

**TOWN OF HERNDON, VIRGINIA
PLANNING COMMISSION VIRTUAL PUBLIC HEARING AGENDA
FEBRUARY 22, 2021
HERNDON COUNCIL CHAMBERS BUILDING
765 LYNN STREET
7:00 P.M.**

CALL TO ORDER

1. Roll Call

APPROVAL OF AGENDA

APPROVAL OF MINUTES

2. January 11, 2021 Work Session Minutes Draft Minutes
3. January 25, 2021 Public Hearing Draft Minutes

COMMENTS

4. Comments from the Staff Members
5. Comments from the Commissioners

PUBLIC HEARINGS

6. **TOWN OF HERNDON FY 2022 – FY 2027 CAPITAL IMPROVEMENT PROGRAM (CIP), the Planning Commission will take public comment on the town's Capital Improvement Program (CIP) and consider** a recommendation to the Town Manager. The manager will subsequently recommend an operating budget and CIP to the Town Council. The CIP is a financial planning document that establishes a six-year schedule for public improvements and serves as a companion policy document to the Town of Herndon 2030 Comprehensive Plan.
7. **ZONING ORDINANCE TEXT AMENDMENT, ZOTA #21-01**, to reduce the minimum front setback requirement in the CS, Commercial Services, zoning district. This zoning ordinance text amendment is being considered pursuant to Virginia Code §§ 15.2-2204, 15.2-2285, 15.2-2286, and an Initiating Resolution adopted by the Town Council on January 26, 2021. Notice is hereby given to consider zoning text amendments to establish new, and clarify, revise, and/or delete, existing regulations and definitions in order to reduce the minimum required front setback from 50 feet to 25 feet. The proposed amendments under consideration include, without limitation: Chapter 78 (ZONING), Article IV (Business Districts), and Section 78-40.2 (CS – Commercial Services District).

8. **SPECIAL EXCEPTION, SE #20-01, 1131 Elden Street, Pollo Campero**, to permit a drive-through service accessory to a new-construction eating establishment. The property is zoned CS, Commercial Services, and is designated in the Herndon 2030 Comprehensive Plan as "Business Corridor". The property is located on the east side of Elden Street, approximately 260 feet from its intersection with Alabama Drive. Fairfax County Tax Map Reference Number: 0161-04050009B. Applicant: Campero USA Corporation. Property Owner: BXA, LLC.
9. **SPECIAL EXCEPTION, SE #20-05, 385 Spring Street, Security Public Storage**, to permit the addition of six moving trucks for rent accessory to a self-service storage facility. The property is zoned PD-B, Planned Development - Business, and is designated in the Herndon 2030 Comprehensive Plan as "Office Parks & Flexible Space". The property is located on the southwest side of the Spring Street and Victory Drive intersection. Fairfax County Tax Map Reference Number: 0162-02-0173B. Applicant: Man Choi. Property Owner: Herndon Storage, LLC.

ADJOURNMENT



MEMORANDUM

To: Chairman Romeo and Members of the Planning Commission

From: Elizabeth M. Gilleran, Director of Community Development 

Date: February 17, 2021

Re: FY 2022 Capital Improvement Program

As discussed during the February 8, 2021 Planning Commission work session, the draft FY 2022 – FY 2027 Capital Improvement Program (CIP) will be significantly impacted by the fiscal ramifications of the pandemic. Over the next several months, prior to presenting his recommendation to the Town Council, the Town Manager will need to modify the draft CIP based upon updated revenue projections. The majority of modifications will impact projects scheduled for general fund dollars in FY22 and FY23. General fund dollars stem from town revenue sources and it is anticipated that revenues will be significantly reduced due to COVID-19.

As proposed FY22 projects are adjusted and funding is pushed to subsequent fiscal years, this may require projects currently shown as funded in FY23 to be reconsidered. It is anticipated that funding constraints will continue to be an issue throughout FY22 and into FY23.

The Planning Commission is requested to provide staff with the Commission's top priorities among those projects shown with general fund allocations for the FY22 budget year. On the second page of this memo is a table containing those projects that are shown in the current draft CIP as receiving general fund dollars in FY22 and FY23.

During the February 8, 2021 work session two new and not yet included CIP projects were discussed. Mr. Steven Montgomery requested that aesthetic improvements be scheduled for the stream culvert abutting Center Street, the Fortnightly condominiums, and the former Iron Works where the Biergarten is planned. In addition to Mr. Montgomery's request, the potential for a CIP project for improvements to the Carroll Cabin to heighten its presence as a cultural resource within the community was also raised.

The staff suggests that if the Planning Commission wishes to recommend inclusion of the culvert improvement project that it be added to the list of projects scheduled after 2027. There are two other downtown projects found within this list, Town Hall Square Improvements and Landscape Improvements Downtown. While it is anticipated that the new Biergarten will be constructed and opened prior to 2027, due to current fiscal constraints and lack of project costs and scope at this time, it appears prudent and more realistic to recognize that this project will likely fall outside the current draft six year plan.

Regarding the Carroll Cabin, staff is proposing that this item be added as an adjunct to project #36, Runnymede Park Nature Center. A rewrite to the narrative of the Nature Center project, to include preservation of the Carroll Cabin and its enhancement to raise its profile as a historic resource within the community, is recommended. Should the Commission wish to have the Carroll Cabin listed as a separate CIP project, the staff recommends considering a project in FY25 or later.

Attached to this memo is a draft resolution (Attachment #1), prepared by staff, that covers prioritization of projects based upon policies found in the 2030 Comprehensive Plan and previous comments by members of the Commission. As stated, the attached resolution is a draft staff recommendation and is suitable as a template should members of the Commission wish to amend specific recommendations. The table below is provided to facilitate discussion regarding prioritization of projects.

Projects Proposed to Receive FY 22 and FY 23 General Fund Allocations				
Project #	Project Title	Reserves	FY22 Funding	FY23 Funding
14.	Sidewalks, Trails and Bicycle Facilities	\$121,000	\$295,000	\$235,000
19	Information Technology	0	\$35,000	\$23,000
20	Town Wide Security Improvements	0	\$650,000	\$500,000
21	Police Parking Lot Expansion	0	\$50,000	\$500,000
22	Police Exterior Garage	0	0	\$125,000
23	Police Server Room HVAC and Expansion	0	\$325,000	\$325,000
25	1481 Sterling Road Roof Replacement	0	\$440,000	0
27	Town Shop Underground Fuel Tank Replacement	0	\$100,000	\$1,000,000
30	Sports Field & Park Improvements	0	0	\$480,000
31	Bready Park Tennis Court Renovation	\$125,000	\$784,000	0
32	W&OD Trail Lighting	0	0	\$75,000
33	Park Equipment Replacement	0	\$85,000	
37	Community Center Aquatics Pool Pak	0	\$20,000	\$505,000

**TOWN OF HERNDON, VIRGINIA
PLANNING COMMISSION**

DRAFT RESOLUTION

February 22, 2021

Resolution- to recommend to the Town Manager of the Town of Herndon the Draft FY 2022 – FY 2027 Capital Improvement Program (CIP) and the Commission’s priorities, as presented at the Planning Commission work session of February 8, 2021 and public hearing of February 22, 2021.

WHEREAS, the Planning Commission of the Town of Herndon, Virginia has reviewed the draft FY 2022 – FY 2027 CIP, and

WHEREAS, the Planning Commission has found that the draft CIP provides the necessary six-year financial planning schedule for the Town’s public facilities and improvements, and

WHEREAS, the Planning Commission has determined that the draft FY 2022 – FY 2027 CIP aligns with the Town’s 2030 Comprehensive Plan and the action items found in the Town’s adopted Pedestrian Plan and Bicycle Network Master Plan, and

WHEREAS, the Planning Commission recognizes that the draft FY 2022 – FY 2027 CIP is a draft and that adjustments will be necessary based upon additional information received during the finalization of the proposed FY 2022 Operating Budget related to the fiscal challenges caused by the pandemic.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the Town of Herndon, Virginia, recommends the Draft FY 2021 – FY 2026 CIP to the Town Manager of the Town of Herndon for further consideration and adoption, and the Planning Commission finds that of the ten projects shown in the Draft FY 2022 – FY 2027 CIP to have general fund allocation in FY22, the Commission finds the following

1) That the following **four** projects are priorities:

- Project #14, Sidewalks, Trails and Bicycle Facilities [Safety, Transportation, Health, Equality]
- Project #27, Town Shop Underground Fuel Tank Replacement [Protection of the Environment and Safety]
- Project #23, Police Server Room HVAC and Expansion [Safety, Protection of Existing Infrastructure]

- Project #19, Information Technology [Protection of Existing Critical Infrastructure and Operations],

BE IT FURTHER RESOLVED that the Planning Commission recommends

- 1) that general fund allocations for Project #14, Sidewalks, Trails and Bicycle Facilities, should be retained for FY22 and FY23 but the funding should be redistributed to decrease the amounts proposed in FY22 and FY23 while increasing the amount in FY24 and providing general fund dollars in FY25, and
- 2) that prior to the spending of general fund dollars for Project #25 Sterling Road Roof Replacement that the Town Manager and Town Council have a discussion regarding the future of this building, as it appears to be near the end of its building life cycle, and that redevelopment and alternative land uses should be considered, and
- 3) that of the remaining projects receiving funding allocations in FY22, focus should be on maintaining existing major infrastructure such as the tennis bubble and natatorium, and ensuring safety of operations including the town wide security improvements and police parking expansion. Realizing the limitations due to the pandemic, the Planning Commission encourages the Town Manager, when considering these remaining projects, to consider, where viable, the distribution of funds over FY22, FY23 and FY24, and
- 4) that a CIP project to improve the appearance of the culvert abutting Center Street and the Fortnightly development should be added to the FY 2022 – FY 2027 CIP as a project scheduled after FY2027 and that a preliminary cost should be calculated to appear in the FY 2023 – FY 2028 CIP, and
- 5) that the narrative and cost of Project #36, Runnymede Park Nature Center should be amended to include a commitment to preserving the Carroll Cabin and enhancing its profile as historic resource within the community.

STAFF REPORT

Planning Commission

February 8, 2021

Title: ZONING ORDINANCE TEXT AMENDMENT, ZOTA #21-01, to reduce the minimum front setback requirement in the CS, Commercial Services, zoning district.

Staff Contact: David Stromberg, AICP, Zoning Administrator
david.stromberg@herndon-va.gov (703)787-7380

Elizabeth Gilleran, Director of Community Development
Lisa.gilleran@herndon-va.gov (703) 787-7380

Summary Information

The town council approved Resolution 21-G-22 to initiate consideration of this zoning ordinance text amendment during a public hearing on January 26, 2021.

This zoning ordinance text amendment will reduce the minimum front setback requirement in the CS, Commercial Services, zoning district. All principal and accessory structures in the CS zoning district are currently required to be at least 50 feet back from the front property line. The proposal would reduce the minimum setback requirement to 25 feet.

Background

The South Elden Area Plan (Comprehensive Plan Amendment CPA #18-01) was adopted by the town council on February 12, 2019. Staff identified several zoning ordinance text amendments that should be adopted in order to further the goals of the South Elden Area Plan. The first zoning ordinance text amendment was ZOTA #19-01, which created the PD-UR, Planned Development – Urban Residential zoning district. ZMA #19-02 was recently approved to rezone one of the existing, underutilized, office properties from Commercial Office to PD-UR for the Park Place residential development.

Another identified zoning text amendment was to modify the dimensional standards of the CS zoning district in order to encourage reuse or redevelopment of commercial sites to support increased pedestrian, bicycle, and transit access.

Many of the properties that are zoned CS on South Elden Street only have a lot depth of between 150 and 200 feet. The 50-foot minimum building setback requirement limits the design flexibility available to property owners who are seeking to redevelop their lots. Staff identified a reduction in the front setback requirement as one of the ways to encourage property owners to redevelop their commercial properties. This is a specific tool on the lots where it would be difficult or impractical for property owners to merge with other parcels as part of a larger redevelopment.

The timing of this text amendment is influenced by the submission of a land use application (SE #20-01) to redevelop a property with Commercial Services zoning within the boundaries of the South Elden Area Plan. ZOTA #21-01 needs to be approved prior to SE #20-01 in order for the applicant to be able to utilize the design flexibility that the new language would provide. It should be noted that if approved, this zoning text amendment would apply to all properties that are zoned CS.

Additional zoning ordinance text amendments will be necessary in the future to facilitate redevelopment of the larger parcels that are located within the South Elden Area Plan.

Staff Analysis

Reducing the front setback requirement provides property owners that are zoned CS additional options for how to design and locate buildings on their site.

Properties that are zoned CS are concentrated along two sections of Elden Street (attachment 3). The section of Elden Street that runs south of Sterling Road to the town border with Fairfax County and comprises most of the properties in the South Elden Area Plan. The other section is Elden Street extending from Monroe Street to Laurel Way, just before the Fairfax County Parkway, where the majority of parcels are zoned CS. This section of Elden Street is not part of a small area plan, but staff does not anticipate negative impacts by reducing the front setback requirement. It is expected that reducing the front setback requirement will result in fewer legal nonconformities that may have been created as a result of right-of-way acquisition associated with the Elden Street Widening Project.

Both the southern and eastern portions of Elden Street have minimum cross section requirements of a six foot planting verge and six foot sidewalk to be located within the right-of-way. The front setback requirement starts from where the right-of-way ends and private property begins.

This zoning text amendment will not increase the density permitted on properties zoned CS and it will not reduce the amount of open space that is required. The FAR (Floor Area Ratio), which is how density is measured and regulated, will remain at 0.3 and the area dedicated for open space will remain at 25%.

Planning Commission Alternatives

The following alternatives are available to the planning commission for its decision on Zoning Ordinance Text Amendment ZOTA #21-01:

1. Recommend the town council approve the ordinance

2. Recommend the town council deny the ordinance
3. Continue the public hearing on this ordinance to a date certain

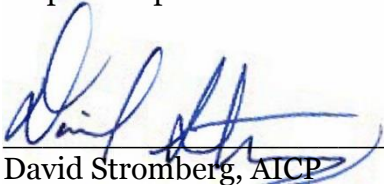
Staff Recommendation

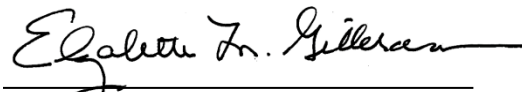
Staff recommends approval in accordance with **alternative 1**.

Recommending approval of this zoning ordinance text amendment will provide an additional tool for implementing the goals of the South Elden Area Plan.

Attachments

1. Draft Ordinance
2. Map of Properties Zoned CS, Commercial Services



David Stromberg, AICP
Zoning Administrator

Elizabeth Gilleran, AICP
Director of Community Development

TOWN OF HERNDON, VIRGINIA

ORDINANCE

_____, 2021

Ordinance – to amend Chapter 78 (ZONING), Article IV (Business Districts), Section 78-40.2 (CS – Commercial Services District), to reduce the minimum front setback requirement in the CS zoning district.

BE IT ORDAINED by the Council for the Town of Herndon that:

1. Chapter 78 (ZONING) of the Herndon Town Code is amended and reenacted as follows.

Section 78-40.2 – CS – Commercial Services district.

...

g. *Dimensional standards.* All primary and accessory structures in the CS zoning district are subject to the dimensional standards set forth in Table 78-40.2(g): CS Table of Dimensional Standards. These standards may be further limited or modified by other applicable sections of this chapter. Accessory structures are subject further to the standards in Article VII, ~~Definitions~~, *Accessory Uses*. ~~for~~ Terms *used* in this section may be found in Article XVIII, Definitions.

TABLE 78-40.2(g): CS DIMENSIONAL STANDARDS

STANDARD	ALL USES
Lot Area, Minimum (sq. ft.)	None
Lot Width, Minimum at setback line (feet)	None
Setback, Minimum (feet)	Greater of: 50', or as specified in the buffer classification in See also section 78-110.4(e)(3)a. and section 78-110.4(e)(3)b.. <i>25'</i>
Setback, Maximum (feet)	100'
Side Yard, Minimum (feet)	Adjacent to Residential District. ¹ : Greater of 25' or building height ² ; or as specified in the buffer classification in See also section 78-110.4(e)(3)a. and section 78-110.4(e)(3)b.

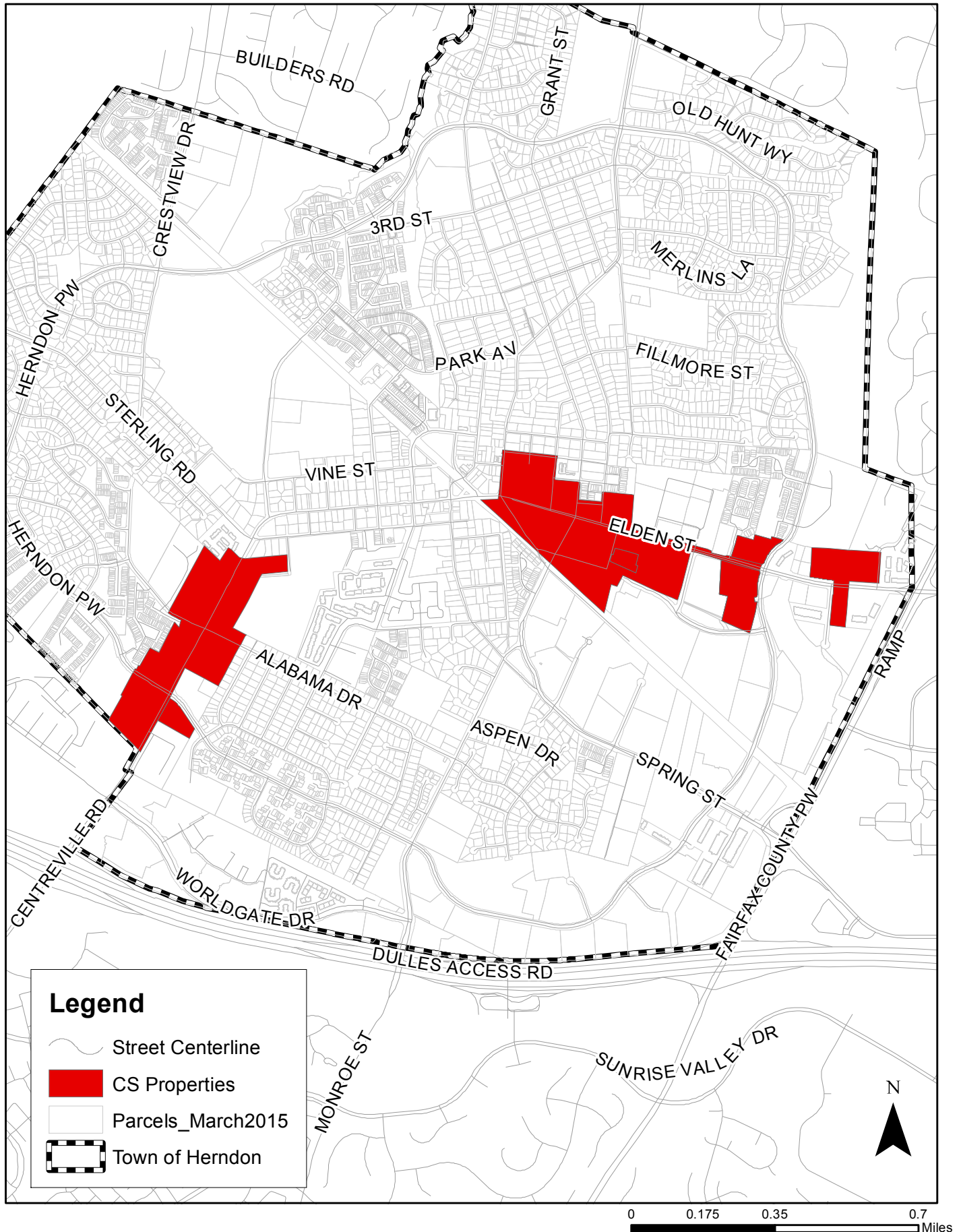
	Not Adjacent to Residential District: 7.5', or as specified in the buffer classification in section 78-110.4(e)(3)a. and section 78-110.4(e)(3)b.
Rear Yard, Minimum (feet)	Adjacent to Residential District. ¹ : Greater of 25' or building height ² ; or as specified in the buffer classification in See also section 78-110.4(e)(3)a. and section 78-110.4(e)(3)b. Not Adjacent to Residential District: 7.5', or as specified in the buffer classification in section 78-110.4(e)(3)a. and section 78-110.4(e)(3)b.
Height, Maximum (feet)	45' (See also Sec. 78-40.6 Downtown for CS Property Located within sector 3 of the Downtown)
Floor Area Ratio, Maximum	.3
Open Space, Minimum	25%
Notes: ¹ Adjacent to Residential District: indicates that a special side or rear yard requirement applies for every lot line abutting a parcel zoned for residential use when the parcel is used for residential purposes or is undeveloped. The special yard requirement is as indicated above. ² Building Height: indicates that the required setback or yard is equal to the height of the tallest building on the site where the setback or yard is required.	

17

18

19 2. This ordinance shall be effective on and after the date of its adoption.

Town Properties Zoned CS, Commercial Services





MEMORANDUM

To: Chairman Romeo & Members of the Planning Commission

From: Michael Wallick, AICP, Transportation Planner MW

Date: February 17, 2021

Subject: SE#20-01, 1131 Elden Street, Pollo Campero Drive-Through

This memo serves as an addendum to the staff report dated February 8, 2021 and provided for the work session.

During the work session, the planning commission raised a potential conflict for vehicular circulation at the eastern portion of the site, where the proposed two-way vehicular traffic along the center drive-aisle conflicts with the proposed one-way vehicular traffic along the southern drive-aisle. As proposed, a vehicle traveling east would have nowhere to turn around before the drive-aisle becomes one-way in the opposite direction. The drive aisle at the eastern portion of the site is not wide enough to accommodate the drive-through stacking lane plus two-way vehicular turning movements. To remedy this conflict, the applicant has submitted an updated special exception plan (attachment #1) and proposes to change the center drive aisle from a two-way drive-aisle to one-way drive aisle. The southern drive aisle continues to remain as one-way from west to east, while the center drive aisle is now proposed as one-way from east to west. The applicant will be required to include pavement markings to identify the one-way drive aisles on the site, along with signage, to include associated "do not enter" signs for the one-way lanes. The center parking bay may be shifted closer to Elden Street at the time of final engineering site plan submittal in order to provide additional space to maneuver on the east side of the site and to discourage drivers entering the wrong, one-way drive aisle.

The planning commission also asked for clarification on how the drive-through stacking lane operates. Vehicles traveling into the drive-through stacking lane do so where the lane markings begin, just to the east of the last parking stall on the southern drive aisle. The physical landscaped barrier for the drive-through stacking lane begins just past the center drive-aisle. Once a vehicle passes the center drive aisle it must proceed through the drive-through.

Another vehicular circulation comment raised by the Planning Commission was the potential for conflict between vehicles entering the site and vehicles leaving the first parking space on the southern-most parking bay. The applicant is considering eliminating or relocating the parking space located on the southern drive aisle, closest to Elden Street. There are options to either remove this space or relocate it. If removed, the proposal will still meet the minimum number of parking spaces as required by the Zoning

Ordinance. If relocated, there is room to shift the entire parking bay 8 feet closer to the dumpster, but still outside of the required stacking lane. Staff has revised the conditions to require one of these two options (attachment #1).

The applicant has also clarified that the proposal includes 6 outdoor tables, which can seat up to 18 customers. The proposal includes 3 larger tables, which can seat up to 4 customers each, and 3 smaller tables, which can seat up to 2 customers each.

The planning commission asked about the proposed future condition of the site in relation to the VDOT funded South Elden Street Corridor Improvements Project (attachment #3). Once construction is completed, in approximately 2029, a landscaped median will exist along this portion of Elden Street. Left turns into the Pollo Campero site will not be possible, as the landscaped median will physically prevent this turning movement. The closest left turning lane is the adjacent site to the south, which provides vehicular access to the Amphora Diner Deluxe. Unless future signage exists as part of the VDOT project to not allow U-turns, vehicles traveling southbound on Elden Street could make a U-turn at the Amphora Diner Deluxe site onto northbound Elden Street to access the Pollo Campero site.

The planning commission also asked how the vehicular circulation of this proposal compares to the vehicular circulation of the McDonald's, located at 1071 Elden Street, which was recently renovated. The McDonald's along Elden Street sits on a lot that is more than twice the size of the Pollo Campero lot. The McDonald's lot is 65,127 square feet, while the Pollo Campero lot is 28,873 square feet. The McDonald's vehicular circulation is mostly a one-way counterclockwise pattern, however, there is a two-way drive aisle at the southeastern portion of the site for overflow customer parking. Vehicles traveling down this drive-aisle would need to make a three-point turn to exit the drive-aisle, if choosing not to park in a stall. Signage exists on the property to direct motorists to the entrance of the site. There are also two "do not enter" warning signs, located at the stop bar near the drive-through pick up window, to warn vehicles not to enter the site in the opposite direction of one-way traffic. At this time, signage does not exist to prohibit left turns into or out of the site onto Elden Street. The South Elden Street Corridor Improvements Project will affect the McDonald's site once constructed. The landscape median will be constructed where the current ingress/egress to the site is located. This vehicular access point will be converted to only a right-in entrance to the restaurant. The Dulles Park Shopping Center intersection with Elden Street is proposed to be signalized in the future. Once signalization occurs, left turns into and out of the McDonald's site can be achieved through accessing the service drive to the future traffic signal.

Staff Recommendation

The staff recommendation to the Planning Commission remains approval of the draft resolution with the proposed conditions.

Attachments:

1. Revised Conditions of Approval, Dated February 22, 2021
2. Revised Special Exception Plan
3. South Elden Street Corridor Improvements Sketch Plan, Dated July 20, 2018

PLANNING COMMISSION DRAFT CONDITIONS
SPECIAL EXCEPTION SE #20-01
1131 ELDEN STREET
FEBRUARY 22, 2021

1. Substantial Conformity. The development and maintenance of the special exception use, described in Condition 2 below, shall be in substantial conformance with the SE #20-01 application plans, prepared by Menemsha Solutions and dated February 16, 2021. Approval of this application on the parcel identified as Fairfax County Tax Map Number 0161-04050009B, known as 1131 Elden Street, Herndon, Virginia (the "Property"), shall not relieve the applicant or the owners of the Property, or their successors or parties developing, establishing, or operating the approved special exception, from the obligation to comply with and conform to any other Zoning Ordinance, codified ordinance, or regulatory requirement.
 - 1.a. Parking Lot Adjustments. At the time of site plan submittal, the parking space located at the southwest corner of the site nearest to the ingress/egress to the site shall be removed or relocated. Removal or relocation of this space shall comply with all other provisions of the Zoning Ordinance. Furthermore, the central parking bay shall be adjusted to the east or west as necessary based on feedback from the Town of Herndon Department of Public Works and the Fairfax County Fire Marshal.
2. Permitted Use. This special exception is granted to allow a drive-through service as accessory to a new-construction eating establishment on the Property pursuant to Section 78-80.4(j) of the Town of Herndon Zoning Ordinance (the "Zoning Ordinance").
3. Fencing. A decorative metal fence, subject to approval by the Architectural Review Board, shall be installed and maintained along the northern property boundary and shall be a minimum of 5 feet in height, unless otherwise restricted by Section 78-115.2 of the Zoning Ordinance.
4. Loading Zone. Use of the loading zone shall be restricted to the hours of 7:00 AM to 10:00 AM. The loading zone area shall be identified on the site with signage, markings on the pavement, or both.
5. Trash Collection. Trash collection shall be restricted to the hours of 7:00 AM to 10:00 AM.
6. One Drive-Through Service Window per Lot. There shall be no more than one accessory drive-through service window on the Property.
7. Amendment of Special Exception. Any proposed changes to this special exception shall follow the process described in Section 78-155.3(j) of the Zoning Ordinance.
8. Revocation. Any violation of the aforementioned conditions or other sections of the Herndon Town Code shall be grounds for revoking the special exception pursuant to the manner described in Section 78-155.3(h) of the Zoning Ordinance.

Menemsha SOLUTIONS

LOS ANGELES | BOSTON

Plans, maps, specifications, studies, and reports not containing a seal and signature accompanied by an original signature by the licensed professional may have been fraudulently altered and shall not be considered an original copy. All information should be disregarded unless verified by the professional whose signature appears above. All drawings and written material appearing herein constitute original and unpublished work of the architect and may not be duplicated, used or disclosed without written consent of the architect.

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Stamp:

Project Owner:



Project Address:
1131 ELDEN ST.
HERNDON, VA 20170
POLLO CAMPERO

Issue For Description:

SPECIAL EXCEPTION
RESUBMITTAL

Issue Date:
02.16.21

Principal In Charge:

Project Manager:
SOPHIA SEENEY

Drawn By:
STO

Project Number 23598

Sheet Title:

PROPOSED SITE
PLAN

Sheet Number:

SP100

KEYNOTES

- 1 NEW DIRECTIONAL SIGNAGE.
- 2 NEW TWO SHORT TERM BICYCLE SPACES.
- 3 NEW SITE LIGHTS, TYP.
- 4 NEW MENU BOARD.
- 5 NEW TRASH ENCLOSURE.
- 6 NEW PREVIEW BOARD.
- 7 NEW CLEARANCE BAR.
- 8 EXISTING PROPERTY LINE.
- 9 CONCRETE PAD EXTENDS 13 FEET IN FRONT OF THE TRASH ENCLOSURE
- 10 ALL SIDEWALKS TO MEET ALL APPLICABLE CODES AND ACCESSIBILITY REQUIREMENTS. SIDEWALKS TO BE LEVELLED AT 2% MAXIMUM IN THE CROSS SLOPE DIRECTION AND 5% SLOPE MAXIMUM IN THE RUNNING DIRECTION. PROVIDE CONTROL JOINTS AT EVERY 5'-0". FEATHER AT 5% MAXIMUM SLOPE AS REQUIRED TO ALIGN WITH EXISTING ADJACENT CONCRETE SIDEWALK. SIDEWALKS TO BE MINIMUM 5'-0" IN WIDTH AS SHOWN ON PLANS.
- 11 NEW 6" BOLLARD, TYP.
- 12 NEW DRIVE-THRU CANOPY
- 13 NEW DIRECTIONAL SIGNAGE PROHIBITING LEFT-HAND TURN ONTO ELDEN STREET PER HERNDON TOWN CODE SECTION 78-80.4(j)(5)

NOTE

- A. THE SWM AND BMP PRACTICES THAT ARE REQUIRED FOR THIS PROJECT SHALL MEET ALL APPLICABLE FEDERAL, STATE, AND LOCAL REQUIREMENTS AT THE TIME OF SITE PLAN. ALL SWM QUALITY AND QUANTITY REQUIREMENTS FOR THE PROJECT (INCLUDING REQUIREMENTS GENERATED BY ONSITE AND OFFSITE DISTURBED AREAS AND FRONTAGE IMPROVEMENT AREAS) SHALL BE PROVIDED ON SITE AND BE PRIVATELY MAINTAINED.
- B. THE LAYOUT MUST MEET ALL APPLICABLE REQUIREMENTS OF THE FAIRFAX COUNTY FIRE MARSHAL'S OFFICE AT THE TIME OF SITE PLAN. THE PLAN SHALL BE APPROVED BY THE FAIRFAX COUNTY FIRE MARSHAL PRIOR TO APPROVAL OF THE FINAL SITE PLAN.
- C. THIS SITE IS CONSIDERED AN ENVIRONMENTAL HOT SPOT DUE TO ITS PREVIOUS USE. AT THE TIME OF SITE PLAN, AN ENVIRONMENTAL REPORT MUST BE PREPARED BY A CERTIFIED PROFESSIONAL IDENTIFYING ANY CONTAMINATED SOILS AND THE REPORT MUST BE INCLUDED ON THE FINAL SITE PLAN. IF CONTAMINATED SOILS EXIST, THEY MUST BE REMOVED IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS.
- D. THE FINAL SITE PLAN SHALL IDENTIFY ANY UNDERGROUND TANKS THAT EXIST ON THE SITE. THE SITE PLAN SHALL ADDRESS THE ABANDONMENT OR REMOVAL OF THE UNDERGROUND TANKS IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL REQUIREMENTS.
- E. APPLICABLE SITE LIGHTING REGULATIONS WILL BE MET AND REVIEWED FOR COMPLIANCE DURING THE SITE PLAN REVIEW.

LEGEND

- = PROPERTY LINE
- [Symbol] = NEW LANDSCAPE & IRRIGATION

OVERALL ANALYSIS

SCOPE OF WORK

NEW ONE STORY BUILDING WITH DRIVE-THRU, AWNINGS, REQUIRE PARKING, TRASH ENCLOSURE, & UTILITIES.

SITE ANALYSIS

APN: T.B.D.

EXISTING/PROPOSED ZONING: CS (COMMERCIAL SERVICE)

CONSTRUCTION TYPE: V-B

OCCUPANCY: A-2

SPRINKLED: NON-SPRINKLED

BUILDING AREA: 2,991 SQ.FT.

OCCUPANT LOAD ALLOWABLE: 108

	AREA
PARCEL AREA	28,873 S.F.
LIMIT OF WORK AREA	28,873 S.F.
POLLO CAMPERO BUILDING FLOOR AREA	2,960 S.F.
FLOOR AREA RATIO	2,991 S.F. / 28,873 S.F. .10 (10%)
LANDSCAPE AREA	> 25% OF SITE/PARKING AREA 7,320 S.F.

PARKING ANALYSIS

REQUIRED (POLLO CAMPERO) PER HERNDON ORDINANCE

INTERIOR

1 STALL / 4 SEATS= 80 SEATS / 4=

1 STALL / 2 EMPLOYEES= *5 EMPLOYEES / 2= 3

TOTAL

PROVIDED (POLLO CAMPERO)

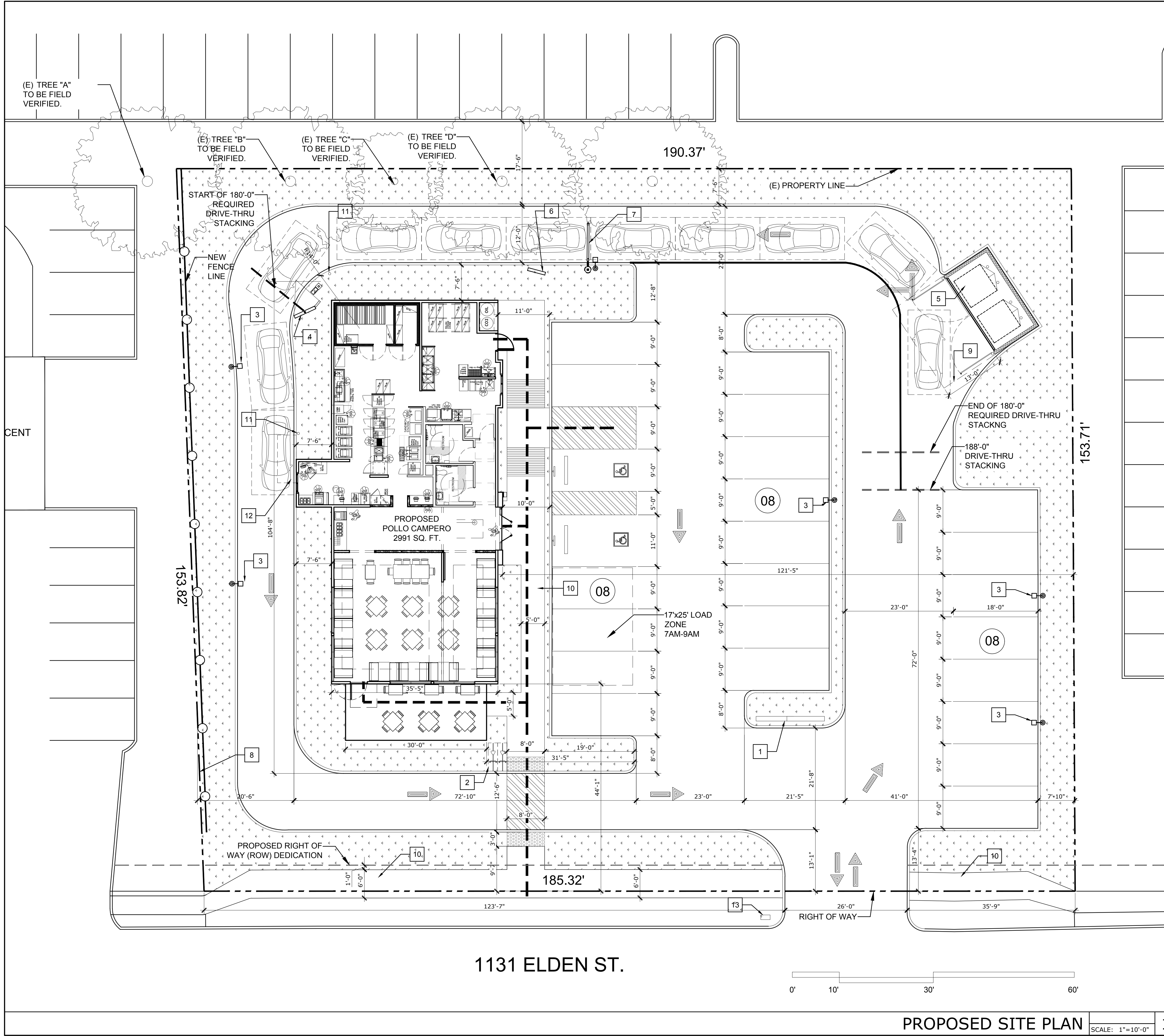
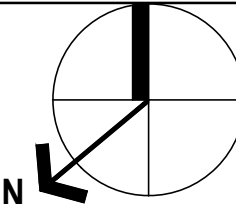
STANDARD PARKING STALLS

ACCESSIBLE PARKING STALLS

TOTAL

DRIVE THRU STACKING SPACES

*NOTE: MAX EMPLOYEE LARGEST SHIFT

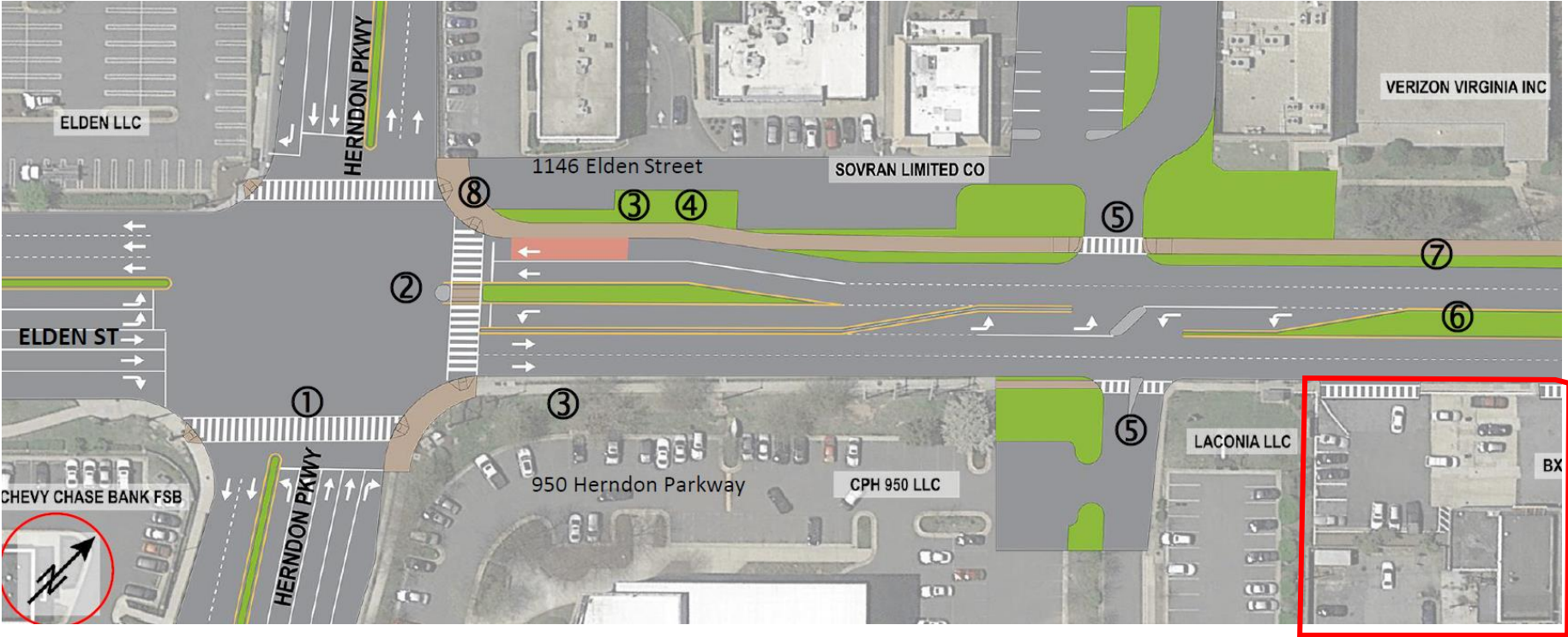


PROPOSED SITE PLAN

SCALE: 1"=10'-0"

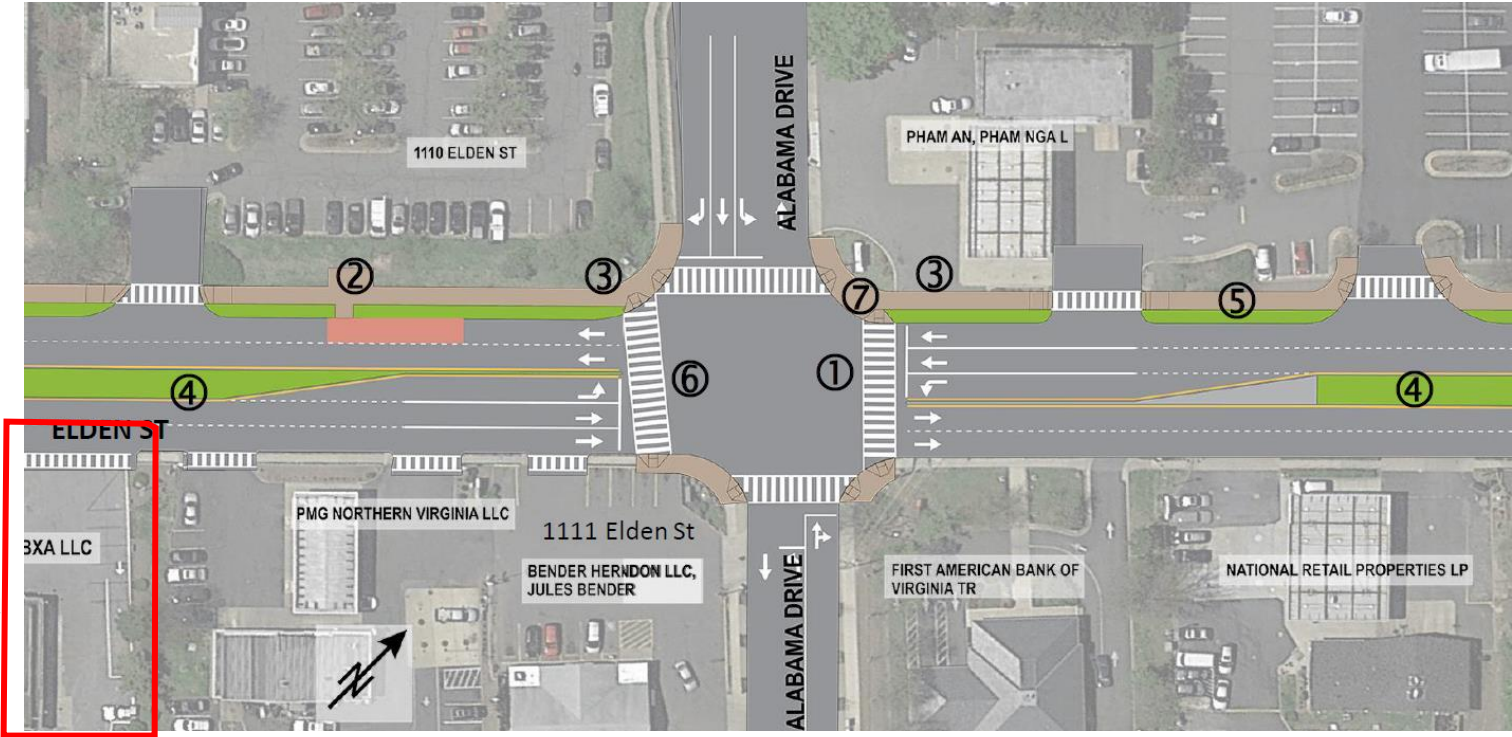
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South Elden Street Corridor Improvement Sketch Plan



Subject Site

Subject Site





MEMORANDUM

To: Chairman Romeo & Members of the Planning Commission

From: Michael Wallick, AICP, Transportation Planner MW

Date: February 17, 2021

Subject: SE#20-05, 385 Spring Street, Security Public Storage Moving Truck Rental Addition

This memo serves as an addendum to the staff report dated February 8, 2021 and a follow up to the work session discussion regarding this above referenced item.

During the work session, the planning commission shared concerns regarding the location of proposed U-Haul truck option "E", which the applicant proposed to be parked on the western portion of the site in a designated perpendicular parking space. This parking space is problematic compared to the other 4 options because the parking space extends into a one-way fire lane by nearly 2 feet. Proposed U-Haul truck option "E" is also located adjacent to the Spring Park Station townhouses. While proposed U-Haul truck options "A" and "B" are also adjacent to the Spring Park Station townhouses to the west of the site, options "A" and "B" are parallel parking spaces and located in an area of the site that has a wider landscape buffer compared to option "E". The parallel parking spaces also do not interfere with the fire lane. These concerns were raised by both staff and the planning commission so the applicant has agreed to eliminate U-Haul truck option "E" from the plan. The proposal by the applicant is now reduced to four U-Haul truck options "A", "B", "C", and "D" in the plan. The applicant has provided an updated special exception plan (attachment #1), which eliminates option "E" and relocates options "C" and "D" from the parking stalls closest to the loading dock to the parking stalls closest to Victory Drive.

The planning commission asked if the applicant is agreeable to moving U-Haul trucks "A" and "B" from the parallel parking spaces located on the western portion of the site to the loading dock area where they could be parked next to U-Haul truck options "C" and "D". The applicant is not agreeable to this because other tenants need to access the loading dock area throughout the day. The applicant has informed staff that keeping all 4 of the U-Haul trucks parked at this location would restrict other tenants from accessing the loading dock, where a large number of tenants park during moves and is the main access point for the internal storage units.

The planning commission also asked about the number of parking spaces on the site. There are 47 parking spaces on the Security Public Storage site. The Reston-Herndon

business park has a total of approximately 360 parking spaces distributed among the 6 parcels.

To mitigate some of the concerns with the proximity of U-Haul truck options “A” and “B” to the adjacent townhouses, the applicant is proposing that these two moving trucks be limited for pick up and drop off to the self-storage facility’s hours of operation. This is from 9:00 AM through 6:00 PM, Monday through Saturday, and 10:00 AM through 4:00 PM, on Sunday. These hours of operation are enforced through condition #5.

The applicant has told staff that the U-Haul mobile smartphone app is able to restrict the maximum number of U-Haul trucks on site to 4 at any one time. The mobile app software places rentals and returns based on availability and sets parameters to not exceed restrictions. U-Haul renters can be penalized if they do not return trucks to the correct location. The U-Haul field managers can also dictate which trucks are designated as 24-hour rental and which are not.

The conditions of approval (attachment #2) have been revised to reflect changes in the parking location of U-Haul truck options “C” and “D” and to reflect the removal of U-Haul truck “E”. Additionally, the conditions of approval reflect that U-Haul trucks “A” and “B” may only be picked up and dropped during the hours of operation for the self-storage facility. After hour pick-up and drop-off is required to be located in the parking stalls adjacent to the loading dock off Victory Drive. The conditions of approval provides flexibility for the applicant to rent customers other types of U-Haul vehicles, as long as they do not exceed the dimensions of a 10’ box truck. This would include a pickup truck and 10’ cargo van.

Staff Recommendation

The staff recommends approval of the draft resolution; for Planning Commission recommendation of approval with conditions.

Attachments:

1. Revised Conditions of Approval
2. Revised Special Exception Plan, dated 2/12/21
3. Revised Narrative, dated 2/12/21

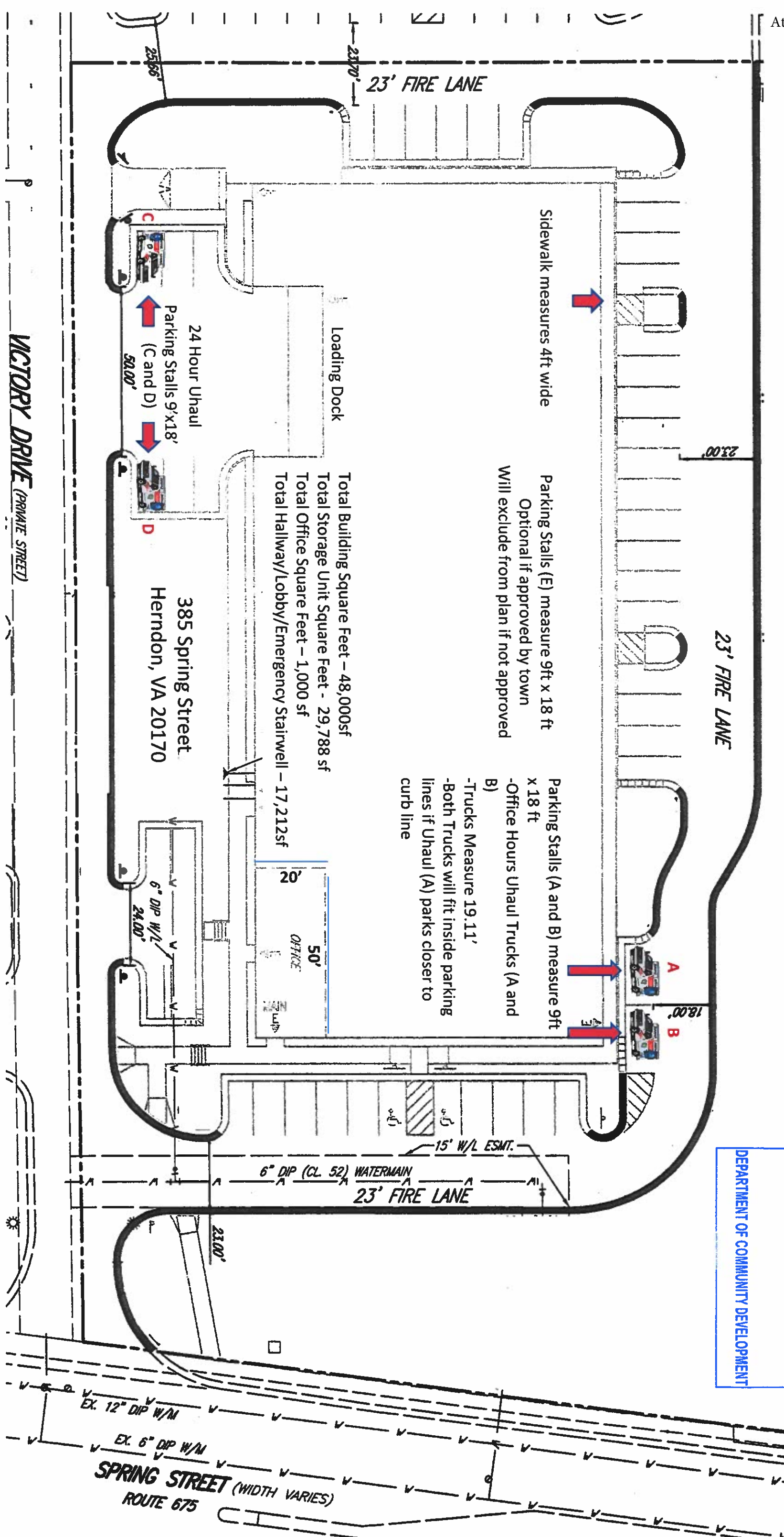
PLANNING COMMISSION DRAFT CONDITIONS
SPECIAL EXCEPTION SE #20-05
385 SPRING STREET
FEBRUARY 22, 2021

1. Substantial Conformity. The development and maintenance of the special exception use described in Condition 2 below shall be in substantial conformance with the SE #20-05 application materials submitted February 12, 2021. Approval of this application on the parcel identified as Fairfax County Tax Map Number 0162-02-0173B, known as 385 Spring Street, Herndon, Virginia (the “Property”), shall not relieve the applicant or the owners of the Property, or their successors or parties developing, establishing, or operating the approved special exception, from the obligation to comply with and conform to any other Zoning Ordinance, codified ordinance, or regulatory requirement.
2. Permitted Use. This special exception is granted to allow the addition of four moving trucks for rent on the Property pursuant to Section 78-80.4(o) of the Town of Herndon Zoning Ordinance (the “Zoning Ordinance”).
3. Size Limit. The moving trucks shall be no larger than a 10’ rental box truck, with the vehicle measuring no greater than 19’11” in length and 6’4” in width.
4. Parking. The moving trucks shall be parked in the designated parking spaces as shown on the special exception plan, dated February 12, 2021.
5. Hours of Operation. The hours for picking up and dropping off the two moving trucks labeled as “Option A” and “Option B” on the special exception plan, dated February 12, 2021, shall be limited to 9:00 AM through 6:00 PM, Monday through Saturday, and 10:00 AM through 4:00 PM, on Sunday.
6. After Hours Picking Up and Dropping Off. Any moving truck pickups and returns that occur outside of the hours specified in condition #5 shall be in the marked spaces adjacent to the loading dock and Victory Drive.
7. Not to be Separate Business. The moving truck business operations shall be accessory to the self-service storage facility.
8. Zoning Inspection Permit and Inspections. A Zoning Inspection Permit for the accessory moving truck rental use is required prior to issuance of the business license. Following the business license, the accessory use shall be inspected by zoning and building officials during reasonable hours and upon reasonable prior notice.
9. Amendment of Special Exception. Any proposed changes to this special exception shall follow the process described in Section 78-155.3(j) of the Zoning Ordinance.
10. Revocation. Any violation of the aforementioned conditions or other sections of the Herndon Town Code shall be grounds for revoking the special exception pursuant to the manner described in Section 78-155.3(h) of the Zoning Ordinance.

RECEIVED ON

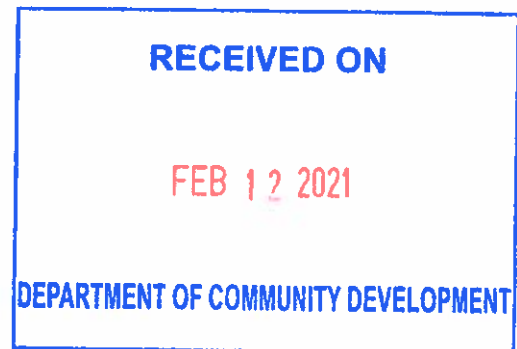
FEB 12 2021

DEPARTMENT OF COMMUNITY DEVELOPMENT



Security Public Storage
385 Spring Street
Herndon, VA 20170
703-244-4799

December 17, 2020



Dear Michael Wallick,

Thank you for you and the Town of Herndon's assistance with our special exception application thus far.

We currently operate as a self-storage company which includes climate controlled, non-climate controlled, and drive up style storage units. There are 2 full time resident managers and 1 relief manager who works on Sunday and Monday. We have ample parking surrounding our main building on Spring Street and have limited vehicular traffic due to us not being a traditional retail environment. Our site activity generally consists of limited walk in transactions ranging from 5-10 people per day, limited tenant move ins and move outs. Approximately 80% of our business is done online or over the phone.

With the addition of U-Haul, we anticipate a limited amount of impact to our traffic patterns. Our other self-storage properties with U-Haul dealership attached will typically rent 1-2 trucks a day. Traffic increase will be minimal. Peak season occurs in Spring and Summer. We plan to limit the total numbers of trucks to 4 to avoid any congestion in the existing business park.

Trucks A and B as marked on the site plan will have limited rental hours that will match our office hours, Monday through Saturday from 9am – 6pm and Sunday 10am to 4pm. Trucks C and D will be set as designated 24 trucks that can be rented 24 hours a day through Uhaul's mobile app. Uhaul's app and settings will restrict our facility to 4 trucks at any given time. It will not allow transfers if our facility has 4 trucks onsite, it will redirect any incoming or renter preferred location truck returns to the next closest Uhaul dealer within the parameters. These restrictions are hard limits set in the app by our area field manager.

24 hour trucks have controlled access through a pin coded lock box that is mated with the app. This lock box will be placed in our loading dock area where truck keys will be picked up and returned. This will assist with the controlled area for truck returns.

In response to the work session regarding moving all trucks to the loading dock area, we strongly prefer to maintain the marked spaces on the site plan. Truck E has been removed from the site plan to reduce the overhang into the drive lanes. The loading dock has the largest activity and would cause obstruction and inconvenience tenants needing to move their moving trucks/movers in order for us to gain access to the Uhaul rental trucks. It would cause an overflow of traffic to our loading area.

The site plan submitted is accurate and will have clearly identified parking spots either by sign posting or markings on the parking space itself.

Please feel free to contact me with any feedback or concerns at 703-244-4799 or mchoi@securitypublicstorage.com.

Sincerely,

A handwritten signature in black ink, appearing to be 'Man Choi', written over a horizontal line.

Man Choi