

**TOWN OF BLACKSBURG
CONDITIONAL USE PERMIT APPLICATION**

This application and all accompanying information must be submitted in full before the Conditional Use Permit can be accepted by Town staff. Once the Planning and Building Department accepts the application, it will be referred to the Planning Commission and Town Council for consideration. The application and all accompanying information will become conditions of approval. Any conditions of approval are binding. Other conditions may apply. Please contact the Planning and Building Department at (540) 961-1126 for application deadline or questions, or to schedule the **required** pre-submittal meeting.

RECEIVED
MAR 29 2018
Planning and Engineering Department

The following items **MUST** accompany this application for the Town of Blacksburg to accept this application for processing and review. Any items submitted cannot be larger than 11x17 in size:

- 1) Written, signed consent of the property owner. If the applicant is the contract purchaser, the written consent of the property owner is required
- 2) One copy of a site plan with surveyed boundaries for the property showing the lot, existing and proposed structures, site improvements, stormwater management areas, parking areas and spaces, and any other information necessary to determine the ability to meet the Zoning Ordinance site development standards, Use & Design standards and physical compatibility with the neighborhood
- 3) Stormwater Management Concept Plan and calculations
- 4) Building elevations for all proposed buildings -or- elevations showing any changes to existing buildings
- 5) Sketch depicting any proposed signage
- 6) Vicinity map (may be included on the site plan) showing surrounding uses, zoning districts, buildings and other improvements within 300' of the property
- 7) Completed VDOT 527 (Traffic Impact Analysis) Form
- 8) A list of adjacent property owners (including properties across a street) and their addresses, plus the cost of CERTIFIED FIRST CLASS postage for notifying each adjacent property owner (no stamps, please)
- 9) Fee of \$100 for the Town of Blacksburg to post all public hearing signs. **Please note:** the applicant may choose to post the property, using signs provided by Town Staff, and not be subject to the posting fee
- 10) Fee of \$500 for Conditional Use Permit or amendments to existing Conditional (special) Use Permits. Please make your check or money order payable to the TOWN OF BLACKSBURG
- 11) Proof of pre-submittal meeting between Town staff and applicant/agent
- 12) Prior to the initiation of an application for Conditional Use Permit, or prior to the issuance of final approval, the applicant shall produce satisfactory evidence that any delinquent real estate taxes owed, which have been properly assessed against the subject property, have been paid (§ 1150)
- 13) Any applicant for a Conditional Use Permit shall make complete disclosure of the equitable ownership of the real estate to be affected including, in the case of corporate ownership, the names of stockholders, officers and directors, and in any case the names and addresses of all of the real parties of interest. The requirement of listing names of stockholders shall not apply to a corporation whose stock is traded on a national or local stock exchange, and which corporation has more than 500 shareholders (§ 1110)
- 14) Digital copies (PDF) of all application materials are required at the time of submittal, or within 10 working days of the submittal date.

SIGNATURE OF APPLICANT/CONTACT PERSON + PRINTED NAME:

M West Melissa West DATE: 29 March 2018
By signing this application, I affirm that this application is complete and all required items are included

SIGNATURE OF PROPERTY OWNER + PRINTED NAME:

Ed Pandolf Briggs Elizabeth L. Pandolf Briggs DATE: 29 March 2018
By signing this application, I affirm that this application is complete and all required items are included

REVISED 04-10-14 KJO
Blacksburg Friends Meeting

Location or Address of Property for Conditional Use Permit:

Blacksburg Friends Meeting 404 Mt. Tabor Road

Tax Parcel Number(s): 167-13 1 ; parcel ID: 029416

Acreage 2.4039

Present Zoning District: R-5 / Transitional Residential Exempt / Religious

Present Use of Property: Religious meeting

Proposed Use for the Property Preschool

Conditional Use Requested: yes Daycare Code Section 3051 division 5

Is this request for an amendment to an existing Conditional (Special) Use Permit? no

Previous Conditional (Special) Use Permit Number/Resolution Number n/a

APPLICANT/CONTACT PERSON (Contract Purchaser if applicable)

NAME: Melissa West

ADDRESS: P.O. Box 104 Eggleston, VA 24086

PHONE: 540-818-6128 EMAIL: melissa@mayapple.org

PROPERTY OWNER(s) (If property is held in an LLC or other corporation, names of all partners must be disclosed. Signatures may be obtained and submitted on a separate sheet if needed)

NAME: Blacksburg Friends Meeting %/o Carole McNamee → see back

ADDRESS: P.O. Box 327 Blacksburg, VA 24060

PHONE: 540-552-6713 EMAIL: blacksburgfriends@gmail.com

ENGINEER/ARCHITECT (optional)

NAME: n/a

ADDRESS: _____

PHONE: _____ EMAIL: _____

Blacksburg Friends Meetinghouse Trustees

1. Thuja Jameson
1808 Gardenspring Dr.
Blacksburg VA 24060
2. Steve Hulburt
612 Nellie's Cave Rd
Blacksburg VA 24060

Please provide the following information - attach separate pages if necessary:

Description of the proposed use (or site modification)

We propose to rent 1 room of the Blacksburg Friends meeting house and adjacent yard to operate the Mayapple School preschool, a mixed-age one-room class of 16 children and 2 teachers that opens Aug-June Monday-Friday 8:30-3pm.

Please demonstrate how the proposed use, when complemented with additional measures, if any, will be in harmony with the purposes of the specific district in which it will be placed.

The Mayapple School offers place-based education, primarily outdoors. This means we learn from our immediate surroundings and seek to be in harmony with nature. The Quaker meeting has expressed a desire to increase the good in the world and the Town of Blacksburg embraces its rich history & natural surroundings. We believe Mayapple will be a perfect fit.

Please demonstrate how there will be no undue adverse impacts on the surrounding neighborhood in terms of public health, safety, or general welfare, and show the mitigation of impacts to achieve the goals.

Each morning, M-F, at 830-915 am, approx 12-15 vehicles will enter the property. At noon or 3 pm, those same families will come to pick up their children. This additional traffic will be hardly noticeable. There are no foreseeable health, safety, or welfare concerns.

Any modifications or exceptions to Use and Design Standards or Development Standards must also be requested at the time of CUP evaluation. Identify and provide a justification for modification/exception

n/a

If the application is an amendment to an existing approved S/CUP, provide an identification of any proposed changes requested below and on a plan, and a strike-through and italic edit of any conditions proposed to be changed

n/a

**Town of Blacksburg
Conditional Use Permit Application---The Mayapple School**

List of Attachments to this Application:

Attachment 1	Property owner consent letter
Attachment 2	Site plan
Attachment 3	Vicinity map
Attachment 4	VDOT 527 form
Attachment 5	\$500 Check
Attachment 6	Proof of pre-submittal meeting

Item 1: Consent of property owner

- See Attachment No 1

Item 2: Copy of site plan

- See Attachment No. 2 *included in PDF due to document size*

Item 3: Stormwater management plan

- Included in site plan; no additional documentation included

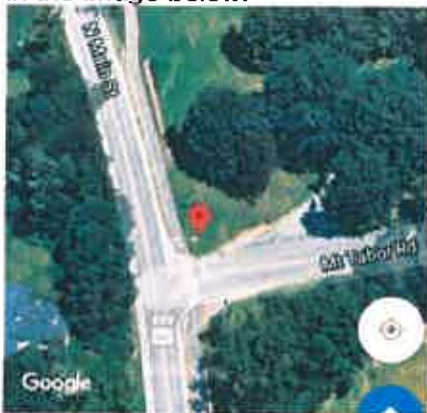
Item 4: Building elevations for proposed buildings or elevations showing changes to existing buildings

- Not applicable—no additional documentation included

Item 5: Sketch depicting any proposed signage

If approved by the town and property owners, we propose to place a sign similar to the one below at the following locations:

At the junction of North Main Street and Mount Tabor Road, as approximated by the red marker in the image below.



At the driveway entrance of 404 Mount Tabor Road, as approximately depicted by the red marker in the image below



Draft of Signage:



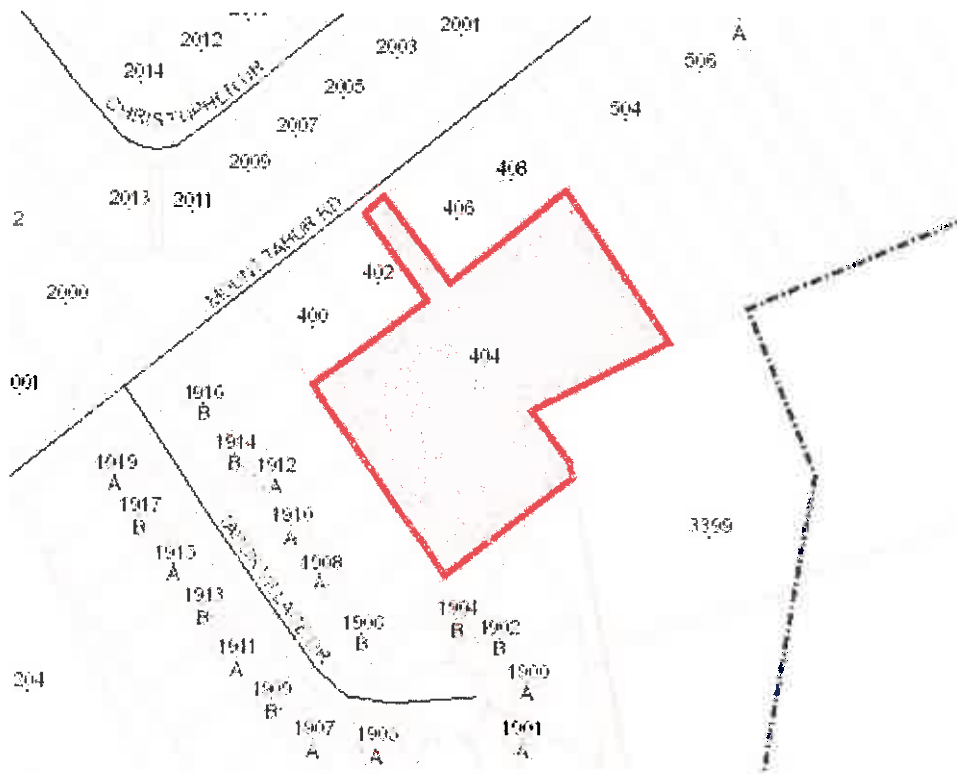
Item 6: Vicinity map showing surrounding uses, zoning districts, buildings, and other improvements with 300' of the property

- See Attachment No. 3

Item 7: Completed VDOT 527 (Traffic Impact Analysis) Form

- See Attachment No. 4

Item 8: A list of adjacent property owners and their addresses, plus the cost of CERTIFIED FIRST CLASS postage for notifying each adjacent property owner.



Parcel Address <i>*all addresses are in Blacksburg, VA 24060</i>	Owner Name & Mailing Address	Cost of Certified Letter
3399 McEver Road	Henry Chiang 7 Citrus Grove Ct North Potomac, MD 20878	\$3.45
504 Mount Tabor Road	Hazel McPherson c/o Carolyn & John S Smith 504 Mount Tabor Road Blacksburg, VA 24060	\$3.45
408 Mount Tabor Road	Chan Mei Hong 2938 Old Baltimore Road Draper, VA 24324	\$3.45
406 Mount Tabor Road	Chan Mei Hong 2938 Old Baltimore Road Draper, VA 24324	\$0.00 <i>*can include both 406 & 408 parcels in same letter</i>
402 Mount Tabor Road	Alice E Rogers 402 Mount Tabor Road Blacksburg, VA 24060	\$3.45
<i>Continued next page</i>		

400 Mount Tabor Road	Victor T Moose & Linda M Moose 400 Mount Tabor Road Blacksburg, VA 24060	\$3.45
Mount Tabor Village Apartments (includes 1900- 1916 Tabor Village Drive)	Price Real Estate Property Management 2401 South Main St Suite D. Blacksburg, VA 24060	\$3.45
2007 Christopher Drive	Michael S Lafon Leslie Z Lafon 1613 Mount Tabor Road Blacksburg, VA 24060	\$3.45
2005 Christopher Drive	Clara C Shinpaugh 2005 Christopher Drive Blacksburg, VA 24060	\$3.45

Item 9: Sign posting fee

- We will post these signs ourselves rather than pay the fee

Item 10: Fee of \$500 payable to TOWN OF BLACKSBURG for the Conditional Use Permit

- See Attachment No. 5

Item 11: Proof of pre-submittal meeting between Town staff and applicant

- See Attachment No. 6

Item 12: Proof of any delinquent taxes having been paid.

- Not applicable

Item 13: Disclosure of ownership

- Not applicable: The Mayapple School does not own any property and the proposed property at 404 Mount Tabor Drive is not owned by a corporation, nor is a disclosure of equitable ownership required. *Trustee addresses see "property owners"*

Item 14: Digital copies

- A PDF file of all application materials has been sent by e-mail to the appropriate person at the Town of Blacksburg.



Blacksburg Friends Meeting
404 Mt. Tabor Road
P.O. Box 327
Blacksburg, VA 24063-0327

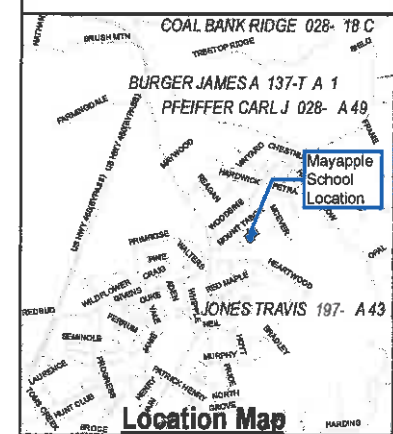
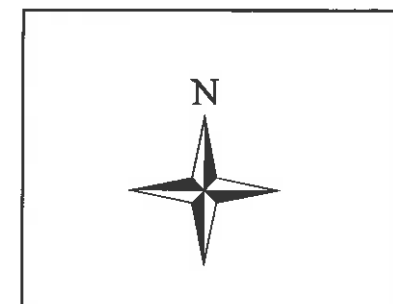
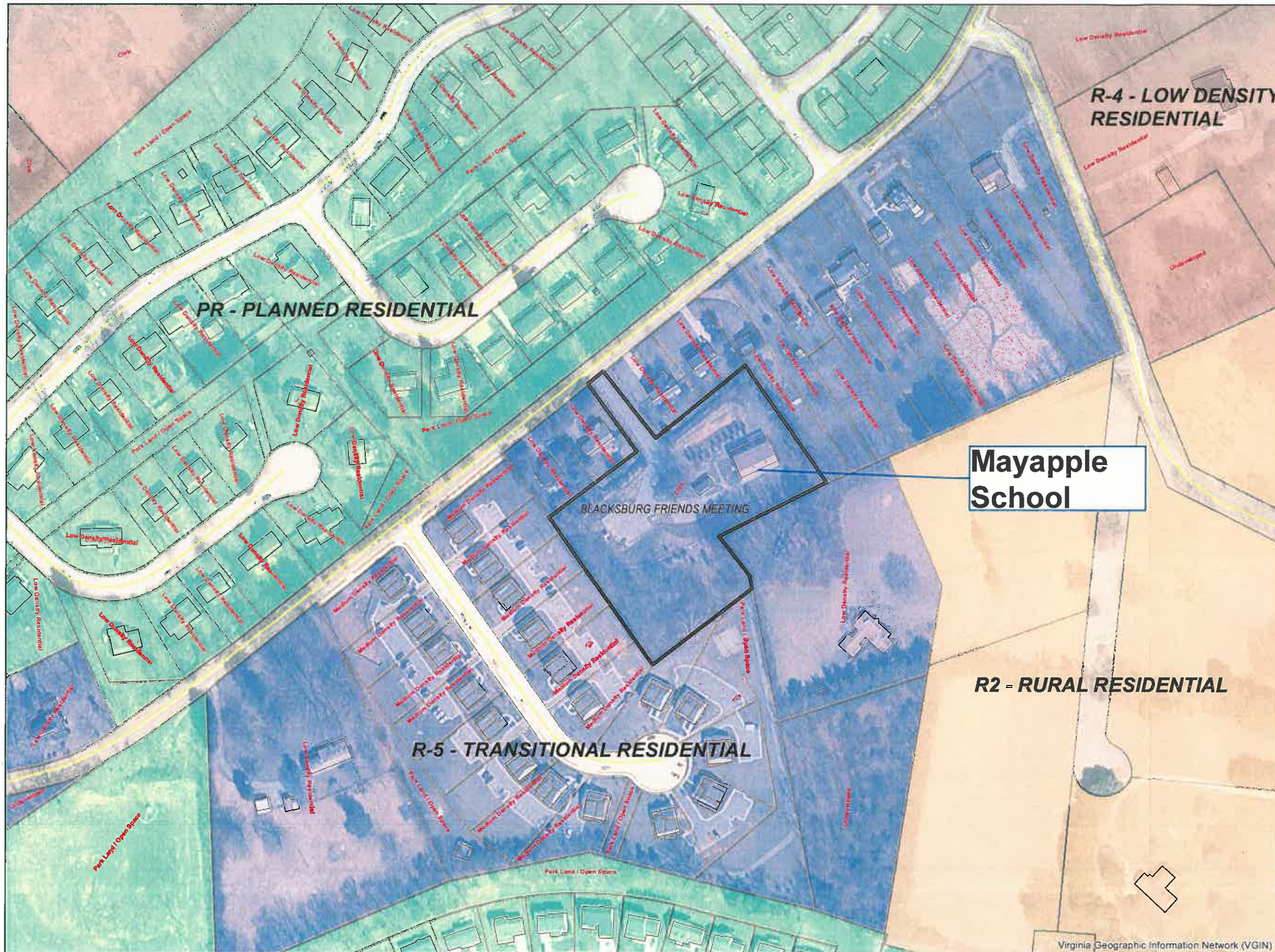
23 March, 2018

Dear Town of Blacksburg Zoning Department:

We at Blacksburg Friends Meeting agree to rent part of our Meetinghouse and grounds to The Mayapple School for their use as a school for young children.

Sincerely,

Thuja Jameson
Trustee for Blacksburg Friends Meeting



- Legend**
- Current Land Use (in red)
 - Montgomery County Buildings
 - Montgomery County Zoning District**
 - PR - Planned Residential
 - R-4 - Low Density Residential
 - R-5 - Transitional Residential
 - R2 - Rural Residential



No.	Submit/Revision	App'd.	By	Date

CONDITIONAL USE PERMIT APPLICATION

THE MAYAPPLE SCHOOL

Designed By: DIU	Project No.: NA	VICINITY MAP
Drawn By: DIU	Scale: AS SHOWN	
Checked By: SRU	Date: MAR 2018	

RECEIVED

January 1, 2012

MAR 29 2018

Planning and Engineering Department

OFFICE USE ONLY	
Date Received:	_____
RZN#	_____
CUP#	_____

TOWN OF BLACKSBURG
VDOT TRAFFIC IMPACT ANALYSIS (TIA) SUPPLEMENTAL APPLICATION

This application, appropriate fee, and accompanying documentation must be submitted in conjunction with the corresponding rezoning, conditional use permit, or comprehensive plan amendment before any application can be reviewed by staff. If you have any questions, please contact the Planning and Building Department.

Name of Development: Blacksburg Friends Meeting
Address/Location: 404 Mount Tabor Road
Tax Map Parcel: 167-13-1 parcel ID: 029416
Size of Site: 2.4039 Acres
Proposed Use: Pre-school
Current Zoning District: R-5 Transitional Residential Exempt/Religious
Existing Future Land Use Classification:

This application is submitted in conjunction with a

- Re zoning Application. Proposed Zoning District:
Conditional Use Permit Application. Proposed Conditional Use: Pre-school (child day center)
Comprehensive Plan Amendment. Proposed Future Land Use:

This is the first, second, third or subsequent submission of the TIA for review by VDOT.

A traffic impact analysis is/is not required for the proposed project:

- 1. Yes or No, the site is located 215 feet along the vehicle path of traffic which is less than 3,000 feet from VDOT maintained roadways...
2. If the answer to question #1 is Yes, complete the following:
a. Yes or No, the proposed development generates 22 vpd which is greater than the VDOT requirement of 5,000 vehicles per day.
3. Yes or No, the proposed comprehensive plan amendment results in substantial impact of 5,000 additional vehicle trips per day...
4. No, a new TIA study is not required because a previously submitted TIA is still applicable for the project site.
5. Yes or No, a VDOT Scope of work meeting has been held.

> 7,000 ft from 460

If a TIA is required, please provide the following information: N/A

Name of Property Owner(s):
Address:
Phone: Fax:
Email address:

Applicant to whom review comments will be sent: _____
Address: _____
Phone: _____ Fax: _____
Email address: _____

Project Engineer who prepared TIA (if different from applicant): N/A
Address: _____
Phone: _____ Fax: _____
Email address: _____

Please check all applicable boxes of information submitted with this application:

1. Review Fee Check made payable to VDOT for
First, Second or Third review by VDOT
 - Rezoning or Conditional Use Permit request
 - Low volume road submission 24VAC30-155-40 A 3: \$250
 - All other submissions: \$1000
 - Comprehensive Plan Amendments: \$1000
2. For the Town of Blacksburg, please provide a *digital submission of the following*:
 - a. One signed copy of the Town's VDOT Supplemental TIA application.
 - b. One complete copy of the TIA submitted to VDOT including a completed checklist of Information and signed scope of work meeting agreement.
 - c. One copy of the VDOT review fee check.
 - d. One copy of letter and supporting information documenting why a new or updated TIA is not required for this project.
3. For VDOT, three paper copies of the complete Traffic Impact Analysis. Forms and additional information can be found at <http://www.virginiadot.org/projects/chapter527/default.asp>

By signing below, I acknowledge that all information on this application and included in the supporting documentation is correct and accurate, and has been prepared by an appropriate licensed professional.

SIGNATURE OF APPLICANT: M West Date: 3/29/18

For Staff Use Only:

First Submission Second Submission Third or Subsequent Submission

Reviewed and Accepted as complete by _____ Date _____

TIA forwarded to VDOT by _____ Date _____

Rejected by _____ Date _____

Reason for rejection: _____

Town of Blacksburg, Planning & Building Department
300 South Main Street • PO Box 90003, Blacksburg, VA 24060-9003
Phone: (540) 951-1126 • Fax: (540) 951-0672 • www.blacksburg.gov

The Mayapple School's hours are 8:30 am to 3:00pm. Flexible drop off time is from 8:30-9:15 am. The majority of cars will turn right to enter parking lot and left to exit during drop off / pick up times. Up to 16 students and 3 teachers will drive Monday - Friday. No extra weekend traffic is anticipated. No expansion of the program is anticipated, at this location.

March 29, 2018

To whom it concerns;

On Thursday, March 29, 2018, Melissa West, director of Mayapple School, along with board members Sara Urquhart & Melissa Powell met with Sam Sapienza & Cathy Cook from the town of Blacksburg and Elizabeth Pandolfo Briggs from Blacksburg Friends Meeting at 404 Mt Tabor Rd, the proposed future site of the Mayapple School per the Conditional Use Application to which this letter is attached.

Signed:



Sara Urquhart



Elizabeth L. Pandolfo Briggs



Melissa West