

County of Loudoun
Department of Planning

MEMORANDUM

DATE: March 31, 2009

TO:	Building and Development, Zoning	Marilee Seigfried	MS 60
	Fire, Rescue & Emergency Services	Maria Taylor (3)	MS 61
	Health Services, Environmental	Alan Brewer	MS 68
	Office of Transportation Services	Lisa Mays	MS 69
	Planning, Comprehensive	Cindy Keegan	MS 62
	Virginia Department of Transportation	Tom Van Poole (3)	MS 00
	Board of Supervisors	Sally Kurtz	MS 01
	Planning Commission	Erin Austin	MS 62

FROM: Michael Elabarger, Project Manager

RE: **SPEX 2009-0001 – Loudoun County Animal Care & Control**

COMMENT

DUE DATE: April 30, 2009

(Note: Please provide referral comments, one paper copy as well as one electronic copy to Mike.Elabarger@loudoun.gov by the due date. If you have any questions, please contact me at 703-737-8506.)

Please find the enclosed information for your review: **(Please check LMIS application documents if no hard copy is provided)**

1. Information Sheet
2. Checklist waiver dated March 25, 2009, building design photos, and aerial photo
3. Statement of Justification dated March 23, 2009
4. Traffic Data Email dated 5/6/2008 (OTS & VDOT)
5. Plat dated 3/25/2009.

SPEX 2009-0001 - Loudoun County Animal Care & Control

APPLICANT: Loudoun Animal Shelter
Thomas J. Koenig, Director
39820 Charles Town Pike
Waterford, VA 20197
703-777-0406

OWNER: County of Loudoun
Lewis Rauch, Director
Office of Capital Construction
211 Gibson St. NW
Leesburg, VA 20176
540-258-3213

REPRESENTATIVE: Loudoun Animal Shelter
Thomas J. Koenig, Director
39820 Charles Town Pike
Waterford, VA 20197
703-777-0406
tkoenig@loudoun.gov

PROPOSAL: A Special Exception to permit the addition of a facility to be used as an animal behavior/enrichment and staff training center; and to permit the animal shelter to open on Sunday in the AR-1 zoning district.

PROPERTY ADDRESS: 39820 Charles Town Pike, Waterford, VA 20197

TAX MAP/PARCEL: Tax Map— /37////////101B MCPI— 344-45-5673-000

CURRENT ZONING: AR-1

PROPOSED NON-RESIDENTIAL FLOOR AREA: +/- 1,400 sf total

SURROUNDING ZONING/LAND USE:

NORTH	AR-1	Farm/Residential/Suburban Single Family
SOUTH	AR-1	Residential/Suburban Single Family
EAST	AR-1	Residential/Suburban Single Family
WEST	AR-1	Residential/Suburban Single Family

ELECTION DISTRICT: Catoctin

Special Exception Statement of Justification – March 23, 2009

The information provided in this document gives justification for two (2) special exceptions for the Department of Animal Care and Control in Loudoun County. The two (2) special exceptions requested include opening the animal shelter facility to the public on Sundays, to include adoption hours from 1:00 p.m. to 5:00 p.m., and to add a facility to be used as an Animal Behavior/Enrichment and Staff Training Center.

I. Introduction and Overview

The Department of Animal Care and Control location in Waterford, Virginia is the only animal sheltering facility within Loudoun County that houses stray, abandoned and surrendered animals. The Department also provides programs that offer adoption and other placement opportunities for the animals in their care. Changing traffic patterns and increased congestion on the roadways leading to the animal shelter building's location makes it virtually inaccessible to many county residents (primarily those east of Leesburg) during the weekday hours. Making the animal shelter more accessible to County residents living east of Leesburg on Sundays, during hours of lower traffic congestion and on a day when many residents are not working, would serve to enhance the shelter's ability to find new homes for the animals in its care. Animal shelter organizations in Arlington and Alexandria recently expanded their hours of operations to include Sundays, and they have experienced significant increase in public attendance at their shelters and in animal placements. If Sunday hours are approved, the shelter will close to the public on a designated weekday.

Currently, regular business hours for the shelter are:

Monday:	8 AM to 6 PM
Tuesday:	8 AM to 6 PM
Wednesday:	8 AM to 8 PM
Thursday:	8 AM to 6 PM
Friday:	8 AM to 6 PM
Saturday:	8 AM to 5 PM
Sunday:	CLOSED

With the proposed change in hours, regular business hours are expected to change as follows:

Monday CLOSED (the shelter will be closed one weekday per week,; it is likely that the shelter will elect to close on Mondays, although operational needs may dictate that the shelter remain open on Mondays and close on another week day; in any case, the shelter will be closed one weekday per week.)

Tuesday:	8 AM to 6 PM
Wednesday:	8 AM to 8 PM
Thursday:	8 AM to 6 PM
Friday:	8 AM to 6 PM
Saturday:	8 AM to 5 PM
Sunday:	1 PM to 5 PM

The addition of a facility (approximately 1,400 s.f., with a restroom reserved for staff use only and a sink to facilitate cleaning of areas accessible to animals) that will serve as an Animal Behavior and Staff Training Center will serve to expand much needed facility work space available to staff, enhancing the facility's ability to assess, rehabilitate and enrich dogs and other animals in the shelter's care, and providing a dedicated staff training facility. Currently, most animal-related activities other than basic care and housing must be performed in a small 20 foot by 20 foot room, commonly referred to as the "classroom". This area also must serve as the multi-function room used for meetings, training programs, and events. In addition to its current uses, the classroom will also be needed to satisfy dog handling training to members of the public pursuant to the Department's new Adoption Policy. The existing classroom is barely adequate to handle any one of the needed uses, let alone all of them simultaneously.

I. History

The Department of Animal Care and Control sheltering facility was constructed approximately 40 years ago by Humane Society of the United States, with ownership having transferred to Loudoun County in 1974. The facility serves as the County's "pound", which must be maintained and operated pursuant to the Code of Virginia and the regulations set forth by the State Veterinarian's Office. The facility was modernized and expanded in 2001 pursuant to the Special Exception Process. Hours of operation are currently Monday, Tuesday, Thursday and Friday, 8:00 a.m. to 6:00 p.m.; Wednesday, 8:00 a.m. to 8:00 p.m.; and Saturday, 8:00 a.m. to 5:00 p.m. A garage/barn structure was built in CY2000 and is located in the enclosed parking area at the rear of the sheltering facility.

III. Site Description

The property is located northwest of the intersection of Route 9 (Charles Town Pike) and Route 704 (Hamilton Station Road), approximately 2.1 miles northwest of Route 7. The site lies within areas of agricultural and rural residential uses.

The site consists of approximately 13.26 acres and is known as LCTM 37-101B, Pin #344-45-5673-000 and is located in the Catoclin Election.

The site is a mixture of pasture and wooded areas. The building and accessory parking is generally located in the center of the parcel. Paddocks for livestock are on the periphery. The property is surrounded by existing rural residential uses. The proposed expansion will have no adverse impact on the adjoining properties. The topography and existing vegetation within the site serve to screen the animal shelter from the adjacent homes.

IV. Transportation

The facility is currently served by a paved driveway with a private access easement. The point of ingress/egress is from Route 9 and is located immediately west of the Route 9/Route 704 intersection. No modifications or improvements to the entrance or driveway are proposed with this application.

The number of average daily vehicle trips generated by the current facility, as per a traffic count conducted on April 22-24, 2008, is approximately 119 passenger vehicles per day. Truck traffic is limited to light trucks and trailers that deliver supplies and occasionally large animals, garbage removal and pickup for animal cremation services.

Neither aspect of the proposed special exception is expected to significantly impact shelter traffic. Additional traffic generated as a result of opening on Sunday will be offset by the shelter closing on another weekday, so the overall number of vehicle trips is not expected to increase significantly. The proposed behavioral and training building will be primarily used by current employees and shelter volunteers. Occasional training programs and animal handling demonstrations/instructions will result in limited increase in shelter traffic that will be spread out throughout the year.

V. Zoning Ordinance

The site is zoned AR-1 Agricultural Rural. The property has approximately 650 feet of frontage on Route 704, Hamilton Station Road, and the proposed building setback from Hamilton Station Road is approximately 320 feet.

VI. Special Exception Standards

This application is consistent with the General Plan, presents no adverse impacts to adjoining properties or the community at large, and provides a valuable service to the residents of Loudoun County. Approval of this application will allow the existing facility, which has served the citizens of Loudoun County for 40 years, to continue to improve its services and provide greater accessibility to the citizens of eastern Loudoun County. This application satisfies the special exception standards as follows:

SPECIAL EXCEPTION FACTORS FOR CONSIDERATION

Section 6-1310 of the Revised 1993 Zoning Ordinance outlines various factors for consideration in the review of a special exception request. The following is an analysis of these factors in relation to the Property:

A) Whether the proposed special exception is consistent with the Comprehensive Plan

The property is located within the Rural-20 Policy area and is in areas of agricultural and residential uses. The Revised General Plan, encourages "rural residential and low

intensity uses that reserve open space and provide opportunities for farming to continue.” The application is consistent with the General Plan. The animal shelter meets several goals of the General Plan as follows:

The facility is consistent with the rural character of the area. The building and parking area is centrally located on the 13.26-acre site and is surrounded by pasture and landscaped open spaces that serve to buffer the building from adjoining parcels. In addition to housing animals within the building, the shelter also pastures livestock on the property. The relatively small building, surrounding pasture and wooded landscape offers a low intensity use that blends the rural residential and agricultural uses in the community.

The animal shelter is consistent with the General Plan goal to “... continue to support the local farm economy.” The shelter has served the needs of the agricultural community for the past 35 years. The proposed improvements will allow the shelter to continue to provide valuable services to rural residents and farmers.

The animal shelter provides agricultural-related employment opportunities.

B) Whether the proposed special exception will adequately provide for safety from fire hazards and have effective measures of fire control

The proposed change in days of operation will have no impact on the shelter’s fire safety. The proposed addition of a dedicated behavioral building will include appropriate fire preventative, suppression and warning systems.

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.

There are existing residences adjacent to the existing facility, the closest occupied house being approximately 500 feet from the building. The proposed change will not increase the number of animals cared for in the shelter, and therefore will not increase noise levels emanating from the shelter.

D) Whether the glare or light that may be generated by the proposed use negatively impacts uses in the immediate area.

The proposed changes will not produce any excessive light or glare on adjacent properties. Some level of security lighting is used at the facility, however due to the intervening distance between the shelter and adjacent properties and the existing mature vegetation surrounding the facility, light and glare will not impact surrounding properties. Existing site lighting utilizes low glare producing lamps.

E) The compatibility of the proposed use with other existing or proposed uses in the neighborhood, and adjacent parcels

The appearance and function of the facility is agricultural in character, and the low intensity use is compatible with other existing uses in the area.

F) Whether sufficient existing or proposed landscaping, screening and buffering on the site and in the neighborhood will adequately screen surrounding uses.

The existing and proposed buildings and associated parking lot are located near the center of the property such that there is intervening landscaped open space between them and adjacent parcels. There is mature vegetation on the site which will remain undisturbed with the proposed addition.

G) Whether the proposed special exception will result in the preservation of any topographic or physical, natural, scenic, archaeological, or historic feature of significant importance.

The proposed behavioral building will not require any significant grading, and will not significantly impact any existing topographic, physical, natural or scenic features on or off the site. There are no known archaeological or historic features, which would be impacted by this expansion. The modest addition of building footprint will occur near to the existing building, and will not impact the mature vegetation or pasture area that surrounds the facility.

H) Whether the proposed special exception will damage existing animal habitat, vegetation, water quality (including groundwater) or air quality.

The addition of the proposed behavioral building will occur within the immediate vicinity of the existing structure, and no additional disturbance is proposed that would compromise the environment. Floodplain does not exist on the subject parcel per the Floodplain Map of Loudoun County and there are areas of Moderately Steep (15 – 25%) and Steep (over 25%) Slopes on the subject parcel. The proposed special exception has no impact on these environmental features. There are no known environmentally sensitive features, wildlife habitat or vegetation that will be impacted by this project.

I) Whether the proposed special exception at the specified location will contribute to or promote the welfare or convenience of the public.

The proposed changes in operating hours will significantly promote the welfare and convenience of the public, making the shelter more accessible to citizens otherwise deterred from visiting the shelter due to weekday traffic congestion.

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.

The facility is accessed from Route 9 (Charlestown Pike). The Transportation Department estimates that there will be no significant increase in traffic resulting from either the proposed expansion in hours or the proposed animal behavioral and staff training building.

K) Whether, in the case of existing structures proposed to be converted to uses requiring a special exception, the structures meet all code requirements of Loudoun County.

Current structures will not be converted.

L) Whether the proposed special exception will be served adequately by essential public facilities and services.

Neither the proposed behavioral building nor the change in hours should result in an increase in demand for use of the facility that will impact existing public facilities and services.

M) The effect of the proposed special exception on groundwater supply.

Neither the proposed behavioral building nor the change in hours should result in an increase in demand for use of the facility that will impact groundwater supplies.

N) Whether the proposed use will affect the structural capacity of the soils.

Neither the proposed behavioral building nor the change in hours should have an impact on the structural capacity of the soils. The proposed behavioral building will be only a one-story structure, and the structural capacity of the existing soil should be sufficient to support it.

O) Whether the proposed use will negatively impact orderly and safe road development and transportation.

No road improvements or new entrances are proposed or recommended in support of this application.

P) Whether the proposed special exception use will provide desirable employment and enlarge the tax base by encouraging economic development activities consistent with the Comprehensive Plan.

The existing facility employs a staff of 30 people. Neither the proposed animal behavioral and staff training building nor the proposed Sunday hours are expected to result in the need for additional staff.

Q) Whether the proposed special exception considers the needs of agriculture, industry, and business in future growth.

Not applicable. Future growth is not considered for the proposed facility.

R) Whether adequate on and off-site infrastructure is available.

As discussed herein, adequate on and off-site infrastructure is and/or will be available.

S) Any anticipated odors which may be generated by the uses on site and which may negatively impact adjacent uses.

Odors generated by the proposed facility are consistent with the existing use of the property as well as the uses of the adjacent properties (i.e. horses, general agricultural activities).

T) Whether the proposed special exception uses sufficient measure to mitigate the impact of construction traffic on existing neighborhoods and school areas.

As discussed herein, the proposed facility will have negligible traffic impact; however, measures will be taken during construction to ensure there are no negative impacts to existing uses near the limits of the special exception.



Loudoun County, Virginia

Department of Planning

1 Harrison Street, S.E., 3rd Floor, P.O. Box 7000, Leesburg, VA 20177-7000

Telephone (703) 777-0246 • Fax (703) 777-0441

March 31, 2009

Mr. Thomas J. Koenig, Director
Loudoun Animal Shelter
39820 Charles Town Pike
Waterford, VA 20197

RE: SPEX 2009-0001 – Loudoun County Animal Care & Control

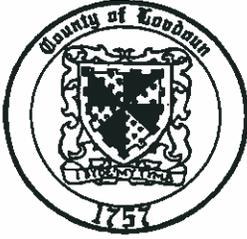
Dear Mr. Koenig:

This letter serves to inform you that the above referenced land development application has been officially accepted for processing as of March 31, 2009. I have been asked to serve as the Project Manager and look forward to working with your team. Should you wish to review the file, it is available in the file room located in the Department of Building and Development. If you have any further questions regarding the review and processing of this application, please feel free to contact me.

Sincerely,

Michael Elabarger
Project Manager

cc: Van Armstrong, Land Use Review Program Manager, Department of Planning



Loudoun County, Virginia

Department of Planning

1 Harrison Street, S.E., 3rd Floor, P.O. Box 7000, Leesburg, VA 20177-7000

Telephone (703) 777-0246 • Fax (703) 777-0441

March 31, 2009

RE: SPEX 2009-0001 – Loudoun County Animal Care & Control

Dear Adjacent Property Owner:

This letter serves to inform you that the above referenced land development application has been officially accepted for processing as of March 31, 2009. Should you wish to review the file, it is available in the file room located in the Department of Building and Development. If you have any further questions regarding the review and processing of this application, please feel free to contact me.

Sincerely,

Michael Elabarger
Project Manager

cc: Thomas J. Koenig, Director, Loudoun County Animal Care & Control
Van Armstrong, Land Use Review Program Manager, Department of Planning

Attachment on back

SPEX 2009-0001 - Loudoun County Animal Care & Control

APPLICANT: Loudoun Animal Shelter
Thomas J. Koenig, Director
39820 Charles Town Pike
Waterford, VA 20197
703-777-0406

OWNER: County of Loudoun
Lewis Rauch, Director
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211 Gibson St. NW
Leesburg, VA 20176
540-258-3213

REPRESENTATIVE: Loudoun Animal Shelter
Thomas J. Koenig, Director
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PROPOSAL: A Special Exception to permit the addition of a facility to be used as an animal behavior/enrichment and staff training center; and to permit the animal shelter to open on Sunday in the AR-1 zoning district.

PROPERTY ADDRESS: 39820 Charles Town Pike, Waterford, VA 20197

TAX MAP/PARCEL: Tax Map— /37////////101B MCPI— 344-45-5673-000

CURRENT ZONING: AR-1

PROPOSED NON-RESIDENTIAL FLOOR AREA: +/- 1,400 sf total

SURROUNDING ZONING/LAND USE:

NORTH	AR-1	Farm/Residential/Suburban Single Family
SOUTH	AR-1	Residential/Suburban Single Family
EAST	AR-1	Residential/Suburban Single Family
WEST	AR-1	Residential/Suburban Single Family

ELECTION DISTRICT: Catoctin

From: Thomas Koenig
To: Fricke, Inga; Levesque, Donna
Date: 5/6/2008 4:02 PM
Subject: Fwd: Traffic Data for Animal Shelter

fyi

>>> Terrie Laycock 5/6/2008 3:48 PM >>>

We have the traffic counts from the Animal Shelter that were obtained for W-F, April 22-24, 2008 and Saturday April 25, 2008. After you decide with the Planning Office what you are going to file (SPEX amendment) or whatever and the nature of the change you are seeking, they can tell you what the requirement is for that type of application in terms of generating traffic data.

I'm thinking if you are mainly trying to change the days of the week you operate that you don't need a full blown traffic study. The data we obtained should support that.

For example - for the weekday traffic the total number of vehicles coming into the Shelter from Route 9 your only point of access was 358 over three days. That is an average daily count of 119 per day. The traffic generated during the AM Peak hours ranged between 4-6 vehicles and during the PM Peak hours 4 vehicles. The Saturday traffic totaled 115 vehicle trips with 5 AM Peak hour trips and 5 PM Peak hour trips.

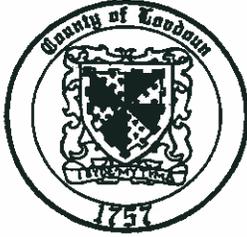
Therefore, the traffic impact of moving from operating 4 weekdays and one weekend day to 3 weekdays and 2 weekend days does not reflect even a marginal impact on the Route 9 traffic.

I will hold on to the information and when Planning tells you what is needed, let me know and we will help in any way we can.

Terrie Laycock 5/6/08

2/10/09
Wini -
This is relevant information related to seeking for funding. We will review the existing signalized intersection when the application comes in.
Thanks,
JP





Loudoun County, Virginia

Department of Planning

1 Harrison Street, S.E., 3rd Floor, P.O. Box 7000, Leesburg, VA 20177-7000

Telephone (703) 777-0246 • Fax (703) 777-0441

March 25, 2009

Mr. Thomas J. Koenig
Animal Care and Control
Loudoun County, VA
39820 Charles Town Pike
Waterford, VA 20197

**RE: Checklist Waiver
SPEX 2009-0001 Loudoun County Animal Care & Control**

Dear Mr. Koenig:

Thank you for your letter requesting a waiver of the checklist items K5.a&b and K12.a,b&c. The Director has agreed to waive the requested checklist items at this time. The waiver is based on the justification in your request, as well as the history of the subject parcel which includes the approval and issuance of several permits. Please be advised that this letter does not preclude staff from requesting such information during the review process if it is deemed necessary. If you have any questions please feel free to contact me at 703.777.0647.

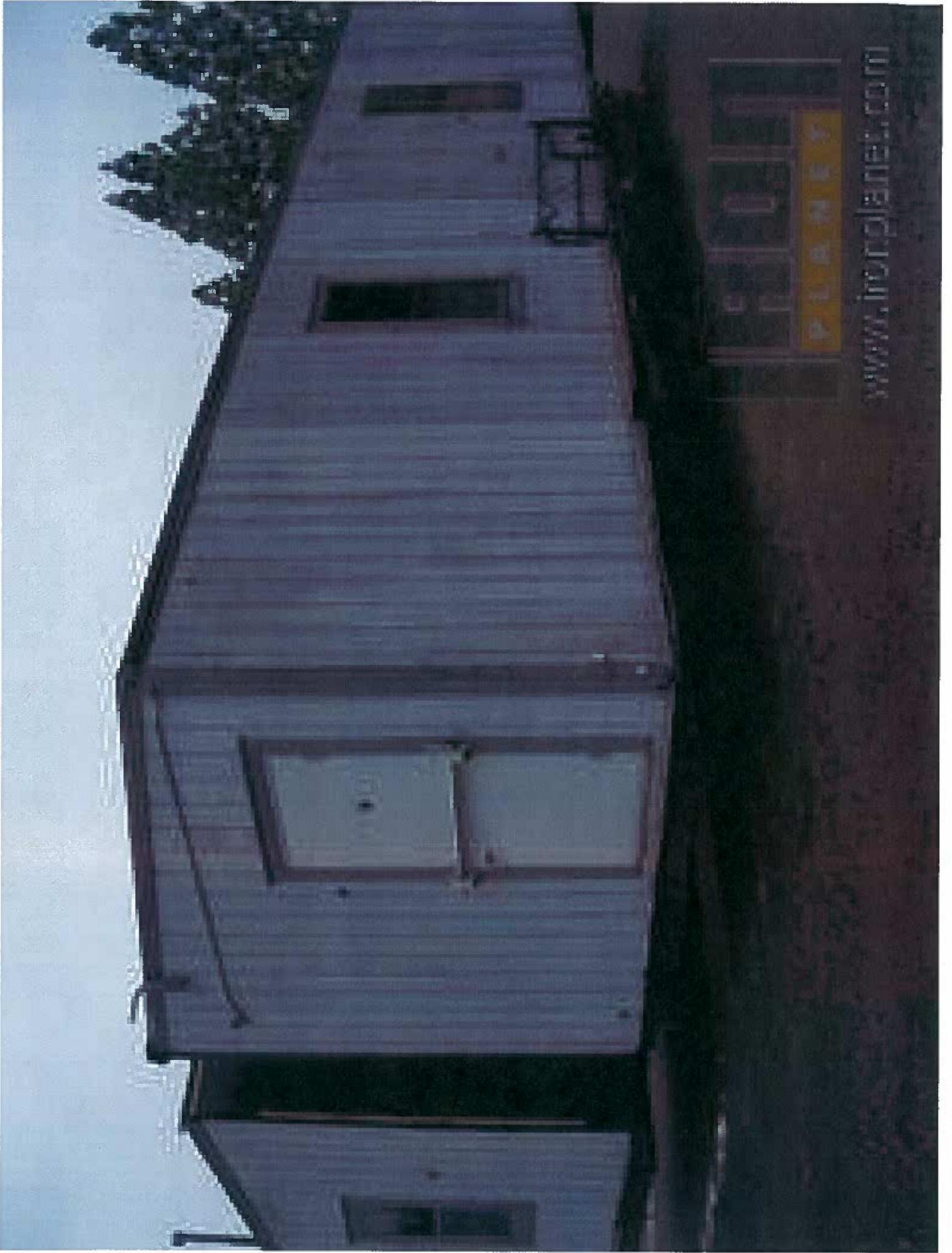
Sincerely,

Ginni Van Horn, Planner
Land Use Review

cc: John Merrithew, Assistant Director, Department of Planning

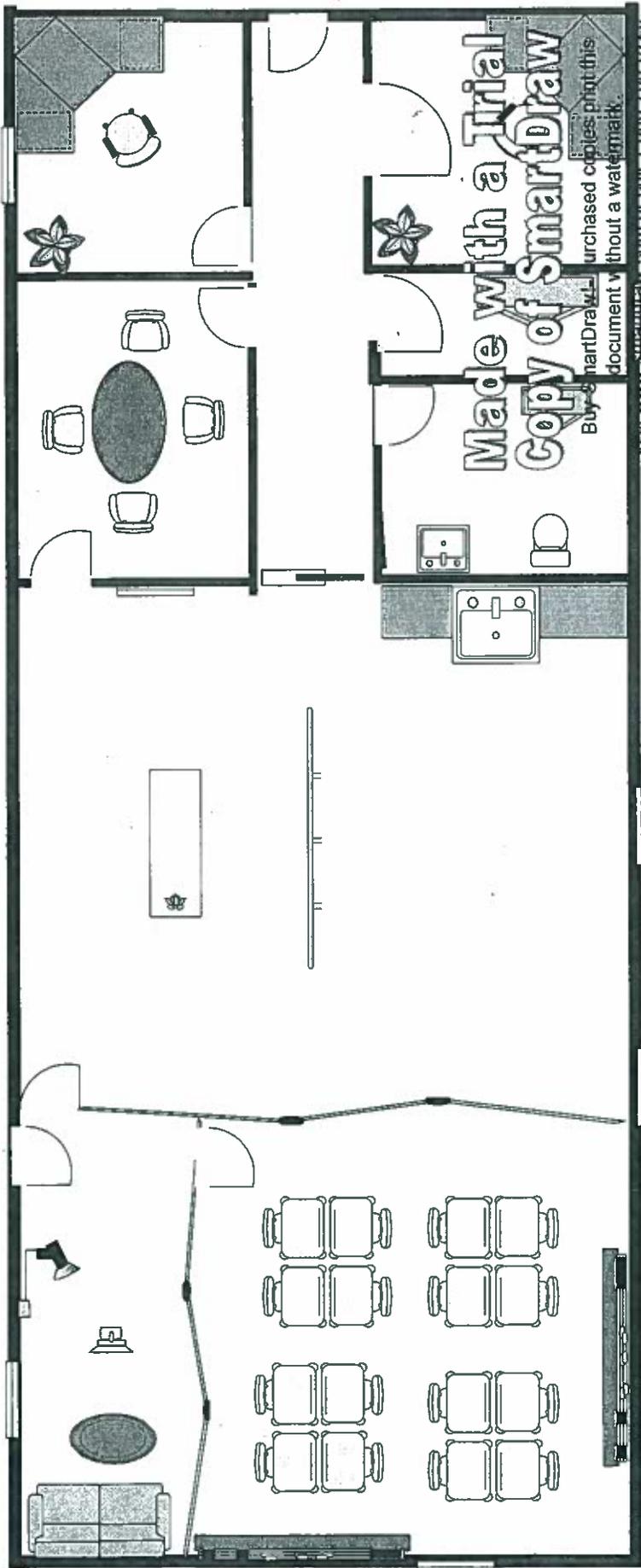






PLANET

www.honolulanet.com



Loudoun County
Animal Shelter



HAMILTON STATION RD

CHARLES TOWN PKE



LOUDOUN COUNTY LAND DEVELOPMENT APPLICATION

- (1) This application form must be filled out in its entirety.
- (2) An incomplete application form will result in rejection of the application prior to checklist review.
- (3) If additional space is needed to complete any section of this application, attach a separate sheet containing all the required information and refer to such where appropriate on the form.
- (4) Do not write in shaded areas.
- (5) See attached Instructions for completing the Land Development Application.

PLEASE PRINT IN INK OR USE TYPEWRITE

TYPE OF APPLICATION	Application Number Assigned																												
_____ 1972 Zoning Ordinance	Fee Amount Paid _____																												
_____ 1993 Zoning Ordinance	Receipt Number _____																												
XX Revised 1993 Zoning Ordinance	Date of Official Acceptance _____																												
Calculations of Bond (CPAP, CPAP REVISION, REST, STPL, STPR & STMP)																													
Total Number of Cross-Sections (FPAL Type II & FPST)																													
Project Name: Sunday Openings; Approval of a Dedicated Behavior and Staff Training Center	Subdivision Name (if different from project name): Subdivision Section: N/A Lot Numbers:																												
Description of Proposed Project: (Must be completed)																													
<p>The Department of Animal Care & Control seeks to obtain special exceptions that would permit:</p> <p>1) Sunday openings for adoptions, in order to provide expanded opportunities to visit the shelter to County residents who are otherwise hampered by weekday traffic; and</p> <p>2) the placement of a 24' x 60' pre-fabricated building near the rear of the existing shelter building, in order to facilitate animal behavior/enrichment and training for staff and volunteers</p>																													
Number and Types of Proposed Lots N/A	PROPOSED RESIDENTIAL UNITS (This section is to be completed for all residential applications).																												
Residential _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Total Units</th> <th>Quantity Affordable</th> <th>Quantity Elderly</th> </tr> </thead> <tbody> <tr> <td>Detached</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Semi-detached</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Townhouse</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Multi-family</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other (specify)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Lots</td> <td>Total</td> <td></td> <td></td> </tr> </tbody> </table>		Total Units	Quantity Affordable	Quantity Elderly	Detached				Semi-detached				Townhouse				Multi-family				Other (specify)				Total Lots	Total		
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Other (specify)																													
Total Lots	Total																												
Non-residential _____																													
Conservancy _____																													
Open Space _____																													
Other (Specify type) _____																													
PROPOSED NON-RESIDENTIAL SQUARE FOOTAGE This section must be completed for all non-residential applications and non-residential components of residential applications. Describe the type (s) in the appropriated category and the total square footage for the category:																													
Category	Description of Use	Square Footage																											
Ag-Residential																													
Sales & Service																													
Office																													
Industrial																													
Gov't., Utilities & Public Service	Behavioral Building for Animal Shelter	1,440																											
Recreation & Special Interests																													
Transportation & Communications																													
Education & Training																													
Other (specify)																													
Total Square Footage																													
PROJECT LOCATION																													
Property Address: Loudoun Animal Shelter 39820 Charles Town Pike Waterford, VA 20197	Property Location: Off Route 9, Waterford	Adjacent Roads Charles Town Pike Hamilton Station Road																											
ELECTION DISTRICT(S)	Catoctin																												

PROPERTY TAX MAP, ACREAGE AND ZONING INFORMATION				
Tax Map Number(s) or Pin Number Reference(s)	Zoning District(s)	Acreage	Zoning Status	
			Existing	Proposed
37-101B; 344-45-5673		13.26	AR-1	n/a
SURROUNDING LAND USES AND ZONING				
<i>List all surrounding land uses and zoning districts adjacent to the property, including those across roads.</i>				
LAND USE			ZONING	
NORTH	Residential		AR-1	
SOUTH	Residential		AR-1	
EAST	Residential		AR-1	
WEST	Residential		AR-1	
APPLICANT(S)				
Company Name	Loudoun Animal Shelter	Company Name		
Name of Person & Title	Thomas J. Koenig, Director	Name of Person & Title		
Mailing Address	39820 Charles Town Pike	Mailing Address		
City, State, Zip Code	Waterford, VA 20197	City, State, Zip Code		
Daytime Telephone	703/777-0406	Daytime Telephone		
E-mail Address	tkenig@loudoun.gov	E-mail Address		
Correspondent?	Yes No	Correspondent?	Yes No	
PROPERTY OWNER(S)				
Company Name	County of Loudoun	Company Name		
Name of Person & Title	Lewis Rauch	Name of Person & Title		
Mailing Address	211 Gibson St., NW	Mailing Address		
City, State, Zip Code	Leesburg, VA	City, State, Zip Code		
Daytime Telephone	540/258-3213	Daytime Telephone		
E-mail Address	Lewis.Rauch@loudoun.gov	E-mail Address		
Correspondent?	Yes No	Correspondent?	Yes No	
REPRESENTATIVE(S)				
Company Name	Loudoun Animal Shelter	Company Name		
Name of Person & Title	Thomas J. Koenig, Director	Name of Person & Title		
Mailing Address	39820 Charles Town Pike	Mailing Address		
City, State, Zip Code	Waterford, VA 20197	City, State, Zip Code		
Daytime Telephone	703/777-0406	Daytime Telephone		
E-mail Address	tkenig@loudoun.gov	E-mail Address		
Correspondent?	Yes No	Correspondent?	Yes No	
CERTIFICATIONS				
APPLICANT(S): The information provided is accurate to the best of my knowledge. I acknowledge that any percolation tests, topographic studies, or other requirements of the Health Official, Director of Building and Development, or Zoning Administrator will be carried out at my expense. I understand that the County may deny, approve, or conditionally approve that for which I am applying. I certify that all property corners have been clearly staked and flagged.				
Thomas J. Koenig Printed Name of Applicant		Printed Name of Applicant		
 Signature of Applicant		3/10/09 Date		Date
PROPERTY OWNER(S) (to be signed by all property owners): I have read this completed application, understand its intent, and freely consent to its filing. Furthermore, I grant permission to the Department of Building and Development and/or Planning and other authorized government agents to enter the property and make such investigations and tests as they deem necessary.				

Lewis Rauch	
Printed Name of Property Owner	Printed Name of Property Owner
	
Signature of Property Owner	Signature of Property Owner
3/20/07	
Date	Date

Updated 3/9/2007



Loudoun County, Virginia

www.loudoun.gov

Office of the County Administrator

1 Harrison Street, S.E., 5th Floor, P.O. Box 7000, Leesburg, VA 20177-7000

Telephone (703) 777-0200 • Fax (703) 777-0325

DATE: May 24, 2007

TO: Lewis Rauch, Director of the Office of Capital Construction

FROM: Kirby M. Bowers, County Administrator

SUBJECT: Delegation of Authority—Real Property Administration

Section 15.2-1541 of the Code of Virginia states that I am "responsible ... for the proper management of all the affairs of the locality which the governing body has authority to control." That section also authorizes me to "see that all ordinances, resolutions, directives and orders of the governing body and all laws of the Commonwealth required to be enforced through the governing body or officers subject to the control of the governing body are faithfully executed." Effective immediately I designate you as my agent to sign routine actions for capital projects related to real property owned by Loudoun County including, but not limited to:

- Land Development Applications where the signature of the County, as Property Owner, is required;
- Zoning and Building Permit Applications where the signature of the County, as Property Owner, is required;
- Drawings, plats and surveys where the signature of the County, as Property Owner, is required;
- Temporary easements, rights-of-entry or other documents that do not require specific action to be taken by the Board of Supervisors; and
- Other documents considered routine and correct as to form by the County Attorney.

SPEX

SPECIAL EXCEPTION APPLICATION*

Checklist of Minimum Requirements

Loudoun County Zoning Ordinance Section 6-1303(A):

Pre-Application Conference. Prior to filing an application, an applicant shall meet with the Director of Planning and discuss his intentions with regard to a given application and questions regarding the procedures or substantive requirements of this Ordinance. In connection with all such conferences, the Zoning Administrator shall be consulted as appropriate. A request for a pre-application conference shall be made in writing to the Director of Planning and shall be accompanied by a sketch map(s) of the site, a description of the existing environmental, topographical and structural features on the site, the proposed project or use, graphics that illustrate the scale, location, and design of any buildings or structures, and a list of the issues to be discussed at the conference. No matters discussed at said meeting shall be binding on either the applicant or the County. The Director of Planning shall respond to each written request for a pre-application conference within fifteen (15) calendar days. If a pre-application conference is not scheduled within thirty (30) calendar days of a request for such conference, then the applicant may request a waiver of the conference. The Planning Director may waive the pre-application conference requirement in cases where the Director finds such a waiver is not detrimental to the applicant or the County.

For uses processed under the 1993 Zoning Ordinance, refer to the Fee Schedule adopted 6/16/93.

Category 1	\$ 460
Category 2	\$2,530
Category 3	\$4,830
Category 4	\$7,360

Section 6-1310, Issues for Consideration, lists factors considered by the Planning Commission and Board of Supervisors in their review. The applicant is encouraged to read this section before completing this application.

*There are specialized checklists for the following types of special exceptions: MDOD (Mountainside Development Overlay); Tenant Dwelling for Seasonal Labor; Small Business in A-3, A-10, A-25; and Removal of Non-conformities. For Special Exceptions to remove nonconforming status or to amend a Concept Development Plan (CDP), pertinent information relating to the application will be discussed at the pre-application meeting. See page 2, Applicant Responsibilities.

Revised March 2001

A. APPLICANT RESPONSIBILITIES. The applicant must complete all of the Special Exception information contained in this checklist, or present written approval for any deviation therefrom. Written approval from the designated department for any deviation from mandatory requirements must be obtained prior to application submission.

Where proposed project information is requested in this checklist for adjacent property to the proposal, this information may be limited to projects on file with the County or with an adjacent incorporated town or surrounding jurisdiction.

All plats or plans submitted with this application shall be folded to a size of approximately 8½" x 11" with the title block visible.

If the application is judged incomplete, the staff will identify in writing the deficiencies that must be corrected. The application will not be accepted for processing. The fee and materials will be returned to the applicant.

All required forms are available in the Department of Planning.

Approved Deviations:

B. LAND DEVELOPMENT APPLICATION FORM. Submit a completed land development application form, including the following:	SUBMITTED		
	YES	NO	N/A
1. Name of the applicant(s).			
2. Applicant(s) address: city/state/zip.			
3. Applicant(s) telephone number(s).			
4. Authorized representative.			
5. Representative's address: city/state/zip code.			
6. Representative's telephone number(s).			
7. Property owner(s).			
8. Property owner(s) address: city/state/zip code.			
9. Property owner(s) telephone number(s).			
10. Present zoning classification(s). ²			
11. Project location.			
12. Tax map & parcel number(s); MCPI number(s).			
13. Proposed name of the subdivision, development or business.			
14. Election district(s) in which the proposed special exception is located.			

1. Information available from the Office of Mapping
2. Information available from the Department of Building and Development
3. Information available from the Clerk of the Circuit Court
4. Information available from the Department of Planning

K. SPECIAL EXCEPTION PLAT. Submit 15 copies of the plan at a scale of 1 inch = 200 feet.¹ If the proposed plan is not submitted at 1" = 200', a deviation to a more meaningful scale may be requested. At least three (3) plans must be provided at 1" = 200'. Four (4) copies are required when floodplain or mountainside exists on a site. To facilitate review of issues for consideration in Section 6-1310 of the Zoning Ordinance, the special exception plat shall include the following information:

	SUBMITTED		
	YES	NO	N/A
1. The scale, north point and date. ¹			
2. The boundary of the property showing bearings and distances. ¹			
3. Owner's names and zoning of adjacent property. ²			
4. Signature of the property owner or applicant.			
5. Archaeological or historical features included in the State or National Register of Historic Places. <ul style="list-style-type: none"> a. Existing and proposed buildings; structures, walls, and fences on site.¹ For buildings and structures, indicate their date of construction, as determined by record search and visual survey, and whether it is planned that they be retained or demolished. b. The applicant must also conduct a survey of historic architecture, known and potential historic and archaeological sites. Identify any known grave, object, or structure marking a place of burial, as determined by record search and visual survey. c. 			
6. a. Show location and area footprint, height of proposed use and identify use. Dimensions must be drawn to scale. b. Parking/loading areas: building and parking setbacks (front, side and rear). ² Dimensions must be drawn to scale.			
7. The proposed location, lighting and type of sign.			
8. Adjacent property information including property across the road from project: <ul style="list-style-type: none"> a. Approved and proposed projects or subdivision names, lot lines, section and lot numbers and zoning.¹ b. Existing and proposed land uses at time of submission; lots; existing structures within 200' of the proposed project.¹ c. Existing and proposed abutting roads and their right-of-way widths.¹ d. Existing nonresidential access points, existing and proposed roadway intersections and median breaks.¹ f. Major roads identified in the County Transportation Plan and roads identified in the current Loudoun County/VDOT six-year plan.⁴ 			
9. Location of proposed/existing well and septic system. Provision of evidence that application has been made to the County Health Department for proposed project's sewer and water systems if Loudoun County Sanitation Authority service is not available.			

1. Information available from the Office of Mapping
2. Information available from the Department of Building and Development
3. Information available from the Clerk of the Circuit Court
4. Information available from the Department of Planning

	SUBMITTED		
	YES	NO	N/A
19. Identification of any Federal or State permits or conditions that directly limit development on the subject property.			
L. TRAFFIC STUDY. Provide 6 copies of a traffic analysis indicating the relationship of the proposed development to traffic, road and transit use and plans according to FSM Section 4-200B including the following elements:			
1. Study area.			
2. Traffic count locations.			
3. Trip generation.			
4. Traffic volume projections.			
5. Level of service analysis.			
6. Minimum roadway/intersection level of service standards.			
7. Background traffic assumptions.			
8. Traffic/trip distribution.			
9. Level of service calculation assumptions.			
10. Mode choice.			
11. Safety locations.			
12. Traffic mitigation measures.			

- M. **COMMUNITY MEETINGS.** The applicant must submit a list or schedule of meetings between the applicant and the surrounding communities either held or scheduled to be held.
- N. **MAILING LABELS.** The applicant must submit two (2) sets of pre-printed address/ mailing labels with addresses of all adjacent property owners.
- O. **CERTIFICATION OF APPLICATION SUBMISSION.** I hereby certify that the above stated information is included in the attached special exception application and accompanying materials. Further, I have included on the site plan any conditions required by proffers of an approved rezoning for this site, or required by a variance approval, special agreements or covenants.

APPLICANT SIGNATURE  DATE 3/10/09

Application: _____ Accepted _____ Rejected

Checklist Reviewer

Date

LOUDOUN COUNTY
DISCLOSURES OF REAL PARTIES IN INTEREST
AND LAND USE PROCEEDINGS

A. INTRODUCTION

Under the mandatory provisions of Va. Code Ann. § 15.2-2287.1, each member of the Board of Supervisors, Planning Commission, and the Board of Zoning Appeals must make a full public disclosure of any business or financial relationship (including gifts or donations received as described in this Affidavit) that the member has or has had with the applicant, title owner, contract purchaser, or lessee of the land or their agent within twelve months prior to a hearing. This Code Section is specifically applicable only to Loudoun County.

In addition, pursuant to Va. Code Ann. § 15.2-2289, the Board of Supervisors for Loudoun County had previously adopted an ordinance requiring the submission of a completed Disclosure of Real Parties in Interest Form. *See 1993 Revised Zoning Ordinance*, Section 6-403(A).

The Loudoun County Board of Supervisors has directed County Staff to prepare land use affidavit forms to be used with rezoning, special exception, and variance applications, and reaffirmation procedures for affidavits. **The "Affidavit" and "Reaffirmation of Affidavit" forms shall not be altered or modified in any way. Any form that is altered or modified in any way will not be accepted.**

With the submission of any such zoning application, you are required to submit an Affidavit. Prior to a public hearing, you will be required to reaffirm your Affidavit in accordance with the reaffirmation procedures.

B. INSTRUCTIONS

1. Fill out the Affidavit and file with Application.
2. All listings which include PARTNERSHIPS, CORPORATIONS, or TRUSTS, to include the names of beneficiaries, must be broken down successively until: (a) only individual persons are listed or (b) the listing is a corporation having more than 100 shareholders that has no shareholder owning 10% or more of any class of stock. In the case of an Applicant, title owner, contract purchaser, or lessee of the land that is a partnership, corporation, or trust, such successive breakdown must include a listing and further breakdown of all its partners (general and limited), of its shareholders as required above, and of beneficiaries of any trusts. Such successive breakdown must also include breakdowns of any partnership, corporation, or trust owning 10% or more of the applicant, title owner, contract purchaser, or lessee of the land.
3. **Limited liability companies and real estate investment trusts and their equivalents are treated as corporations**, with members being deemed the equivalent of shareholders; managing members shall also be listed.

4. Prior to each and every public hearing on a Zoning Map Amendment, Zoning Concept Plan Amendment, Zoning Ordinance Modification, Special Exception, or Variance, and prior to Board action, the Applicant shall review the affidavit and provide any changed or supplemental information including business or financial relationships of the type described above, that arise on or after the date of this application. A "Reaffirmation of Affidavit" form is available for your use online at: http://inetdocs.loudoun.gov/planning/docs/documentsandfor_/index.htm
5. As used in these forms "real parties in interest" shall include all sole or joint property owners, parties who have legal interest in the protection of the property such as a trustee or executor, parties who have an equitable or beneficial interest in the property, such as beneficiaries of a trust, and, in the case of corporations, all stockholders, officers, and directors. Pursuant to Va. Code Ann. § 15.2-2289, the requirement of listing names of stockholders, officers, and directors shall not apply to a corporation whose stock is traded on a national or local stock exchange and having more than 500 shareholders.
6. In the case of a condominium, the requirements shall apply only to the title owner, contract purchaser, or lessee if they own 10% or more of the units in the condominium.

I, Thomas J. Koenig, do hereby state that I am
an

Applicant

Applicant's Authorized Agent listed in Section C.1. below

in Application Number(s): SPEX-2009-0001

and that to the best of my knowledge and belief, the following information is true:

C. DISCLOSURES: REAL PARTIES IN INTEREST AND LAND USE PROCEEDINGS

1. REAL PARTIES IN INTEREST

The following constitutes a listing of the names and addresses of all **APPLICANTS, TITLE OWNERS, CONTRACT PURCHASERS** and **LESSEES** of the land described in the application* and if any of the forgoing is a **TRUSTEE**** each **BENEFICIARY** of such trust, and all **ATTORNEYS**, and **REAL ESTATE BROKERS**, and all AGENTS of any of the foregoing.

All relationships to the persons or entities listed above in **BOLD** print must be disclosed. Multiple relationships may be listed together (ex. Attorney/Agent, Contract Purchaser/Lessee, Applicant/Title Owner, etc.) For a multiple parcel application, list the Parcel Identification Number (PIN) of the parcel(s) for each owner(s).

<i>PIN</i>	<i>NAME (First, M.I., Last)</i>	<i>ADDRESS (Street, City, State, Zip Code)</i>	<i>RELATIONSHIP (Listed in bold above)</i>
344-45-5673-000	Loudoun County Board of Supervisors	1 Harrison Street SE, Leesburg, VA 20175	Owner
	Scott K. York	1 Harrison Street SE, Leesburg, VA 20175	Board Member
	Jim Burton	1 Harrison Street SE, Leesburg, VA 20175	Board Member
	Kelly Burk	1 Harrison Street SE, Leesburg, VA 20175	Board Member
	Eugene Delgaudio	1 Harrison Street SE, Leesburg, VA 20175	Board Member
	Susan Klimek Buckley	1 Harrison Street SE, Leesburg, VA 20175	Board Member
	Sally R. Kurtz	1 Harrison Street SE, Leesburg, VA 20175	Board Member
	Stevens Miller	1 Harrison Street SE, Leesburg, VA 20175	Board Member
	Andrea McGimsey	1 Harrison Street SE, Leesburg, VA 20175	Board Member

	Lori Waters	1 Harrison Street SE, Leesburg, VA 20175	Board Member
	Loudoun County Animal Care & Control	39820 Charles Town Pike, Waterford, VA 20197	Applicant

* In the case of a condominium, the title owner, contract purchaser, or lessee of 10% or more of the units in the condominium.

** In the case of a TRUSTEE, list Name of Trustee, name of Trust, if applicable, and name of each beneficiary.

Check if applicable:

There are additional Real Parties in Interest. *See Attachment to Paragraph C-1.*

2. CORPORATION INFORMATION (see also Instructions, Paragraph B.3 above)

The following constitutes a listing of the **SHAREHOLDERS** of all corporations disclosed in this affidavit who own 10% or more of any class of stock issued by said corporation, and where such corporation has 100 or fewer shareholders, a listing of all of the shareholders, **and if such corporation is an owner of the subject land**, all **OFFICERS** and **DIRECTORS** of such corporation. (Include sole proprietorships, limited liability companies and real estate investment trusts).

Name and Address of Corporation: (complete name, street address, city, state, zip code)

 n/a

Description of Corporation:

There are 100 or fewer shareholders and all shareholders are listed below.

There are more than 100 shareholders, and all shareholders owning 10% or more of any class of stock issued by said corporation are listed below.

There are more than 100 shareholders but no shareholder owns 10% or more of any class of stock issued by said corporation, and no shareholders are listed below.

There are more than 500 shareholders and stock is traded on a national or local stock exchange.

Names of Shareholders:

<i>SHAREHOLDER NAME</i> <i>(First, M.I., Last)</i>	<i>SHAREHOLDER NAME</i> <i>(First, M.I., Last)</i>

Names of Officers and Directors:

<i>NAME</i> <i>(First, M.I., Last)</i>	<i>Title</i> <i>(e.g. President, Treasurer)</i>

Check if applicable:

There is additional Corporation Information. See Attachment to Paragraph C-2.

3. PARTNERSHIP INFORMATION

The following constitutes a listing of all of the **PARTNERS**, both **GENERAL** and **LIMITED**, in any partnership disclosed in the affidavit.

Partnership name and address: (complete name, street address, city, state, zip)

 n/a

(check if applicable) The above-listed partnership has no limited partners.

Names and titles of the Partners:

<i>NAME</i> <i>(First, M.I., Last)</i>	<i>Title</i> <i>(e.g. General Partner, Limited Partner, etc)</i>

Check if applicable:

Additional Partnership information attached. See Attachment to Paragraph C-3.

4. ADDITIONAL INFORMATION

a. One of the following options must be checked:

In addition to the names listed in paragraphs C. 1, 2, and 3 above, the following is a listing of any and all other individuals who own in the aggregate (directly as a shareholder, partner, or beneficiary of a trust) 10% or more of the APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE of the land:

Other than the names listed in C. 1, 2 and 3 above, no individual owns in the aggregate (directly as a shareholder, partner, or beneficiary of a trust) 10% or more of the APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE of the land:

Check if applicable:

Additional information attached. *See Attachment to Paragraph C-4(a).*

b. That no member of the Loudoun County Board of Supervisors, Planning Commission, Board of Zoning Appeals or any member of his or her immediate household owns or has any financial interest in the subject land either individually, by ownership of stock in a corporation owning such land, or though an interest in a partnership owning such land, or as beneficiary of a trust owning such land.

EXCEPT AS FOLLOWS: (If none, so state).

Check if applicable:

Additional information attached. *See Attachment to Paragraph C-4(b).*

c. That within the twelve-month period prior to the public hearing for this application, no member of the Loudoun County Board of Supervisors, Board of Zoning Appeals, or Planning Commission or any member of his immediate household, either individually, or by way of partnership in which any of them is a partner, employee, agent or attorney, or through a partner of any of them, or through a corporation (as defined in the Instructions at Paragraph B.3) in which any of them is an officer, director, employee, agent or attorney or holds 10% or more of the outstanding bonds or shares of stock of a particular class, has or has had any business or financial relationship (other than any ordinary customer or depositor relationship with a retail establishment, public utility, or bank), including receipt of any gift or donation having a value of \$100 or more, singularly or in the aggregate, with or from any of those persons or entities listed above.

EXCEPT AS FOLLOWS: (If none, so state).

Check if applicable:

Additional information attached. *See Attachment to Paragraph C-4(c).*

D. COMPLETENESS

That the information contained in this affidavit is complete, that all partnerships, corporations (as defined in Instructions, Paragraph B.3), and trusts owning 10% or more of the APPLICANT, TITLE OWNER, CONTRACT PURCHASER, OR LESSEE of the land have been listed and broken down, and that prior to each hearing on this matter, I will reexamine this affidavit and provide any changed or supplemental information, including any gifts or business or financial relationships of the type described in Section C above, that arise or occur on or after the date of this Application.

WITNESS the following signature: 

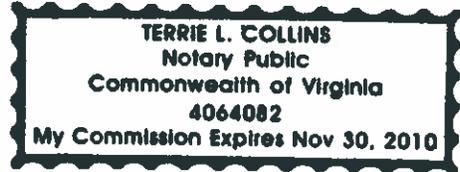
check one: Applicant or Applicant's Authorized Agent

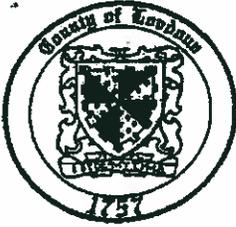
Thomas J. Koenig, Director Department of Animal Care and Control
(Type or print first name, middle initial and last name and title of signee)

Subscribed and sworn before me this 16th day of March 2009, in the State/Commonwealth of Virginia, in the County/City of London.

Terrie L. Collins
Notary Public

My Commission Expires: 11/30/2010
Registration No. 4064082





Loudoun County, Virginia

Department of Planning

1 Harrison Street, S.E., 3rd Floor, P.O. Box 7000, Leesburg, VA 20177-7000

Telephone (703) 777-0246 • Fax (703) 777-0441

RECORD OF PRE-APPLICATION CONFERENCE

PRE-APPLICATION CASE NUMBER/NAME/CASE TYPE	PRAP 2006-0089	SPEX
DATE OF CONFERENCE	Dept of Animal Care & Control (Sun hrs & additon) Charlestown Pike	8/8/06 2:00pm

ATTENDANCE LISTING

NAME	AFFILIATION
Nicole Dixon	R4D - Zoning
Art Smith	OTS
Melanie Wellman	Community Planning
Jenna Vanderheiden	Animal Shelter
Donna Lereague	Animal Shelter
Tom Koevle	Animal Shelter

I verify that a pre-application conference on the above-referenced proposal has been conducted in accordance with Article VI of the Loudoun County Zoning Ordinance. No matters discussed shall be binding on either the applicant or the County. A copy of this form shall be submitted by the applicant with the official application for checklist review. A summary of issues discussed is not required to be submitted with the official application.

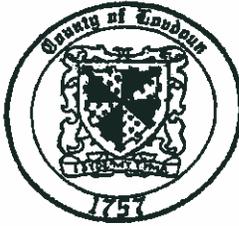
Director, Department of Planning or Designee:

John Ferriter

Date:

Aug 8, 2006

Application Fee: 0



Loudoun County, Virginia

Department of Planning

1 Harrison Street, S.E., 3rd Floor, P.O. Box 7000, Leesburg, VA 20177-7000

Telephone (703) 777-0246 • Fax (703) 777-0441

SYNOPSIS OF PRE-APPLICATION CONFERENCE ISSUES DISCUSSED

PRE-APPLICATION CASE NUMBER/NAME/CASE TYPE	PRAP 2006-0089	SPEX
DATE OF CONFERENCE	Dept of Animal Care & Control (Sun hrs & addition) Charlestown Pike	8/8/06 2:00pm

1. ISSUES RAISED BY THE APPLICANT

Application to extend hours of operation and to add training facility. Sunday hours 1:00 - 5:00 pm. This is only facility serving County - planned eastern facility not funded. Extended hours improve accessibility and convenience. Current facility not large enough to accommodate entire staff. No additional staff on-site. No increase in animal capacity.

~~Staff~~

2. COMPREHENSIVE PLANNING ISSUES DISCUSSED

Rural policies support proposed use. Impact on neighbors will be evaluated. Policies will discourage removal of trees.

Would support a waiver of archaeological Area 1

3. ZONING ISSUES DISCUSSED 1972 1993 Revised 1993 Zoning Ordinance

zoned A-3 and contains some steep slopes (but not impacted)
Additional parking will be required. Plat should illustrate
gross flow area and parking requirements.

4. TRANSPORTATION ISSUES DISCUSSED

No issue. VDOT installing traffic signal @ St. 9
to Estimated completion - September.

5. OTHER ISSUES DISCUSSED

6. REVIEW AND PROCESSING PROCEDURES DISCUSSED

Conference Coordinator:

John Merritt

Date:

Aug 8 2006

From: Joe Lock
To: Merrithew, John
Date: 8/7/2006 6:26:16 AM
Subject: SPEX, PRAP 2006-0089

I will be unable to attend the Pre-application conference.

The following are the comments for the property listed above.

The Department of Animal Care and Control (Charlestown Pike) has a drainfield and non-community well. The well must be in compliance with all testing requirements. It is the responsibility of the shelter to insure that all of the necessary tests have been completed and are up to date.

This Department will require that an addition check application (fee waived for County facilities) be submitted in order that a site visit can be performed. The addition must be staked to verify that it does not impact the existing well and septic. The SPEX (Sunday hours) and addition can exceed the original design capacity of 3170 gallons per day (1964 permit). If additional drainfield work is required (running additional sewer lines?, etc.) this must be permitted under a separate application and permit.

All septic repairs or necessary corrections must be completed prior to final approval.

Joe Lock
Loudoun County Health Department
(703) 771-5800

CC: Brewer, Alan; Hubbard, Douglas; Tolley, Matt

**PRAP 2006-0089 Department of Animal Care & Control
SPEX – Sunday hours & construct addition**

- Revised General Plan – Rural Policy Area
- Rural policies (in particular rural economy policies on pages 7-10, 7-11) encourage and support enhancement of the rural economy.
- Rural business uses will meet established performance criteria, including traffic capacity limits, employee limits, meet site design standards (i.e. buffering, use intensity, siting, architecture features) and pose no threat to public health, safety, and welfare (Revised General Plan, Policy 6, p. 7-8).
- The County values the rural character of the Rural Policy Area, formed by the elements of Green Infrastructure (Revised General Plan, Policy 1, p. 7-8). Would the expansion blend with existing environment? Would it have a visual impact from road? On neighbors? Staff would encourage preservation of existing forest cover to the south of the building, to screen the facility from the road.
- Phase 1 archeological survey or waiver.

From: Thomas Koenig
To: Fricke, Inga; Levesque, Donna
Date: 5/6/2008 4:02 PM
Subject: Fwd: Traffic Data for Animal Shelter

fyi

>>> Terrie Laycock 5/6/2008 3:48 PM >>>

We have the traffic counts from the Animal Shelter that were obtained for W-F, April 22-24, 2008 and Saturday April 25, 2008. After you decide with the Planning Office what you are going to file (SPEX amendment) or whatever and the nature of the change you are seeking, they can tell you what the requirement is for that type of application in terms of generating traffic data.

I'm thinking if you are mainly trying to change the days of the week you operate that you don't need a full blown traffic study. The data we obtained should support that.

For example - for the weekday traffic the total number of vehicles coming into the Shelter from Route 9 your only point of access was 358 over three days. That is an average daily count of 119 per day. The traffic generated during the AM Peak hours ranged between 4-6 vehicles and during the PM Peak hours 4 vehicles. The Saturday traffic totaled 115 vehicle trips with 5 AM Peak hour trips and 5 PM Peak hour trips.

Therefore, the traffic impact of moving from operating 4 weekdays and one weekend day to 3 weekdays and 2 weekend days does not reflect even a marginal impact on the Route 9 traffic.

I will hold on to the information and when Planning tells you what is needed, let me know and we will help in any way we can.

Terrie Laycock 5/6/08

REQUEST FOR FORMAL PRE-APPLICATION CONFERENCE

#2 – Description of Proposed Project or Use:

a) The Loudoun County Animal Shelter is requesting a special exception to open its facility to the public on Sundays from 1:00 p.m. to 5:00 p.m. Opening the animal shelter on Sundays for adoptions and other services would enable residents who have limited or distant access to the animal shelter a more convenient day and time to visit the facility. The Department has statistical indicators as well as information from other jurisdictions that Sundays, like Saturdays, offer customers an additional opportunity during a time when most of the public is not working to come and visit the animals housed at this facility. Citizens who reside in the eastern and southern parts of the County have told department staff that the volume of traffic on routes 7, 15, and/or 9 during the normal business week (Monday to Friday) discourages them from coming to visit. Opening on Sundays would also help alleviate some of the incoming traffic on Saturdays, which is the busiest day for customer traffic at the shelter. Opening on Sundays would allow the Shelter to maximize the use of their extensive volunteer base. Scheduling adoption events on Sundays would allow more opportunities for volunteers to participate because they typically work the Monday to Friday workweek. Due to current staffing levels, if open on Sundays, the Department proposes to close the facility to the public on Mondays.

b) The Loudoun County Animal Shelter is requesting a special exception to build an addition that will serve as housing for our Canine Readiness and Enrichment Program, Feline Enrichment Program and a staff training center. This new addition will be designed to provide much needed space for behavioral assessments, training and socialization. Current space is extremely limited and not conducive to dog/puppy training and development. The additional space would give behavioral training staff ample facility to work with borderline aggressive and fearful dogs/puppies that would give them greater opportunity to be placed on the adoption floor. This building would be instrumental in the Department expanding both its internal programs but also public adoption counseling and training that would help owners work with their animals and hopefully encourage them to keep their pets. Many of the same issues the department has in behavioral/socialization of dogs/puppies the Department has also with cats. Feline enrichment programs are designed to help socialize cats and make them more adoptable. Again, having additional space provides staff with the opportunity to provide training and hands-on experience with cat owners that are having difficulty. Staff and volunteer training area is essential to career and job related development. Current space limits the Department's ability to move forward in staff and volunteer development and training. Additional space within this new facility will be used to enhance our public relations activities and provide a more conducive area for our TV and media programming. Attached is a sample diagram we propose for consideration.

#5 – List of Issues to be discussed at the conference:

- What is the impact on traffic?
- What is the impact on the neighbors?
- What is the impact on shelter operations?
- Does the building actually require special exception?
- What is the impact on facility utilities?
- What additional information is needed to move forward?

Loudoun County Real Estate Tax, Assessment & Parcel Database[Home](#) | [Search By](#) | [Contact Us](#)**Real Estate Assessment - 2009****Owner and Legal - Commercial**[Map It](#)[Recent Sales](#)[Tax History](#)

PIN: 344-45-5673-000 Tax Map Number: /37////////101B Year: 2009	Property Address 39820 CHARLES TOWN PKE WATERFORD VA 20197
Current Owner Name/Address LOUDOUN, COUNTY OF 1 HARRISON ST SE 5TH FL PO BOX 7000 LEESBURG VA 20177-7000	Current Legal Description NR PAEONIAN SPRINGS 601--270/601-276 (ANIMAL SHELTER) Acreage: 13.26
Land Book Owner As of Jan 1, 2009 LOUDOUN, COUNTY OF 1 HARRISON ST SE 5TH FL PO BOX 7000 LEESBURG VA 20177-7000	Land Book Legal Description NR PAEONIAN SPRINGS 601--270/601-276 (ANIMAL SHELTER) Acreage: 13.26

Sales Information/Group# 515

Recordation Date: Sale Price: Most recent Deed Book/page: -- Deed Year:
--

Total Parcel Assessment Information

As of January 1st: Land: \$549,600 Improvements: \$739,300 Fair Market Total: \$1,288,900 Land Use: \$0

Miscellaneous

State Use Classification: EXEMPT Billing District: CATCTN DST Election District: CATOCTIN Affordable Dwelling Unit:	Agricultural District: N/A County Historic District: Tax District: Tax Code: LCL GVTOUT
--	--

Structure Information As Of Current Date**Structure Information #1**

Year Built: Total Area: 12,639 Occupancy Code: WAREHOUSE	Address: 39820 CHARLES TOWN PKE WATERFORD VA 20197
Primary Area Class: STORE WHSE Construction: CL C MSNRY Stories: 1.0 Story Height: 10	Area Square Feet Gross Building Area: 7,177 Perimeter: 649 Total Basement: 0 Finished Basement: 0
Building Exterior	Plumbing

Walls-1: BRK VNR Walls-2: Roof Material: METAL Roof Type: FLAT/SHED Foundation: CONC SLAB		3 Fixture Baths: 2 Fixture Baths: 0 Extra Water Closets: 0 Extra Sinks: 0 Urinals: 0 Other Fixtures: 0			
Building Interior Walls: PAINTED BLOCK Floor: CONCRETE Ceiling: ACOUSTICAL TILE		Heat-AC Heating Type: UNSPECIFIED Air Conditioning: NO Fuel Type: NONE/UNSP.			
Misc. Improvements		Additions			
Type	Sq Ft.	Class	Constr.	Stories	Area
ASPHALT PAVING	20,580	OFFICEBLDG	CL C MSNRY	1.0	2,393
COMMERCIAL FENCE	400	OFFICEBLDG	CL C MSNRY	1.0	2,129
GARAGES	1,200	STORE WHSE	CL C MSNRY	1.0	940
Special Features Canopy Type: COMMENTRY Canopy Area: 1,800					

Date of Query: 02/05/2009

PROPOSED SCHEDULE OF COMMUNITY MEETINGS

SPEX-2009-0001 - Loudoun County Animal Shelter

In advance of any public hearing for the proposed special exception application, the Applicant will meet or contact the neighboring community members and/or land owners to keep them involved and informed as needed.

343-15-9953-000

**TAINTOR, ZEBULON C & MAVIS R/S
16409 HAMILTON STATION RD
WATERFORD VA 20197-1112**

379-10-7432-000

**GROTOPHORST, CLYDE W & M L YAKUSH
39692 CHARLES TOWN PIKE
HAMILTON VA 20158-3324**

380-40-7464-000

**CRITCHLEY, PAIGE M
39810 CHARLES TOWN PIKE
WATERFORD VA 20197-1100**

344-45-4042-000

**SCHRENZEL, DIANE SUSAN
16469 HAMILTON STATION RD
WATERFORD VA 20197-1112**

344-45-8801-000

**MCMULLEN, DENISE A
16452 HAMILTON STATION RD
WATERFORD VA 20197-1111**

344-46-3153-000

**DEPAUL, RAYMOND ESTATE & B DEPAUL
39958 CHARLES TOWN PIKE
HAMILTON VA 20158-3208**

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343-15-9953-000

/37///6/////1/

State Use Classification: FARM 20-99.99 AC

Occupancy Code: SINGLE FAM

Zoning: AR1

TAINTOR, ZEBULON C & MAVIS R/S

16409 HAMILTON STATION RD

WATERFORD VA 20197-1112

379-10-7432-000

/37///6/////2/

State Use Classification: SUBURBAN SINGLE FAM

Occupancy Code: SINGLE FAM

Zoning: AR1

GROTOPHORST, CLYDE W & M L YAKUSH

39692 CHARLES TOWN PIKE

HAMILTON VA 20158-3324

380-40-7464-000

/37///17/////2/

State Use Classification: SUBURBAN SINGLE FAM

Occupancy Code: SINGLE FAM

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CRITCHLEY, PAIGE M

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344-45-4042-000

/37///17/////1/

State Use Classification: SUBURBAN SINGLE FAM

Occupancy Code: SINGLE FAM

Zoning: AR1

SCHRENZEL, DIANE SUSAN

16469 HAMILTON STATION RD

WATERFORD VA 20197-1112

344-45-8801-000

/37///12/////3/

State Use Classification: SUBURBAN SINGLE FAM

Occupancy Code: SINGLE FAM

Zoning: AR1

MCMULLEN, DENISE A

16452 HAMILTON STATION RD

WATERFORD VA 20197-1111

344-46-3153-000

/37///12/////2/

State Use Classification: SUBURBAN SINGLE FAM

Occupancy Code: VACANT LND

Zoning: AR1

DEPAUL, RAYMOND ESTATE & B DEPAUL

39958 CHARLES TOWN PIKE

HAMILTON VA 20158-3208

Receipt of Payment

Receipt Number : 090000723
Transaction Number : A000000005639
Payment Method: CTY WAIVER
Check Number:



Date: 2009-01-23
Amount: \$2,530.00
Check Escrow Flag: N
Check Writer:

Detail Information

2,530.00 SPEX-2009-0001 TOTAL FEE

Receipt of Payment

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2,530.00 SPEX-2009-0001 TOTAL FEE