

Date Application Received: 6-08-18

Total Fees Due: \$ 405.00 **AFI**  
Date Paid: 8 June 2018 **THD**

## Application for Special Use Permit

City of Harrisonburg, Virginia

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

Application Fee: \$375.00 plus \$30.00 per acre

### Section 1: Property Owner's Information

Property Owner's Name: Glenn Loucks  
Street Address: 206 South Ave Email: glenn@castleproperty.com  
City: Harrisonburg State: VA Zip: 22801  
Telephone: Work: 540-564-2659 Fax: \_\_\_\_\_ Mobile/Home: 540-908-8757

### Section 2: Owner's Representative Information

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

### Section 3: Description of Property

Location (Street Address): 423 West Market St  
Tax Map Number Sheet: 35 Block: U Lot: 3 Lot Area: 14053  
Existing Zoning Classification: R-2  
Special Use being requested: 4 unrelated tenants  
Section 10-3-40(7)

### Section 4: Certification

I certify that the information contained herein is true and accurate.

Signature: [Signature]  
Property Owner

### Section 5: Required Attachments

- Survey of Property or Site Map
- Letter explaining Proposed Use & Reasons for Seeking a Special Use Permit
- TIA Determination Form OR Accepted TIA, signed by Public Works Department\*

\* Applicant should consult with Community Development or Public Works staff to determine if a TIA Determination Form is required. If required, the applicant is responsible for coordinating with Public Works Department prior to submitting a Special Use Permit application. If a Traffic Impact Analysis is required, this application shall not be considered accepted until the TIA has been reviewed and TIA fees paid. More information at [www.harrisonburgva.gov/traffic-impact-analysis](http://www.harrisonburgva.gov/traffic-impact-analysis).

NOTE: If applying for a Wireless Telecommunications Facility allowed only by SUP, then also submit a wireless telecommunications facility application.

11 June 2018

Planning Commission and City Council

City of Harrisonburg

Dear Commission and Council,

I am applying for a special use permit at 423 West Market Street. I have owned the property for over 20 years and purchased it from Donna Laffey in the late 1990s. She lived in the property and converted it to a Student rental property in the early 1990s by adding an additional kitchen to the second floor. I continued the use as a student rental property through 2018 with 6 to 7 tenants each year.

This year it was determined by the Zoning department that the kitchen installed by the previous owner was installed without a permit and therefore illegal. They have determined that the property cannot be used as a duplex.

I have discussed the process of a 2018 legal conversion to a duplex with the city building department and the list of changes required for an existing property are completely cost prohibitive.

I am applying to use the property as a single family property with 4 unreated Tenants at the property. I am asking that this use be granted as is a permitted special use under the current city zoning code.

If you have any questions, please feel free to contact me using the contact information on the application. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Glenn Loucks', with a long horizontal flourish extending to the right.

C. Glenn Loucks





S BROOKDAVE

W MARKET ST

423  
W. MARKET





City of Harrisonburg, VA  
Department of Public Works

Determination of Need for a  
Traffic Impact Analysis (TIA)

[www.harrisonburgva.gov/traffic-impact-analysis](http://www.harrisonburgva.gov/traffic-impact-analysis)

<b>Contact Information</b>			
Consultant Name: Telephone: E-mail:	N/A		
Owner Name: Telephone: E-mail:	Glenn Loucks 540-908-8757		
<b>Project Information</b>			
Project Name:	423 W. Market St. Residence		
Project Address: TM #:	35-U-3		
Existing Land Use(s):	Single Family Residential (210)		
Proposed Land Use(s): (if applicable)	Single Family Residential (210)		
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)	Applicant seeking Special Use Permit to increase the number of unrelated tenants to four.		
<b>Peak Hour Trip Generation (from row 15 on the second page)</b>			
AM Peak Hour Trips:	0		
PM Peak Hour Trips:	0		

**(reserved for City staff)**

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

Comments:

Accepted by: Emm Jerny

Date: 6/12/18

### Peak Hour Trip Generation by Land Use

Row	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	210	DU	1	3	3
2	Proposed #2					
3	Proposed #3					
4	Proposed #4					
5	Proposed #5					
6	Proposed #6					
7	Total New Trips					
8	Existing #1	210	DU	1	3	3
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)				0	0

**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.