

Total Fees Due: \$ 485.00 ✓  
Application Fee: \$425.00 plus \$30.00 per acre

Date Application & Fee Received: 11-5-2019  
Received by: Banka

## 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): 1592 CF Pours Drive  
Tax Map Number: Sheet: 46 Block: D Lot: 5 Total Land Area: 1.08 ac acres or sq. ft.  
Existing Zoning Classification: M-1  
Special Use being requested: Professional Offices

### Section 2: Property Owner's Information

Property Owner's Name: CFP Partners, LLC  
Street Address: 314 Cornerstone Lane Email: farmerc@horizonsva.com  
City: Harrisonburg State: Virginia Zip: 22802  
Telephone: Work: 540-437-9350 Fax: \_\_\_\_\_ Mobile/Home: 540-421-9530

### Section 3: Owner's Representative Information

Owner's Representative: MEI ENGINEERING, INC. (WESLEY SIEVER & MICHAEL IRWIN)  
Street Address: 1780 SOUTH MAIN STREET Email: WFS@MEIENGINEERINGINC.COM  
City: HARRISONBURG State: VA Zip: 22801  
Telephone: Work: (540) 432-6272 Fax: N/A Mobile/Home: (540) 820-1042

### 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: William John Hall Digitally signed by William John Hall  
Date: 2019.10.30 16:31:29 -0400  
*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.**

November 26, 2019

**To:** Harrisonburg City Planning and Zoning**From:** Michael D. Irwin  
Wesley F. Siever**Total # pages:** 1**Re:** 1592 CF Pours Drive  
Special Use Permit

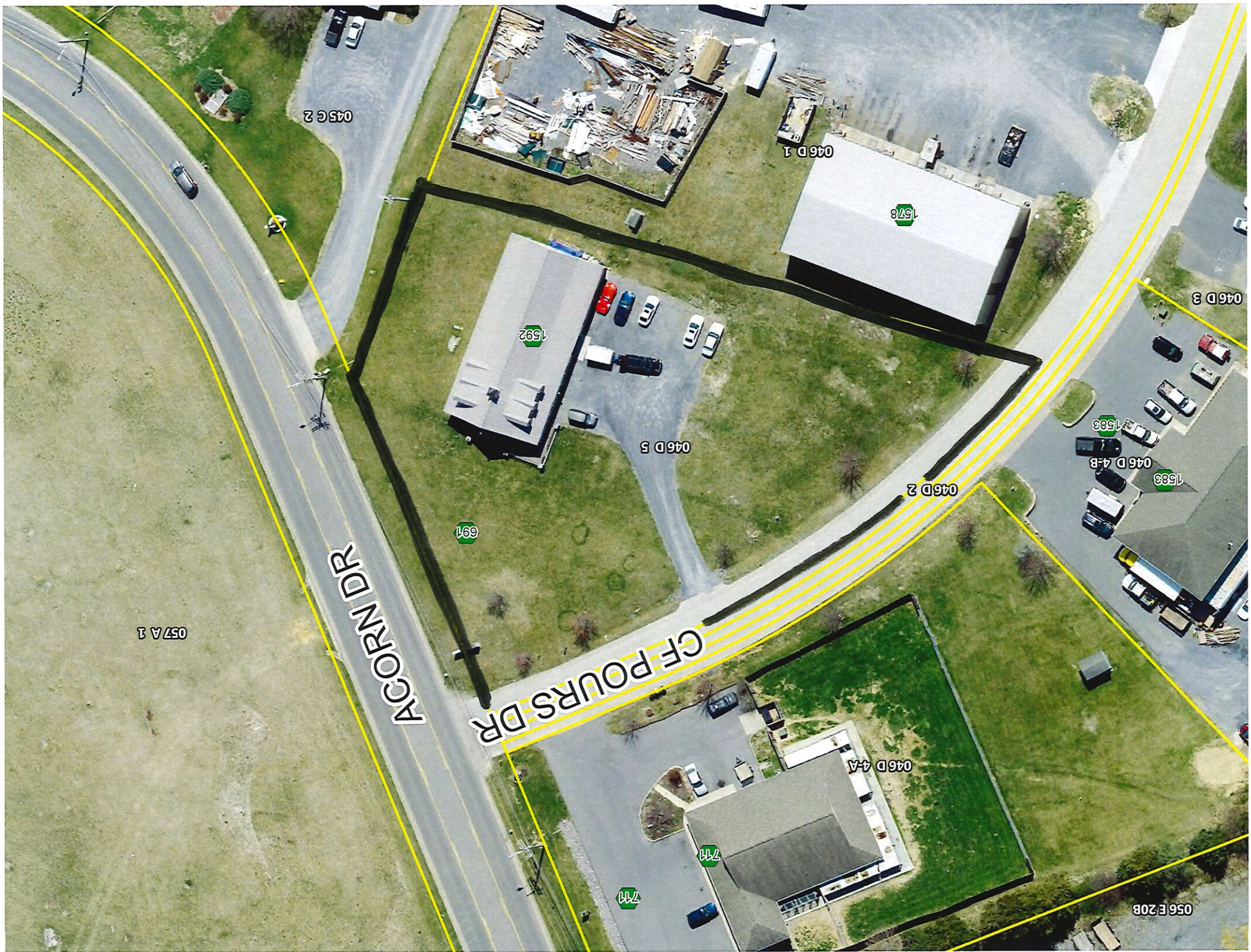
---

This letter is accompanying the attached special use permit application and is describing the proposed use and reason for seeking a special use permit.

The property listed above is currently under contract for purchase and the desired use is a professional office space. The property is currently zoned M-1 general industrial district and office space is only permitted in conjunction with an approved use. The zoning ordinance section 10-3-97 item (3) allows the use of Business and professional offices with the approval of a special use permit.

Our business operation includes engineering consulting services. We design HVAC, plumbing, and electrical systems. We produce permit and bid drawings using CAD software. Most of our client interaction occurs over email and through conference calls. We occasionally have client meetings at our office and have minimal traffic in and out of our office.

A special use permit is being applied for to meet the requirements listed in the zoning ordinance. The property is also being purchased with a loan and the lender will not allow release of the loan without the issuance of the special use permit.



045C 2

046D 1

1578

046D 3

1592

046D 5

1583

046D 4-B

1589

046D 2

691

057A 1

ACORN DR

CF POURS DR

046D 4-A

711

711

056E 20B



City of Harrisonburg, VA  
Department of Public Works

Determination of Need for a  
Traffic Impact Analysis (TIA)

www.harrisonburgva.gov/traffic-impact-analysis

Contact Information			
Consultant Name:	Colman Engineering		
Telephone:	(540) 246-3712		
E-mail:	contact@colmanengineering.com		
Owner Name:	MEI Engineering		
Telephone:	(540) 432-6272		
E-mail:			
Project Information			
Project Name:	MEI Property		
Project Address: TM #:	1592 CF Pours Dr/ TM #: 46 D 5		
Existing Land Use(s):	Commercial/Industrial		
Proposed Land Use(s): (if applicable)	Professional Office		
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)	The existing building will be used for professional offices and the existing parking facilities will be expanded to provide the required number of spaces and enhanced to conform to DCSM requirements.		
Peak Hour Trip Generation (from row 15 on the second page)			
AM Peak Hour Trips:	5		
PM Peak Hour Trips:	5		

**(reserved for City staff)**

TIA required? Yes \_\_\_\_\_ No X

Comments:

Accepted by: *Robert J. Felder*

Date: 10/17/19

### 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	Single Tenant Office Building	715	1000 SF	5.17	9	9
2	Proposed #2						
3	Proposed #3						
4	Proposed #4						
5	Proposed #5						
6	Proposed #6						
7	Total New Trips						
8	Existing #1	Manufacturing	140	1000 SF	5.17	4	4
9	Existing #2						
10	Existing #3						
11	Existing #4						
12	Existing #5						
13	Existing #6						
14	Total Existing Trips					4	4
15	Final Total (Total New – Total Existing)					5	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.