



## TOWN OF WARRENTON

Department of Community Development

PO BOX 341  
WARRENTON, VIRGINIA 20188  
<http://www.warrentonva.gov>  
[LandDevelopment@warrentonva.gov](mailto:LandDevelopment@warrentonva.gov)  
(540) 347-2405

### STAFF COMMENTS

**TO:** Casey Squyres, Historic Preservation Planner  
**FROM:** Amber Heflin, CZA, Zoning Official  
**DATE:** April 12, 2024  
**SUBJECT:** Automotive Dealership, 71 S Fifth Street (6984-42-4640-000)  
SUP 2024-01  
Submission 03/11/2024; 1<sup>st</sup> Review

#### **I. Applicant Request**

The Applicant is proposing a Special Use Permit (SUP) for a car dealership at an existing property located on South Fifth Street. The square footage of the building proposed for the use was not provided. The property was previously utilized as a legal non-conforming car dealership, but the use lapsed for two years or more per article 11-4.2.3 of the Zoning Ordinance which allows non-conforming uses in existence prior to the adoption of the Ordinance to continue provided they do not cease operation for a period exceeding two years. In order to have a new dealership on the site, the applicant was required to submit a special use permit.

#### **II. Zoning Ordinance Review**

The following analysis is based on the relevant Articles of the Zoning Ordinance.

##### **General**

Staff comment: No site layout plan was provided to allow Zoning staff to perform a complete review of the request for special use permit. This can be provided in the form of a google maps screenshot showing the area with proposed improvements/ proposed layout drawn on, a GIS aerial image, plat, etc.

*Staff will need to see a layout plan showing how many vehicles will be on the lot for sale at any given time, where customer parking will be designated, where vehicles for sale will be loaded/unloaded, where vehicles for sale will be parked, where employees will be parked, travel ways to navigate the site, etc.*

Staff comment: An access easement may be required if the adjacent lot's dumpster will be utilized instead of providing the use's own dumpster for it's trash.

##### **Article 6 – Signs**

Staff comment: A building sign is mentioned in the statement of justification, but no details were provided on the location of the sign, the façade width to determine allowable sign size, or materials proposed. All signage will be required to meet the requirements under article 6 of the Zoning Ordinance and will require separate building and sign permits.

#### Article 7 – Parking

Staff comment: Staff is unable to determine that the site can provide enough parking on the parcel itself to contain the sales vehicles to meet the Zoning Ordinance minimum requirement for auto sales:

*“Vehicular sales and/or rental: one (1) space per five hundred (500) square feet enclosed sales area. Plus two and one-half (2.5) spaces per service bay, plus one (1) space per employee, plus one (1) space per three thousand (3,000) square feet of open sales area.”*

*“Zoning Ordinance article 7-2.2- When parking and loading requirements are based on gross leasable area, such area shall include the total area for which a tenant owns or pays rents, and which is designed for the tenant's occupancy and exclusive use. Common hallways, stairwells, elevator shafts, mechanical equipment rooms, and similar non-leasable floor area shall be excluded from parking or loading tabulations.”*

Staff comment: Loading space location was not identified, as a layout plan for the site was not provided. At least one loading space must be identified and cannot block access to a public street or pedestrian walkway.

*If the property owner will be utilizing the adjacent lot for loading/unloading of vehicles, a cooperative parking agreement will be required.*

Staff comment: It appears that the statement of justification and the separate evaluation provided are contradicting when involving the loading spaces. It is unclear to staff if the loading and unloading of vehicles will be within the site or utilizing an adjacent site.

*Providing a plan for the site showing the proposed location and schedule of loading/unloading of vehicles will be helpful to staff in determining if loading/unloading requirements have been met.*

Staff comment: Employee parking was not delineated on a plan. Address where the employees for this business will park.

#### Article 9-8 – Lighting

Staff comment: Complete lighting plan was not provided with this submittal, and the applicant notes that no new lighting is proposed. Staff will need to see any proposed additional security lighting within parking lots or on the building to support the use.

Article 9-13 – Outdoor Display

Staff comment: The applicant states that no outdoor storage is requested, but there will be outdoor display of vehicles for sale, as indicated by the statement of justification. Staff was not provided a site plan/google maps imagery showing the areas proposed for the outdoor sale of vehicles. Staff is unable to determine that the requirements of Article 9-13 relating to the storage of merchandise for sale have been met.

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. Zoning staff defers to Planning staff on evaluation of these items.