OFFICE USE ONLY DATE RECEIVED_____ CUP NUMBER_____
PRESUBMITTAL MEETING DATE_____

TOWN OF BLACKSBURG
CONDITIONAL USE PERMIT APPLICATION

This application and all accompanying information must be submitted in full before the Conditional Use Permit can be accepted by Town staff. Once the Planning and Building Department accepts the application, it will be referred to the Planning Commission and Town Council for consideration. The application and all accompanying information will become conditions of approval. Any conditions of approval are binding. Other conditions may apply. Please contact the Planning and Building Department at (540) 443-1300 for application deadline or questions, or to schedule the **required** pre-submittal meeting.

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

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

SIGNATURE OF APPLICANT/CONTACT PERSON + PRINTED NAME:

Austin Cummings **DATE:** 9.01.2020

By signing this application, I affirm that this application is complete and all required items are included

SIGNATURE OF PROPERTY OWNER + PRINTED NAME:

Austin Cummings **DATE:** 9.01.2020

By signing this application, I affirm that this application is complete and all required items are included

REVISED 04-10-14 KJO

OFFICE USE ONLY DATE RECEIVED_____ CUP NUMBER_____
PRESUBMITTAL MEETING DATE_____

Location or Address of Property for Conditional Use Permit:
1117 SOUTH MAIN STREET BLACKSBURG, VA 24060

Tax Parcel Number(s): 287-15-10A

Acreage 0.419 acres

Present Zoning District: R-5

Present Use of Property: Single Family Residential

Proposed Use for the Property General Office - Real Estate Office

Conditional Use Requested: General Office in R-5 District Code Section 3051(b)

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

Previous Conditional (Special) Use Permit Number/Resolution Number N/A

APPLICANT/CONTACT PERSON (Contract Purchaser if applicable)

NAME: Lincoln I, LLC

ADDRESS: P.O. Box 10397
Blacksburg, VA 24062

PHONE: 540-525-3116 EMAIL: Lincoln1LLC@gmail.com

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

NAME: Lincoln I, LLC

ADDRESS: P.O. Box 10397
Blacksburg, VA 24062

PHONE: 540-525-3116 EMAIL: Lincoln1LLC@gmail.com

ENGINEER/ARCHITECT (optional)

NAME: Balzer and Associates, Inc.

ADDRESS: 80 College Street, Suite H
Christiansburg, VA 24073

PHONE: 540-381-4290 EMAIL: ssemones@balzer.cc

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

Description of the proposed use (or site modification)

See attached

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

See attached

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

See attached

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

See attached

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

N/A

CONDITIONAL USE PERMIT APPLICATION

FOR

GRAVITY REAL ESTATE GROUP

1117 South Main Street
Blacksburg, Virginia

TAX PARCEL
287-15-10A

SEPTEMBER 1, 2020

PREPARED FOR:
Lincoln I LLC
PO Box 10397
Blacksburg, VA 24062

PREPARED BY:
BALZER & ASSOCIATES, INC.
80 College Street, Suite H
Christiansburg, VA 24073

Description of Proposed Use:

The site is located at 1117 South Main Street and is owned by Lincoln I LLC. The site and structure have been used as a single-family residential property and is now currently vacant. The site has an existing curb cut and driveway near the southern property line that lead to a detached garage. The proposal for this project is to convert the existing single-family structure into an office use for Gravity Real Estate Group and the removal of the existing detached garage. Gravity Real Estate Group is a real estate company that will provide services for residential and commercial real estate transactions. As the use itself will create a very minimal change to the property, the only site improvements planned are the widening/improvement of the existing driveway and entrance, the addition of 8 parking spaces at the rear of the property and behind the existing structure and the addition of a screening fence and landscaping. No building changes to the exterior of the existing structure are proposed beyond any needed maintenance such as cleaning or paint. Water and sewer services currently exist to the structure and are not planned to be changed. Handicap accessible parking will be provided along with an accessible entrance into the building as required by the Building Code. Other renovations internal to the building itself will be permitted as required through the Town Building Official and will include all necessary updates as required by the adopted Building Code. A new ground mounted monument sign is also proposed along the South Main Street frontage and will be designed and located as required per Town Code.

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

The property is currently zoned R-5 Transitional Residential. The areas surrounding it is R-5 (Transitional Residential) to the north and south, R-4 (Low Density Residential) to the east and O (Office) to the west. Transitional Residential is described in the Zoning Ordinance as follows: *"The Transitional Residential District is to provide for a transitional land use between low density residential and higher intensity land uses. This is a predominantly residential district with neighborhood character. Conditional uses which are sensitive to and reinforce the residential neighborhood character are appropriate. These typically will involve the conversion or replication of single-family houses. Properties along arterial and collector roads are particularly suited for such conditional uses. The livability or small-town character of the Transitional Residential District is made up of tree lined streets, open space, and greenways interspersed within a more urban residential pattern."* The site is also designated to be Medium Density Residential in the Town of Blacksburg Future Landuse Map. Medium Density Residential is defined as "Up to and including ten dwelling units per acre; or up to 20 bedrooms per acre, whichever is less." The typical implementing zoning districts for medium density residential are Transitional Residential (R-5), Old Town Residential (OTR), Planned Residential (PR) and Planned Manufactured Home (PMH).

While the proposed use is not residential, it is a low intensity office use that will be compatible with the adjacent properties. As stated in the R-5 definition above, properties located along arterial and collector roads are well suited for conditional use permits that are sensitive to the neighborhood. It also references the conversion of single-family homes with conditional use permits. This project is meeting these goals by converting an existing home on South Main Street to an office use while keeping the residential character of the house itself. While both

sides of South Main Street from the subject property to the downtown area are designated as Medium Density residential in the Comprehensive Plan, there are a variety of uses along this stretch of road including general office, medical office, multi-family residential, single-family residential that is owner occupied and rental, and a fraternity house. The inclusion of an office use in this location will provide for a new business on South Main Street near the southern commercial hub of town that will also respect the residential character of the east side of South Main Street. The current uses and the future land use designation of the properties directly across South Main Street from the project site are office and High Impact Commercial thus no conflict will exist with the proposed use.

Please demonstrate how there will be no undue adverse impacts on the surrounding neighborhood in terms of public health, safety, or general welfare, and show the measures to be taken to achieve such goal:

The proposed use of the property works well with the adjacent uses and provides no adverse impact on them. A real estate office use is a very low impact commercial use as agents and office staff have varying hours and are often out of the office at real estate showings, closings, etc. The applicant anticipates 4-5 employees a day at the office and likely no more than 2 clients a day. Low impact office uses are common along South Main Street from Country Club Drive north to downtown. These uses are very compatible with residential uses as hours of operation typically do not create lifestyle conflicts. The applicant is proposing hours of operation of 9:00am to 5:00pm on weekdays and by appointment only on weekends.

The parcel sizes of many of the converted office uses along South Main Street also limit the size of company that could use it as Development Standards and Use and Design Standards are required to be met for office uses. The main design element that impacts these uses is the required location and number of parking spaces. As shown on the masterplan, 8 parking spaces are required based on the building square footage and only 8 parking spaces are proposed. As the parcel sits along South Main Street and has no entrance other than the existing driveway, no additional traffic is being generated that would impact adjacent neighborhood streets. As shown below from the ITE Trip Generation Manual, the number of vehicle trips generated from this office will be very minimal and are not anticipated to require any road improvements along South Main Street.

Proposed Small Office Use

ITE	*# of SqFt/1,000*	*Sq.Ft.*	*AM In*	*AM Out*	*AM Total*	*PM In*	*PM Out*	*PM Total*	*Weekday*
712	**2.394**	**2,394**	**4**	**1**	**5**	**2**	**4**	**6**	**39**

The applicant will also be providing landscaping and fencing along the side and rear property lines to buffer the neighbors from any perceived audible or visual impacts from the new use. No commercial style parking lot lighting is proposed with this use and any lighting provided will be residential in scale, height and design and will meet all town ordinances. No dumpsters are proposed for the site and all trash and recycling will be removed by a private service. The estimate area of land disturbance will be under 5,000 square feet and is limited to the minimal grading and paving required for the parking spaces and driveway expansion. All runoff will

continue to drain to the ditch along the southern property line and enter the Town storm sewer system at the existing drop inlet near South Main Street.

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

The proposal is requesting a modification or exception to the Use and Design Standards or Development Standards. Below are the Use and Design Standards for Section 4420 - General Office. The current proposal meets the requirements for subsection (a) as stated below. Subsection (b) are additional standards when the office is located in the R-5 or OTR zoning district. While the current proposal also meets, or is not applicable to, most of these standards as well, an exception is requested for standard 4420(b)(2) concerning the Type A buffer yard.

Sec. 4420 - General office.

(a) General standards:

(1) Exterior lighting shall be compatible with the surrounding neighborhood.

(2) Entrances to the site should be minimized and placed in such a way as to maximize safety, maximize efficient traffic circulation, and minimize the impact on any surrounding residential neighborhood.

(3) The street elevation of the principal structure shall have at least one (1) street-oriented entrance, and contain the principal windows of the office.

(4) Loading areas shall be sited in such a way so as to minimize the impact on any surrounding neighborhood. Sufficient screening meeting the standards of Article V, Division 3 of this ordinance [Appendix] shall be provided to screen and diffuse noise impacts on adjacent residences. A type D buffer yard shall be required when a loading area is located adjacent to a residential use.

(5) The use of alternative paving material, such as brick pavers or porous pavement is permitted.

(b) Additional standards in the R-5 and OTR zoning districts:

(1) The retention and use of upper floors for residential purposes is encouraged, so as to continue and enhance the residential character of the neighborhood.

(2) A general office which adjoins a R-4, R-5, OTR, RR1, RR2, or PR zoning district shall have a type A buffer yard behind the front line of the principal building.

(3) For existing structures, no exterior changes may be made that are nonresidential in character.

(4) Applicants must clearly demonstrate that the use will be compatible with the neighborhood, particularly with regard to traffic circulation, parking, and appearance.

(5) The scale, massing, and building design should be compatible with the surrounding neighborhood. The structure shall be street-oriented with pedestrian entrances from the street.
(6) The location, dimensions, and design concept of any proposed signage should be provided at the time of the conditional use permit application.
(7) Parking shall be located behind the front line of the principal building. Town Council may grant a special exception to this requirement as authorized by Section 1112.

As stated in 4420(b)(2), a Type A buffer yard must be provided along the property lines abutting a R-4, R-5, OTR, RR1, RR2, or PR zoning district. The adjacent parcels to the north and south are zoned R-5 and the parcel to the east is zoned R-4. The parcel to the west is zoned O-Office and not applicable to this requirement. The masterplan shows a 10' Type A buffer yard is proposed along the north and east property lines that would include a four (4) foot screening fence and small evergreen trees as required by Town Code. The masterplan shows a modified and smaller 8' Type A buffer yard along the south property line. This reduced width is due to the proximity of the existing building and existing/proposed driveway to the southern property line. If a full 10' buffer was proposed, the driveway would be directly abutting the existing structure and could provide a safety hazard to drivers and pedestrians. To mitigate the 2' reduction and any potential impacts, the applicant is proposing a higher screening fence of six (6) feet instead of the required four (4) feet along with the required evergreen trees.

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

This application is not amending an existing approved S/CUP.

GRAVITY REAL ESTATE GROUP CONDITIONAL USE PERMIT Adjacent Property Owners		
Tax Parcel(s)	**Owner**	**Address**
287-A 66	ASPEN DEVELOPMENT	P.O. BOX 106 BLACKSBURG, VA 24063
287-14 4, 5, 6 287-14 8, 10, 8A	CHRIS N KAPPAS MARIA C KAPPAS	P.O. BOX 263 BLACKSBURG, VA 24063
287-15 8A	NANCY D HEAVNER REV TRUST C/O NANCY D HEAVNER TRUSTEE	105 COHEE ROAD BLACKSBURG, VA 24060
287-15 9, 10	COHEE ROAD APARTMENTS LLC	1301 OAK DRIVE BLACKSBURG, VA 24060

PICTURES OF 1117 SOUTH MAIN STREET

January 1, 2012

OFFICE USE ONLY
Date Received:
RZN#
CUP#

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

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

Name of Development: GRAVITY REAL ESTATE GROUP
Address/Location: 1117 SOUTH MAIN STREET
Tax Map Parcel: 287-15-10A
Size of Site: 0.419 ACRES
Proposed Use: GENERAL OFFICE - REAL ESTATE OFFICE
Current Zoning District: R-5
Existing Future Land Use Classification: MEDIUM DENSITY RESIDENTIAL

This application is submitted in conjunction with a

☐ Rezoning Application. Proposed Zoning District:
☒ Conditional Use Permit Application. Proposed Conditional Use: GENERAL OFFICE
☐ Comprehensive Plan Amendment. Proposed Future Land Use:

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

A traffic impact analysis ☐ *is* ☒ *is not required* for the proposed project:

1. ☐ ***Yes or*** ☒ ***No***, the site is located 6,560 feet along the vehicle path of traffic which is less than 3,000 feet from VDOT maintained roadways, or is within 3,000 feet of a non-limited access state controlled highway, or is within 3,000 feet of a connection to a state limited access highway.
2. ***If the answer to question #1 is Yes, complete the following:***
   a. ☐ ***Yes or*** ☒ ***No***, the proposed development generates 39 *vpd* which is greater than the VDOT requirement of 5,000 vehicles per day.
3. ☐ ***Yes or*** ☐ ***No***, the proposed comprehensive plan amendment results in substantial impact of 5,000 additional vehicle trips per day or results in substantial changes to the existing transportation network and infrastructure of state controlled highways.
4. ☐ ***No,*** a new TIA study is not required because a previously submitted TIA is still applicable for the project site. *(Note: the appropriate documentation must be attached to this application)*
5. ☐ ***Yes or*** ☐ ***No***, a VDOT Scope of work meeting has been held.

If a TIA is required, please provide the following information:
Name of Property Owner(s): N/A
Address:
Phone: Fax:
Email address:

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

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

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

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

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

SIGNATURE OF APPLICANT: _____ **Date:** 9/1/2020

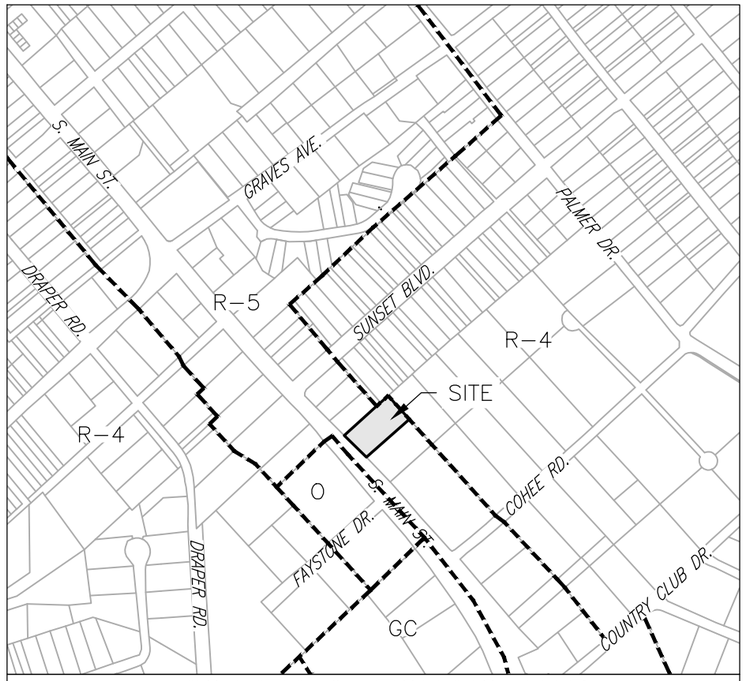
For Staff Use Only:

☐ First Submission ☐ Second Submission ☐ Third or Subsequent Submission

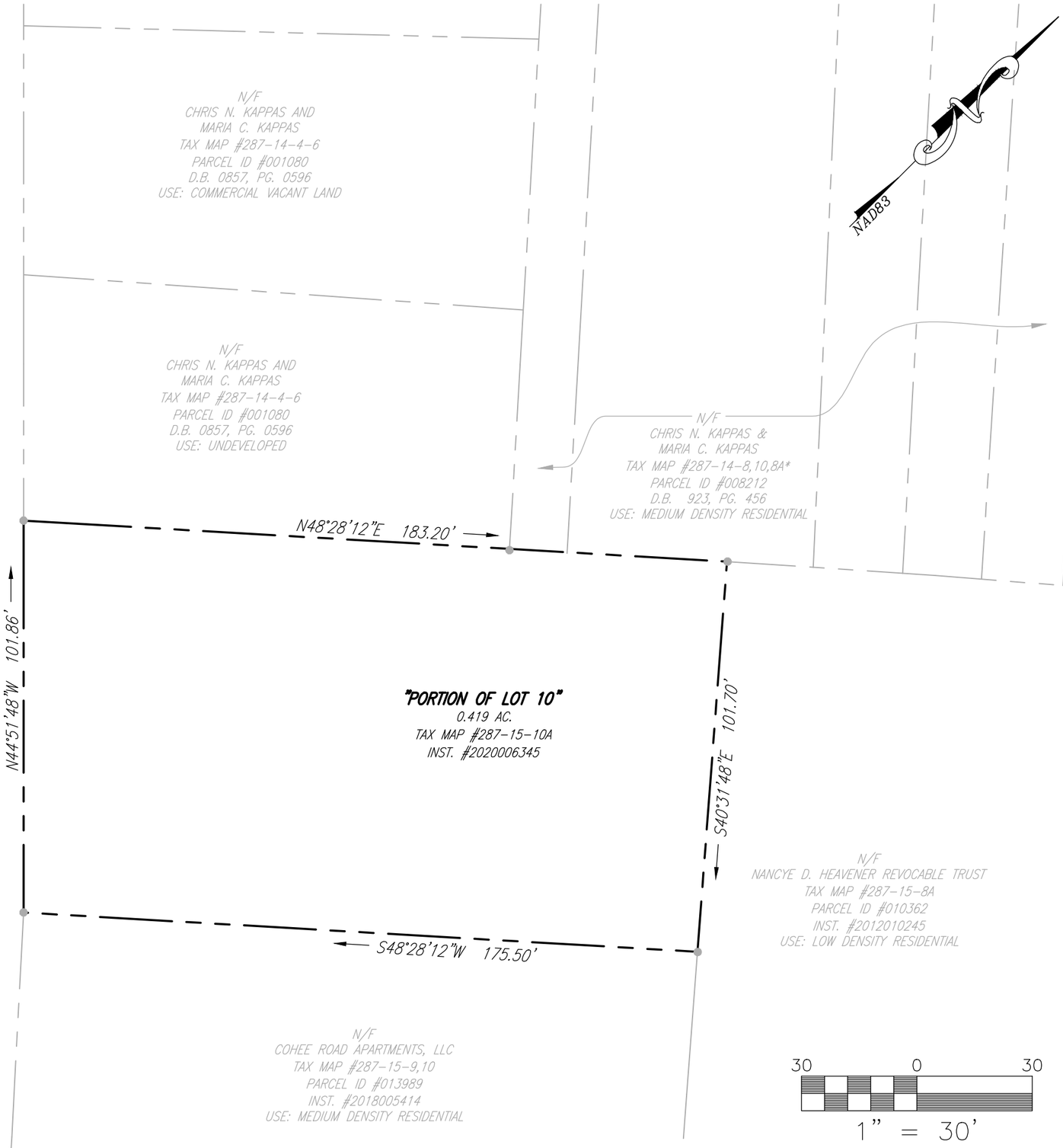
Reviewed and Accepted as complete by _____ Date _____
TIA forwarded to VDOT by _____ Date _____

Rejected by _____ Date _____
Reason for rejection: _____
_____

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



VICINITY & ZONING MAP
SCALE 1"=500'



BALZER
& ASSOCIATES
PLANNERS / ARCHITECTS
ENGINEERS / SURVEYORS

Roanoke / Richmond
New River Valley / Staunton
Harrisonburg / Lynchburg

www.balzer.cc

80 College Street
Suite H
Christiansburg, VA 24073
540.381.4290

GRAVITY REAL ESTATE GROUP

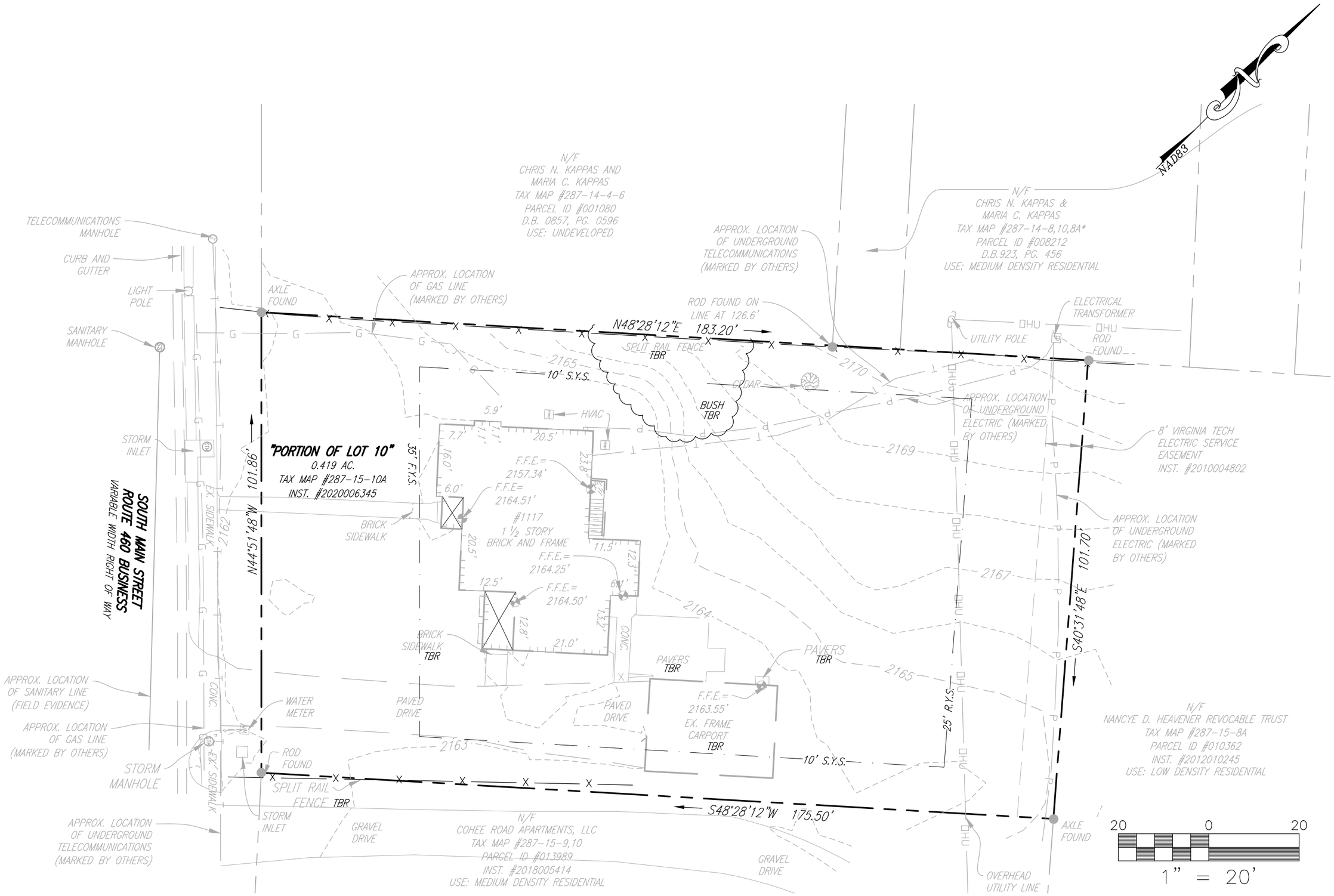
CONDITIONAL USE PERMIT - NEW OFFICE
PARCEL MAP

MOUNT TABOR MAGISTERIAL DISTRICT
TOWN OF BLACKSBURG, VIRGINIA

DATE	9/01/2020
SCALE	1" = 30'
REVISIONS	

CUP1

PROJECT NO 24200066.00



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540.381.4290

GRAVITY REAL ESTATE GROUP

CONDITIONAL USE PERMIT - NEW OFFICE

EXISTING CONDITIONS

MOUNT TABOR MAGISTERIAL DISTRICT
TOWN OF BLACKSBURG, VIRGINIA

DATE	9/01/2020
SCALE	1" = 20'
REVISIONS	

CUP2

PROJECT NO 24200066.00

GENERAL NOTES

SITE ADDRESS: 1117 SOUTH MAIN STREET BLACKSBURG, VA 24060
MOUNT TABOR MAGISTERIAL DISTRICT

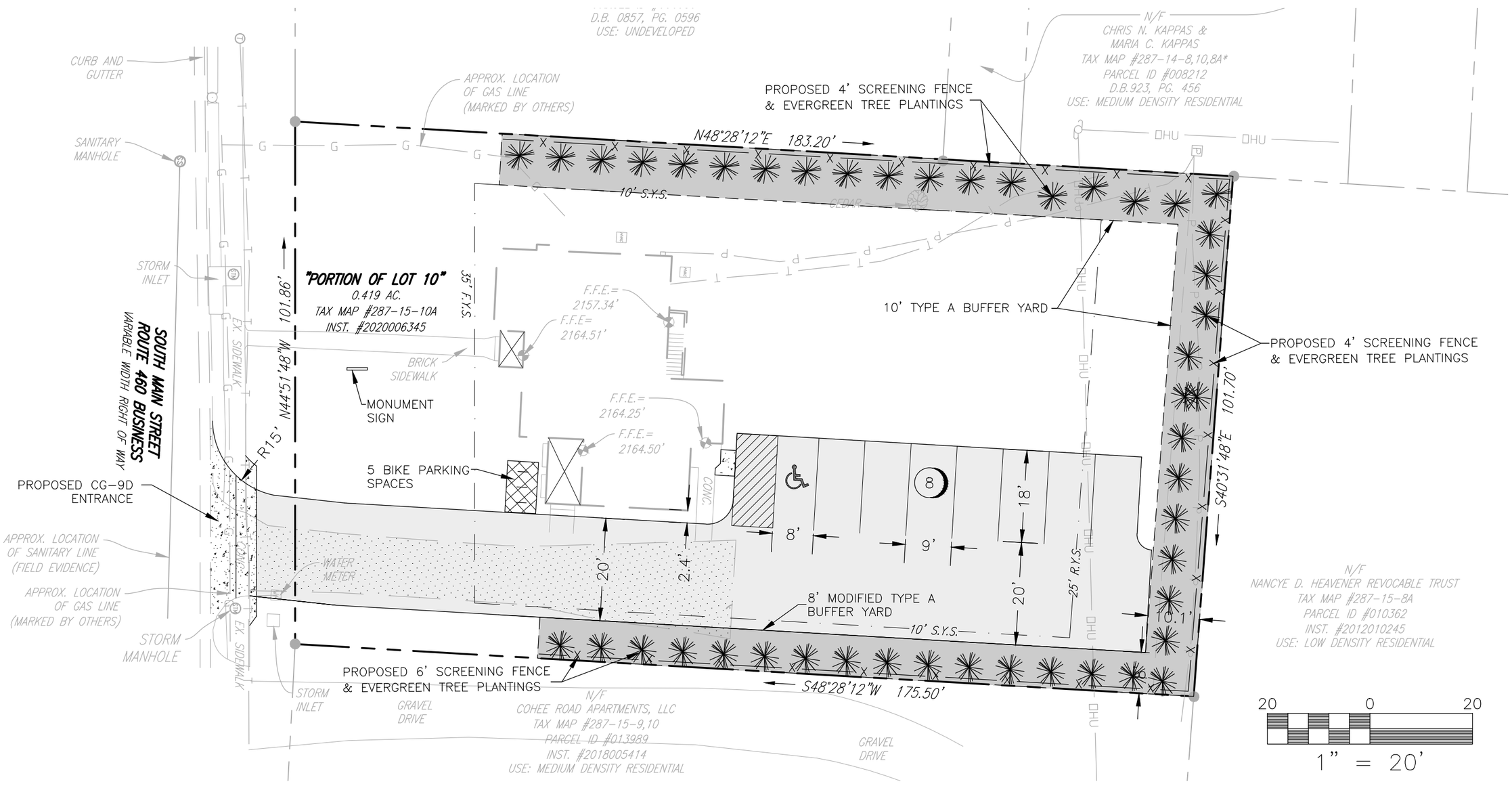
OWNER: LINCOLN I LLC
323 SHELIAH CT.
BLACKSBURG, VA 24060

APPLICANT: AUSTIN CUMMINGS
UNIVERSITY CITY BLVD. STE. 16
BLACKSBURG, VA 24060
PHONE: (540) 739-3153
CONTACT: AUSTIN CUMMINGS

AGENT: BALZER & ASSOCIATES, INC.
80 COLLEGE STREET, SUITE H
CHRISTIANSBURG, VA 24073
PHONE: (540) 381-4290
CONTACT: STEVE SEMONES

1. TOTAL SITE AREA: ±0.419 ACRES
2. TAX MAP NO: 287-15-10A
3. PARCEL ID: 008456
4. CURRENT ZONING: R-5, TRANSITIONAL RESIDENTIAL DISTRICT
5. PROPOSED ZONING: R-5, TRANSITIONAL RESIDENTIAL WITH A CONDITIONAL USE PERMIT FOR AN OFFICE
6. WATER SERVICE: EX. TOWN OF BLACKSBURG
7. SEWER SERVICE: EX. TOWN OF BLACKSBURG
8. PROPOSED USES: GENERAL OFFICE – REAL ESTATE OFFICE
9. MAXIMUM LOT COVERAGE: 55%
10. PROPOSED IMPERVIOUS AREA: 37% (0.155 AC)
11. PARKING REQUIRED: 6 SPACES (1 SPACE/300 SF)
12. PARKING PROVIDED: 8 SPACES
13. PROPOSED DISTURBED AREA: < 5,000 SF
14. LEGEND

PROPERTY LINE
SETBACK LINE
ASPHALT
CONCRETE
OVERLAY NEW ASPHALT OVER EXISTING
BUFFER YARD AREAS



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GRAVITY REAL ESTATE GROUP
CONDITIONAL USE PERMIT - NEW OFFICE
MASTER PLAN

MOUNT TABOR MAGISTERIAL DISTRICT
TOWN OF BLACKSBURG, VIRGINIA

DATE 9/01/2020
SCALE 1" = 20'
REVISIONS

CUP3

PROJECT NO 24200066.00