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COUNTY OF LOUDOUN  
DEPARTMENT OF ANIMAL CARE AND CONTROL  
MEMORANDUM

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**DATE:** June 18, 2009  
**TO:** Mike Elabarger, Project Manager, Land Use Review  
**FROM:** Thomas J. Koenig, Director  
**RE:** Applicant Response to 1<sup>st</sup> Referrals  
Special Exception 2009-0001 – Animal Care and Control



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The following provides the Department's response to 1<sup>st</sup> referral comments to SPEX 2009-0001:

**Department of Planning**

- 1) Provide for the long-term maintenance and care of the existing landscape buffers. *The Department commits to the long-term maintenance and care of the existing landscape buffers.*
- 2) Provision of site lighting which is the minimum intensity of lighting necessary for the operation of the shelter. *The Department commits to working with the appropriate County agencies to provide site lighting, as recommended. The proposed site lighting will be shielded and directed downward to reduce glare and spillage of light onto adjoining properties and the night sky.*

**Department of Building and Development - Zoning Administration**

**Issues for Consideration:**

1. (A) *Whether the proposed special exception is consistent with the Comprehensive Plan. See 1<sup>st</sup> Referral comments by Community Planning regarding this issue.*
2. (B) *Whether the proposed special exception will adequately provide for safety from fire hazards and have effective measures of fire control. See 1<sup>st</sup> Referral comments by Fire and Rescue regarding this issue. The Department will meet all required fire and safety codes that apply.*
3. (C) *Whether the level and impact of any noise emanating from the site, including that generated by the proposed use, negatively impacts the uses in the immediate area. The noise standards that apply to this use are contained in Section 5-652(B) and Section 5-1507. The proposed facility cited in SPEX 2009-0001 will not have a negative impact on noise emanating from the site. The facility is not intended to increase the number of animals housed or serve as a housing area for animals at the animal shelter. The Department will adhere to Sections 5-652(B) and 5-1507 regarding noise.*
4. (D) *Whether the glare or light that may be generated by the proposed use negatively impacts uses in the immediate area. As stated above, the Department commits to working with the appropriate County agencies to provide site lighting and ensure the proposed site lighting will be shielded and directed downward to reduce glare and spillage of light*

*onto adjoining properties and the night sky. The Department will adhere to Sections 5-652(A) and 5-1504 of the Zoning Ordinance regarding lighting.*

5. (F) *Whether sufficient existing or proposed landscaping, screening and buffering on the site and in the neighborhood to adequately screen surrounding uses. The 1<sup>st</sup> Referral comment by Community Planning regarding this issue states, "Staff finds that the proposed free-standing building on the subject site will be adequately buffered and screened from adjoining properties by the existing vegetation". However, as recommended, the Department will ensure any proposed additional screening plans are reflected on the Special Exception Plat, Sheet 4.*
6. (J) *Whether the traffic expected to be generated by the proposed use will be adequately and safely served by roads, pedestrian connections and other transportation services. See 1<sup>st</sup> Referral comment by the Office of Transportation Services regarding this issue. Any increase in traffic caused by the change in hours of operations and the proposed office/staff building can be served by the existing transportation system.*

#### **Other Issues:**

7. **Section 5-1100. Parking.** The application materials submitted with previously approved SPEX 1999-0009 state that there are 32 visitor spaces and 19 employee spaces. As depicted on the plat for this application (SPEX 2009-0001), 19 visitor and 11 employee spaces are shown. Please clarify the difference between the previous and current special exception applications. Is the area just inside the property line from the access road a parking area? If so, please label as such and note that the parking area cannot protrude into the required buffer area. *The Department has revised the plat to ensure the correct number of visitor and employee parking spaces are shown and appropriately labeled, and notes that the parking area cannot protrude into the required buffer area. There are 21 spaces in the employees-only access area and 18 spaces in the public access area. The area just inside the property line from the access road (where the horse trailers are parked) is considered a parking area and is marked as such.*
8. **Parking.** Provide a parking calculation to determine if sufficient parking is provided. 4 spaces/1,000 square feet are required for the office portion of the use with the remainder of the uses to be determined by the zoning administrator. *The Department commits to ensuring that sufficient parking is provided.*
9. **Section 5-1504 Light and Glare Standards.** The light and glare standards of Section 5-1504(A) apply. *The Department commits to comply with the light and glare standards found in Section 5-1504(A).*
10. **Section 5-1507 Noise Standards.** The noise standards of Section 5-1507 apply. As animals will be trained within the proposed building, are any sound attenuating elements to be used in the construction of the structure? *There are no plans to use sound attenuating elements in the construction of the structure. The structure is not intended to house dogs, but only train or assess a very limited number (1-3 dogs) at any one time. The Department commits to complying with the noise standards found in Section 5-1507.*
11. **Section 5-1508. Steep Slopes.** Although steep slopes are located on the property, it appears as though the proposed addition will not impact the steep slopes. In accordance with Section 5-1508(F), a grading permit and locational clearance will be required at the time of site plan review. *The Department commits to obtaining the appropriate grading permit and locational clearance at the time of the site plan review.*

12. **Section 6-701. Site Plan.** Please be advised that, in addition to special exception approval, a site plan is required prior to construction. *The Department commits to obtaining a site plan prior to construction.*

**Plat Comments:** *The Department has made the corrections and/or notations as provided below.*

13. *Cover Sheet. Note 1. 2<sup>nd</sup> Line.* Insert "Loudoun County" after "Revised".
14. *Cover Sheet. Note 5. Second Line.* Insert "Very" in front of "Steep (over 25%)."
15. *Cover Sheet. Note 14.* It is recommended that this note be deleted in order to allow the Applicant flexibility to employ more than 30 staff members at the site in the future.
16. *Sheet 2.* It appears as though the addition to the building furthest to the south that was approved in accordance with STPL 1999-0065 is not depicted as such on the Special Exception Plat. Please include an accurate depiction of the existing structure on Sheet 2
17. *Sheet 2.* Include all existing structures on the plan. A zoning permit [#Z280088220001] was issued 1/25/08 for 5 new run in sheds totaling 3,925 square feet, which do not appear to be depicted on the special exception plat.
18. *Sheet 2. Zoning Requirements. 1<sup>st</sup> line.* Insert "Loudoun County" after "Revised 1993".
19. *Sheet 2. Zoning Requirements. (2)* After "Option" delete remainder of sentence and insert "." Insert 'In accordance with Table 2-102, the use is permitted by Special Exception as "Structures or uses for local government purposes not otherwise listed in the district.'
20. *Sheet 2. Zoning Requirements. Maximum Lot Coverage table.* Revise to include all run-in sheds. The zoning permit issued 1/25/08 [#Z80088220001] was for 3,925 sq. ft., the zoning permit issued 1/9/02 was for a 10' x 10' shed and 10' x 20' run in shed]. Further it appears as though there were 2 approximate 24' x 24' sheds in existence at the time of the SPEX 1999-0009 approval. All of these structures must be included in the tabulation.
21. Check the size of the building proposed. The Statement of Justification and plat indicate that the addition will be approximately 1,400 sq. ft. whereas the plat indicates a 24' x 60' building (totaling 1,440 sq. ft.). Please note that conformance with the special exception plat will be a condition of the special exception. It is recommended that the table include a slightly larger total building size, such as 1,500 sq. ft., rather than a smaller figure.
22. Include a statement regarding the number of stories of the existing building and proposed addition.
23. Include a key for the shading/hauling of structures on the plan or remove if not necessary.
24. Provide parking tabulations. Note 14 on the cover sheet states that there are 30 employees at the shelter, however only 11 parking spaces have been designated as employee parking. Further, in the staff report associated with SPEX 1999-0009 it states that there are 30 spaces designed for the public and 11 spaces designated for employees. There are only 19 spaces designated on the SPEX plat for the public. How many spaces are proposed?
25. It is recommended that additional buffering be located to the east of the new structure to effectively screen it from Hamilton Station Road.
26. What is the use of the large open area, just inside the property line off of the access road? If this is to be used for parking, please identify as such.

### Office of Transportation Services

- 1) Provide a rough estimate of the number of events and the turn out for visitors. *The Department plans to use this facility for weekly staff meetings and daily behavioral assessments that will not increase the number of visitors to the facility. Individual dog training/counseling for visitors and/or adopters will continue, but again will not increase the number of visitors coming into the facility. Staff/Volunteer training opportunities and/or dog behavioral classes may occur 10-15 times per year. Staff/volunteer training opportunities may include up to 20 individuals. Dog behavioral classes may average between 5-10 participants per class.*
- 2) Please refrain from constructing any structure within 25-30 feet from the centerline of Hamilton Station Road to the property line. *The Department commits to refrain from constructing any structure within 25-30 feet from the centerline of Hamilton Station Road to the property line. Current plans for facility proposed SPEX 2009-0001 is consistent with the Department's commitment.*

### Department of Fire, Rescue and Emergency Management

- 1) Staff respectfully requests that the applicant would consider installing two Knox boxes at the gates with key cards to allow adequate and timely 24-hour access of emergency vehicles to the rear of the property where the proposed structure would be located. *The Department commits to install two Knox boxes at the gates (one box at two separate gates) to allow adequate and timely 24 hour access for emergency vehicles.*

### Loudoun County Health Department

- 1) All proposed expansions must meet setbacks to existing tank. If the proposed expansions encroach upon the existing setback distance for the septic tanks, a new tank(s) must be installed and the old tank(s) must be abandoned. *According to the current plan, the location of the proposed structure in SPEX 2009-0001 does not encroach on existing setback distances for the septic tank. The Department commits to the installation of a new tank(s) and the old tank(s) abandoned if expansion upon the existing setback distances occur, and all appropriate applications and permits would be obtained through the Health Department.*
- 2) The proposed 1,400 square foot addition must be tied into the existing septic system if it is proposed to have plumbing. All connections to the existing septic system must be proposed by a Professional Engineer (PE) and must be approved by this office. *The proposed structure is intended to have plumbing and the Department commits to ensuring it is tied into the existing septic system and that all connections will be proposed by a Professional Engineer (PF) and approved by the Loudoun County Health Department.*
- 3) All appropriate applications and permits must be issued by this office prior to work being initiated. The non-community well must be in compliance and all testing requirements must be current. *The Department commits that all appropriate application and permit will be obtained from the Loudoun County Health Department. The Department will ensure that the existing well is in compliance and all testing requirements are current.*

### Virginia Department of Transportation

There were no recommendations, comments or objections noted in 1<sup>st</sup> Referral comments from VDOT.

If you have any questions or need additional information regarding the above responses, please contact me directly at ext 5456.

cc: Inga Fricke, Shelter Manager  
Project File