



Civil Engineering ♦ Land Surveying ♦ Land Planning

March 23, 2023

Town of Warrenton  
Department of Community Development  
PO Box 341  
Warrenton, Virginia 20188

**RE: St. John The Evangelist Office Building  
Special Use Permit Application (SUP 23-1)  
Amendment to SUP dated June 3, 1986  
Comment Response – Planning 1<sup>st</sup> Review Comments dated March 13, 2023  
Carson LC Project # 00013-500**

Dear Town Staff;

This letter is in response to the comment letter dated March 13, 2023 regarding the above-referenced SUP Amendment submission. In the letter you provided plan review comments from staff for the 1<sup>st</sup> submission review. The following are the review comments, followed by our responses to those comments.

## **Zoning Review**

### **General**

Property owner name shown on cover sheet does not match Fauquier County real estate records. The property owner name reads, "St. Johns Catholic School Tees". Update property owner name to match real estate records.

***Response: Revised on the current SUP plat.***

Please indicate the previous SUP plan number on the plan.

***Response: Revised on the current SUP plat.***

No height is noted for the proposed retaining wall. Be aware that retaining walls cannot exceed 6' in height. (2-19.1 ZO)

***Response: Applicant will address, and the Town will review with site plan.***

The cover sheet indicates that the maximum front setback is 30'. Please remove this from the general notes.

***Response: Revised on the current SUP plat.***

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The plan indicates the property line along Winchester Street follows the centerline of the street. Right-of-way dedication is required during the site plan review process; the engineer should ensure that the proposed new office building will meet the 25-foot front setback off of Winchester Street once required right-of-way dedication has taken place. (10-6.2 ZO)

***Response: Revised on the current SUP plat.***

Article 3.4.2- Residential (R-10) District

Revise the noted current and proposed uses listed under General Notes to "Church" and "School". Revise uses to reflect the proper terms used within the Ordinance. (3-4.2.3 ZO)

***Response: Revised on the current SUP plat.***

Please provide labels on all setback lines (i.e. 25' BRL) as listed under Section 3-4.2.4 of the Zoning Ordinance.

***Response: Revised on the current SUP plat.***

Show the dimension of the front setback along Winchester Street to ensure setback requirements are met on all property fronts. (3-4.2.4 ZO)

***Response: Revised on the current SUP plat.***

Note the building height being requested and if over the maximum height, indicate whether the setback was increased to accommodate the additional building height. In addition, please provide building height dimensions on all elevations shown on Sheet 4 of the plan. (3-4.2.5.1 ZO)

***Response: Revised on the current SUP plat.***

Article 3-5.3- Historic District (HD)

The subject property is located within the Historic District; the applicant must obtain a Certificate of Appropriateness from the Architectural Review Board for proposed improvements. (3-5.3.4.2 ZO)

***Response: The applicant has worked with ARB and will provide application following the SUP process.***

Article 6 - Signs

No new signage is shown on the plan. The statement of justification indicates no new signage is proposed.

***Response: No new signage is proposed.***

Article 7 – Parking

Staff cannot verify parking and loading space requirements are met throughout the site. No parking tabulation has been provided. The statement of justification states parking requirements will be addressed at the time of site development plan.

***Response: Applicant will address, and the Town will review with site plan.***

Provide a dimension and flow arrow on the proposed drop off area. The circulation loop, if for one-way traffic flow, should be a minimum of 12' wide. (7-17 ZO)

***Response: Revised on the current SUP plat.***

Article 8 - Landscaping

No new landscaping is proposed on the SUP Plan. Staff is unable to verify ordinance requirements, which will be required at time of site plan submission. (8-4.1 ZO)

***Response: Applicant will address, and the Town will review with site plan.***

Perimeter parking lot landscaping is required between the 14 new parking spaces and the northern boundary line, to consist of a minimum 5-foot wide buffer area planted with one canopy tree and three shrubs per 50 linear feet. A retaining wall is located between the parking area and the property, reducing the available area to provide the required buffer. The special permit plat should be revised to show an alternate method to decrease the visibility of the parking lot to an equal or better degree than the required trees and shrubs. (8-6.1 ZO)

***Response: Applicant will address, and the Town will review with site plan.***

A buffer yard is required between the proposed office building and the northern property line, to consist of 25 feet, plus 1 foot for each foot of building height over 35 feet, per Table 8-8.5; from the information provided this requirement is not met. The special permit plat should be revised to show that the required buffer width is provided. (8-8.4.1 ZO)

***Response: The minimum buffer yard of 25' has been provided. Building height is under 35 feet. Applicant will address, and the Town will review with site plan.***

Article 9-8 - Lighting

No lighting plan or fixture details are provided on the SUP plan. Staff is unable to verify Ordinance requirements are met. Lighting plan review will be required as part of the Site Development Plan. Given that the proposed office building and parking areas are located adjacent to and up-slope from residential-use areas, the approval authority may wish to consider an approval condition aimed at decreasing potential negative impacts on neighboring residences, such as limiting the height of parking lot pole lights and building-mounted fixtures, or limiting the average horizontal illumination level.

***Response: Applicant will address, and the Town will review with site plan.***

Article 11-3.10.3 - Evaluation Criteria: Issues for Consideration



The criteria listed under Article 11-3.10.3 are those items that the Planning Commission and Town Council should consider when reviewing a SUP application.

***Response: The applicant has reviewed the criteria and all will be addressed and reviewed with site plan.***

## **Planning Review**

### 1986 SUP Approval

Town Council Meeting Minutes from June 3, 1986, indicate St. John Catholic School and Church at 271 Winchester Street obtained approval in two phases with the condition of resolution of the street right-of-ways. The Arlington Diocese owned to the centerline of Winchester and King(now John E. Mann) streets.

### Staff Comment:

Since the SUP was approved, the church and school have both been expanded. The Town worked with the Applicant during the intervening years until the latest expansion when it was noted that any further activities on the property would require a comprehensive site plan update to ensure the total uses on the property are compiled on one approved master site plan (see PW Memo dated 2/2/2017). While it appears the right-of-way to the centerline of King Street was addressed previously, the property line still extends to the centerline of Winchester Street.

***Response: Noted. The site development plan will address future right of way dedication and must comply with conditions of the SUP.***

### Plan Warrenton 2040

#### Future Land Use Map

The subject parcel is located outside of the Character Districts and is designated as Live Work Neighborhood on the Future Land Use Map. Winchester Street is called out in the comprehensive plan as "containing historic houses [that] are important elements of Warrenton's downtown character. The large size of the lots presents an opportunity to preserve the majority of each lot, including the frontage along the street as very low density residential..."

### Staff Comment:

The Applicant does not provide any analysis within the Statement of Justification as to whether the proposal is consistent with the comprehensive plan. Please address.

***Response: The applicant has addressed the comprehensive plan in the statement of justification.***

### Transportation and Circulation Goals

Winchester Street is designated as a Signature Street with a desired multi-modal Complete Street in Plan Warrenton 2040. Among the many goals, this includes:

T-1: Improve multi-modal capacity and safety that encourages trips by walking, bicycling, and transit.

T-3 Promote livability in the Town by creating great places for residents and visitors to feel welcome and safe.

**Staff Comment:**

The Applicant does not provide any analysis within the Statement of Justification as to whether the proposal is consistent with the comprehensive plan. Further, the church is in a location that is a gateway to Old Town and adjacent to residential neighborhoods. The school backs up traffic daily during drop off and pick up times. The church hosts many popular community events with parking overflowing into the adjacent Conway Grove neighborhood, and Town residents complain about speeding along the roadways adjacent to the church. Please address how this SUP meets the goals of the comprehensive plan.

***Response: The applicant has addressed the comprehensive plan in the statement of justification.***

**Historic Resources Goals**

The property is located within the Town of Warrenton Historic District. The Applicant is proposing to demolish the Parish Hall located on the northwest corner of the property. Justification being the current structure does not accommodate accessibility, comfort, and the needs for the property. A new Parish Hall will be constructed, with design approval from the Architectural Review Board (ARB), replicating the use and general square-footage of the existing structure set in the same area but closer to Winchester Street. Though the Applicant would like to demolish the structure, the foundation walls are proposed to be preserved, which pre-date the current structure that sits upon them.

The structure has been deemed non-contributing on the last survey inventory record. Therefore, there is no requirement for ARB demolition approval but will require Town Council approval. While the Applicant proceeded to the ARB for a work session on the project, they requested the demolition permit be placed on hold August 25, 2022, until such time as the legislative land use applications are completed.

Plan Warrenton 2040 and the Town of Warrenton Guide to Historic Resources contain goal and resources to promote best practices for materials, scale, and massing for new builds within the Historic District.

**Staff Comment:**

The Applicant does not provide any analysis within the Statement of Justification as to whether the proposal is consistent with the comprehensive plan or anticipated materials in the elevations. Please address.

***Response: The applicant has addressed the comprehensive plan in the statement of justification. Materials have been added to the elevations.***

**Overall Criteria for Evaluation**



The Statement of Justification includes the 32 criteria but does not provide analysis, information, or evaluation for decision makers. For example, the Applicant does not provide hours of operation, number of employees, timing or anticipated length of development, the location of refuse and service areas, or the proposed landscaping. These items, and others not answered, are commonly provided with SUP applications and considered by the decision makers as part of the process. Please address in the resubmission.

***Response: The applicant has addressed the overall criteria in the statement of justification. It is important to note that this SUP amendment proposes no changes to the existing application only change in location of the building and additional parking which would help to alleviate a transporation/parking concern.***

#### Conditions of Approval and SUP Plan

The second submission normally includes the Applicant's suggested Conditions of Approval with the SUP Plan Amendment. Please include the previously approved documents with redlines to illustrate the proposed changes with the SUP Amendment.

***Response: In a Zoning Determination Letter dated January 6, 2017; the only stated conditions were (1) site plan review and (2) resolution of street right-of-ways. The applicant does not propose any changes to the conditions.***

## **Public Works and Utilities Review**

### **Water and Sanitary Sewer**

We will review any impacts on public utility services during the final site plan. This SUP Plan does not show how this building will be served by water or wastewater facilities.

***Response: Applicant will address and the Town will review with site plan.***

### **Transportation**

We do not see any impacts on our public right-of-way with this proposed plan, but we will review it in greater detail during the final site plan process.

***Response: Applicant will address and the Town will review with site plan.***

### **Erosion and Sediment Control and Stormwater Management**

The concept plan does not show ESC measures, calculations, or disturbance work. Conformance with erosion and sediment control requirements is required at the time of SDP submission. They must meet the requirements of the Site Conservation Manual Article 4, VAC 9-25-840, Virginia and Erosion and Sediment Control Law, and State Regulations.

***Response: Applicant will address, and the Town will review with site plan.***

Per February 2, 2017, memorandum (find attached SDP 2017-01 St. John's Catholic Church Pre-School Addition letter), the additional disturbance related to the recently constructed education building (per SDP 2017-01) will be considered accumulative to this new SUP application (per SUP-23-01) and will trigger the Commonwealth's SWM Regulations, as indicated in General Note 12 of the 2017 of the Saint John the Evangelist Roman Catholic Church SOP sheet 2 (find attached).

***Response: Applicant will address, and the Town will review with site plan.***

**Article 5 - Stormwater Management (SWM)**

To comply with the stormwater management requirements, projects disturbing more than 10,000 sf of land area imply quantity and quality stormwater calculations. Stormwater requirements will be required at the time of SOP submission. As a development project, it will need to meet the requirements of the Stormwater Management Ordinance Article 5 and State Regulations for redevelopment. That means they will need to provide at least a 10% reduction in runoff and nutrients from the site.

***Response: Applicant will address, and the Town will review with site plan.***

Per February 2, 2017, memorandum (find attached SOP 2017-01 St. John's Catholic Church Pre-School Addition letter), the additional disturbance will be considered accumulative to this SUP application and will trigger the Commonwealth's SWM Regulations, as indicated in General Note 12 of the 2017 of the Saint John the Evangelist Roman Catholic Church SOP sheet 2 (find attached).

***Response: Applicant will address and the Town will review with site plan.***

The site plan must ensure that the existing drainage on Winchester Street has adequate capacity to convey drainage from this improved site.

***Response: Applicant will address, and the Town will review with site plan.***

The Stormwater Master Plan should include an analysis of how the stormwater for the site is proposed to leave and how it meets the Stormwater Town's Ordinance criteria. This relates to the recently constructed education building (per SOP 2017-01) and the proposed new building.

***Response: Applicant will address, and the Town will review with site plan.***

**Police Department Review**

**Traffic:**

- The only effect to vehicular traffic would be during construction. Once construction is complete, the entrances and exits will be in the same places as they are now.



***Response: Applicant will address, and the Town will review with site plan.***

Pedestrian:

- Pedestrian safety is always a concern, but the construction will be set far enough off Winchester St. and will be contained by barriers / fencing to protect foot traffic going by the property.

***Response: Applicant will address, and the Town will review with site plan.***

Lighting:

A lighting plan was not submitted.

- CPTED best practices show lighting should be LED or OLEO with a correlated color temperature of between 2700 and 3000 Kelvin.
- After installation a night-time lighting study should be done to check illumination, uniformity, and brightness and to ensure the lights are properly shielded so glare doesn't affect traffic on West Lee Hwy and Blackwell Rd.
- Lighting should be of an unbreakable material and be tamperproof to prevent vandalism and pockets of shadows.

***Response: Applicant will address, and the Town will review with site plan.***

Landscaping:

- The construction will result in new landscaping being installed.
- Tree type and placement should be planned so the canopy doesn't interfere with the lights in the parking lot as they grow.
- Tree type and shrubbery should not prevent line of sight access to the property or provide concealment.

***Response: Applicant will address, and the Town will review with site plan.***

Should you have any questions or need additional information, please feel free to contact Carson LC by email at [jonc@carsonlc.com](mailto:jonc@carsonlc.com), or [jim@carsonlc.com](mailto:jim@carsonlc.com), or by telephone at 540-347-9191.

On behalf of Carson Land Consultants,



By: Jonathan Castellano, PE, Senior Engineer