



**CITY OF HARRISONBURG
COMMUNITY
DEVELOPMENT**

Special Use Permit Application

www.harrisonburgva.gov/zoning

PROPERTY INFORMATION

Property Address: 4030 S Main St Harrisonburg Tax Map: 108 C 5 Total Land Area: 2.12 (circle) or sq.ft. (circle)
 Existing Zoning Classification: B-2
 Special Use being requested: ~~Office Building + Garage~~ 10-3-91 (6) contractor & storage yard

PROPERTY OWNER INFORMATION

Property Owner Name: Carlos + Maximiliano Sagastume Telephone: (540) 560-9727
 Street Address: 40 Emery Street E-Mail: carlos@highestroofing.com
 City: Harrisonburg State: VA Zip: 22801

OWNER'S REPRESENTATIVE INFORMATION

Owner's Representative: Fernando Sagastume Telephone: "
 Street Address: " E-Mail: fernando@"
 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.

Carlos Sagastume 08/02/2023
 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. 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

Date Application and Fee Received: 8/2/23 Total Fees Due: \$ 515
 Application Fee: \$425.00 + \$30.00 per acre
 Received By: *[Signature]*

Highest Roofing, LLC

3061 S Main St Ste A, Harrisonburg, VA 22801
(540) 560-9727 | info@highestroofing.com



1 SEP 2023

City of Harrisonburg Land Management

RE: Permit 2306-0151 New Building at 4030 S Main St

To Whom It May Concern:

As the owner of Highest Roofing, LLC, I am submitting this letter of intent for a Special Use Permit to allow construction of an office building with a garage to be built on a current empty B-2 district zone property. For Highest Roofing activities to operate at this location and comply with city ordinances, we must have an approved Special Use Permit. The land will be used to construct an office space dedicated approximately for four [4] employees.

The garage will be used to store materials such as shingles and roofing materials, etc. The garage will also be used to store company vehicles. We eventually do plan on adding carports and sheds, however, it will be enclosed with a fence and not visible to the public. The remaining land will be left empty as we do not have any plans at this time. We have five [5] offsite employees. These employees take company vehicles to their homes. Nonetheless, they will occasionally be coming to pick up materials and be on their way.

4030 S. Main St is located within 0.4 and 0.6 miles from other roofing companies along with other similar contractors nearby and a big facility right behind our property that is zoned M-1. In addition, it's my understanding from the city staff that the city's comprehensive plan is to eventually rezone this area to Industrial at some point in the future.

Thank you for your time,

A handwritten signature in black ink that reads "Carlos Sagastume".

Carlos Sagastume

Owner | Founder of Highest Roofing
40 Emery Street Harrisonburg VA 22801
(540) 560-9727
carlos@highestroofing.com

HIGHEST ROOFING SITE PLAN

SITE DESIGN:
COLMAN ENGINEERING
ATTN: GIL COLMAN, PE
1123 South High St
Harrisonburg, VA 22801
540-818-5265

OWNER/DEVELOPER:
Highest Roofing LLC.
ATTN: Carlos Sagastume
40 Emery St.
Harrisonburg, VA 22801
540-607-3372

SURVEYOR:
Lotts & Associates, PC
21 Cambridge Dr
Stuarts Draft, VA 24477
540-337-0012

PROPERTY INFO:
TM: 108-C-5
ZONE: B2
SITE AREA: 0.21 AC
LOT SIZE: 2.14 AC
FEMA FLOOD ZONE: X

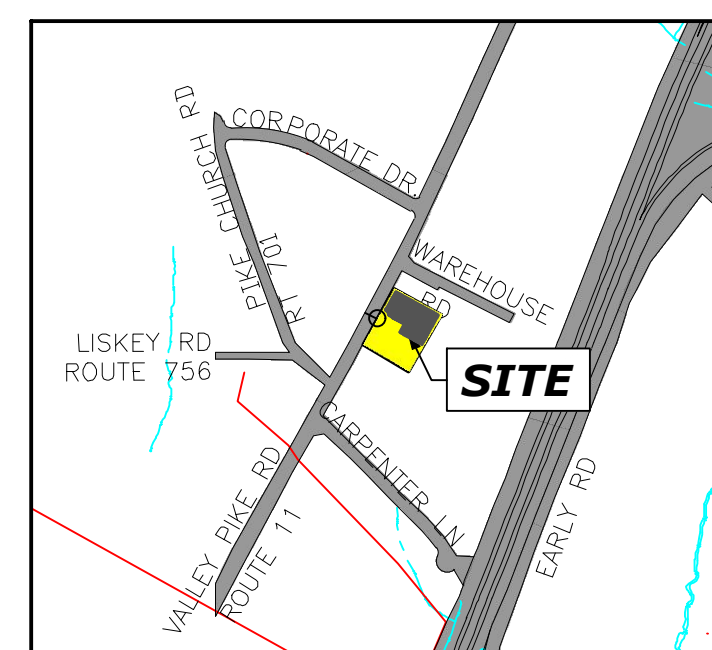
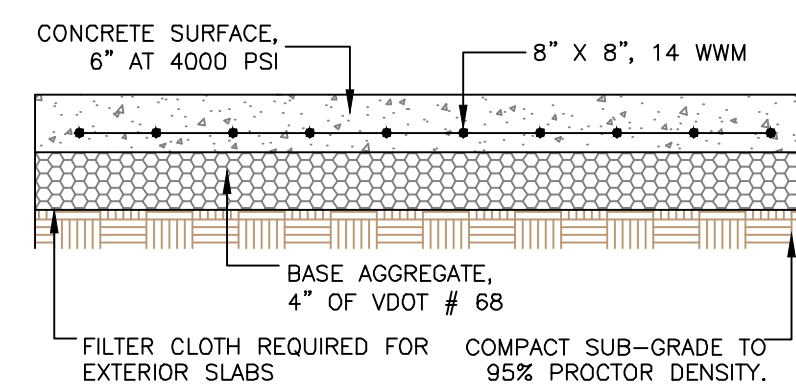
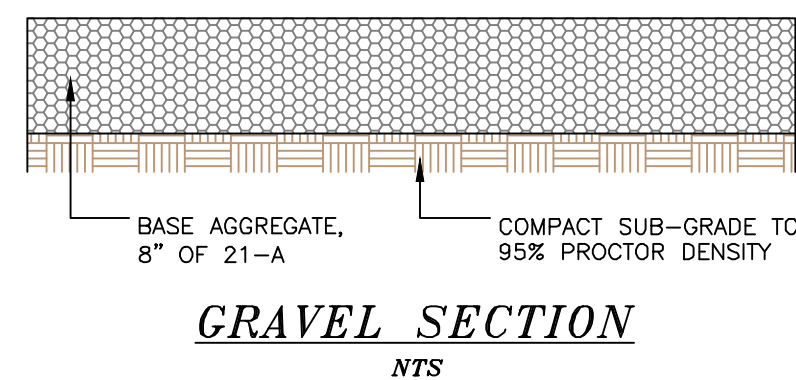
BUILDING INFO:
PROPOSED 1 STORY BLDG
AREA: 2,400 SF
IBC USE: B
ISO CLASS: 1
IBC TYPE: VB
NEEDED FIRE FLOW:
1,000 GPM



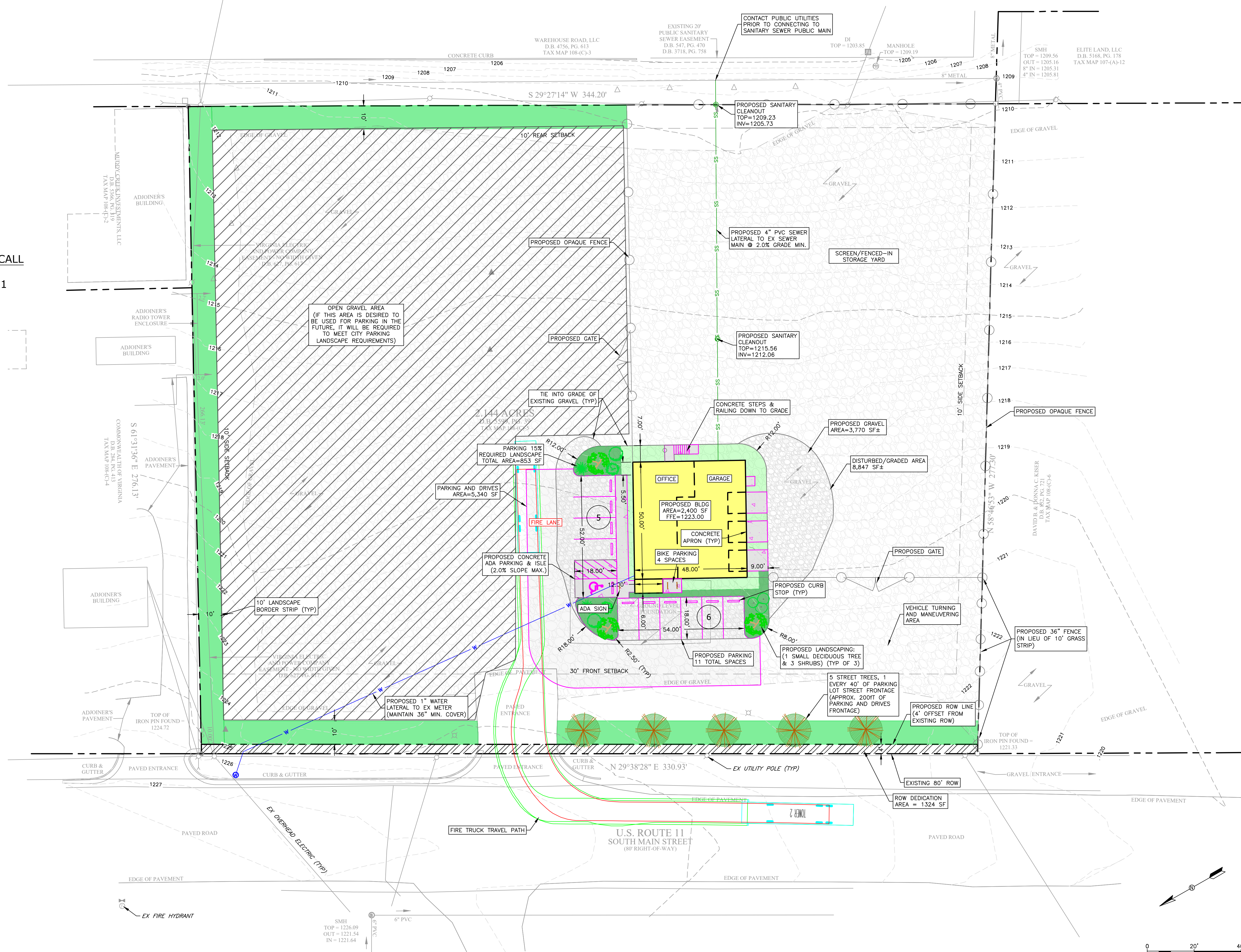
**BEFORE YOU DIG CALL
MISS UTILITY
1-800-552-7001**

PARKING TABLE			
USE	FLOOR AREA (SF)	RATE	SPACES REQUIRED
Professional Offices	2400	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	8
		SPACES PROVIDED	11
		ADA SPACES PROVIDED	1
		BIKE PARKING PROVIDED	4

LANDSCAPING TABLE		
NEW PARKING AREA (SF)	AREA LANDSCAPING REQUIRED (15% PARKING LOT AREA) (SF)	AREA LANDSCAPING PROVIDED (SF)
5,340	801	845



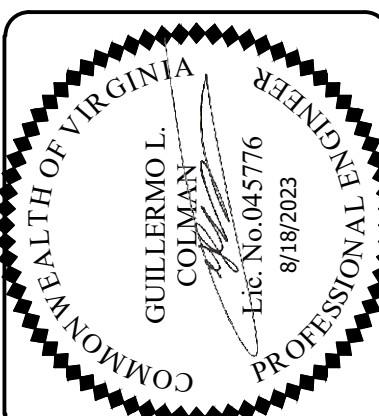
VICINITY MAP - 1" = 1000'



Date: 8/18/2023
Scale: 1" = 20'
Designed by: GLC, PE
Drawn by: JDY, PE
Reviewed by: GLC, PE

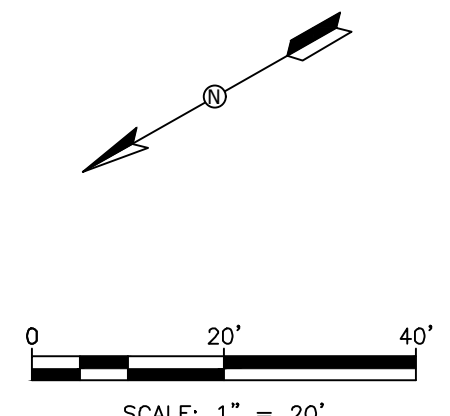
Revision Dates

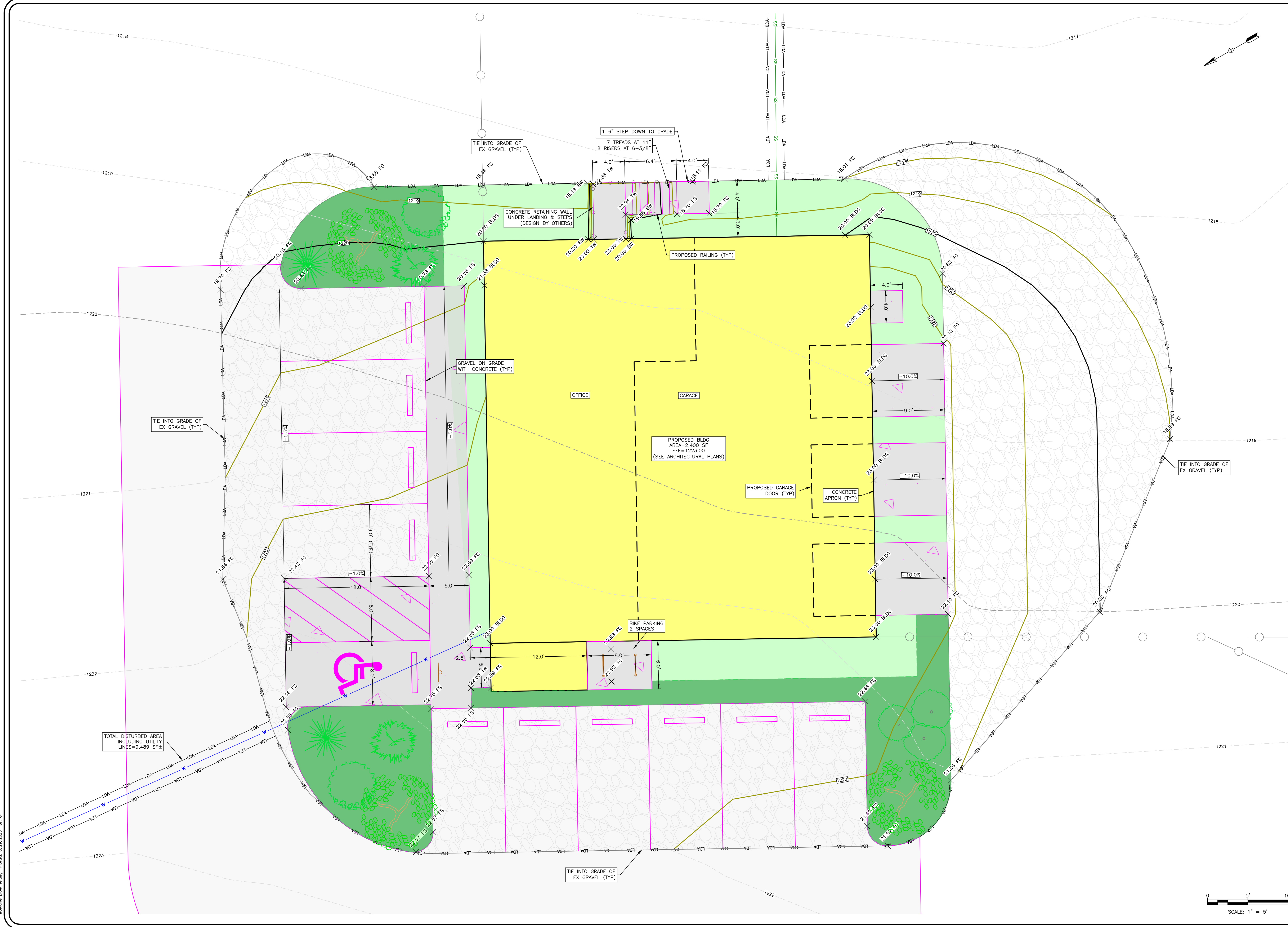
COLMAN ENGINEERING . PLC
1123 South High Street | Harrisonburg, VA 22801 | Ph: (540) 246-3712
Email: contact@colmanengineering.com | www.colmanengineering.com



Site Layout
Highest Roofing Site Plan
Highest Roofing
40 Emery Street
Harrisonburg, VA 22801

Project No.
CE202265
FIRST SUBMITTAL
Sheet
C1
of 2 Sheets



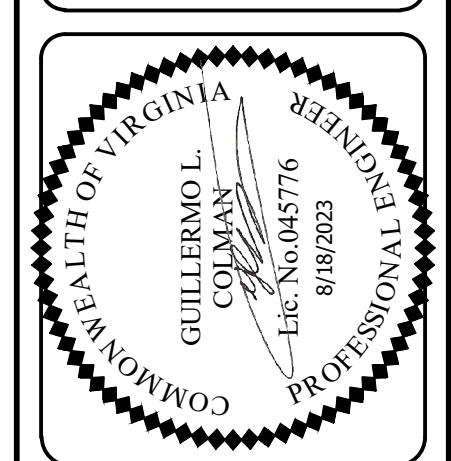


Date: 8/18/2023
 Scale: 1" = 5'
 Designed by: GLC, PE
 Drawn by: JDY, PE
 Reviewed by: GLC, PE

Revision Dates

COLMAN ENGINEERING . PLC

1123 South High Street | Harrisonburg, VA 22801 | Ph: (540) 246-3712
 Email: contact@colmanengineering.com | www.colmanengineering.com



Site Grading

Highest Roofing Site Plan

Highest Roofing
 40 Emery Street
 Harrisonburg, VA 22801

Project No.
CE202265

FIRST SUBMITTAL

Sheet
C2
 of 2 Sheets

WORKING DRAWING.dwg | Project: 8/29/2023 | By: GLC



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.

Contact Information			
Consultant Name:	Fernando Sagastume		
Telephone:	(540) 560-9727		
E-mail:	fernando@highestroofing.com		
Owner Name:	Carlos Sagastume		
Telephone:	(540) 560-9727		
E-mail:	carlos@highestroofing.com		
Project Information			
Project Name:	Office Building		
Project Address:	4030 S Main Street		
TM #:	108-C-5		
Existing Land Use(s):	Vacant		
Proposed Land Use(s): (if applicable)	Office / Warehouse		
Submission Type:	Comprehensive Site Plan <input type="radio"/>	Special Use Permit <input checked="" type="radio"/>	Rezoning <input type="radio"/>
			Preliminary Plat <input type="radio"/>
Project Description: (Include site plan or preliminary sketch and additional details on land use, acreage, access to site, etc)	Construct Office Building / Warehouse for roofing company		
Peak Hour Trip Generation (from row 15 on the second page)			
AM Peak Hour Trips:	4		
PM Peak Hour Trips:	5		

(reserved for City staff)

TIA required? Yes _____ No TM

Comments:

Accepted by: Zenithy Mason

Date: 7/25/2023

Peak Hour Trip Generation by Land Use

Row	ITE Land Use		ITE Land Use Code	Unit	Quantity	AM Peak Hour of Adjacent Street Traffic	PM Peak Hour of Adjacent Street Traffic
1	Proposed #1	Office / warehouse	712	1000 sq ft	2.4	4	5
2	Proposed #2						
3	Proposed #3						
4	Proposed #4						
5	Proposed #5						
6	Proposed #6						
7	Total New Trips						
8	Existing #1	Vacant					
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)					4	5

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.