



**CITY OF HARRISONBURG  
COMMUNITY  
DEVELOPMENT**

**Special Use Permit Application**

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

**PROPERTY INFORMATION**

1335 Wine Drive  
Property Address

88-I-3  
Tax Map

10,121  
Total Land Area

acres or sq.ft.  
(circle)

Existing Zoning Classification: R-1

Special Use being requested: 10-3-34 (7) Short-Term Rental

**PROPERTY OWNER INFORMATION**

William A. Weech  
Property Owner Name

1335 Wine Drive  
Street Address

Harrisonburg VA 22801  
City State Zip

(703) 581-7302  
Telephone

weechmail@gmail.com  
E-Mail

**OWNER'S REPRESENTATIVE INFORMATION**

Owner's Representative

Telephone

Street Address

E-Mail

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.*

William A. Weech   
PROPERTY OWNER

08/29/2022  
DATE

**REQUIRED ATTACHMENTS**

Site or Property Map

Letter explaining proposed use & reasons for seeking a Special Use Permit.

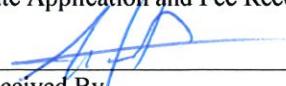
Traffic Impact Analysis (TIA) Determination Form OR Traffic Impact Analysis (TIA) Acceptance Letter signed by Public Works Department. Applicant is responsible for coordinating with Public Works prior to submitting this application. For more information, visit [www.harrisonburgva.gov/traffic-impact-analysis](http://www.harrisonburgva.gov/traffic-impact-analysis). 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**

9/9/22  
Date Application and Fee Received

Total Fees Due: \$ 455.00 paid.  
Application Fee: \$425.00 + \$30.00 per acre

  
Received By

WILLIAM ALLEN WEECH

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August 29, 2022

City of Harrisonburg Community Development  
City Hall  
409 South Main  
Harrisonburg, VA 22801

Dear Neighbors,

I plan to convert the utility shed behind my house into a guest cottage. This cottage will be primarily for visits by my four children (and future grandchildren, I hope!) when our family gathers in Harrisonburg. To defray my expenses, however, I would also like to rent the cottage out at times when there is high demand for lodging in the city (e.g., university homecoming, graduation, maybe some football games). At times of peak demand, I may also rent a guest bedroom inside my house to carefully-screened guests.

Here are my answers to the questions on your website:

- a. **Intended operator:** William A. Weech (myself)
- b. **How many accommodation spaces:** two (guest cottage + guest bedroom)
- c. **Location of accommodation spaces:** The guest cottage will be directly behind the house on the west side of the property in what is now a utility shed. The guest bedroom is located inside the house.
- d. **Maximum number of lodgers:** six (four in the cottage + two in the guest bedroom)
- e. **Parking:** I have six parking spaces on my property: four in the driveway and two in the garage. In practice, I expect that I will park my only car on the left side of the garage, and I will ask guests to use the right side of the driveway. It seems highly unlikely that guests would have more than two vehicles, but additional vehicles can be squeezed into the driveway if necessary.

I have not yet begun the renovation of the utility shed and I do not expect the guest cottage to be ready before summer 2023.

Many thanks in advance for your consideration of this application.

Sincerely,



William A. Weech

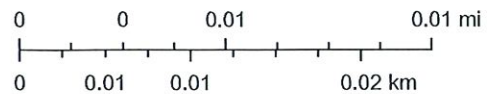


# ArcGIS Web Map



8/29/2022, 8:21:36 AM

1:564



- |                     |                        |              |
|---------------------|------------------------|--------------|
| Lot Boundaries      | Railroad               | Rescue Squad |
| Property Boundaries | City Buildings         |              |
| <b>Streets</b>      |                        |              |
| Principal Street    | City Parks             |              |
| Local Streets       | <b>Public Safety</b>   |              |
| Private Street      | Public Safety Building |              |
| Interstate          | Fire Station           |              |

VITA, West Virginia GIS, Esri, HERE, Garmin, GeoTechnologies, Inc., USGS, EPA, USDA

## Thanh Dang

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**From:** William (Bill) Weech <weechmail@gmail.com>  
**Sent:** Wednesday, September 14, 2022 8:08 AM  
**To:** Thanh Dang  
**Subject:** Re: 1335 Wine Drive - short-term rental special use permit

**WARNING: This email was sent from outside of your organization.**

In response to your questions:

1. The correct way to list the ownership is **The William Allen Weech Revocable Trust**. (My brother, Paul Weech, is simply one of the trustees.)
2. The cottage will be a studio - in other words, one large room for guests. That one room will include a Murphy bed (a folding bed against one wall) and a futon which could also be used as a bed. Thus, it will be one accommodation with a maximum capacity of two couples in a single space.

I hope this is helpful. Thanks!  
Bill

On Wed, Sep 14, 2022 at 8:00 AM Thanh Dang <[Thanh.Dang@harrisonburgva.gov](mailto:Thanh.Dang@harrisonburgva.gov)> wrote:

Mr. Weech,

Thank you for your application. I have a few questions I hoped you could respond to via email this before end of the day Thursday or as soon as possible to assist with staff's review of your request.

1. The City's Real Estate records indicate the following trustee/trust as the owner of the property.

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Owner      PAUL N WEECH TRUSTEE  
             WILLIAM ALLEN WEECH  
             REVOCABLE TRUST

Is this the correct way to list the ownership? **Paul N. Weech Trustee and William Allen Weech Revocable Trust**

2. Will the "cottage" be one large room or will it be separated into more than one room? The reason I ask is because "Accommodation spaces" mean any room offered for sleeping, including living rooms or common rooms. This would not include living spaces or rooms where guests would not be sleeping. If the cottage will be

one large room with a spot for guests to sleep on, then your application is fine on this matter. If however, you plan to have a bedroom and living room with pull out sofa for example, then this would two accommodation spaces in the “cottage”.

I will be in touch around September 27 with staff’s comments in writing and we can follow up with a meeting or phone call to discuss.

Thank you.

**Thanh Dang, AICP** | Assistant Director

City of Harrisonburg | Department of Community Development

409 South Main Street Harrisonburg, VA 22801

(540) 432-7700 | [Thanh.Dang@HarrisonburgVA.gov](mailto:Thanh.Dang@HarrisonburgVA.gov)

*Pronouns: she/her*