQUIRED ATTACHMENTS

- Letter explaining proposed use & reasons for seeking change in zoning.
- Statement on proffers, if applying for conditional rezoning.
- Survey of property or site map.
- 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).

TO BE COMPLETED BY PLANNING & ZONING DIVISION

6/9/23      Total Fees Due: \$ 640  
Date Application and Fee Received      Application Fee: \$550.00 + \$30.00 per acre  
      Received By

June 5, 2023

City of Harrisonburg, Community Development  
409 S. Main Street  
Harrisonburg, VA  
22801

To Whom it May Concern,

Box Nine, LLC is seeking to re-zone 231 S. Liberty St., Harrisonburg, VA from M-1 to B-1. As all properties do, this property has gone through its initial life cycle for its purpose-built use as the Daily News Record office and production facility and is now ready for other uses that are not allowed under its current zoning. We are seeking to re-zone this property to allow for other commercial uses (retail, office, food service, etc.) and residential uses (2-4 units in the short-term, more units at a later time). We have interested businesses who would like to occupy this building in the near future and look forward to working through this re-zoning process with you.

Regards,



Mike Hendricksen  
Box Nine LLC

**Proffer Statement**

In connection with the rezoning request for +/- 2.25-acre parcel identified as 231 S. Liberty St and identified as tax map parcel 025 F 3, I hereby proffer that the use and development of the subject property shall be in strict accordance with the conditions set forth in this submission.

The minimum required parking for residential uses shall be as follows:

1. Provide 0.5 Parking Spaces per 1-Bedroom Unit
2. Provide 0.75 Parking Spaces per 2-Bedroom Unit
3. Provide 1.0 Parking Space per 3-Bedroom Unit

\_\_\_\_\_  
Michael A. Hendricksen  
Box Nine, LLC

\_\_\_\_\_  
Date



**CITY OF HARRISONBURG  
COMMUNITY  
DEVELOPMENT**

**Special Use Permit Application**

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

**PROPERTY INFORMATION**

231 S. Liberty St., Harrisonburg, VA      025 F 3      2.25 acres or sq.ft.  
 Property Address      Tax Map      Total Land Area (circle)

Existing Zoning Classification: M-1 (Currently Requesting Rezoning to B-1)

Special Use being requested: To allow for manufacturing, processing and assembly operations when not employing more than fifteen (15) persons on the premises in a single shift and provided that all storage and activities are conducted within a building.

**PROPERTY OWNER INFORMATION**

Box Nine, LLC      540.434.5150  
 Property Owner Name      Telephone  
 202 N. Liberty St, Suite 101      info@matchboxrealty.com  
 Street Address      E-Mail  
 Harrisonburg      VA      22802  
 City      State      Zip

**OWNER'S REPRESENTATIVE INFORMATION**

Mike Hendricksen      540.908.7528  
 Owner's Representative      Telephone  
 222 Fairway Drive      mike\_hendricksen@yahoo.com  
 Street Address      E-Mail  
 Harrisonburg      VA      22802  
 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.*

*[Signature]*      6.7.23  
 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**

6/9/23      Total Fees Due: \$ 515  
 Date Application and Fee Received      Application Fee: \$425.00 + \$30.00 per acre  
*[Signature]*  
 Received By

June 6, 2023

City of Harrisonburg, Community Development  
409 S. Main Street  
Harrisonburg, VA  
22801

To Whom it May Concern,

Box Nine, LLC is seeking a Special Use Permit for 231 S. Liberty St., Harrisonburg, VA to allow for manufacturing, processing and assembly operations when not employing more than fifteen (15) persons on the premises in a single shift provided that all storage and activities are conducted within a building. Box Nine, LLC is currently seeking to re-zone this property from M-1 to B-1 and seeks this SUP so that its current bike assembly and shipping tenant can continue legal operations within the property.

Regards,



Mike Hendricksen  
Box Nine LLC

# PLAT OF LOT LINE VACATION OF LOTS STANDING IN THE NAME OF ROCKINGHAM PUBLISHING COMPANY, INC.

CITY OF HARRISONBURG, VIRGINIA  
JULY 25, 2005

### OWNER'S CONSENT AND DEDICATION

KNOW ALL MEN BY THESE PRESENTS, THAT THE SUBDIVISION OF LAND AS SHOWN ON THIS PLAT, CONTAINING 2.222 ACRES, MORE OR LESS, AND DESIGNATED AS PLAT OF LOT LINE VACATION OF LOTS STANDING IN THE NAME OF ROCKINGHAM PUBLISHING COMPANY, INC. IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF UNDERSIGNED OWNER THEREOF.

THE SAID 2.222 ACRES WERE ACQUIRED BY ROCKINGHAM PUBLISHING COMPANY, INC. BY THE FOLLOWING DEEDS: DEED BOOK 181, PAGE 86 DATED AUGUST 28, 1940 FROM A.C. LAWRENCE LEATHER COMPANY; DEED BOOK 283, PAGE 108 DATED DECEMBER 8, 1960 FROM LILLYE K. MONGER; DEED BOOK 298, PAGE 110 DATED JULY 24, 1962 FROM SPYRIDON GALANIS AND STELLA S. GALANIS; AND DEED BOOK 732, PAGE 739 DATED JANUARY 31, 1985 FROM VICTOR J. SMITH AND AUDREY L. SMITH.

GIVEN UNDER MY HAND THIS 5<sup>th</sup> DAY OF August, 2005.

ROCKINGHAM PUBLISHING COMPANY, INC.

BY: Thomas J. Byrd President

TITLE

STATE OF Virginia AT LARGE

CITY/COUNTY OF Winchester, TO WIT:

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 5<sup>th</sup> DAY OF August, 2005 BY Thomas J. Byrd ON BEHALF OF ROCKINGHAM PUBLISHING COMPANY, INC.

Wynona B. Kirk  
NOTARY PUBLIC

May 31, 2007  
MY COMMISSION EXPIRES

### CERTIFICATE OF APPROVAL

THIS PLAT OF LOT LINE VACATION OF LOTS STANDING IN THE NAME OF ROCKINGHAM PUBLISHING COMPANY, INC. IS APPROVED BY THE UNDERSIGNED IN ACCORDANCE WITH EXISTING SUBDIVISION REGULATIONS AND MAY BE ADMITTED TO RECORD.

Stacy H. Juman  
DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

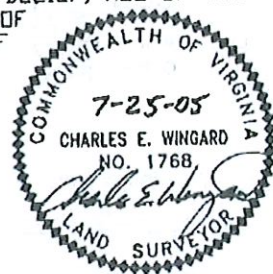
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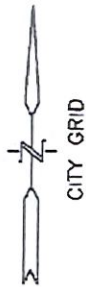
DATE

### SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF THE REQUIREMENTS OF THE PLANNING COMMISSION AND ORDINANCES OF CITY OF HARRISONBURG, VIRGINIA, REGARDING THE PLATTING OF SUBDIVISIONS WITHIN THE CITY HAVE BEEN COMPLIED WITH.  
GIVEN UNDER MY HAND THIS 25th DAY OF JULY, 2005.

BENNER & ASSOC., INC.  
3061 SOUTH MAIN STREET  
HARRISONBURG, VA 22801  
540 434-0267  
REF# 062402

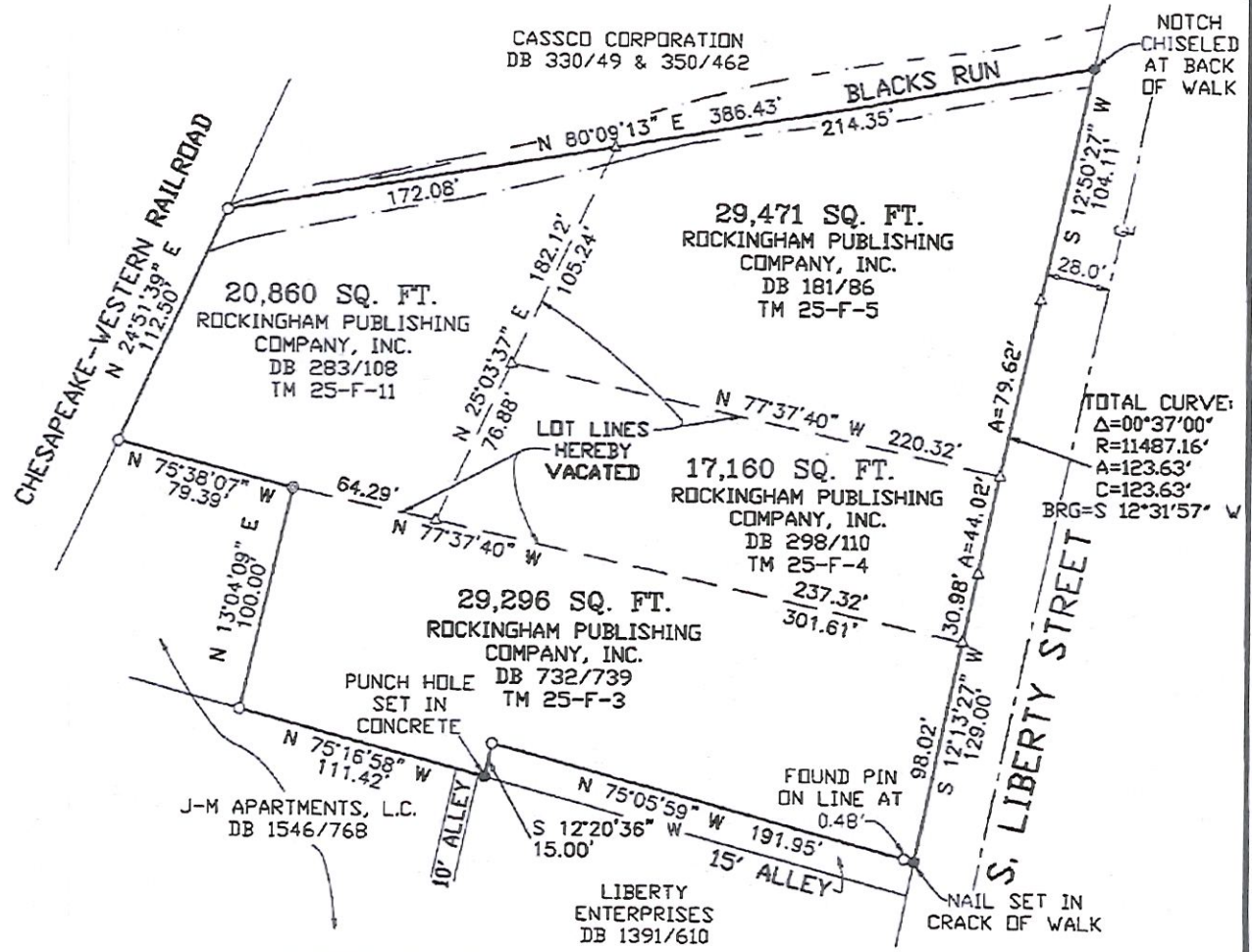




SCALE: 1"=60'

- = FOUND PIN
- ⊙ = FOUND PIPE
- △ = POINT

TOTAL AREA  
2.222 ACRES



**BENNER & ASSOC., INC.**  
 3061 SOUTH MAIN STREET  
 HARRISONBURG, VA 22801  
 540 434-0267  
 REF# 062402

SHEET 2 OF 3

B 2720 P 507







CITY OF HARRISONBURG  
**PUBLIC  
WORKS**

320 EAST MOSBY ROAD, HARRISONBURG, VA 22801

OFFICE (540) 434-5928 • FAX (540) 434-2695

June 22, 2023

Mike Hendrickson  
Box Nine, LLC  
202 N. Liberty Street, Suite 101  
Harrisonburg VA, 22802

Re: Traffic Impact Analysis Determination of Need for 231 S. Liberty Street Rezoning

Mr. Hendrickson,

Public Works staff have reviewed the preliminary information regarding the expected short-term and long-term uses for this parcel. Based on the information provided on the TIA Determination of Need form submitted with the rezoning application for the repurposing of the existing building, as well as discussions with city staff regarding the goal to develop a portion of the parcel as additional housing, we have determined that a Traffic Impact Analysis will not be necessary.

For the TIA Determination of Need form, staff made the assumption that the majority of the first floor would be converted from office space to retail, and the second floor would be converted to residential units. Apart from that, the trip generation would not change for the production facility and remaining office space.

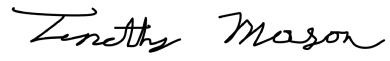
The City's threshold for the Traffic Impact Analysis process is when a development or redevelopment generates over new 100 trips (difference between proposed land use and existing land use). The proposed repurposing of the existing DNR building into office and retail space, as well as a few residential units, is not expected to generate over 100 new trips.

It is understood that the long-term plan for the parcel is to construct a residential development containing up to 120 apartment units. Based on the rezoning proffer to accommodate onsite parking at a lower rate per bedroom than typically required in low and medium density residential areas in the city, public works would project vehicle trips to reflect a less vehicle intensive land use.

When evaluating both the short-term and long-term uses, the total number of added trips generated would be 47 new trips in the AM peak hour and 106 new trips in the PM peak hour. While this would meet the minimum threshold to require a TIA, this segment of South Liberty Street has been recently studied through the Downtown Small Area Study. This study included an assessment of the surrounding transportation needs, we believe that the trips generated from this parcel would be consistent with the growth assumptions made for the study.

Finally, site access issues will be reviewed when a Comprehensive Site Plan is submitted for the site, as improvements to access management and entrance locations may be necessary.

Thank you,

A handwritten signature in black ink that reads "Timothy Mason". The signature is written in a cursive, flowing style.

Timothy Mason  
Transportation Systems Specialist



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: Zenith Mason Date: 7/6/2023

### 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.