



**City Council Meeting**  
**AGENDA**  
***Monday, January 22, 2024, 6:30 PM***

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Work Session 6:00 P.M. Parlor A, Salem Civic Center, 1001 Roanoke Boulevard, Salem, Virginia 24153

Regular Session 6:30 P.M. Community Room, Salem Civic Center, 1001 Roanoke Boulevard, Salem, Virginia 24153

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**WORK SESSION**

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1. Call to Order
2. New Business
  - A. **Discussion Items**  
Roanoke Valley - Alleghany Regional Commission Update - Jeremy Holmes, Executive Director
3. Adjournment

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**REGULAR SESSION**

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1. Call to Order
2. Pledge of Allegiance
3. Bid Openings, Awards, Recognitions
4. Consent Agenda
  - A. **Citizen Comments**  
Comments from the public, limited to five minutes, on matters not already having a public hearing at the same meeting.
  - B. **Minutes**  
Consider acceptance of the January 8, 2024, Work Session and Regular Meeting minutes.
  - C. **Financial Reports**  
Consider acceptance of the Statement of Revenues and Expenditures for the six months ending December 2023.
5. Old Business

**A. Amendment to the Zoning Ordinance**

Consider adoption of ordinance on second reading for the request of E2ST John, LLC, property owner, for rezoning the property located at 68 St. John Road (Tax Map # 155-2-2.1) from HBD Highway Business District to HM Heavy Manufacturing District. (Approved on first reading at the January 8, 2024, meeting.)

**B. Amendment to the Zoning Ordinance**

Consider adoption of ordinance on second reading for the request of Poindexter SW Florida, LLC, property owner, for rezoning the property located at 2105–2121 Apperson Drive (Tax Map # 281-1-2.2) from BCD Business Commerce District to HBD Highway Business District. (Approved on first reading at the January 8, 2024, meeting.)

**6. New Business**

**A. Amendment to the Zoning Ordinance**

Hold public hearing and consider ordinance on first reading for the request of T J Real Properties, LLC, property owner, for rezoning the property located at 1236 West Main Street, (Tax Map # 141-1-4) from HBD Highway Business District to CBD Community Business District. (Advertised in the January 11 and January 18, 2024, issues of the *Salem Times-Register*.) (Recommend approval, see page 3 of Planning Commission minutes.) **STAFF REPORT**

**B. Special Exception Permit**

Hold public hearing to consider the request of Helm Building Enterprises, LTD, property owner, for the issuance of a Special Exception Permit to allow a two family dwelling on the property located at 301 Carey Avenue, (Tax Map # 74-2-6.1). (Advertised in the January 11 and January 18, 2024, issues of the *Salem Times-Register*.) (Recommend approval, 4 to 1 vote; see page 4 of Planning Commission minutes.) **STAFF REPORT**

**C. Amendment to the Zoning Ordinance**

Hold public hearing and consider ordinance on first reading for the request of Helm Building Enterprises, LTD, property owner, for rezoning the property located at 416 Electric Road (Tax Map # 150-3-1) from HBD Highway Business District to HM Heavy Manufacturing District. (Advertised in the January 11 and January 18, 2024, issues of the *Salem Times-Register*.) (Recommend approval, see page 9 of Planning Commission minutes.) **STAFF REPORT**

**D. Amendment to the Zoning Ordinance**

Hold public hearing to consider the request of Virginia Baptist Children's Home (dba HopeTree Family Services), property owner, for rezoning the properties located at 1000 block Red Ln and a portion of 860 Mount Vernon Lane (Tax Map #'s 41-1-1, 41-1-2, 41-1-3, 41-1-4, 41-1-5, 41-1-6, and a portion of 44-3-10) from RSF Residential Single Family to PUD Planned Unit District. **Petitioners have requested a continuance until the February 14, 2024, meeting.** (Continued until the February 14, 2024, meeting. See page 3 of Planning Commission minutes.) **STAFF REPORT**

**E. Graham White Manufacturing Company Performance Agreement**

Consider a request of approval and authorizing the City Manager to finalize and execute a Performance Agreement between the City of Salem, Graham White Manufacturing Company, a subsidiary of Wabtec, and the Economic Development Authority of the City of Salem.

**F. Railroad Crossings**

Consider authorizing the City Manager to enter into an agreement with Norfolk Southern related to the removal of railroad track crossings at three locations in the City for a line that is

no longer in service.

**G. Memorandum of Understanding - McAfee Knob Trailhead Shuttle**

Consider authorizing the City Manager or his designee to execute a Memorandum of Understanding (MOU) with Roanoke County to provide transportation services to citizens and visitors in Salem to utilize the McAfee Knob Trailhead Shuttle.

**H. Boards and Commissions**

Consider appointments to various boards and commissions.

**7. Adjournment**

# City Council Meeting MINUTES

**Monday, January 8, 2024, 6:30 PM**

Work Session 6:00 P.M. Council Chambers Conference Room, City Hall, 114 North Broad Street, Salem, Virginia 24153  
Regular Session 6:30 P.M. Council Chambers, City Hall, 114 North Broad Street, Salem, Virginia 24153

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## WORK SESSION

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### 1. Call to Order

A work session of the Council of the City of Salem, Virginia, was held in the Council Chambers Conference Room, City Hall, 114 N. Broad Street, Salem, Virginia, on January 8, 2024, at 6:00 p.m., there being present the following members of said Council to wit: Renée Ferris Turk, Mayor; James W. Wallace, III, Vice- Mayor; Council members: Byron Randolph Foley, William D. Jones, and H. Hunter Holliday; with Renée Ferris Turk, Mayor, presiding together with Chris Dorsey, City Manager; Rob Light, Assistant City Manager and Clerk of Council; Rosemarie B. Jordan, Director of Finance; A. K. Briele, Director of Electric Department; Crystal Williams, Assistant to the City Manager; Laura Lea Harris, Deputy Clerk of Council; and the following business was transacted; Mayor Turk reported that this date, place, and time had been set in order for the Council to hold a work session.

### 2. New Business

#### A. Discussion Items

##### 1) Discussion of Citizen Comment Requests

Council discussed the Citizen requests from the October 23 through December 11, 2023, meetings of City Council. Mr. Jones noted that he would be meeting with Mr. Thompson this week in regard to the requests from the October 23 and December 11, 2023, meetings. He will report back to Council once this meeting has been held.

Discussion was held on requests from several residents of North Broad Street who had expressed concern about proposed redevelopment of the Hope Tree property. These were from the November 13, November 27, and December 11 meetings. Mayor Turk noted that all of these citizen comments are being shared with Community Development so that concerns can be looked into and to ensure that the angles being presented are being explored. Mr. Holliday shared that he had met with a citizen and discussion was held about traffic studies. It was felt that there were gaps in the Balzer traffic study that had been done. Hope Tree has requested a continuance to February for this item with the Planning Commission.

The rezoning request must be heard by the Planning Commission prior to coming before Council for action. Each request from a citizen related to Hope Tree was discussed and Council expressed understanding of the concerns and that they would be kept in mind.

Discussion was held on the requests that Code violations and enforcement be addressed. It was noted that these issues are being looked at through the Comprehensive Plan. Discussion was held about enforcement of Salem City Code for issues of blight, dilapidated structures, junk vehicles, and unsightly buildings/conditions, and a response from Council to Community Development with direction on this. Council requested that a Work Session be scheduled to discuss this in further detail.

Council addressed the request from December 11 that Council engage Roanoke College's Institute for Policy and Opinion Research to review the City's survey used for the Comprehensive Plan and to ascertain what would constitute a more useful and statistically valid survey. It was noted that a consultant had been hired by the City and was being utilized for the development of the Comprehensive Plan.

In response to the request made at the December 11 meeting that consideration be given to allowing for accessory dwelling units, allowing space for separate quarters with bath and kitchen on the same floor for family members or rental, and Airbnb options in areas with consistent walking space to amenities, Council responded that these were items that were being explored during the process of the development of the Comprehensive Plan and that Council would continue to inform Community Development of citizen feedback that is received.

### 3. Adjournment

There being no further business, Mayor Turk adjourned the meeting at 6:23 p.m.

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## REGULAR SESSION

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### 1. Call to Order

A regular meeting of the Council of the City of Salem, Virginia, was called to order at 6:30 p.m., there being present the following members to wit: Renée Ferris Turk, Mayor; James W. Wallace, III, Vice-Mayor; Councilmembers: Byron Randolph Foley, William D. Jones, and H. Hunter Holliday; with Renée Ferris Turk, Mayor, presiding together with Chris Dorsey, City Manager; Rob Light, Assistant City Manager and Clerk of Council; Rosemarie B. Jordan, Director of Finance; Chuck Van Allman, Director of Community Development; Mike Stevens, Director of Communications; and Jim Guynn, City Attorney.

2. Pledge of Allegiance
3. Bid Openings, Awards, Recognitions
4. Consent Agenda

A. **Citizen Comments**

Comments from the public, limited to five minutes, on matters not already having a public hearing at the same meeting.

No citizens were present to speak this evening.

B. **Minutes**

Consider acceptance of the December 11, 2023, Work Session and Regular Meeting minutes.

The minutes were approved as written.

C. **Financial Reports**

Consider acceptance of the Statement of Revenues and Expenditures for the five months ending November 2023.

The financial reports were received.

5. Old Business

There was no Old Business this evening.

6. New Business

A. **Amendment to the Zoning Ordinance**

Hold public hearing and consider adoption of ordinance on first reading for the request of E2ST John, LLC, property owner, for rezoning the property located at 68 St. John Road (Tax Map # 155-2-2.1) from HBD Highway Business District to HM Heavy Manufacturing District. (Advertised in the December 28, 2023, and January 4, 2024, issues of the *Salem Times-Register*.) (Recommend approval; see page 2 of Planning Commission minutes.) **STAFF REPORT**

Mayor Turk opened the public hearing.

Barney Horrell, Brushy Mountain Engineering, addressed Council on behalf of the property owner. He noted that the preliminary site plan included in the Council packet reflected a standard rectangular building that was consistent with the property directly across the street and that there were several buildings in this area that had

been through the process of rezoning from Highway Business District (HBD) to Heavy Manufacturing District (HM) and that this request was consistent with that. He added that the same architect and general contractor would be involved with this.

Mayor Turk closed the public hearing.

William Jones motioned to adopt ordinance on first reading for the request of E2ST John, LLC, property owner, for rezoning the property located at 68 St. John Road (Tax Map # 155-2-2.1) from HBD Highway Business District to HM Heavy Manufacturing District. Randy Foley seconded the motion.

Ayes: Foley, Holliday, Jones, Turk, Wallace

**B. Amendment to the Zoning Ordinance**

Hold public hearing and consider adoption of ordinance on first reading for the request of Poindexter SW Florida, LLC, property owner, for rezoning the property located at 2105–2121 Apperson Drive (Tax Map # 281-1-2.2) from BCD Business Commerce District to HBD Highway Business District. (Advertised in the December 28, 2023, and January 4, 2024, issues of the *Salem Times - Register*.) (Recommend approval; see page 3 of Planning Commission minutes.) **STAFF REPORT**

Mr. Foley requested Mr. Van Allman to give some information on the location of this request.

Mr. Van Allman explained that this site is out Apperson Drive and is right at the Roanoke City line. This is the building directly behind Wendy's. Currently, there is a consignment shop and a couple of small office use types. Essentially this request, since there is a mix of retail and restaurants in the area, will allow restaurants basically or other small shops that are allowable under HBD (Highway Business District) zoning. Business Commerce District is restrictive for what is actually going on in that area, and this will allow them to market the building units for more businesses.

Mayor Turk opened the public hearing.

Ben Crew, Balzer and Associates, 1208 Corporate Circle, representing J.C. and Martha Poindexter, property owners, shared that they were requesting to update the zoning to be more appropriate for this specific building to enable some uses and keep the momentum going that is moving forward in that center currently.

Mr. Foley noted that the Planning Commission minutes noted there was nothing specific planned currently and asked if this was still true or if there was a specific business in mind for this property.

Mr. Crew responded that multiple folks had approached the owners such as sub shops or restaurants that were not allowable through BCD zoning, but that there is not currently a specific business in mind. This would allow them to move forward with some of those more active uses in this center.

Mayor Turk closed the public hearing.

Randy Foley motioned to adopt ordinance on first reading for the request of Poindexter SW Florida, LLC, property owner, for rezoning the property located at 2105– 2121 Apperson Drive (Tax Map # 281-1-2.2) from BCD Business Commerce District to HBD Highway Business District. William Jones seconded the motion.

Ayes: Foley, Holliday, Jones, Turk, Wallace

**C. Approval of Electric Rates**

Consider adoption of Resolution 1461 amending the Electric Rate Tariffs.

**Audit - Finance Committee**

The cost of electricity purchased by the City from American Electric Power (AEP) is significantly higher this fiscal year than AEP projected. As a result, the City needs to adjust the power cost adjustment (PCA) on electric bills to account for the additional cost of electricity purchased from AEP.

Mr. Foley shared for the benefit of the public that Council had held extensive discussions with Mr. Briele, Director of Electric Department. If Salem is going to continue to maintain their own Electric Department, this is necessary.

Mayor Turk remarked on the constant increase over the past two or three years in transmission and other rates. She shared that even though Salem owns its own Electric Company, the power has to be purchased to be able to provide the electricity for the citizens. It is critical to meet the cost that the City is having to pay.

James Wallace motioned to adopt resolution 1461 amending the power cost adjustment in the electric rate tariffs to \$0.033126 per kilowatt hour (KWH) effective February 1, 2024. William Jones seconded the motion.

Ayes: Foley, Holliday, Jones, Turk, Wallace

**D. Update Special Regulatory Tax Rate on Electric Utility Bills**

Consider request to update Special Regulatory Tax Rate on Electric Utility Bills. **Audit - Finance Committee**

The Code of Virginia mandates a special regulatory tax on electric bills per code Section 58.1-2900 (A) (1-5). The General Assembly updated the special regulatory tax component of the electric utility consumption tax calculation.

James Wallace motioned to update the Special Regulatory Tax effective February 1, 2024, and to amend the book of rates to reflect the required tax of: \$0.000195 for consumption between 1 and 2,500 Kilowatt Hours; \$0.00013 for consumption between 2,501 and 50,000 Kilowatt Hours; and \$0.000091 for consumption of 50,001 or more Kilowatt Hours. William Jones seconded the motion.

Ayes: Foley, Holliday, Jones, Turk, Wallace

**E. Quick Lube Oil Change**

Consider setting bond for erosion and sediment control and landscaping and physical improvements for Quick Lube Oil Change. **Audit - Finance Committee**

Mr. Wallace noted for the benefit of the public that this was referring to the piece of land where the old Sonic fast-food restaurant used to be beside American National Bank and the old Fast Freddy's.

The Community Development office has reviewed the estimate for erosion and sediment control, landscaping, and physical improvements for Quick Lube Oil Change located at 830 West Main Street.

James Wallace motioned to bond the project in the amount of \$386,295.00 with a time frame for completion set at twelve (12) months. William Jones seconded the motion.

Ayes: Foley, Holliday, Jones, Turk, Wallace

**F. St. John Road Common Development Plan**

Consider setting bond for erosion and sediment control and landscaping for St. John Road Common Development Plan. **Audit - Finance Committee**

Vice-Mayor Wallace noted that this item is related to the earlier discussion in the public hearing for the property on St. John Road near the old General Electric building.

The City Engineer's office has reviewed the estimate for erosion and sediment control and landscaping for St. John Road Common Development Plan located at 71 St. John Road, 105 St. John Road, and 416 Electric Road.

James Wallace motioned to bond the project in the amount of \$24,963.00 with a time frame for completion set at twelve (12) months. William Jones seconded the

motion.

Ayes: Foley, Holliday, Jones, Turk, Wallace

#### G. **Boards and Commissions**

Consider appointments to various boards and commissions.

Randy Foley motioned to reappoint Dr. Forest Jones for a three-year term ending December 31, 2026, and endorse reappointing Helen Ferguson as an at-large member for a three-year term ending December 31, 2026, to the Blue Ridge Behavioral Healthcare Board. Also, to reappoint H. Robert Light for a four-year term ending December 14, 2027, to the Roanoke Valley Broadband Authority. H Hunter Holliday seconded the motion.

Ayes: Foley, Holliday, Jones, Turk, Wallace

### 7. Adjournment

Mr. Foley took a moment to recognize the passing of G. Michael Pace, Jr. this afternoon and to express his condolences. He noted that Mr. Pace was an integral part of this community as was his father, who served on City Council for years. He shared that Mr. Pace was the founder of the Rule of Law Project and was recognized by the Virginia Bar Association for that, represented numerous organizations in front of City Council as an attorney, was a managing partner for Gentry Locke Attorneys in Roanoke for years, and finally served as Counsel for Roanoke College. He was a true friend and a great gentleman. He expressed his condolences to his wife, Nancy, and his daughters, Maggi and Cate. He noted that his influence and impact will not be forgotten.

Mr. Wallace acknowledged that today was Mr. Dorsey's first day on the job and Council welcomed him as City Manager.

Mr. Jones announced that he would not be seeking reelection on City Council at the end of his term in November of this year. he noted that he had agreed to do four terms when originally elected and that he had served four terms and that he believed in term limits. He recognized former City Council member Lisa Garst in the audience and thanked her for her service on Council. He shared that it was time for him to spend more time with his family and grandchildren. He commented on the sacrifices that family members of Council members made. He shared how the City has gone from having two weeks of reserve funds to having nine months of reserves during his time on Council due to tough decisions that were made as a body. He also spoke of a brand-new South Salem School and remodeled Salem High School and that he was proud to be part of those accomplishments as well as part of this

Item #4B

Date: 1/22/2024

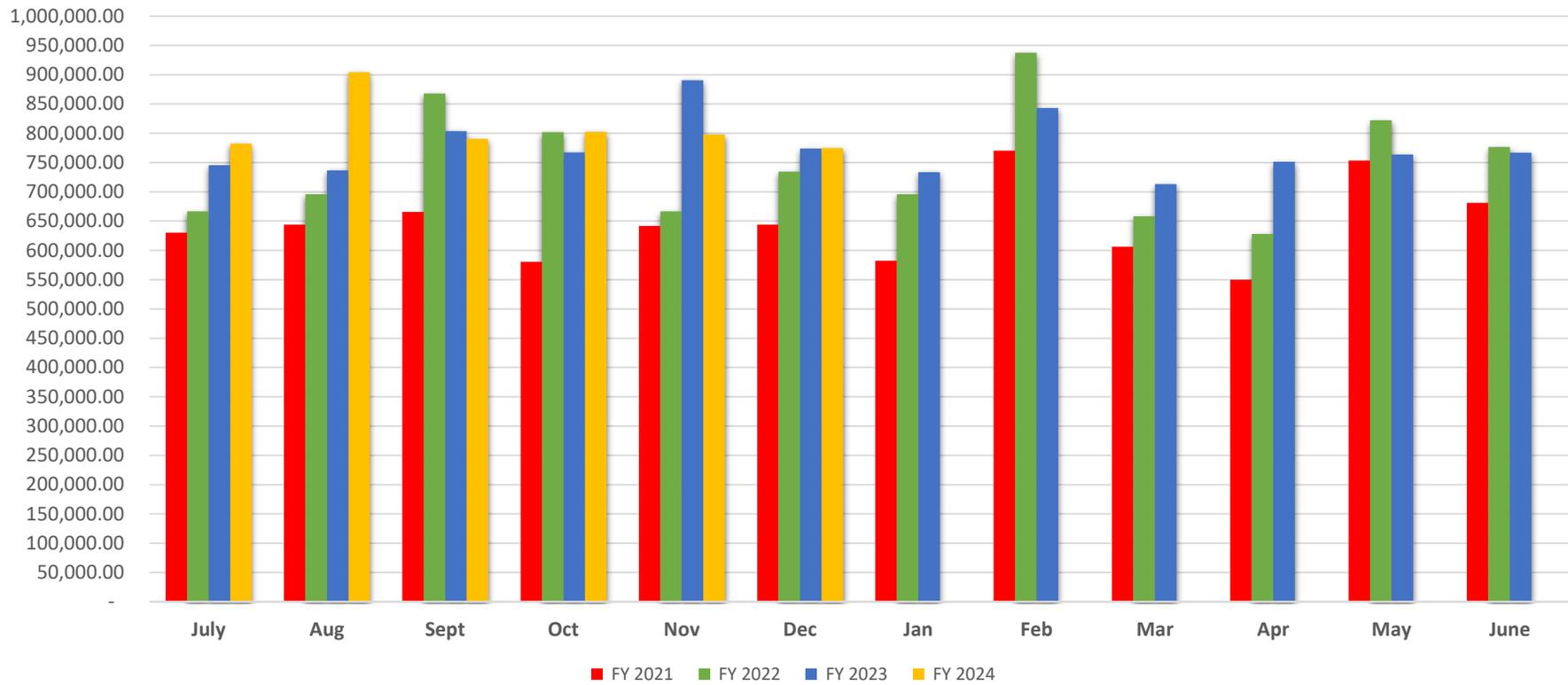
community. He commented that anyone has the opportunity to be a part of Council, that the decisions are not made lightly without a lot of study put into them, and that often the decisions were not popular. He noted that the responsibility was to do what was in the best interest of the whole City. Councilman Jones encouraged those that are not elected to certain boards or to Council to come back and try again if they were not elected the first time. He noted that this community is great because of people that had decided to give up part of their life to make this place better. He said that Council makes decisions based on the information that they have and what is best for the community. He expressed appreciation to those that had elected him and to those that he has served with. He said that he wanted to announce this now so that anyone that was interested would have the opportunity to do research and make sure this was something that they wanted to do.

The meeting was adjourned at 6:50 p.m.

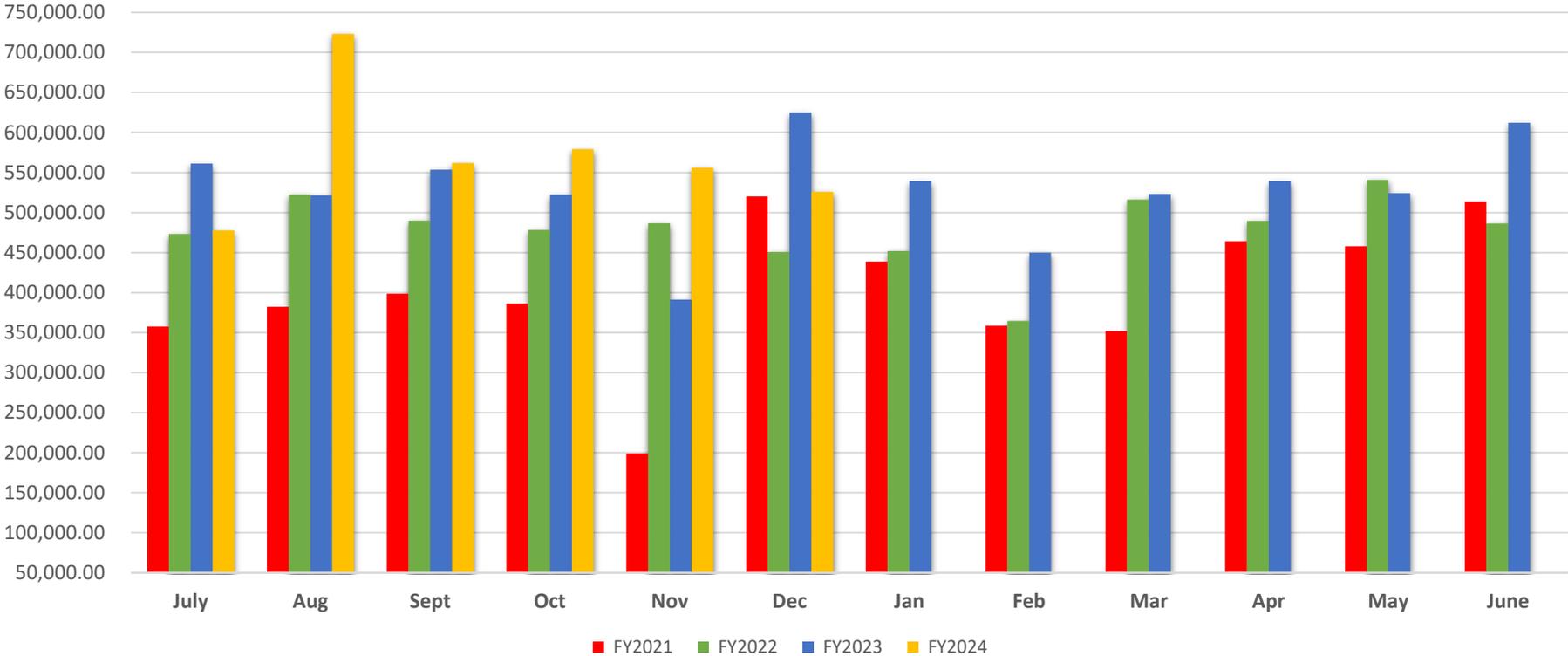
**City of Salem, Virginia  
General Fund  
Statement of Revenues and Expenditures  
For Six Months Ending December 31, 2023**

	Current Year Budget	Current Year Year to Date	% of Budget	Prior Year Year to Date	Variance
<b>Revenues:</b>					
Beginning Balance 7-1-23	\$ 9,805,439	\$ -	0%	\$ -	\$ -
General Property Taxes	47,435,126	18,322,787	39%	16,697,897	1,624,890
Other Local Taxes	27,410,800	8,271,155	30%	8,286,958	(15,803)
Permits and Licenses	356,740	146,849	41%	190,126	(43,277)
Fines and Forfeitures	119,000	51,087	43%	55,523	(4,436)
Revenue from Use of Money and Property	5,332,180	4,074,505	76%	1,347,437	2,727,068
Charges for Services	3,680,126	1,594,065	43%	1,538,648	55,417
Payment in Lieu of Taxes from Electric Fund	3,160,000	1,580,000	50%	1,580,000	-
Payment in Lieu of Taxes from Water Fund	145,395	73,789	51%	79,375	(5,586)
Miscellaneous Revenue	582,500	298,193	51%	332,014	(33,821)
Non-Categorical Aid	3,690,450	464,184	13%	508,569	(44,385)
Shared Expenses	1,711,395	672,951	39%	610,477	62,474
Categorical Aid	9,308,353	4,524,273	49%	3,380,721	1,143,552
Non-Revenue Receipts	27,828	27,826	100%	75,328	(47,502)
Transfer From Other Funds	5,396,700	5,319,145	99%	12,450,674	(7,131,529)
<b>Total Revenues</b>	<b>118,162,032</b>	<b>45,420,809</b>	<b>38%</b>	<b>47,133,747</b>	<b>(1,712,938)</b>
<b>Expenditures:</b>					
General Government	10,098,186	5,342,064	53%	4,940,577	401,487
Judicial Administration	3,163,592	1,540,771	49%	1,310,060	230,711
Public Safety	25,907,150	11,932,783	46%	10,436,194	1,496,589
Public Works	14,008,351	6,113,733	44%	5,004,996	1,108,737
Health and Welfare	6,492,410	2,404,440	37%	2,259,270	145,170
Education	25,651,617	14,407,623	56%	13,848,033	559,590
Parks, Recreation and Cultural	8,945,684	3,711,885	41%	3,473,165	238,720
Community Development	3,633,635	1,959,229	54%	2,732,134	(772,905)
Non-Departmental	19,312,851	14,765,844	76%	15,507,349	(741,505)
Contingency	948,556	-	0%	-	-
<b>Total Expenditures</b>	<b>118,162,032</b>	<b>62,178,372</b>	<b>53%</b>	<b>59,511,778</b>	<b>2,666,594</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>\$ -</b>	<b>\$ (16,757,563)</b>		<b>\$ (12,378,031)</b>	<b>\$ (4,379,532)</b>

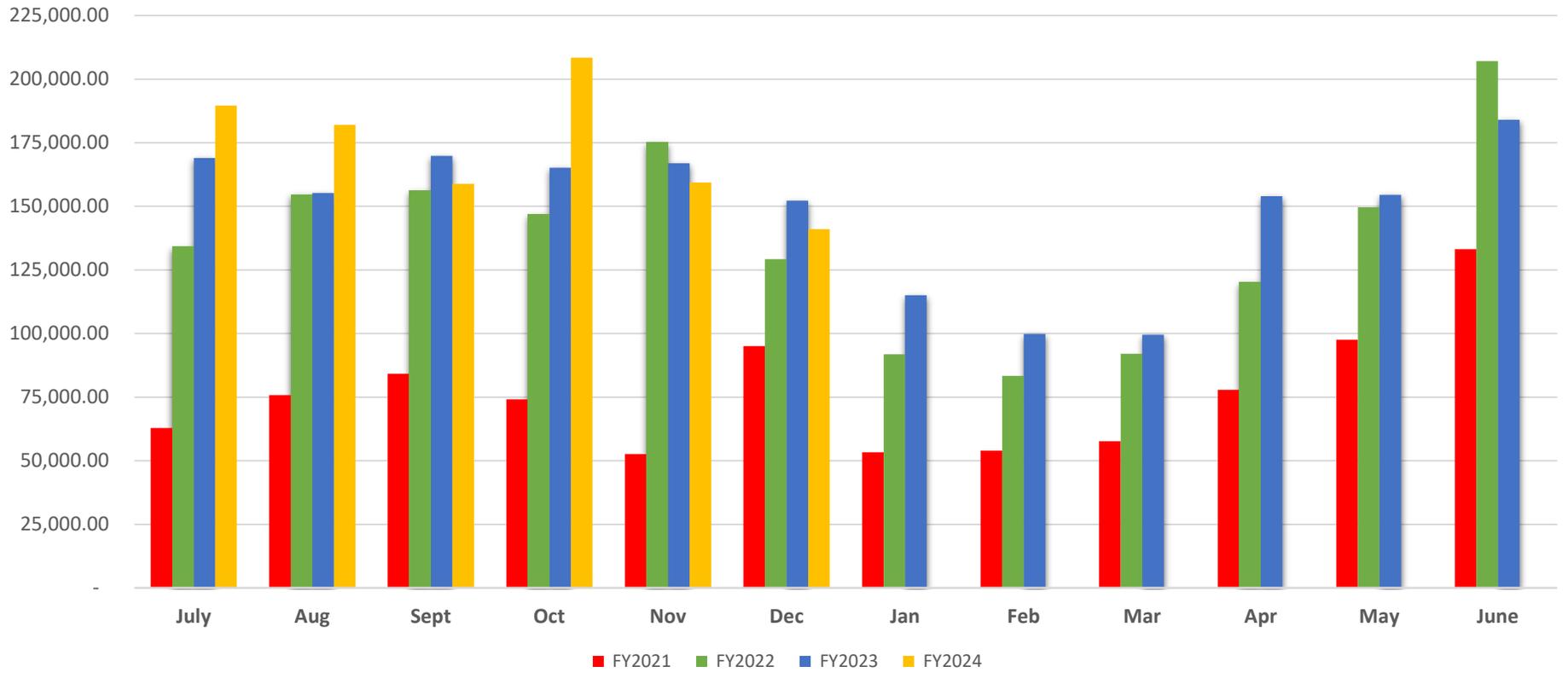
**City of Salem  
Sales Tax Summary  
For Fiscal Years 2021 - 2024**



**City of Salem  
Meals Tax Summary  
For Fiscal Years 2021 - 2024**



**City of Salem  
Lodging Tax Summary  
For Fiscal Years 2021 - 2024**



City of Salem, Virginia  
Special Revenue Fund  
Statement of Revenues and Expenditures  
For Period Ending December 31, 2023

Schedule E

	<u>Budget</u>	<u>Project To Date</u>	<u>Encumbrances</u>	<u>Total Project</u>	<u>Available Balance</u>	<u>Year To Date</u>	
Fund Balance, July 1, 2023							\$ -
<u>Revenues:</u>							
American Rescue Plan Act Funding	\$ 4,914,423	\$ 4,914,423	\$ -	\$ 4,914,423	\$ -	\$ -	
American Rescue Plan Act Funding-NEU	26,250,208	26,250,208	-	26,250,208	-	5,319,145	
ARPA - VA Tourism Recovery Program	70,000	35,000	-	35,000	35,000	3,755	
ARPA - Sports Marketing Incentive Program	25,650	5,500	-	5,500	20,150	-	
ARPA - Law Enforcement Grant Program	215,000	121,502	-	121,502	93,498	121,502	
<b>Total Revenues</b>	<b>31,475,281</b>	<b>31,326,633</b>	<b>-</b>	<b>31,326,633</b>	<b>148,648</b>		<b>5,444,402</b>
<u>Expenditures:</u>							
Tourism Initiative	4,000	4,000	-	4,000	-	-	
VA Tourism Recovery Program	70,000	68,420	-	68,420	1,580	37,175	
Sports Marketing Incentive Program	25,650	25,650	-	25,650	-	20,150	
Law Enforcement Grant Program	215,000	149,849	55,323	205,172	9,828	149,849	
Transfer to General Fund	31,160,631	31,160,631	-	31,160,631	-	5,319,145	
<b>Total Expenditures</b>	<b>\$ 31,475,281</b>	<b>\$ 31,408,550</b>	<b>\$ 55,323</b>	<b>\$ 31,463,873</b>	<b>\$ 11,408</b>		<b>5,526,319</b>
Fund Balance, December 31, 2023							<u>\$ (81,917)</u>

City of Salem, Virginia  
Debt Outstanding  
For Period Ending December 31, 2023

Schedule F

	Balance 7/1/2023	Issuances	Principal Payments	Balance 12/31/2023
<b>City Debt Outstanding</b>				
2011 Union First Market Refunding Bonds	\$ 379,962	\$ -	\$ (379,962)	\$ -
2013 Public Improvement Bonds	977,550	-	(89,425)	888,125
2016B Public Improvement Bonds	441,146	-	-	441,146
2019 Public Improvement Bonds	4,273,000	-	-	4,273,000
2020 Public Improvement Bonds	1,935,000	-	-	1,935,000
2020 Public Improvement Refunding Bonds	4,703,652	-	-	4,703,652
2021 Public Improvement Refunding Bonds	1,166,000	-	-	1,166,000
2022B Public Improvement Bonds	14,491,000	-	-	14,491,000
<b>Total City Debt Outstanding</b>	<u>28,367,310</u>	<u>-</u>	<u>(469,387)</u>	<u>27,897,923</u>
<b>School Debt Outstanding</b>				
2011 Union First Market Refunding Bonds	665,038	-	(665,038)	-
2012A Public Improvement Bonds	4,772,500	-	(477,250)	4,295,250
2013 Public Improvement Bonds	3,012,450	-	(275,575)	2,736,875
2020 Public Improvement Bonds	23,565,000	-	-	23,565,000
<b>Total School Debt Outstanding</b>	<u>32,014,988</u>	<u>-</u>	<u>(1,417,863)</u>	<u>30,597,125</u>
<b>Total Debt Outstanding</b>	<u>\$ 60,382,298</u>	<u>\$ -</u>	<u>\$ (1,887,250)</u>	<u>\$ 58,495,048</u>

City of Salem, Virginia  
Capital Projects Fund  
Statement of Revenues and Expenditures  
For Period Ending December 31, 2023

Schedule G

	Budget	Project To Date	Encumbrances	Total Project	Available Balance	Year To Date	
Fund Balance, July 1, 2023							\$ 21,420,610
<u>Revenues:</u>							
Federal Grants	\$ 13,372,728	\$ 1,604,490	\$ -	\$ 1,604,490	\$ 11,768,238	\$ 11,411	
State Grants	17,515,640	1,650,425	-	1,650,425	15,865,215	25,922	
Proceeds From Debt Issuance	42,015,146	42,015,145	-	42,015,145	1	-	
Interest Income	683,190	810,620	-	810,620	(127,430)	127,430	
Transfer From General Fund	28,519,299	28,214,325	-	28,214,325	304,974	8,359,062	
<b>Total Revenues</b>	<b>102,106,003</b>	<b>74,295,006</b>	<b>-</b>	<b>74,295,006</b>	<b>27,810,997</b>		<b>8,523,825</b>
<u>Expenditures:</u>							
Next Generation 911	378,493	187,161	30,609	217,770	160,723	-	
Fire Station #2 Renovations	432,000	18,706	-	18,706	413,294	12,474	
Fire Station #2 Storage Building	515,000	-	-	-	515,000	-	
Fire Station #1 Renovations	545,000	3,055	-	3,055	541,945	3,055	
Fire Station #3 Renovations	378,000	4,287	-	4,287	373,713	4,287	
Colorado St Bridge Replacement	11,778,826	1,113,372	5,345,887	6,459,259	5,319,567	315,766	
Apperson Drive Bridge Replacement	9,784,451	762,394	31,828	794,222	8,990,229	14,391	
Jury Room Expansion	400,000	38,932	-	38,932	361,068	6,699	
Apperson Drive Bridge Repairs #1800	682,432	69,800	54,332	124,132	558,300	69,800	
Valleydale Streetscape Improvements	1,500,000	-	-	-	1,500,000	-	
Hanging Rock Battlefield Phase 2	1,420,310	1,431,719	-	1,431,719	(11,409)	574	
Western Roanoke River Greenway	50,000	1,500	-	1,500	48,500	-	
Elizabeth Campus Greenway	2,252,578	158,378	39,970	198,348	2,054,230	-	
Moyer Sports Complex Renovation	27,922,667	16,931,657	8,983,782	25,915,439	2,007,228	4,558,114	
Mason Creek Greenway Phase 3	2,610,681	176,448	300,686	477,134	2,133,547	3,182	
Library Flooring Replacement	190,000	-	-	-	190,000	-	
Library Co-working Space	155,000	-	-	-	155,000	-	
Civic Center East/West Fields Restroom	220,000	-	221,070	221,070	(1,070)	-	
Longwood Park Restroom Replacement #2	180,000	-	129,261	129,261	50,739	-	
Civic Center West Field Lighting Upgrades	250,000	109,207	137,266	246,473	3,527	109,207	
Kiwanis Park Wall Pads	110,000	-	-	-	110,000	-	
Library Lawn Special Events Space	500,000	-	-	-	500,000	-	
Flood Mitigation-CFPF	78,962	70,601	8,361	78,962	-	61,326	
Downtown Impr - E Main St/Union St	2,504,140	2,317,041	-	2,317,041	187,099	306,025	
Downtown Impr - E Main St/Market St	5,440,677	214,032	1,300	215,332	5,225,345	7,969	
Downtown Impr - E Main St/White Oak	2,311,825	20,643	41,288	61,931	2,249,894	4,363	
Capital Projects Local Reserve	67,811	-	-	-	67,811	-	
Downtown Improvements Reserve	90,350	-	-	-	90,350	-	
Excess Local Funding Reserve	2,356,800	-	-	-	2,356,800	-	
Transfer to Schools-2020 Bonds	27,000,000	26,323,373	-	26,323,373	676,627	124,503	
<b>Total Expenditures</b>	<b>\$ 102,106,003</b>	<b>\$ 49,952,306</b>	<b>\$ 15,325,640</b>	<b>\$ 65,277,946</b>	<b>\$ 36,828,057</b>		<b>5,601,735</b>
Fund Balance, December 31, 2023							<u>\$ 24,342,700</u>

**City of Salem, Virginia**  
**Electric Fund**  
**Statement of Operations**  
**For Six Months Ending December 31, 2023**

<b>Operating Revenues</b>	Current Year Budget	Current Year Year to Date	% of Budget	Prior Year Year to Date	Variance
Sale of Power	\$ 46,790,745	\$ 21,350,957	46%	\$ 21,314,377	\$ 36,580
Other Electric Revenue	654,799	212,540	32%	182,025	30,515
Reserve for Encumbrances	1,707,820	-	0%	-	-
Appropriated from Net Position	3,300,000	-	0%	-	-
<b>Total Operating Revenues</b>	<b>52,453,364</b>	<b>21,563,497</b>	<b>41%</b>	<b>21,496,402</b>	<b>67,095</b>
<b>Operating Expenses</b>					
Other Power Generation - Operation	150,000	24,024	16%	54,834	(30,810)
Other Power Generation - Maintenance	73,846	47,194	64%	10,273	36,921
Purchased Power	28,030,000	13,300,911	47%	12,215,131	1,085,780
Transmission - Operation	9,736,000	5,105,111	52%	4,537,829	567,282
Transmission - Maintenance	41,339	4,114	10%	8,723	(4,609)
Distribution - Operations	1,142,527	593,154	52%	523,066	70,088
Distribution - Maintenance	1,541,782	807,906	52%	806,512	1,394
Customer Service	662,562	330,897	50%	303,140	27,757
Administration & General - Operation	2,641,681	429,081	16%	733,865	(304,784)
Administration & General - Maintenance	239,359	160,633	67%	102,373	58,260
Depreciation	-	822,273	0%	703,688	118,585
Capital	4,858,117	531,384	11%	580,994	(49,610)
Contingency	176,151	-	0%	-	-
<b>Total Operating Expenses</b>	<b>49,293,364</b>	<b>22,156,682</b>	<b>45%</b>	<b>20,580,428</b>	<b>1,576,254</b>
<b>Income (loss) Before Transfers</b>	<b>3,160,000</b>	<b>(593,185)</b>		<b>915,974</b>	<b>(1,509,159)</b>
Transfers (Payment in Lieu of Taxes)	(3,160,000)	(1,580,000)	50%	(1,580,000)	-
<b>Income (loss)</b>	<b>\$ -</b>	<b>\$ (2,173,185)</b>		<b>\$ (664,026)</b>	<b>\$ (1,509,159)</b>

**City of Salem, Virginia**  
**Water Fund**  
**Statement of Operations**  
**For Six Months Ending December 31, 2023**

<b>Operating Revenues</b>	Current Year Budget	Current Year Year to Date	% of Budget	Prior Year Year to Date	Variance
Services	\$ 7,400,000	\$ 3,765,038	51%	\$ 3,682,909	\$ 82,129
Other Revenue	459,899	212,124	46%	176,904	35,220
Water Federal Grants Revenue	-	-	0%	800	(800)
Reserve for Encumbrances	761,826	-	0%	-	-
Appropriated from Net Position	1,320,000	-	0%	-	-
<b>Total Operating Revenues</b>	<b>9,941,725</b>	<b>3,977,162</b>	<b>40%</b>	<b>3,860,613</b>	<b>116,549</b>
<b>Operating Expenses</b>					
<i>Production</i>					
Salaries of Personnel	986,455	510,107	52%	506,992	3,115
Fringe Benefits	465,075	234,729	50%	222,267	12,462
Contractual Services	675,233	276,829	41%	281,536	(4,707)
Printing and Binding	2,500	24	1%	-	24
Advertising	1,000	-	0%	-	-
Utilities	421,200	203,034	48%	199,726	3,308
Communications	5,800	1,988	34%	2,618	(630)
Insurance	38,000	30,854	81%	11,633	19,221
Travel and Training	9,800	1,510	15%	2,555	(1,045)
Miscellaneous	65,730	43,817	67%	44,060	(243)
Materials and Supplies	317,076	131,959	42%	98,984	32,975
Depreciation	-	426,436	0%	427,465	(1,029)
Capital	516,451	94,500	18%	586,822	(492,322)
Contingency	155,423	-	0%	-	-
<b>Total Production Expenses</b>	<b>3,659,743</b>	<b>1,955,787</b>	<b>53%</b>	<b>2,384,658</b>	<b>(428,871)</b>
<i>Distribution</i>					
Salaries of Personnel	750,853	328,735	44%	290,741	37,994
Fringe Benefits	361,704	152,383	42%	129,448	22,935
Contractual Services	893,188	446,245	50%	431,111	15,134
Printing and Binding	-	136	0%	-	136
Communications	4,950	2,549	51%	2,896	(347)
Insurance	32,000	34,275	107%	9,238	25,037
Lease/Rent of Equipment	2,000	626	31%	804	(178)
Travel and Training	8,300	1,098	13%	2,223	(1,125)
Miscellaneous	30,530	15,010	49%	14,798	212
Miscellaneous Credits	(255,000)	(187,893)	74%	(178,648)	(9,245)
Materials and Supplies	182,374	84,255	46%	76,705	7,550
Depreciation	-	94,186	0%	54,410	39,776
Capital	2,531,668	80,861	3%	1,025,345	(944,484)
Interest Obligations	1,594,020	81,220	5%	99,362	(18,142)
<b>Total Distribution Expenses</b>	<b>6,136,587</b>	<b>1,133,686</b>	<b>18%</b>	<b>1,958,433</b>	<b>(824,747)</b>
<b>Income (loss) Before Transfers</b>	<b>145,395</b>	<b>887,689</b>		<b>(482,478)</b>	<b>1,370,167</b>
Transfers (Payment in Lieu of taxes)	(145,395)	(73,789)	51%	(79,375)	5,586
<b>Income (loss)</b>	<b>\$ -</b>	<b>\$ 813,900</b>		<b>\$ (561,853)</b>	<b>\$ 1,375,753</b>

**City of Salem, Virginia**  
**Sewer Fund**  
**Statement of Operations**  
**For Six Months Ending December 31, 2023**

<b>Operating Revenues</b>	Current Year Budget	Current Year Year to Date	% of Budget	Prior Year Year to Date	Variance
Services	\$ 6,997,000	\$ 3,520,754	50%	\$ 3,458,575	\$ 62,179
Other Revenue	149,896	75,236	50%	100,424	(25,188)
Reserve for Encumbrances	797,365	-	0%	-	-
<b>Total Operating Revenues</b>	<b>7,944,261</b>	<b>3,595,990</b>	<b>45%</b>	<b>3,558,999</b>	<b>36,991</b>
<b>Operating Expenses</b>					
Salaries of Personnel	853,377	394,958	46%	405,233	(10,275)
Fringe Benefits	402,342	182,463	45%	171,148	11,315
Contractual Services	3,661,280	1,194,850	33%	1,183,337	11,513
Printing and Binding	1,500	487	32%	-	487
Advertising	1,500	-	0%	-	-
Utilities	4,500	1,724	38%	1,742	(18)
Communications	14,850	6,698	45%	9,780	(3,082)
Insurance	18,500	13,362	72%	9,183	4,179
Lease/Rent of Equipment	3,000	626	21%	804	(178)
Travel and Training	12,000	2,550	21%	4,371	(1,821)
Miscellaneous	39,030	21,028	54%	18,227	2,801
Miscellaneous Credits	(325,000)	(80,869)	25%	(84,215)	3,346
Materials and Supplies	86,289	24,109	28%	26,916	(2,807)
Depreciation	-	710,117	0%	685,560	24,557
Capital	1,359,778	106,242	8%	70,049	36,193
Interest Obligations	1,666,581	28,303	2%	31,200	(2,897)
Contingency	144,734	-	0%	-	-
<b>Total Operating Expenses</b>	<b>7,944,261</b>	<b>2,606,648</b>	<b>33%</b>	<b>2,533,335</b>	<b>73,313</b>
<b>Income (loss) before Transfers</b>	<b>-</b>	<b>989,342</b>		<b>1,025,664</b>	<b>(36,322)</b>
<b>Income (loss)</b>	<b>\$ -</b>	<b>\$ 989,342</b>		<b>\$ 1,025,664</b>	<b>\$ (36,322)</b>

**City of Salem, Virginia  
Salem Civic Center  
Statement of Operations  
For Six Months Ending December 31, 2023**

<b>Operating Revenues</b>	Current Year Budget	Current Year Year to Date	% of Budget	Prior Year Year to Date	Variance
Shows/rentals	\$ 359,850	\$ 190,530	53%	\$ 227,752	\$ (37,222)
Box office shows	1,500,000	838,547	56%	1,001,578	(163,031)
Catering and concessions	-	-	0%	89,529	(89,529)
Merchandise and commissions	177,500	188,540	106%	106,936	81,604
Static advertising	55,000	16,250	30%	16,750	(500)
Miscellaneous income	15,000	12,283	82%	6,625	5,658
Interest Income	-	840	0%	282	558
Salem Fair	603,000	609,818	101%	537,970	71,848
Reserve for encumbrances	309,197	-	0%	-	-
Appropriated from Net Position	100,500	-	0%	-	-
<b>Total Operating Revenues</b>	<b>3,120,047</b>	<b>1,856,808</b>	<b>60%</b>	<b>1,987,422</b>	<b>(130,614)</b>
<b>Operating Expenses</b>					
Salaries of personnel	1,421,099	740,526	52%	699,383	41,143
Fringe benefits	571,127	256,215	45%	233,009	23,206
Maintenance and contractual services	287,134	107,126	37%	111,886	(4,760)
Printing and binding	500	-	0%	1,000	(1,000)
Advertising	23,000	6,186	27%	10,861	(4,675)
Utilities	295,000	162,210	55%	163,701	(1,491)
Communications	13,900	5,252	38%	6,878	(1,626)
Insurance	28,500	29,351	103%	3,305	26,046
Leases and Rentals	3,200	-	0%	275	(275)
Travel and training	8,150	6,447	79%	5,372	1,075
Miscellaneous	99,268	50,282	51%	44,812	5,470
Show expense	1,296,992	926,173	71%	1,093,979	(167,806)
Fair expense	546,100	624,734	114%	563,292	61,442
Materials and supplies	81,500	14,980	18%	12,454	2,526
Capital	1,093,563	267,177	24%	38,730	228,447
Depreciation	-	136,570	0%	137,369	(799)
<b>Total Operating Expenses</b>	<b>5,769,033</b>	<b>3,333,229</b>	<b>58%</b>	<b>3,126,306</b>	<b>206,923</b>
<b>Income (loss) Before Transfers</b>	<b>(2,648,986)</b>	<b>(1,476,421)</b>		<b>(1,138,884)</b>	<b>(337,537)</b>
Transfers	2,648,986	925,493	35%	804,584	120,909
<b>Income (loss)</b>	<b>\$ -</b>	<b>\$ (550,928)</b>		<b>\$ (334,300)</b>	<b>\$ (216,628)</b>

**City of Salem, Virginia**  
**Salem Catering and Concessions**  
**Statement of Operations**  
**For Six Months Ending December 31, 2023**

<b>Operating Revenues:</b>	Current Year Budget	Current Year Year to Date	% of Budget	Prior Year Year to Date	Variance
Catering	\$ 516,682	\$ 472,591	91%	\$ 429,367	\$ 43,224
Concessions	137,833	49,469	36%	48,125	1,344
Moyer Concessions	25,000	-	0%	-	-
Salem High Concessions	6,606	4,310	65%	468	3,842
<b>Total Operating Revenues</b>	<b>686,121</b>	<b>526,370</b>	<b>77%</b>	<b>477,960</b>	<b>48,410</b>
<b>Operating Expenses:</b>					
<i>Catering</i>					
Salaries of personnel	289,671	152,442	53%	132,484	19,958
Fringe benefits	111,668	51,723	46%	36,789	14,934
Contractual services	9,465	4,735	50%	6,794	(2,059)
Printing and binding	300	-	0%	-	-
Laundry and Cleaning	2,500	-	0%	-	-
Communications	200	88	44%	78	10
Insurance	1,800	1,877	104%	1,521	356
Travel and training	-	179	0%	-	179
Miscellaneous	19,216	11,594	60%	110,151	(98,557)
Materials and supplies	203,081	138,071	68%	141,702	(3,631)
Capital	60,000	5,084	8%	-	5,084
Depreciation	-	1,839	0%	2,192	(353)
<b>Total Catering Expenses</b>	<b>697,901</b>	<b>367,632</b>	<b>53%</b>	<b>431,711</b>	<b>(64,079)</b>
<i>Concessions</i>					
Salaries of Personnel	53,832	22,632	42%	12,671	9,961
Fringe Benefits	18,808	3,665	19%	2,509	1,156
Contractual services	4,000	8,386	210%	3,340	5,046
Miscellaneous	150	35	23%	18,084	(18,049)
Materials and Supplies	27,500	15,472	56%	14,742	730
<b>Total Concessions Expenses</b>	<b>104,290</b>	<b>50,190</b>	<b>48%</b>	<b>51,346</b>	<b>(1,156)</b>
<i>Moyer Concessions</i>					
Salaries of Personnel	9,745	-	0%	-	-
Fringe Benefits	4,484	-	0%	-	-
Contractual services	2,500	-	0%	-	-
Materials and Supplies	13,329	-	0%	-	-
<b>Total Moyer Expenses</b>	<b>30,058</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>
<i>Salem High Concessions</i>					
Salaries of Personnel	2,272	702	31%	-	702
Fringe Benefits	209	305	146%	-	305
Contractual	-	1,005	0%	-	1,005
Materials and Supplies	1,807	1,570	87%	-	1,570
<b>Total Salem High Expenses</b>	<b>4,288</b>	<b>3,582</b>	<b>84%</b>	<b>-</b>	<b>3,582</b>
<b>Income (loss) Before Transfers</b>	<b>(150,416)</b>	<b>104,966</b>		<b>(5,097)</b>	<b>110,063</b>
Transfers	150,416	-	0%	-	-
<b>Income (loss)</b>	<b>\$ -</b>	<b>\$ 104,966</b>		<b>\$ (5,097)</b>	<b>\$ 110,063</b>

City of Salem, Virginia  
 Water and Sewer Capital Fund  
 Statement of Revenues and Expenditures  
 For Period Ending December 31, 2023

Schedule M

	Budget	Project To Date	Encumbrances	Total Project	Available Balance	Year To Date	
Fund Balance, July 1, 2023							\$ 10,218,902
<u>Revenues:</u>							
Transfer From General Fund	\$ 13,575,000	\$ 13,575,000	\$ -	\$ 13,575,000	\$ -	\$ 3,356,098	
Total Revenues	13,575,000	13,575,000	-	13,575,000	-		3,356,098
<u>Expenditures:</u>							
North Salem Water Improvements	6,200,000	-	-	-	6,200,000	-	
Roanoke River Upper Sewer Rehab	7,000,000	-	-	-	7,000,000	-	
Wiley Ct Sewer Improvements	375,000	-	-	-	375,000	-	
Total Expenditures	\$ 13,575,000	\$ -	\$ -	\$ -	\$ 13,575,000	-	-
Fund Balance, December 31, 2023							\$ 13,575,000

**City of Salem, Virginia**  
**Health Insurance Fund**  
**Statement of Revenues and Expenses**  
**For Five Months Ending November 30, 2023**

	<u>Budget</u>	<u>Current Year Year to Date</u>	<u>Percent to Date</u>	<u>Prior Year Year to Date</u>	<u>Variance</u>
Beginning Net Position	\$ -	\$ 7,846,412		\$ 6,036,231	\$ 1,810,181
Revenue					
Premiums Paid - City	6,060,000	2,450,253	40%	2,236,456	213,797
Premiums Paid - School	5,240,000	2,139,899	41%	1,894,554	245,345
Premiums Paid - Retirees	765,000	363,204	47%	356,657	6,547
Dental Premiums Paid	591,050	248,728	42%	244,437	4,291
Interest Earnings	90,000	170,447	189%	36,918	133,529
Miscellaneous	5,000	3,060	61%	4,467	(1,407)
Total Year to Date Revenues	<u>12,751,050</u>	<u>5,375,591</u>	42%	<u>4,773,489</u>	<u>602,102</u>
Expenses					
Health Claims	11,545,772	4,429,106	38%	3,991,279	437,827
Dental Claims	591,050	212,903	36%	204,830	8,073
Employee Health Clinic	511,332	156,692	31%	145,827	10,865
Consulting Services	96,896	34,184	35%	34,332	(148)
Miscellaneous	6,000	4,170	70%	3,889	281
Total Year to Date Expenses	<u>12,751,050</u>	<u>4,837,055</u>	38%	<u>4,380,157</u>	<u>456,898</u>
Ending Net Position	<u>\$ -</u>	<u>\$ 8,384,948</u>		<u>\$ 6,429,563</u>	<u>\$ 1,955,385</u>

City of Salem, Virginia  
Schedule of Deposits and Investments  
For Period Ending December 31, 2023

Schedule O

	Cash Value 12/31/2023	Net Change in Fair Value	Fair Value 12/31/2023	FV as a % of Portfolio
<b>Demand &amp; Time Deposits</b>				
Concentration Account	\$ 52,866,254	\$ -	\$ 52,866,254	32.4%
Payroll Account	10,589	-	10,589	0.0%
Revenue Recovery Account	13,721	-	13,721	0.0%
Utility Billing Account	57,258	-	57,258	0.0%
Box Office Account	1,090,480	-	1,090,480	0.7%
Held as Fiscal Agent of:				
Cardinal Academy	1,019,425	-	1,019,425	0.6%
Court Community Corrections	1,418,996	-	1,418,996	0.9%
Held on Behalf of:				
Economic Development Authority	488,838	-	488,838	0.3%
<b>Total Demand &amp; Time Deposits</b>	<u>56,965,561</u>	<u>-</u>	<u>56,965,561</u>	<u>34.9%</u>
<b>Investments</b>				
Local Government Investment Pool (LGIP)	105,006,132	-	105,006,132	64.6%
VA State Non-Arbitrage Program (SNAP)	1,026,328	-	1,026,328	0.6%
Held on Behalf of:				
Economic Development Authority LGIP	144,769	-	144,769	0.1%
<b>Total Investments</b>	<u>106,177,229</u>	<u>-</u>	<u>106,177,229</u>	<u>65.3%</u>
<b>Total Deposits and Investments</b>	<u><u>\$ 163,142,790</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 163,142,790</u></u>	<u><u>100.2%</u></u>

Item #5A

Date: 1/22/2024

AT A REGULAR MEETING OF CITY COUNCIL OF THE CITY OF SALEM, VIRGINIA HELD IN THE COMMUNITY ROOM AT THE SALEM CIVIC CENTER, 1001 ROANOKE BOULEVARD, SALEM, VIRGINIA 24153

**AGENDA ITEM:**     **Amendment to the Zoning Ordinance**

Consider adoption of ordinance on second reading for the request of E2ST John, LLC, property owner, for rezoning the property located at 68 St. John Road (Tax Map # 155-2-2.1) from HBD Highway Business District to HM Heavy Manufacturing District. (Approved on first reading at the January 8, 2024, meeting.)

**SUBMITTED BY:**     Mary Ellen Wines, Planning & Zoning Administrator

**SUMMARY OF INFORMATION:**

**SITE CHARACTERISTICS:**

Zoning: HBD Highway Business District  
Land Use Plan Designation: Industrial  
Existing Use: Vacant  
Proposed Use: Lease Space – Flexible Warehouse with Office Space

The subject property consists of a 0.932-acre tract of land which currently sits within the HBD Highway Business District designation. To provide a bit of history, this parcel is a portion of the original St. John Place Commerce Center, designed to be a flexible industrial development. It is one of two remaining vacant parcels along Electric Road, on the southside of St. John Road. Formerly zoned HM Heavy Manufacturing, this request seeks to return it to the HM Heavy Manufacturing classification. This parcel is currently vacant.

The applicant plans to develop this parcel in a similar nature to the flexible commercial lease space which is currently being constructed at 105 St. John Road. As depicted on the concept plan, the proposed development will be accessed via St. John Road. This will include a 9,900 square foot building with a 20' x 20' loading dock. There will be 19 parking spaces included. Access will be off St. John Road using a shared private access drive.

The Future Land Use Map (FLUM) identifies this area as industrial which is consistent with the proposed utilization of the property.

**REQUIREMENTS:**

The proposal meets the requirements of Section 106-220.3. Site development regulations for HM.

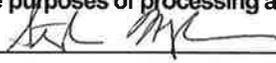
**City of Salem Community Development Application**

**Request for REZONING or CONDITIONAL REZONING**

Case #: \_\_\_\_\_

APPLICANT INFORMATION SMS Upper Elementary	
Owner: <u>E2STJOHN LLC</u> Contact Name: <u>Stephen Magenbauer (Acting Manager)</u> Address: <u>1819 Electric Rd Suite E, Roanoke, VA 24018</u>	Telephone No. <u>540-520-4681</u> Fax No. _____ Email Address <u>e3bus@outlook.com</u>
Applicant/Contract Purchaser: <u>Same as Owner</u> Contact Name: _____ Address: _____	Telephone No. _____ Fax No. _____ Email Address _____

PARCEL INFORMATION	For <u>multiple</u> parcels, please attach a page <input type="checkbox"/>
(Tax ID #'s) <u>155-2-2.1</u> Deed Book <u>Inst. 230001823</u> Page _____ Subdivision _____ Location Description (Street Address, if applicable) _____ <u>68 St John Road</u>	Total Area (acres/square feet) <u>0.932 acres</u> Current Zoning <u>HBD</u> Requested Zoning <u>HM</u> Requested Use <u>New Metal Building - Commercial Lease Space</u> Current Use <u>Undeveloped lot</u> <input type="checkbox"/> Conditional Zoning Request: See Attached Proffer sheets

SIGNATURE OF OWNER	<input checked="" type="checkbox"/> CONTRACT PURCHASER	<input type="checkbox"/> (attach contract)
<p><b>As owner or authorized agent of this property, I hereby certify that this application is complete and accurate to the best of my knowledge, and I hereby grant permission to the agents and employees of the City of Salem to enter the property for the purposes of processing and reviewing this request.</b></p>		
Signature <u></u> Print Name <u>Mr. Stephen Magenbauer (Acting Manager)</u>	Date <u>10/19/2023</u>	
Signature _____ Print Name _____	Date _____	

QUESTIONS/ LETTERS/ SHOULD BE FORWARDED TO THE FOLLOWING**:	
Name <u>Brushy Mountain Engineering, PLLC</u> Address: <u>3553 Carvins Cove Road</u> <u>Salem, VA 24153</u>	Telephone No. <u>540-526-6800</u> Fax No. _____ Email Address <u>barney@brushymtnengr.com</u>
<p>**It is the responsibility of the contact person to provide copies of all correspondence to other interested parties to the application.</p>	

**ACKNOWLEDGEMENT OF APPLICATION FEE PAYMENT PROCEDURE**

Application fees must be submitted at the time of submittal. I hereby acknowledge that this application is not complete until the payment for all applicable fees has been received by the City of Salem Community Development Department. I acknowledge that I am responsible for ensuring that such fees are received by the City of Salem. I further acknowledge that any application fee submitted after the deadline shall result in the application being considered filed for the next month's meetings.

Signature of applicant/authorized agent *Stephen Magenbauer* Date: 10/19/2023

Print Name: Stephen Magenbauer (Acting Manager)

Signature of applicant/authorized agent \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

If you would like your correspondence emailed and/or faxed, please make selections, and provide the information below:

Email e3bus@outlook.com  Fax: \_\_\_\_\_

**FEES:**

All application fees must be paid at the time of submittal. Please make checks payable to the City of Salem:

<b>Rezoning application fee</b>	<b>\$1,000</b>
---------------------------------	----------------

**FOR STAFF USE ONLY**

Staff Reviewer: \_\_\_\_\_ Application Complete?  YES  NO

Date: \_\_\_\_\_

**PLEASE RESPOND FOR ALL REZONING APPLICATIONS:**

1. What is the Future Land Use Designation for the subject property? Commercial
2. Describe in detail the proposed use of the property. A new metal building to be used for commercial lease space. Building will be 90'X110' and similar in appearance to 71 St John Place currently under construction.
3. List any sensitive environmental or unique features on the property. Are there any high voltage transmission lines, public utility lines, or others? No unique features.
4. Is the subject property located within the Floodplain District?  YES  NO If yes, describe the proposed measures for meeting the standards of the Floodplain Ordinance. The southeast corner of the site is located within the 100-yr flood plain. The building will be elevated so that it is well above the the 100-year flood level.
5. Is the subject property listed as a historic structure or located within a historic district?  YES  NO If yes, describe the proposed measures for meeting the standards of the Department of Historic Resources.
6. Have you provided a conceptual plan of the proposed development, including general lot configurations and road locations? Are the proposed lot sizes compatible with existing parcel sizes in the area? A concept plan for the new site development has been submitted. This development will be very similar to the existing buildings along St John Road.

**PLEASE RESPOND FOR COMMERCIAL REZONING APPLICATIONS**

1. What provisions will be made to ensure safe and adequate access to the subject property? The site will be accessed via private shared drive off of St John Road. There will not be direct access from this lot onto Electric Road.
2. How will the traffic impact of this development be addressed? The impact of new traffic will be minimal as the private shared access drive exits onto St John Road which is a feeder road onto Electric Road.
3. Describe why the proposed use is desirable and appropriate for the area. What measure will be taken to assure that the proposed use will not have a negative impact on the surrounding vicinity? The planned use is consistent with the existing and planned buildings on St John Road. New development will comply with landscaping and screening requirements.
4. What type of signage is proposed for the site? Ground sign similar to existing signs along St. John Road.
5. Have architectural/building elevations been submitted with this application? Similar facade to 71 St John Rd

**PAYMENT DATE**  
10/19/2023

**COLLECTION STATION**  
Engineering/Inspections

**RECEIVED FROM**  
E2 St. John, LLC

**DESCRIPTION**

**City of Salem**  
P.O. Box 869  
Salem, VA 24153

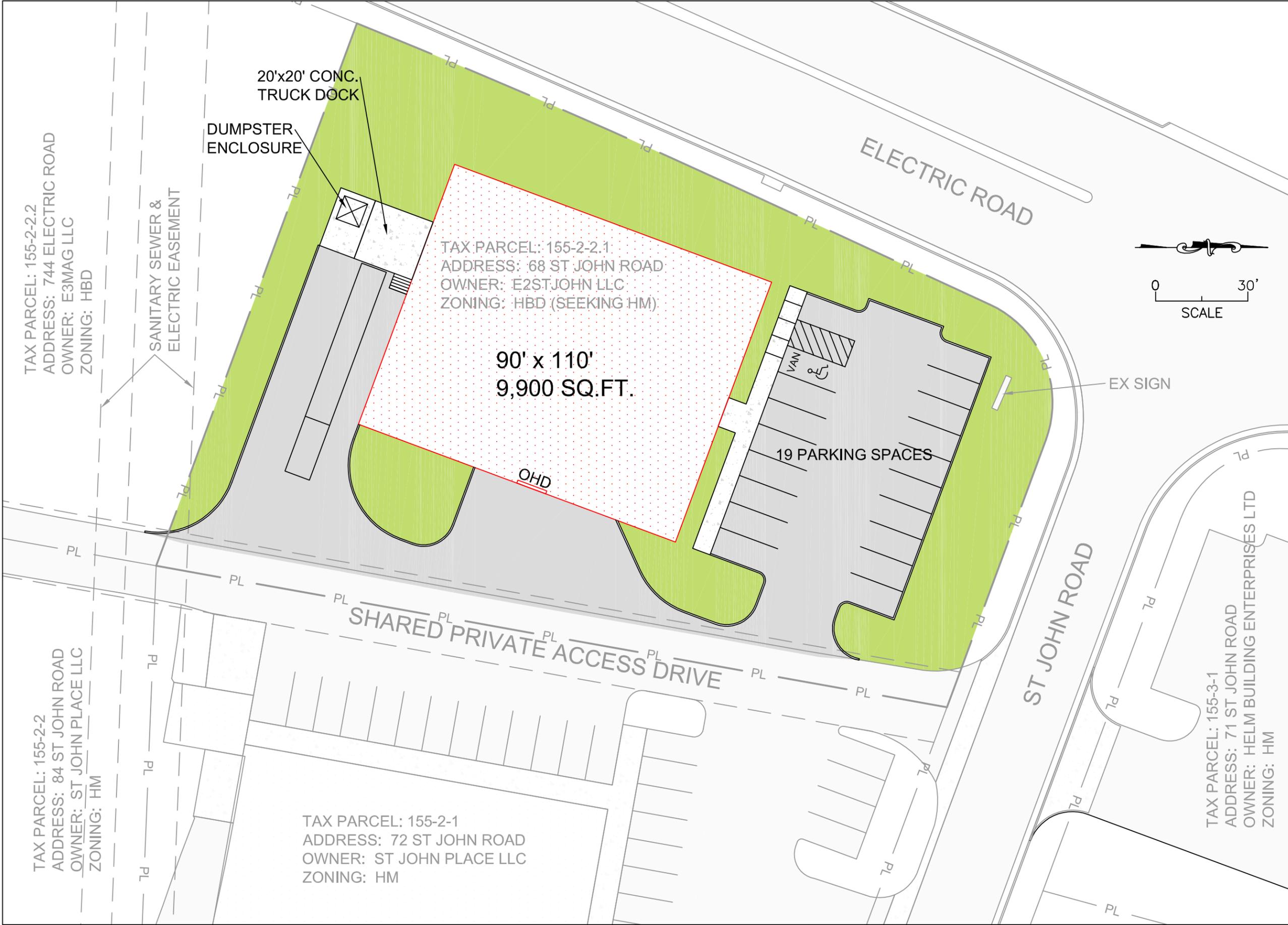
**BATCH NO.**  
2024-00002097

**RECEIPT NO.**  
2024-00042198

**CASHIER**  
Krystal Graves

PAYMENT CODE	RECEIPT DESCRIPTION	TRANSACTION AMOUNT																
PLAN FILING FEE	Planning Rezoning/Site Plan Rev re-zoning for 68 St. John Road (T/M 155-2-2.1) <table data-bbox="730 609 1185 840" style="margin-left: auto; margin-right: 0;"> <tr><td>Total Cash</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Check</td><td style="text-align: right;">\$1,000.00</td></tr> <tr><td>Total Charge</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Wire</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Other</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Remitted</td><td style="text-align: right; border-top: 1px solid black;">\$1,000.00</td></tr> <tr><td>Change</td><td style="text-align: right; border-top: 1px solid black;">\$0.00</td></tr> <tr><td>Total Received</td><td style="text-align: right; border-top: 1px solid black;">\$1,000.00</td></tr> </table>	Total Cash	\$0.00	Total Check	\$1,000.00	Total Charge	\$0.00	Total Wire	\$0.00	Total Other	\$0.00	Total Remitted	\$1,000.00	Change	\$0.00	Total Received	\$1,000.00	\$1,000.00
Total Cash	\$0.00																	
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Total Charge	\$0.00																	
Total Wire	\$0.00																	
Total Other	\$0.00																	
Total Remitted	\$1,000.00																	
Change	\$0.00																	
Total Received	\$1,000.00																	
<b>Total Amount:</b>		<b>\$1,000.00</b>																

Customer Copy



TAX PARCEL: 155-2-2.2  
 ADDRESS: 744 ELECTRIC ROAD  
 OWNER: E3MAG LLC  
 ZONING: HBD

SANITARY SEWER &  
 ELECTRIC EASEMENT

20'x20' CONC.  
 TRUCK DOCK  
 DUMPSTER  
 ENCLOSURE

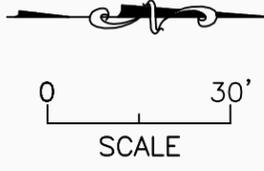
TAX PARCEL: 155-2-2.1  
 ADDRESS: 68 ST JOHN ROAD  
 OWNER: E2STJOHN LLC  
 ZONING: HBD (SEEKING HM)

90' x 110'  
 9,900 SQ.FT.

19 PARKING SPACES

VAN

EX SIGN



TAX PARCEL: 155-2-2  
 ADDRESS: 84 ST JOHN ROAD  
 OWNER: ST JOHN PLACE LLC  
 ZONING: HM

TAX PARCEL: 155-2-1  
 ADDRESS: 72 ST JOHN ROAD  
 OWNER: ST JOHN PLACE LLC  
 ZONING: HM

TAX PARCEL: 155-3-1  
 ADDRESS: 71 ST JOHN ROAD  
 OWNER: HELM BUILDING ENTERPRISES LTD  
 ZONING: HM

CONCEPT PLAN PREPARED BY:

**BRUSHY MOUNTAIN  
 ENGINEERING, PLLC**

3553 Carvins Cove Road  
 Salem, VA 24153  
 (540) 526-6800  
[www.brushymtnengr.com](http://www.brushymtnengr.com)

CONCEPTUAL DEVELOPMENT PLAN

# 68 ST JOHN PLACE

TAX PARCEL ID: 155-2-2.1 CITY OF SALEM, VIRGINIA

PLAN DATE  
 OCT 18, 2023

**KNOW ALL MEN BY THESE PRESENTS TO WIT:**

THAT WILEY DEVELOPMENT, L.L.C., IS THE FEE SIMPLE OWNER OF THE PARCEL OF LAND BOUNDED ON THE OUTSIDE BY CORNERS 1 THROUGH 11 INCLUSIVE TO 1, BEING LOT 13-A, 3.6662 ACRES, RESUBDIVISION PLAT FOR THE ST. JOHN PLACE COMMERCE CENTER BY CALDWELL WHITE ASSOCIATES RECORDED IN P.B. 12, PG. 5-6, SLIDE 199 IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF THE CITY OF SALEM, VIRGINIA AND BEING A PORTION OF THE LAND CONVEYED TO SAID OWNER BY INSTRUMENT DATED DECEMBER 16, 2005 AND RECORDED IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF THE CITY OF SALEM, VIRGINIA IN INSTRUMENT No. 050005006.

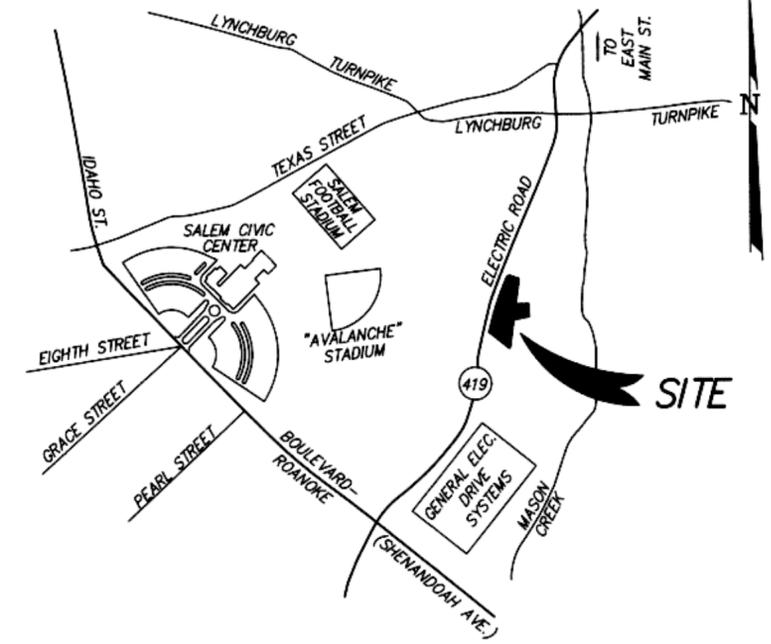
THE SAID OWNER DOES HEREBY CERTIFY THAT HE HAS RESUBDIVIDED THE LAND HEREON ENTIRELY OF HIS OWN FREE WILL AND ACCORD AS REQUIRED BY SECTION 15.2-2240 THROUGH 15.2-2279 OF THE 1950 CODE OF VIRGINIA, AS AMENDED TO DATED, AND AS REQUIRED BY THE CITY OF SALEM, VIRGINIA SUBDIVISION ORDINANCE AS AMENDED TO DATE.

WITNESS THE SIGNATURE AND SEAL OF SAID OWNER:

Darlene C. Wiley 9-14-23  
WILEY DEVELOPMENT, L.L.C. - AUTHORIZED AGENT DATE  
(INSTRUMENT No. 050005006)

**NOTES:**

1. THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT BY A LICENSED ATTORNEY, THEREFORE, THERE MAY EXIST ENCUMBRANCES WHICH AFFECT THE SUBJECT PROPERTY THAT MAY NOT BE SHOWN HEREON.
2. THE SUBJECT PROPERTY LIES WITHIN ZONE "X" AND ZONE "AE" AS SHOWN ON THE FEMA FLOOD INSURANCE RATE MAP No. 51161C0142G, DATED SEPTEMBER 28, 2007.
3. REFERENCE: RESUBDIVISION PLAT FOR THE ST. JOHN PLACE BY CALDWELL WHITE ASSOCIATES DATED SEPTEMBER 6, 2006 AND RECORDED IN P.B. 11, PG. 72-73, SLIDE 196.
4. REFERENCE: RESUBDIVISION PLAT FOR THE ST. JOHN PLACE COMMERCE CENTER BY CALDWELL WHITE ASSOCIATES DATED JUNE 20, 2007 REVISED JULY 2, 2007 AND RECORDED IN P.B. 12, PG. 5-6, SLIDE 199.
5. THIS SUBJECT PROPERTY IS ZONED HBD/HM - HIGHWAY BUSINESS/HEAVY MANUFACTURING DISTRICT AT THE DATE OF THIS PLAT.
6. THE RECORDATION OF THIS PLAT OF SUBDIVISION DOES NOT CONSTITUTE A CONVEYANCE OF LAND. ANY LOT, PARCEL OR TRACT OF LAND SHOWN HEREON THAT IS INTENDED FOR SALE AND/OR CONVEYANCE MUST BE CONVEYED BY DEED AND SAID DEED MUST BE RECORDED IN THE OFFICE OF THE CLERK OF CIRCUIT COURT OF THE CITY OF SALEM.
7. THIS PROPERTY MAY CONTAIN UNDERGROUND UTILITY LINE SERVICES.
8. DEED OF VACATION DATED JULY 23, 2007 BETWEEN CITY OF SALEM, VIRGINIA AND WILEY DEVELOPMENT, L.L.C. IS UNRECORDED.
9. THIS PLAT IS BASED ON A CURRENT FIELD SURVEY.



VICINITY MAP  
NO SCALE

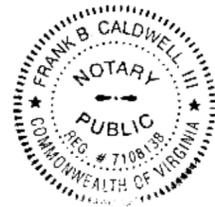
**STATE OF VIRGINIA**

CITY OF ROANOKE

TO WIT:  
I, FRANK B. CALDWELL III, A NOTARY PUBLIC  
IN AND FOR THE AFORESAID STATE DO HEREBY CERTIFY THAT  
DARLENE C. WILEY, WHOSE NAME IS SIGNED TO  
THE FOREGOING WRITING HAS PERSONALLY APPEARED BEFORE ME AND  
ACKNOWLEDGED THE SAME IN MY AFORESAID JURISDICTION ON THIS  
14<sup>TH</sup> DAY OF SEPT, 2023.

MY COMMISSION EXPIRES 31 July 2027

7108138 Frank B. Caldwell III  
NOTARY REGISTRATION NO. NOTARY PUBLIC

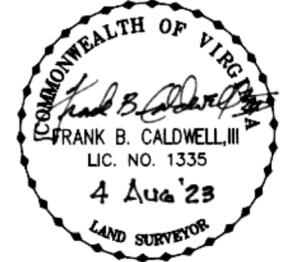


APPROVED:  
James E. Taliaferro, II 9/15/2023  
JAMES E. TALIAFERRO, II, P.E., L.S. DATE  
EXECUTIVE SECRETARY - CITY OF SALEM PLANNING COMMISSION

APPROVED:  
Charles E. Van Allman, Jr. 9/15/2023  
CHARLES E. VAN ALLMAN, JR., P.E., L.S. DATE  
DIRECTOR OF COMMUNITY DEVELOPMENT - CITY OF SALEM, VIRGINIA

IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF THE CITY OF SALEM, VIRGINIA, THIS MAP WAS PRESENTED WITH THE CERTIFICATE OF ACKNOWLEDGEMENT THERETO ATTACHED TO RECORD AT 3:21 O'CLOCK P.M. ON THIS 19 DAY OF SEPT, 2023.

TESTE: Chance Crawford CLERK  
BY: [Signature] DEPUTY CLERK



**CWA**  
**CALDWELL WHITE ASSOCIATES**  
ENGINEERS / SURVEYORS / PLANNERS  
4203 MELROSE AVENUE, N.W. P.O. BOX 8260  
ROANOKE, VIRGINIA 24017-0260  
Telephone: (540) 366-3400 Fax: (540) 366-8702

RESUBDIVISION PLAT  
FOR  
**WILEY DEVELOPMENT, L.L.C.**  
SHOWING LOT 13-A, RESUBDIVISION PLAT FOR THE ST. JOHN PLACE COMMERCE CENTER (P.B. 12, PG. 5-6, SLIDE 199)  
CREATING HEREON  
**LOT 13-A-1 0.7059 ACRE, LOT 13-A-2 2.0356 ACRES,**  
**LOT 13-A-3 0.9316 ACRE**  
SITUATE ELECTRIC ROAD-ROUTE 419  
CITY OF SALEM, VIRGINIA

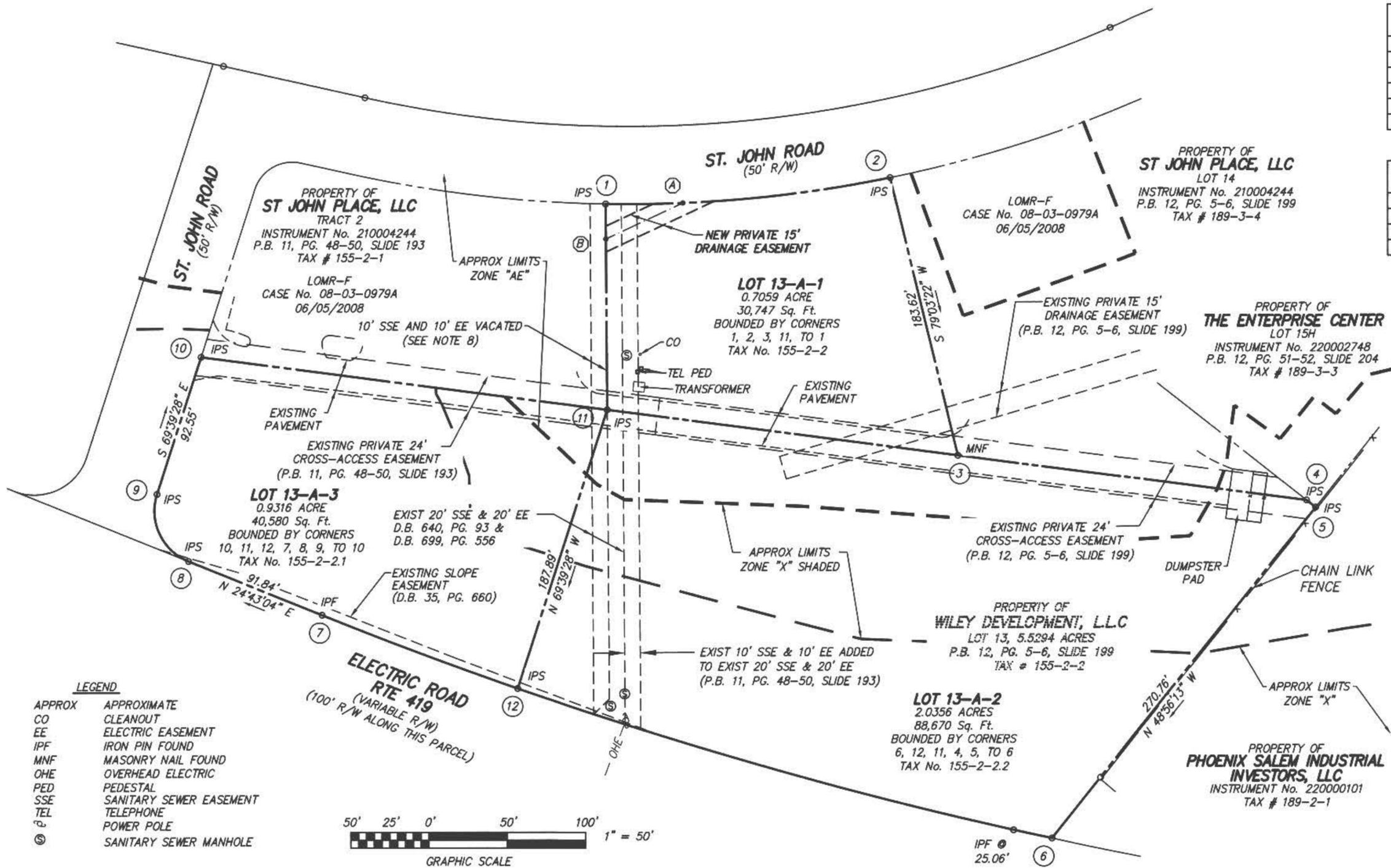
Date	AUGUST 4, 2023
Tax No.	155-2-2
SCALE	1"=50'
N.B.	WES-53
Drawn	JPW
Checked	FBC
W.O.	23-0058
Sheet 1 of 2	

MERIDIAN OF RESUBDIVISION FOR G.E. DRIVES & CONTROLS, INC. P.B. 11, PG. 3 & 4, SLIDE 189

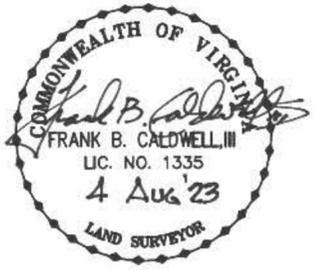
CURVE TABLE						
CURVE	DELTA	RADIUS	TAN	ARC	CHORD	DIST
1-2	12°41'39"	825.00'	91.77'	182.78'	S 02°38'55" E	182.41'
6-7	09°53'39"	2825.29'	244.55'	487.89'	N 19°46'15" E	487.28'
6-12	07°11'13"	2825.29'	177.43'	354.39'	N 18°25'02" E	354.16'
12-7	02°42'26"	2825.29'	66.76'	133.49'	N 23°21'51" E	133.48'
8-9	85°37'28"	35.00'	32.42'	52.30'	N 67°31'48" E	47.57'

LINE TABLE		
LINE	BEARING	DISTANCE
4-5	S 41°03'47" W	7.41'
3-11	N 10°07'00" E	225.73'
3-4	S 10°07'00" W	224.24'
10-11	S 10°07'00" W	261.35'
11-1	S 87°46'31" E	132.31'

EASEMENT LINE TABLE		
LINE	BEARING	DISTANCE
1-A	S 01°59'12" W (CHORD)	49.29' (CHORD)
A-B	N 22°29'57" W	54.27'
B-1	S 87°46'12" E	22.46'



- LEGEND**
- APPROX APPROXIMATE
  - CO CLEANOUT
  - EE ELECTRIC EASEMENT
  - IPF IRON PIN FOUND
  - MNF MASONRY NAIL FOUND
  - OHE OVERHEAD ELECTRIC
  - PED PEDESTAL
  - SSE SANITARY SEWER EASEMENT
  - TEL TELEPHONE
  - ☉ POWER POLE
  - ⊙ SANITARY SEWER MANHOLE



**CWA**  
**CALDWELL WHITE ASSOCIATES**  
 ENGINEERS / SURVEYORS / PLANNERS  
 4203 MELROSE AVENUE, N.W. P.O. BOX 6260  
 ROANOKE, VIRGINIA 24017-0260  
 Telephone: (540) 366-3400 Fax: (540) 366-8702

RESUBDIVISION PLAT FOR  
**WILEY DEVELOPMENT, L.L.C.**  
 SHOWING LOT 13-A, RESUBDIVISION PLAT FOR THE ST. JOHN PLACE COMMERCE CENTER (P.B. 12, PG. 5-6, SLIDE 199) CREATING HEREON  
**LOT 13-A-1 0.7059 ACRE, LOT 13-A-2 2.0356 ACRES,**  
**LOT 13-A-3 0.9316 ACRE**  
 SITUATE ELECTRIC ROAD-ROUTE 419  
 CITY OF SALEM, VIRGINIA

Date	AUGUST 4, 2023
Tax No.	155-2-2
SCALE	1"=50'
N.B.	WES-53
Drawn	JPW
Checked	FBC
W.O.	23-0058

Sheet 2 of 2

**Planning Commission Meeting**  
**MINUTES**  
**Wednesday, December 13, 2023, 7:00 PM**

Work Session 6:00PM Council Chambers Conference Room, City Hall, 114 North Broad Street:

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**WORK SESSION**

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**1. Call to Order**

A work session of the Planning Commission of the City of Salem, Virginia, was held in Council Chambers Conference Room, City Hall, 114 North Broad Street, Salem, Virginia, at 6:00 p.m. on December 13, 2023; there being the members of said Commission, to wit: Vicki G. Daulton, Chair; Denise P. King, Vice Chair, Reid Garst, Neil L. Conner, and Jackson Beamer; together with Mary Ellen Wines, Planning & Zoning Administrator; Charles E. Van Allman, Jr., Director of Community Development; Maxwell S. Dillon, Planner; and Jim Guynn, City Attorney; and the following business was transacted: Chair Daulton called the meeting to order at 6:03 p.m. and reported that this date, place and time had been set for the Commission to hold a work session.

**2. New Business**

**A. Discussion of items on the December agenda**

1. 68 St. John Road
2. 2105-2121 Apperson Drive

A discussion was held regarding the items on the December agenda.

**B. Introduction of items on the January 2024 agenda**

1. 1236 West Main Street
2. 301 Carey Avenue
3. 416 Electric Road
4. 860 Mount Vernon Lane

Items for the January 2024 agenda were introduced, and a discussion was held.

**3. Adjournment**

Chair Daulton inquired if there were any other items for discussion and hearing none, adjourned the work session at 6:53 p.m.

## REGULAR SESSION

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### 1. Call to Order

A regular meeting of the Planning Commission of the City of Salem, Virginia, was held after due and proper notice in the Council Chambers, City Hall, 114 North Broad Street, Salem, Virginia, at 7:07 p.m., on December 13, 2023. Notice of such hearing was published in the November 2 and 9, 2023, issues of the "Salem Times Register," a newspaper published and having general circulation in the City of Salem. All adjacent property owners were notified via the U. S. Postal Service.

The Commission, constituting a legal quorum, presided together with Jim Guynn, City Attorney; Mary Ellen Wines, Planning & Zoning Administrator; Maxwell S. Dillon, City Planner; and Charles E. Van Allman, Jr., Director of Community Development, and the following business was transacted:

#### A. Pledge of Allegiance

### 2. Consent Agenda

Denise King motioned appointment of Mary Ellen Wines, Zoning and Planning Administrator, secretary pro tem. Jackson Beamer seconded the motion.

Ayes: Beamer, Conner, Daulton, Garst, King

#### A. Minutes

Consider acceptance of the minutes from the November 15, 2023, work session and regular meeting.

Jackson Beamer motioned approve minutes as amended. Neil Conner seconded the motion.

Ayes: Beamer, Conner, Daulton, Garst, King

### 3. New Business

#### A. Amendment to the Zoning Ordinance

Hold public hearing to consider the request of E2ST John, LLC, property owner, for rezoning the property located at 68 St. John Road (Tax Map # 155-2-2.1) from HBD Highway Business District to HM Heavy Manufacturing District.

Staff noted the following:

The subject property consists of a 0.932-acre tract of land which currently sits within the HBD Highway Business District designation. To provide a bit of history, this parcel is a portion of the original St. John Place Commerce Center, designed to be a flexible industrial development. It is one of two remaining vacant parcels along Electric Road, on the southside of St. John Road. Formerly zoned HM Heavy Manufacturing, this request seeks to return it to the HM Heavy Manufacturing classification. This parcel is currently vacant.

The applicant plans to develop this parcel in a similar nature to the flexible commercial lease space which is currently being constructed at 105 St. John Road. As depicted on the concept plan, the proposed development will be accessed via St. John Road. This will include a 9,900 square foot building with a 20' x 20' loading dock. There will be 19 parking spaces included. Access will be off St. John Road using a shared private access drive.

The Future Land Use Map (FLUM) identifies this area as industrial which is consistent with the proposed utilization of the property.

Barney Horrell, Brush Mountain Engineering, 3553 Carvins Cove Road, Salem, appeared before the Commission on behalf of the property owner. He stated that the rezoning request is consistent with what has been on the opposite side of St. John Road that Helm Building is building. The proposed structure will be a 90x110 metal building. Access will be off of a private, existing, shared access road.

A discussion was held regarding the private access road, address of the building, etc.

No other person(s) appeared before the Commission.

Neil Conner motioned to approve the request of E2ST John, LLC, property owner, for rezoning the property located at 68 St. John Road (Tax Map #144-2-2.1) from HBD Highway Business District to HM Heavy Manufacturing District. Denise King seconded the motion.

Ayes: Beamer, Conner, Daulton, Garst, King

**B. Amendment to the Zoning Ordinance**

Hold public hearing to consider the request of Poindexter SW Florida, LLC, property owner, for rezoning the property located at 2105–2121 Apperson Drive (Tax Map # 281-1-2.2) from BCD Business Commerce District to HBD Highway Business District.

Staff noted the following:

The subject property consists of a 1.473-acre tract of land which currently sits within the BCD Business Commerce District designation. To provide a bit of history, this parcel is a portion of the original 19-acre shopping center property that was that was purchased by Lewis-Gale. This property was rezoned from the commercial district B-3 to the current BCD Business Commerce District to accommodate their needs.

This property is currently partially occupied by various commercial tenants or otherwise vacant. In order to allow additional commercial uses such as restaurant and retail sales the property must be rezoned to a commercial district. Therefore, the petitioners are requesting the property be rezoned to HBD, Highway Business District.

The Future Land Use Map (FLUM) identifies this area as commercial which is consistent with the proposed utilization of the property.

Ben Crew of Balzer and Associates, 1208 Corporate Circle, Roanoke, VA, representing the property owners, appeared before the Commission and noted that the property owners are also

present at the meeting. He stated that the applicants purchased the property July of this year and plan to continue the positive momentum within that center by increasing the quality of the tenants in the space. During the process of trying to acquire new tenants, it was realized that in the unique BCD district that retail and restaurants are not allowed--you can build a hotel, but you cannot have retail space or a sub shop. The property is within the shopping center and is bordered by HBD on two sides, BCD on one side, which is the childcare facility, and LM on the other side, which is the zoning for Layman Candy Company. He stated that the owners have met with staff previously due to prospective tenants not being able to obtain a business license due to zoning restrictions, which is the reason for the rezoning request.

Vice Chair King stated that three units are vacant, and as a property owner, you want the spaces rented. She also stated that when she stopped by the property, the existing tenants are excited about the potential for additional tenants to increase traffic.

Chair Daulton inquired if renovations are planned.

Mr. Crew stated that miscellaneous renovations such as roof items and painting, but nothing additional is planned at this time.

A discussion was held regarding parking, easements, etc.

No other person(s) appeared related to the request.

Neil Conner motioned to approve request of Poindexter SW Florida, LLC, property owner, for rezoning the property located at 2105-2121 Apperson Drive (Tax Map # 281-1-2.2) from BCD Business Commerce District to HBD Highway Business District. Jackson Beamer seconded the motion.

Ayes: Beamer, Conner, Daulton, Garst, King

#### 4. Adjournment

On motion by Member Beamer, seconded by Vice Chair, the meeting was adjourned at 7:21 pm.

City Council meeting, January 8, 2024, 6:30 p.m.  
Council Chambers, City Hall, 114 North Broad Street

Tax Parcel 155-2-2.1 (68 St John Road)

BEGINNING at a point on the east side of the Electric Road right-of-way at the northwest corner of Tax Parcel 155-2-2.2; thence following the Electric Road right-of-way line along a curve to the right with a Radius of 2825.29 feet, Arc Length 133.49 feet, Chord Bearing of N 23° 21' 51" E, and Chord Length of 133.48 feet to a point; thence continuing along the Electric Road right-of-way N 24° 43' 04" E a distance of 91.84 feet to a point; thence following the south side of the St John Road right-of-way along a curve to the right with a Radius of 35.00 feet, Arc Length 52.30 feet, Chord Bearing of N 67° 31' 48" E, and Chord Length of 47.57 feet to a point; thence continuing along the St John Road right-of-way S 69° 39' 28" E a distance of 92.55 feet to a point; thence departing the St John Road right-of-way and following the centerline of a 24' cross-access easement (as recorded in P.B. 11, PG. 48-50, Slide 193) S 10° 07' 00" W a distance of 261.35 feet to a point; thence departing the cross-access easement and following the north line of Tax Parcel 155-2-2.2 N 69° 39' 28" W a distance of 187.89 feet to the point of BEGINNING, and being known as Lot 13-A-3, containing 0.9316 acres, as shown on "Resubdivision Plat for Wiley Development, LLC, Showing Lot 13-A, Resubdivision Plat for the St. John Place Commerce Center (P.B. 12 PG. 5-6, Slide 199)", dated August 04, 2023, by Caldwell White Associates, recorded in the Clerk's Office of the Circuit Court of the City of Salem, Virginia in Plat Book 16, Pages 82-83, Slide 246.

AFFADAVIT OF MAILING PURSUANT TO S15.2-2204  
CODE OF VIRGINIA

PLANNING COMMISSION  
DECEMBER 13, 2023

ITEM #

This is to certify that I mailed letters in reference to the rezoning request of E2ST John, LLC, property owner for rezoning the property of 68 St John Rd (Tax Map # 155-2-2.1), from HBD Highway Business District to HM Heavy Manufacturing District, to the following property owners and adjacent property owners on November 22, 2023, in the 2:00 p.m. mail:

E2ST JOHN LLC  
C/O STEPHEN MAGENBAUER  
1819 ELECTRIC RD SUITE E  
ROANOKE VA 24018

ST JOHN PLACE LLC  
1819 ELECTRIC RD SUITE E  
ROANOKE VA 24018

E3MAG LLC  
1819 ELECTRIC RD SUITE E  
ROANOKE VA 24018

HELM BUILDING ENTERPRISES LTD  
1491 SOUTHSIDE DR  
SALEM VA 24153

MOUNT SINAI PROPERTIES –  
ELECTRIC RD LLC  
P O BOX 3096  
SALEM VA 24153

BRUSHY MOUNTAIN ENGINEERING I  
3553 CARVINS COVE RD  
SALEM VA 24153

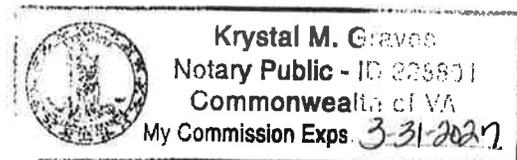
Signed *Loretta L. Prillaman* Date 11/22/2023

City of Salem  
Commonwealth of Virginia

The foregoing instrument was acknowledged before me this 22<sup>nd</sup> day of November, 2023 by

Loretta L. Prillaman

*Krystal M. Graves*  
Notary Public  
My commission expires: March 31, 2027





November 22, 2023

E2ST John, LLC  
c/o Stephen Magenbauer  
1819 Electric Rd Suite E  
Roanoke, VA 24018

RE: Petition For Zoning Amendment (Rezoning)  
68 St John Rd  
Tax Map # 155-2-2.1

To Whom It May Concern:

You and/or your agent shall appear before the Planning Commission on:

**Wednesday, December 13, 2023**  
**at 7:00 p.m.** in the

**Council Chambers, 1<sup>st</sup> Floor, Salem City Hall**  
**114 North Broad Street**

**AND**

Salem City Council on:

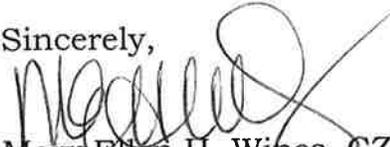
**Monday, January 8, 2024**  
**at 6:30 p.m.** in the

**Council Chambers, First Floor, Salem City Hall**  
**114 North Broad Street, Salem, Virginia**

for consideration of your request for rezoning the above referenced property.

If you have any questions regarding this matter, please contact our office at  
(540) 375-3032.

Sincerely,



Mary Ellen H. Wines, CZA CFM  
Planning and Zoning Administrator

C: Brushy Mountain Engineering, PLLC



**IMPORTANT NOTICE OF PUBLIC HEARINGS  
PROPOSAL TO CHANGE ZONING**

Notice is hereby given that a request has been filed with the City of Salem by the property owner/petitioner of the property described below. The Planning Commission of the City of Salem will consider this request at its meeting listed below and make a recommendation to the City Council. The City Council of the City of Salem will also consider this request, and the recommendation of the Planning Commission at its meeting listed below. City Council will make the final decision in this matter.

**Property Owner/Petitioner:**  
E2ST John LLC

**Location of Property:**  
68 St John Rd (Tax Map # 155-2-2.1)

**Purpose of Request:**  
To rezone the property located at 68 St John Rd, (Tax Map # 155-2-2.1) from HBD Highway Business District to HM Heavy Manufacturing District.

The date, time, and place of the public hearing scheduled by the Planning Commission on this request are as follows:

**WEDNESDAY, DECEMBER 13, 2023 – 7 P.M.  
COUNCIL CHAMBERS, FIRST FLOOR, SALEM CITY HALL  
114 NORTH BROAD STREET, SALEM, VIRGINIA**

The date, time, and place of the public hearing scheduled by City Council on this request are as follows:

**MONDAY, JANUARY 8, 2024 – 6:30 P.M.  
COUNCIL CHAMBERS, FIRST FLOOR, SALEM CITY HALL  
114 NORTH BROAD STREET, SALEM, VIRGINIA**

Additional information on this request may be obtained in the Community Development Department, 21 South Bruffey Street, Salem, Virginia or at (540) 375-3032.

H. Robert Light  
Deputy Executive Secretary  
Planning Commission

MBLU	Location	Owner Name	Co-Owner Name	Address 1	Address 2	City, State, Zip
155-2-2.1	68 ST JOHN RD	E2ST JOHN LLC	C/O STEPHEN MAGENBAUER	1819 ELECTRIC RD SUITE E		ROANOKE VA 24018
155-2-1	72-76 ST JOHN RD	ST JOHN PLACE LLC		1819 ELECTRIC RD SUITE E		ROANOKE VA 24018
155-2-2	80-84 ST JOHN RD	ST JOHN PLACE LLC		1819 ELECTRIC RD SUITE E		ROANOKE VA 24018
155-2-2.2	744 ELECTRIC RD	E3MAG LLC		1819 ELECTRIC RD SUITE E		ROANOKE VA 24018
155-3-1	71 ST JOHN RD	HELM BUILDING ENTERPRISES LTD		1491 SOUTHSIDE DR		SALEM VA 24153
155-3-2	105 ST JOHN RD	HELM BUILDING ENTERPRISES LTD		1491 SOUTHSIDE DR		SALEM VA 24153
155-1-2	565 ELECTRIC RD	MOUNT SINAI PROPERTIES -	ELECTRIC RD LLC	P O BOX 3096		SALEM VA 24153



# Marketplace

ourvalley.org

THE FINCASTLE HERALD    The Vinton Messenger    THE NEW CASTLE RECORD    SALEM TIMES-REGISTER    News Messenger    RADFORD News Journal

### For Sale - Firewood

**FIREWOOD**  
Mixed Hardwood  
Call 540-784-3436 or 540-581-4183 Delivery in Botetourt only

### Help Wanted - Clerical

**Part-time receptionist for Oakey's Funeral Service - Vinton Chapel**  
Hours vary with some weekday evening and daytime shifts and every other daytime weekend available. Please contact Joshua Dama, Manager at (540) 982-2221 or email jdama@oakeys.com

### Help Wanted - General

**tap**  
Founded 1965  
**TOTAL ACTION FOR PROGRESS CEO Recruitment Profile**

Total Action for Progress (TAP) is a community action agency that serves eleven localities in the Roanoke Valley and adjacent communities the counties of Alleghany, Bath, Botetourt, Craig, Roanoke, and Rockbridge, and the cities of Buena Vista, Covington, Lexington, Roanoke, and Salem. TAP helps individuals and families achieve economic and personal independence through education, employment, affordable housing, and safe and healthy environments. Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources" in support of TAP's anti-poverty efforts.

TAP is seeking an experienced CEO who is responsible for maintaining an organizational culture that embodies the following values: Advocacy for the oppressed, and disenfranchised. Results orientation. Fiscal and programmatic accountability. Teamwork, collaboration with others and partnership building. Excellence in performance. Innovation. The passion to make a difference. Responsiveness to the needs of the community. Maintenance of an agency-wide focus on Whole Family and Trauma Informed services.

**PRIMARY RESPONSIBILITIES:** Responsible for carrying out the mission of the organization and the strategic plan as set forth by the Board of Directors. Responsible for meeting with key board committees especially Finance, Property, Personnel and all others at the request of the Board Chair. Responsible for carrying out the policies and procedures set forth by the Board of Directors. Responsible for final approval of the hiring and termination of all staff.

### ACCEPTING APPLICATIONS

1-Bedroom Apartments for the Elderly (62+) & Disabled

**100% RENTAL ASSISTANCE AVAILABLE RENT BASED ON INCOME**

- Quiet, residential neighborhood
- All ground level
- Individual porches
- Kitchen appliances
- Laundry on-site
- Community building
- Emergency notification switches
- Handicap units available

**NEW CASTLE MANOR APARTMENTS**  
248 Chilton Street - New Castle, VA  
540-864-7004  
www.peopleinc.net/housing/new-castle-manor/

**People inc.**  
Building Futures. Realizing Dreams.  
THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

### Help Wanted - General

Responsible for the financial health of the organization, the development and prudent expenditures of the same according to budgets prepared by staff and approved by the Board of Directors and audited by financial and program auditors. Responsible for making sure that staff are provided with wages comparable to similar employment and benefits necessary for their well-being and that of their families. Responsible for developing a creative work environment where employees and volunteers are stimulated to take initiative, develop leadership and carry out their responsibilities with dedication, warmth and initiative. Responsible for inspiring others in the organization to be passionate about caring for the needs of our families. Responsible for stimulating collaborative ventures with other organizations, the private sector and federal, state, and local governments to strengthen services for low-income Virginians. Responsible for representing the organization publicly before public, private, and network organizations.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:** An understanding of the specific nature of a community action agency, its history, and commitment to the same. Advanced understanding of a variety of programming that includes early childhood development, youth and adult education and training, housing development and management and a wide range of economic development programming including business start-ups and loan pools. Excellent presentation, writing and public relations skills. High emotional and cultural intelligence enabling the person to connect with a wide range of people from a variety of ethnic, social and economic backgrounds. High energy level and proven ability to manage stressful or extenuating circumstances. Bilingual ability is a plus.

**QUALIFICATIONS, EDUCATION AND EXPERIENCE:** Master's degree or equivalent experience. Ten to twenty years in a senior management position of an organization with similar complexity and size of TAP. Experience writing grant submissions and managing a team of grant writers. Experience working with a board of directors. Experience working effectively with the public and representing an agency before the public. Experience working effectively with local, state, and national public officials on issues vital to the organization. Experience and passion for working with a highly diverse organization. Essential computer skills.

**APPLICATION PROCESS:** To be considered, please submit a cover letter and resume with salary expectations, and three professional references to **Tabatha Cooper, HR Director, via email at Tabatha.Cooper@tapint.ohope.org** or via mail to: **TAP, Human Resources, PO Box 2868 Roanoke VA 24011**

This position will remain open until filled. Inquiries may be directed to: **Tabatha Cooper - HR Director, PO BOX 2868 Roanoke, VA 24011** Email: **Tabatha.Cooper@tapint.ohope.org** Phone: **540-283-4800**

**WANTED Models**  
Models needed for life drawing class, male and female, \$65 for 3 hour session. Call David 540-473-3713

**Pet Supplies**  
**Happy Jack**  
2122 Hwy 258 South PO Box 475 Snow Hill, NC 800-326-JACK (5225) Add ToneKote to dog & cat rations to check dry scaly skin, doggy odor, and glossy winter coats. At Tractor Supply & Southern States. (www.happyjackinc.com)

**Legals - City of Radford**  
**NOTICE:**  
December 13, 2023  
A white 550 Jet Ski FL8258GV HIN KAW447440482-B. A yellow 400 Jet Ski VA4511AK HIN KAW 051850676. A yellow 400 Jet Ski VA4512AK HIN KAW051690676. Are located at 4923 Clement Lane Radford VA 24141.

### Help Wanted - General

and the experience and ability to oversee IT operations

**SPECIAL REQUIREMENTS**  
Must pass a comprehensive background and drug check. A valid Virginia driver's license and reliable transportation is required. TAP participates in the Virginia DMV Driver Alert Program. Employees who operate a TAP vehicle or their personal vehicle to conduct TAP business may be subject to driver record monitoring through the Virginia DMV Driver Alert Program.

**SPECIAL NOTE**  
This description provides information regarding the core functions of the designated position and general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such as an individual may be given. TAP is an Equal Opportunity Employer with a Drug Free Workplace. We only hire individuals legally eligible for employment in the United States.

**COMPENSATION AND BENEFITS:** Salary range is \$90k to \$115k depending on qualifications and experience. The successful candidate will be offered a generous benefits package including health, dental, vision, retirement plan match and gift. **paid time off, sick leave, flextime, short-term disability, long term disability, life insurance/AD&D, and professional development support, 14 paid holidays**

**APPLICATION PROCESS:** To be considered, please submit a cover letter and resume with salary expectations, and three professional references to **Tabatha Cooper, HR Director, via email at Tabatha.Cooper@tapint.ohope.org** or via mail to: **TAP, Human Resources, PO Box 2868 Roanoke VA 24011**

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### Legals - City of Radford

If these watercraft are not claimed by the titled owner within 30 days, I will apply to the Department for registration/title in my name Mark A. 540-639-0610

**ABC NOTICE**  
RADFORD COFFEE COMPANY INC, trading as RADFORD COFFEE COMPANY, 333 WEST MAIN ST, RADFORD, VA 24141

The above establishment is applying to the VIRGINIA ALCOHOLIC BEVERAGE CONTROL (ABC) AUTHORITY for Restaurant-Wine, Beer, and Mixed Beverages license to sell or manufacture alcoholic beverages.

Rachel Doyle-Owner.  
**NOTE:** Objections to the issuance of this license must be submitted to ABC no later than 30 days from the publishing date of the first of two required newspaper legal notices. Objections should be registered at [www.abc.virginia.gov](http://www.abc.virginia.gov) or 800-552-3200

### Legals - City of Salem

**Notice is hereby given to all interested persons that the Council of the City of Salem,** at its regular meeting on Monday, January 8, 2024, at 6:30 p.m. in the Council Chambers of City Hall, 114 N. Broad Street, in the City of Salem, Virginia, will hold a public hearing, pursuant to Sections 15.2-2204 and 15.2-2285 of the Code of Virginia, as amended, to consider approval of the following requests relative to the CODE OF THE CITY OF SALEM, VIRGINIA:

1. Consider the request of EZST John, LLC, property owner, for rezoning the property located at 68 St. John Road (Tax Map # 155-2-2-1) from HBD Highway Business District to HM Heavy Manufacturing District.

2. Consider the request of Poindexter SW Florida, LLC, property owner, for rezoning the property located at 2105-2121 Apperson Drive (Tax Map # 281-1-2-2) from BCD Business Commerce District to HBD Highway Business District.

If approved, Salem City Council intends to adopt the ordinance(s) associated with the above item(s) on first reading, with a second reading of those ordinance(s) at a subsequent meeting.

Copies of the proposed plans, ordinances or amendments may be examined in the Office of Community Development, 21 South Bruffey Street, Salem, Virginia.

At said hearing, parties in interest and citizens shall have an opportunity to be heard relative to the said requests.

THE COUNCIL OF THE CITY OF SALEM, VIRGINIA  
BY: H. Robert Light  
Clerk of Council

**ABC NOTICE**  
HANGING ROCK, LLC, trading as HANGING ROCK TAVERN 1790 THOMPSON MEMORIAL DR, ROANOKE COUNTY, Salem VA. 24153

The above establishment is applying to the VIRGINIA ALCOHOLIC BEVERAGE CONTROL (ABC) AUTHORITY for retail restaurant and brewery license to sell or manufacture alcoholic beverages.

JAMES HARDY, CEO  
**NOTE:** Objections to the issuance of this license must be submitted to ABC no later than 30 days from the publishing date of the first of two required newspaper legal notices. Objections should be registered at [www.abc.virginia.gov](http://www.abc.virginia.gov) or 800-552-3200

### Legals - City of Salem

**Notice is hereby given to all interested persons that the City of Salem Planning Commission,** at its regular meeting on January 10, 2024 at 7:00 p.m. in the Community Room, Salem Civic Center, 1001 Roanoke Boulevard, in the City of Salem, Virginia, will hold a public hearing, pursuant to Sections 15.2-2204 and 15.2-2285 of the Code of Virginia, as amended, to consider approval of the following requests relative to the CODE OF THE CITY OF SALEM, VIRGINIA:

1. Consider the request of T J Real Properties, LLC, property owner, for rezoning the property located at 1236 West Main Street (Tax Map # 141-1-4) from HBD Highway Business District to CBD Community Business District.

2. Consider the request of Helm Building Enterprises, LTD, property owner, for the issuance of a Special Exception Permit to allow a two family dwelling on the property located at 301 Carey Avenue, (Tax Map # 74-2-6-1)

3. Consider the request of Helm Building Enterprises, LTD, property owner, for rezoning the property located at 416 Electric Road (Tax Map # 150-3-1) from HBD Highway Business District to HM Heavy Manufacturing District.

4. Consider the request of Virginia Baptist Children's Home (dba HopeTree Family Services), property owner, for rezoning the properties located at 1000 block Red Lane and a portion of 860 Mount Vernon Lane (Tax Map #s 41-1-1, 41-1-2, 41-1-3, 41-1-4, 41-1-5, 41-1-6, and a portion of 44-3-10) from RSP Residential Single Family to PUD Planned Unit District.

Copies of the proposed plans, ordinances or amendments may be examined in the Office of Community Development, 21 South Bruffey Street, Salem, Virginia.

At said hearing, parties in interest and citizens shall have an opportunity to be heard relative to the said requests.

THE PLANNING COMMISSION OF THE CITY OF SALEM, VIRGINIA  
BY: H. Robert Light  
Deputy Executive Secretary

### Legals - Montgomery County

**ABC NOTICE**  
HANGING ROCK, LLC, trading as HANGING ROCK OUTDOORS, 484 FRIENDSHIP ROAD, SHAWSVILLE, MONTGOMERY COUNTY, VA 24162.

The above establishment is applying to the VIRGINIA ALCOHOLIC BEVERAGE CONTROL (ABC) AUTHORITY for a BREWERY license to sell or manufacture alcoholic beverages.

JAMES HARDY, CEO  
**NOTE:** Objections to the issuance of this license must be submitted to ABC no later than 30 days from the publishing date of the first of two required newspaper legal notices. Objections should be registered at [www.abc.virginia.gov](http://www.abc.virginia.gov) or 800-552-3200.

**TOWN OF BLACKSBURG - NOTICE OF PUBLIC HEARINGS**  
BLACKSBURG TOWN COUNCIL will hold public hearings on **Tuesday, January 9, 2024** beginning at 6:30 p.m. in the Roger E. Hedgepeth Chambers of the Blacksburg Municipal Building, 300 South Main Street, Blacksburg, regarding the following items:  
Ordinance 2045: An Ordinance to Amend the FY 2023/2024 Operating

### Legals - Montgomery County

Budget to Appropriate \$927,000 of Bond Proceeds to the Water/B sewer Capital Improvement Fund and \$800,000 of Bond Proceeds to the Stormwater Capital Improvement Fund. The proposed ordinance will allow the Town a two previously approved agreements with Glade Spring Crossing, LLC for the Glade Spring Crossing housing development. One will be used for the sewer cost sharing of \$927,000 and another for \$800,000 for a regional Stormwater project. These projects will be funded by an upcoming bond offering.

Ordinance 2046: An Ordinance Granting a Lease of Office Space in Town Property Located at 141 Jackson Street, N.E. The proposed ordinance will grant space in the town owned property located at 141 Jackson Street NE to New River Land Trust for storage. All persons affected by or interested in the proposed items above may appear and present their views. After each public hearing, Town Council will consider action on the item. Copies of materials related to the above items are on file and can be obtained in the Office of the Town Clerk, 300 South Main Street, Blacksburg, weekdays between the hours of 8 a.m. and 5 p.m. For land use matters.

### Legals - Montgomery County

copies of applications and all related forms may also be found online at [www.blacksburg.gov/public](http://www.blacksburg.gov/public) hearings or reviewed in person at the Blacksburg Planning and Building Department, 400 South Main Street, Blacksburg, Virginia. Individuals with disabilities who require special assistance to attend and participate in this meeting should contact Lorraine Spaulding, Town Clerk at (540) 443-1025 or 443-1000 (voice or TDD).

### NRV Regional Water Authority Summary of Financial Condition For the Year Ended June 30, 2023

Assets \$ 93,456,378  
Deferred Outflows 1,091,330  
Liabilities (58,373,932)  
Deferred Inflows (1,145,544)  
Net Position \$ 35,028,230  
  
Revenues \$ 10,643,849  
Expenses (6,024,743)  
Non-operating revenue/expense (1,251,189)  
Net Change in Net Position \$ 3,367,917  
  
A copy of the Audit Report can be found on the Authority's website at [www.nrvwater.org](http://www.nrvwater.org)

### STATEWIDE ADS

**The Bath or Shower You've Always Wanted IN AS LITTLE AS A DAY**  
**\$1000 OFF**  
AND  
No Payments & No Interest For 18 Months  
OFFER EXPIRES 12.31.2023  
CALL NOW (844) 945-1631

**OUTER BANKS, NC - VACATION RENTALS**  
Over 500 Vacation Homes  
Entire Outer Banks from Corolla's 4x4 to Hatteras Island!  
Family time is what it's all about!  
Book NOW! Weeks are filling up fast!  
377-542-3224 [brindleybeach.com](http://brindleybeach.com)

**Make the smart and ONLY CHOICE when tackling your roof!**  
**ERIC** FREE ESTIMATE 1.844.902.4611  
Up to 50% OFF on your installation. That's an additional 10% OFF.

**Leaf Filter CLOG-FREE GUTTERS FOREVER**  
EXCLUSIVE LIMITED TIME OFFER!  
15% OFF + 10% OFF + 0% OFF  
Promo Code: 285  
CALL US TODAY FOR A FREE ESTIMATE 1-877-614-6667

**BAG A GREAT DEAL IN THE CLASSIFIEDS!**  
To place your ad, call 389-9355



# Marketplace

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The **CASTLE HERALD**

**Vinton Messenger**

The **NEW CASTLE HERALD**

**SALIM HILLS REGISTER**

**News Messenger**

**RADFORD News Journal**

**Help Wanted - Clerical**

**Part-time receptionist for Oakey's Funeral Service - Vinton Chapel**  
Hours vary with some weekday evening and daytime shifts and every other daytime weekend available. Please contact Joshua Dama, Manager at (540) 982-2221 or email jdama@oakeys.com.

**Help Wanted Part-time Administrative Assistant**

Buchanan Presbyterian Church is searching for a part time Administrative Assistant.  
Duties include working with the minister and music team to prepare weekly Sunday bulletin and monthly newsletter; prepare PowerPoint for Sunday worship and be there to operate it; assist with recording and uploading services to YouTube; performance of other administrative jobs to assist the minister.  
To apply or obtain complete job description please contact Tricia at 540-589-3107 or send resume to the church at P O Box 517, Buchanan, VA 24066

**Help Wanted - General**

**WANTED Models**

Models needed for life drawing class, male and female, \$65 for 3 hour session. Call David 540-473-3713

**Product Support Manager & Application Engineer sought by Nippon Pulse America, Inc. in Radford, VA**

to provide tech1 consultation & other sales & engg support activities related to custom motor mfg. Job reqs an Associate deg in Mechanical Engg Technology or related engg major + 3 yrs of exp as application engineer researching & analyzing the precision motor control products mkt, providing tech1 support, & dvpg tech1 data & prototypes using Torque calculation, thrust calculation, 3D CAD, 3D Printing, servo motor driver tuning, & computer prgmg. Email C.V. to President - mharada@nipponpulse.com

**For Sale - Firewood**

**FIREWOOD**  
Mixed Hardwood. Call 540-784-3436 or 540-581-4183. Delivery in Botetourt only.



**Legals - Botetourt County**

**NOTICE OF SPECIAL COMMISSIONER SALE OF 101 DRY BRANCH ROAD, BUCHANAN, VIRGINIA, 24066**

Pursuant to a Decree of the Circuit Court of Botetourt County Virginia made and entered into November 29, 2023 in Case No 23CL23-0036100 styled Barrett (Plaintiff) v Cherokee rose Eubank (Defendant), a Will, on Friday 26 2024 at 10:00 a.m. at the front door of the Courthouse of Botetourt County Virginia located in its new temporary quarters, offer for sale to the highest bidder for cash, the following described real estate 101 Dry Branch Road, Buchanan, Virginia, 24066, being 2.56 acres in the Buchanan Magisterial District, Tax Map #53-4, property ID#99013634. A more accurate description can be procured as shown on a plat attached to Deed Book 128 at page 123 in the Clerk's Office of the Circuit Court of Botetourt County, Virginia.

Terms of Sale: Cash (10% on the day of sale with the remainder at closing within 60 days)  
For further information, apply to:  
Tommy Joe Williams, Special Commissioner, 2721 Brambleton Avenue, S.W. Roanoke, Virginia, 24015, office telephone number (540)772-7848, cell phone number (540) 797-4065  
I, Tommy Joe Williams, hereby certify that I have bond, with surety, as required by the decree.

Tommy Joe Williams  
Special Commissioner

I, Tommy Moore, Clerk of the Circuit Court of Botetourt County, Virginia, hereby certify the Tommy Joe Williams Special Commissioner, as above named, is duly bonded and qualified to execute the Decree with surety approved by the Court.

Tommy Moore, Clerk  
Botetourt County Circuit Court

**Legals - City of Radford**

**ABC NOTICE**

**RADFORD COFFEE COMPANY INC., trading as RADFORD COFFEE COMPANY,**  
333 WEST MAIN ST, RADFORD, VA 24141.

The above establishment is applying to the VIRGINIA ALCOHOLIC BEVERAGE CONTROL (ABC) AUTHORITY for Restaurant-Wine, Beer, and Mixed Beverages license to sell or manufacture alcoholic beverages.

Rachel Doyle-Owner.

NOTE: Objections to the issuance of this license must be submitted to ABC no later than 30 days from the publishing date of the first of two required newspaper legal notices. Objections should be registered at www.abc.virginia.gov or 800-552-3200

**Legals - City of Salem**

**Notice is hereby given to all interested persons that the Council of the City of Salem, at its regular meeting on Monday January 8, 2024, at 6:30 p.m. in the Council Chambers of City Hall, 114 N. Broad Street, in the City of Salem, Virginia, will hold a public hearing pursuant to Sections 15.2-2204 and 15.2-2285 of the Code of Virginia as amended to consider approval of the following requests relative to the CODE OF THE CITY OF SALEM, VIRGINIA.**

1 Consider the request of E2ST John, LLC, property owner, for rezoning the property located at 68 St. John Road (Tax Map # 155-2-2-1) from HBD Highway Business District to HM Heavy Manufacturing District.

2 Consider the request of Poindexter SW Florida, LLC, property owner, for rezoning the property located at 2105-2121 Apperson Drive (Tax Map # 281-1-2-2) from BCD Business Commerce District to HBD Highway Business District.

If approved, Salem City Council intends to adopt the ordinance(s) associated with the above item(s) on first reading, with a second reading of those ordinance(s) at a subsequent meeting.

Copies of the proposed plans, ordinances or amendments may be examined in the Office of Community Development, 21 South Bruffey Street, Salem, Virginia.

At said hearing, parties in interest and citizens shall have an opportunity to be heard relative to the said requests.

THE COUNCIL OF THE CITY OF SALEM, VIRGINIA  
BY: H. Robert Light  
Clerk of Council

**Notice is hereby given to all interested persons that the City of Salem Planning Commission,**

at its regular meeting on January 10, 2024, at 7:00 p.m. in the Community Room, Salem Civic Center, 1001 Roanoke Boulevard, in the City of Salem, Virginia, will hold a public hearing pursuant to Sections 15.2-2204 and 15.2-2285 of the Code of Virginia, as amended, to consider approval of the following requests relative to the CODE OF THE CITY OF SALEM, VIRGINIA:

1. Consider the request of T J Real Properties, LLC, property owner, for rezoning the property located at 1236 West Main Street (Tax Map # 141-1-4) from HBD Highway Business District to CBD Community Business District.

2. Consider the request of Helm Building Enterprises, LTD, property owner, for the issuance of a Special

**Legals - City of Salem**

Exception Permit to allow a two family dwelling on the property located at 301 Carey Avenue, (Tax Map # 74-2-6-1)

3 Consider the request of Helm Building Enterprises, LTD property owner for rezoning the property located at 416 Electric Road (Tax Map # 150-3-1) from HBD Highway Business District to HM Heavy Manufacturing District.

4 Consider the request of Virginia Baptist Children's Home (dba HopeTree Family Services) property owner for rezoning the properties located at 1000 block Red Lane and a portion of 860 Mount Vernon Lane (Tax Map #'s 41-1-1, 41-1-2, 41-1-3, 41-1-4, 41-1-5, 41-1-6 and a portion of 44-3-10 from RSF Residential Single Family to PUD Planned Unit District.

Copies of the proposed plans, ordinances or amendments may be examined in the Office of Community Development, 21 South Bruffey Street, Salem, Virginia

At said hearing, parties in interest and citizens shall have an opportunity to be heard relative to the said requests

THE PLANNING COMMISSION OF THE CITY OF SALEM, VIRGINIA

BY: H. Robert Light  
Deputy Executive Secretary

**Legals - Montgomery County**

**TOWN OF BLACKSBURG - NOTICE OF PUBLIC HEARINGS BLACKSBURG TOWN COUNCIL**

will hold public hearings on Tuesday, January 9, 2024

beginning at 6:30 p.m. in the Roger E. Hedgepeth Chambers of the Blacksburg Municipal Building, 300 South Main Street, Blacksburg, regarding the following items:

Ordinance 2045: An Ordinance to Amend the FY 2023/2024 Operating Budget to Appropriate \$927,000 of Bond Proceeds to the Water/Sewer Capital Improvement Fund and \$800,000 of Bond Proceeds to the Stormwater Capital Improvement Fund  
The proposed ordinance will allow the Town's two previously approved agreements with Glade Spring Crossing, LLC for the Glade Spring Crossing housing development. One will be used for the sewer cost sharing of \$927,000 and another for \$800,000 for a regional Stormwater project.  
These projects will be funded by an upcoming bond offering.

Ordinance 2046: An Ordinance Granting a Lease of Office Space in Town Property Located at 141 Jackson Street, N.E.

**Legals - Montgomery County**

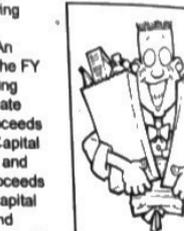
The proposed ordinance will grant space in the town owned property located at 141 Jackson Street NE to New River Land Trust for storage

All persons affected by or interested in the proposed items above may appear and present their views. After each public hearing Town Council will consider action on the item. Copies of materials related to the above items are on file and can be obtained in the Office of the Town Clerk, 300 South Main Street, Blacksburg, VA. For land use matters, copies of applications and all related items may also be found online at www.blacksburg.gov/public hearings or reviewed in person at the Blacksburg Planning and Building Department, 400 South Main Street, Blacksburg, Virginia. Individuals with disabilities who require special assistance to attend and participate in this meeting should contact Lorraine Spaulding, Town Clerk at (540) 443-1025 or 443-1000 (voice or TDD).

**Montgomery Regional Solid Waste Authority Summary Statement of Financial Condition for the Year Ended June 30, 2023**

Assets	\$5,942,205
Deferred Out Flows of Resources	\$33,031
Liabilities	\$1,993,477
Deferred Inflows of Resources	\$164,858
Net Position	\$3,816,901
Revenues	\$4,756,465
Expenses	\$5,207,667
Net Change in Net Position	\$(451,202)

Detailed financial statements may be obtained by writing to MRSWA, P.O. Box 2130, Christiansburg, VA 24068



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A COMPANY OF LEAFHOME



**BOUGHT.**

**SOLD.**

**SAVED.**

AN ORDINANCE TO AMEND SECTION 106-110, ARTICLE I, CHAPTER 106, OF THE CODE OF THE CITY OF SALEM, VIRGINIA, RELATING TO ZONING AND DIVIDING THE CITY INTO BUILDING DISTRICTS AND ESTABLISHING DISTRICT BOUNDARY LINES ON THE ZONING MAP OF THE CITY OF SALEM, VIRGINIA.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SALEM, VIRGINIA, that Section 106-110, Article I, Chapter 106 of The Code of the City of Salem, Virginia, relating to building district boundary lines be amended in the following particular and no other, viz:

That the following described property in the City of Salem of E2ST John, LLC, property owner, located at 68 St. John Road (Tax Map # 155-2-2.1) be and the same is hereby changed from HBD Highway Buesiness District to HM Heavy Manufacturing District, and the map referred to shall be changed in this respect and no other, said property being described as follows:

BEGINNING at a point on the east side of the Electric Road right-of-way at the northwest corner of Tax Parcel 155-2-2.2; thence following the Electric Road right-of-way line along a curve to the right with a Radius of 2825.29 feet, Arc Length 133.49 feet, Chord Bearing of N 23° 21' 51" E, and Chord Length of 133.48 feet to a point; thence continuing along the Electric Road right-of-way N 24° 43' 04" E a distance of 91.84 feet to a point; thence following the south side of the St John Road right-of-way along a curve to the right with a Radius of 35.00 feet, Arc Length 52.30 feet, Chord Bearing of N 67° 31' 48" E, and Chord Length of 47.57 feet to a point; thence continuing along the St John Road right-of-way S 69° 39' 28" E a distance of 92.55 feet to a point; thence departing the St John Road right-of-way and following the centerline of a 24' cross-access easement (as recorded in P.B. 11, PG. 48-50, Slide 193) S 10° 07' 00" W a distance of 261.35 feet to a point; thence departing the cross-access easement and following the north line of Tax Parcel 155-2-2.2 N 69° 39' 28" W a distance of 187.89 feet to the point of BEGINNING, and being known as Lot 13-A-3, containing 0.9316 acres, as shown on "Resubdivision Plat for Wiley Development, LLC, Showing Lot 13-A, Resubdivision Plat for the St. John Place Commerce Center (P.B. 12 PG. 5-6, Slide 199)", dated August 04, 2023, by Caldwell White Associates, recorded in the Clerk's Office of the Circuit Court of the City of Salem, Virginia in Plat Book 16, Pages 82-83, Slide 246

All ordinances or parts of ordinances in conflict with the provisions of this ordinance be and the same are hereby repealed.

This ordinance shall be in full force and effect ten (10) days after its final passage.

Upon a call for an aye and a nay vote, the same stood as follows:

H. Hunter Holliday –  
William D. Jones –  
Byron Randolph Foley –  
James W. Wallace, III –  
Renee F. Turk –

Passed:  
Effective:

        
/s/  
Mayor

ATTEST:

H. Robert Light  
Clerk of Council  
City of Salem, Virginia

Item #5B

Date: 1/22/2024

AT A REGULAR MEETING OF CITY COUNCIL OF THE CITY OF SALEM, VIRGINIA HELD IN THE COMMUNITY ROOM AT THE SALEM CIVIC CENTER, 1001 ROANOKE BOULEVARD, SALEM, VIRGINIA 24153

**AGENDA ITEM:     Amendment to the Zoning Ordinance**

Consider adoption of ordinance on second reading for the request of Poindexter SW Florida, LLC, property owner, for rezoning the property located at 2105– 2121 Apperson Drive (Tax Map # 281-1-2.2) from BCD Business Commerce District to HBD Highway Business District. (Approved on first reading at the January 8, 2024, meeting.)

**SUBMITTED BY:**     Mary Ellen Wines, Planning & Zoning Administrator

**SUMMARY OF INFORMATION:**

**SITE CHARACTERISTICS:**

Zoning: BCD Business Commerce District  
Land Use Plan Designation: Commercial  
Existing Use: Multi-tenant building  
Proposed Use: various commercial uses

The subject property consists of a 1.473-acre tract of land which currently sits within the BCD Business Commerce District designation. To provide a bit of history, this parcel is a portion of the original 19-acre shopping center property that was that was purchased by Lewis-Gale. This property was rezoned from the commercial district B-3 to the current BCD Business Commerce District to accommodate their needs.

This property is currently partially occupied by various commercial tenants or otherwise vacant. In order to allow additional commercial uses such as restaurant and retail sales the property must be rezoned to a commercial district. Therefore, the petitioners are requesting the property be rezoned to HBD, Highway Business District.

The Future Land Use Map (FLUM) identifies this area as commercial which is consistent with the proposed utilization of the property.

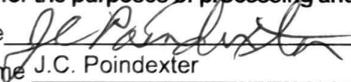
**City of Salem Community Development Application**

**Request for REZONING or CONDITIONAL REZONING**

Case #: \_\_\_\_\_

<b>APPLICANT INFORMATION</b>	
Owner: <u>Poindexter SW Florida LLC</u> Contact Name: <u>J.C. Poindexter</u> Address: <u>2014 Electric Road, #236 Roanoke, VA 24018</u>	Telephone No. <u>540-588-0506</u> Fax No. _____ Email Address <u>poindexter.jc@gmail.com</u>
Applicant/Contract Purchaser: _____ Contact Name: _____ Address: _____	Telephone No. _____ Fax No. _____ Email Address _____

<b>PARCEL INFORMATION</b>		For <u>multiple</u> parcels, please attach a page <input type="checkbox"/>
(Tax ID #'s) <u>281-1-2.2</u> Parcel ID: <u>26245</u> Deed Book <u>16</u> Page <u>4</u> Subdivision _____ Location Description (Street Address, if applicable) _____ <u>2105 Apperson Drive</u> Plat Book <u>16</u> , Slide <u>238</u> , page <u>4</u>	Total Area (acres/square feet) <u>1.1619 acres</u> Current Zoning <u>BCD</u> Requested Zoning <u>HBD</u> Requested Use <u>Office, Service, Retail, Food Service</u> Current Use <u>office space, retail storefront</u>	<input type="checkbox"/> Conditional Zoning Request: See Attached Proffer sheets

<b>SIGNATURE OF OWNER</b> <input checked="" type="checkbox"/> <b>CONTRACT PURCHASER</b> <input type="checkbox"/> (attach contract) <input type="checkbox"/>
As owner or authorized agent of this property, I hereby certify that this application is complete and accurate to the best of my knowledge, and I hereby grant permission to the agents and employees of the City of Salem to enter the property for the purposes of processing and reviewing this request.
Signature <u></u> Date <u>10/30/2023</u> Print Name <u>J.C. Poindexter</u>
Signature _____ Date <u>10/30/2023</u> Print Name <u>Martha Poindexter</u>

<b>QUESTIONS/ LETTERS/ SHOULD BE FORWARDED TO THE FOLLOWING**:</b>	
Name <u>J.C. and Martha Poindexter</u> Address: <u>2014 Electric Rd. #236</u> _____ <u>Roanoke VA 24108</u>	Telephone No. <u>540-588-0105</u> Fax No. _____ Email Address _____ <u>poindexter.jc@gmail.com</u> <u>poindexter.martha@gmail.com</u>
**It is the responsibility of the contact person to provide copies of all correspondence to other interested parties to the application.	

**ACKNOWLEDGEMENT OF APPLICATION FEE PAYMENT PROCEDURE**

Application fees must be submitted at the time of submittal. I hereby acknowledge that this application is not complete until the payment for all applicable fees has been received by the City of Salem Community Development Department. I acknowledge that I am responsible for ensuring that such fees are received by the City of Salem. I further acknowledge that any application fee submitted after the deadline shall result in the application being considered filed for the next month's meetings.

Signature of applicant/authorized agent J.C. Poindexter Date: 10/30/2023  
Print Name: J.C. Poindexter

Signature of applicant/authorized agent Martha Poindexter Date: 10/30/2023  
Print Name: Martha Poindexter

If you would like your correspondence emailed and/or faxed, please make selections, and provide the information below:

Email poindexter.jc@gmail.com  Fax: \_\_\_\_\_

FEES:	
All application fees must be paid at the time of submittal. Please make checks payable to the City of Salem:	
<b>Rezoning application fee</b>	<b>\$1,000</b>

FOR STAFF USE ONLY	
Staff Reviewer: _____	Application Complete? <input type="checkbox"/> YES <input type="checkbox"/> NO
Date: _____	

**PLEASE RESPOND FOR ALL REZONING APPLICATIONS:**

1. What is the Future Land Use Designation for the subject property? commercial
2. Describe in detail the proposed use of the property. Proposed uses included mixed commercial use with multiple tenants offering office space, services, retail and food service.
3. List any sensitive environmental or unique features on the property. Are there any high voltage transmission lines, public utility lines, or others? None
4. Is the subject property located within the Floodplain District?  YES  NO If yes, describe the proposed measures for meeting the standards of the Floodplain Ordinance. \_\_\_\_\_
5. Is the subject property listed as a historic structure or located within a historic district?  YES  NO If yes, describe the proposed measures for meeting the standards of the Department of Historic Resources. \_\_\_\_\_
6. Have you provided a conceptual plan of the proposed development, including general lot configurations and road locations? Are the proposed lot sizes compatible with existing parcel sizes in the area? n/a  
existing parcel and building

**PLEASE RESPOND FOR COMMERCIAL REZONING APPLICATIONS**

1. What provisions will be made to ensure safe and adequate access to the subject property? existing  
Safe and adequate access exists, as currently zoned BCD.
2. How will the traffic impact of this development be addressed? no impact on traffic
3. Describe why the proposed use is desirable and appropriate for the area. What measure will be taken to assure that the proposed use will not have a negative impact on the surrounding vicinity? The requested change in zoning matches the history of use/tenancy in this building. HBD more closely aligns with the current zoning of nearby parcels and the evolution of Apperson Drive.
4. What type of signage is proposed for the site? Each unit in the building currently has it's own signage attached to the building. We may apply for a single monument sign permit for the parcel, in the future.
5. Have architectural/building elevations been submitted with this application? No. No changes to existing building.

City of Salem  
Rezoning Application

2105 Apperson Drive  
Parcel Description

All that certain tract or parcel of land situate in the City of Salem, Virginia, shown as New Lot 2, containing 1.1619 acres on a plat of survey entitled, "Plat Showing the Subdivision of Tax# 281-1-2 Being Tract "A" of 18.5595 Acres (PB 8, Page 25, Slide 160), Property of Lewis-Gale Medical Center, LLC, Creating Hereon New Lot 1 of 1.6139 AC; Lot 2 of 1.1619 AC; Lot 3 of 1.4726 AC; Lot 4 of 4.5964 AC & Tract "A1" of 9.7147 AC, Being the Remaining Portion of Tax# 281-1-2, situated at #2105 Apperson Drive, City of Salem, Virginia", and which plat of survey is recorded in the Clerk's Office, Circuit Court of the City of Salem, Virginia, in Plat Book 16, Slide 238, page 4.





**PAYMENT DATE**  
10/30/2023

**COLLECTION STATION**  
Engineering/Inspections

**RECEIVED FROM**  
Martha Poindexter

**DESCRIPTION**

**City of Salem**  
P.O. Box 869  
Salem, VA 24153

**BATCH NO.**  
2024-00002275

**RECEIPT NO.**  
2024-00045598

**CASHIER**  
Krystal Graves

PAYMENT CODE	RECEIPT DESCRIPTION	TRANSACTION AMOUNT																
CD LAND USE	Land Use Application Fees rezoning fee for 2105 Apperson Drive	\$1,000.00																
<table border="0"> <tr><td>Total Cash</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Check</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Charge</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Wire</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Other</td><td style="text-align: right;"><u>\$1,000.00</u></td></tr> <tr><td>Total Remitted</td><td style="text-align: right;">\$1,000.00</td></tr> <tr><td>Change</td><td style="text-align: right;"><u>\$0.00</u></td></tr> <tr><td>Total Received</td><td style="text-align: right;">\$1,000.00</td></tr> </table>			Total Cash	\$0.00	Total Check	\$0.00	Total Charge	\$0.00	Total Wire	\$0.00	Total Other	<u>\$1,000.00</u>	Total Remitted	\$1,000.00	Change	<u>\$0.00</u>	Total Received	\$1,000.00
Total Cash	\$0.00																	
Total Check	\$0.00																	
Total Charge	\$0.00																	
Total Wire	\$0.00																	
Total Other	<u>\$1,000.00</u>																	
Total Remitted	\$1,000.00																	
Change	<u>\$0.00</u>																	
Total Received	\$1,000.00																	
<b>Total Amount:</b>		<b>\$1,000.00</b>																

Customer Copy

**Legal Description – Parcel 281-1-2.2:**

Beginning at a point on the East line of Gale Lane (private right of way, 175' +/- from the intersection of the aforementioned private right of way and the North line of Apperson Drive;

Thence along the East line of Gale lane N 24 degrees 09' 00" E a distance of 204.02' to a point;

Thence leaving the east line of Gale Lane S 65 degrees 51' 34" E a distance of 219.24' to a point;

Thence S 24 degrees 09' 00" W a distance of 18.10' to a point;

Thence S 65 degrees 51' 34" E a distance of 22.17' to a point;

Thence S 08 degrees 08' 12" W a distance of 98.84' to a point;

thence S 16007' 24" W a distance of 46.38' to a point;

thence N 88 degrees 15' 48" W a distance of 118.09' to a point;

thence N 65 degrees 51' 00" W a distance of 165.99' to a point on the East line of Gale Lane;

which is the point of beginning,

having an area of 50,615 +/- Square Feet, 1.162 acres, and being in the City of Salem, VA.

AFFADAVIT OF MAILING PURSUANT TO S15.2-2204  
CODE OF VIRGINIA

PLANNING COMMISSION  
DECEMBER 13, 2023

ITEM #

This is to certify that I mailed letters in reference to the rezoning request of Poindexter SW Florida, LLC, property owner for rezoning the property of 2105-2121 Apperson Dr (Tax Map # 281-1-2.2), from BCD Business Commerce District to HBD Highway Business District, to the following property owners and adjacent property owners on November 22, 2023, in the 2:00 p.m. mail:

POINDEXTER SW FLORIDA LLC  
2014 ELECTRIC RD # 236  
ROANOKE VA 24018

TWO BOYS REALTY II LLC  
5010 CELL TOWER DR  
ROANOKE VA 24018

ALINA LLC  
97 DOE DR  
ROANOKE VA 24012

WILLIAM E BROWN JR  
JENNIFER G BROWN  
3767 HARBORWOOD RD  
SALEM VA 24153

SMALL STEPS LEARNING  
ACADEMY INC  
1224 PETERS CREEK RD NW  
ROANOKE VA 24017

LAYMAN REAL ESTATE  
HOLDINGS LLC  
P O BOX 1015  
SALEM VA 24153

LEWIS-GALE MEDICAL CENTER LLC  
ATTN: REAL ESTATE DEPT  
ONE PARK PLAZA  
NASHVILLE TN 37203

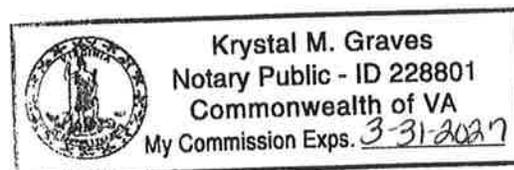
JC AND MARTHA POINDEXTER  
2014 ELECTRIC ROAD #236  
ROANOKE VA 24018

Signed Loretta L. Prillaman Date 11/22/2023

City of Salem  
Commonwealth of Virginia

The foregoing instrument was acknowledged before me this 22<sup>nd</sup> day of November 2023 by  
Loretta L. Prillaman

Krystal M. Graves  
Notary Public  
My commission expires: March 31, 2027





November 22, 2023

Poindexter SW Florida LLC  
2014 Electric Rd # 236  
Roanoke, VA 24018

RE: Petition For Zoning Amendment (Rezoning)  
2105 Apperson Drive  
Tax Map # 281-1-2.2

To Whom It May Concern:

You and/or your agent shall appear before the Planning Commission on:

**Wednesday, December 13, 2023**  
**at 7:00 p.m.** in the

**Council Chambers, 1<sup>st</sup> Floor, Salem City Hall**  
**114 North Broad Street**

**AND**

Salem City Council on:

**Monday, January 8, 2024**  
**at 6:30 p.m.** in the

**Council Chambers, First Floor, Salem City Hall**  
**114 North Broad Street, Salem, Virginia**

for consideration of your request for rezoning the above referenced property.

If you have any questions regarding this matter, please contact our office at (540) 375-3032.

Sincerely,

Mary Ellen H. Wines, CZA CFM  
Planning and Zoning Administrator



**IMPORTANT NOTICE OF PUBLIC HEARINGS  
PROPOSAL TO CHANGE ZONING**

Notice is hereby given that a request has been filed with the City of Salem by the property owner/petitioner of the property described below. The Planning Commission of the City of Salem will consider this request at its meeting listed below and make a recommendation to the City Council. The City Council of the City of Salem will also consider this request, and the recommendation of the Planning Commission at its meeting listed below. City Council will make the final decision in this matter.

**Property Owner/Petitioner:**  
Poindexter SW Florida LLC

**Location of Property:**  
2105-2121 Apperson Dr (Tax Map # 281-1-2.2)

**Purpose of Request:**  
To rezone the property located at 2105 Apperson Dr, (Tax Map # 281-1-2.2) from BCD Business Commerce District to HBD Highway Business District.

The date, time, and place of the public hearing scheduled by the Planning Commission on this request are as follows:

**WEDNESDAY, DECEMBER 13, 2023 – 7 P.M.  
COUNCIL CHAMBERS, FIRST FLOOR, SALEM CITY HALL  
114 NORTH BROAD STREET, SALEM, VIRGINIA**

The date, time, and place of the public hearing scheduled by City Council on this request are as follows:

**MONDAY, JANUARY 8, 2024 – 6:30PM  
COUNCIL CHAMBERS, FIRST FLOOR, SALEM CITY HALL  
114 NORTH BROAD STREET, SALEM, VIRGINIA**

Additional information on this request may be obtained in the Community Development Department, 21 South Bruffey Street, Salem, Virginia or at (540) 375-3032.

H. Robert Light  
Deputy Executive Secretary  
Planning Commission

MBLU	Location	Owner Name	Co-Owner Name	Address 1	Address 2	City, State, Zip
281-1-2.2	2105-2121 APPERSON DR	POINDEXTER SW FLORIDA LLC		2014 ELECTRIC RD # 236		ROANOKE VA 24018
281-1-2.1	2103 APPERSON DR	TWO BOYS REALTY II LLC		5010 CELL TOWER DR		ROANOKE VA 24018
282-4-1	2071 APPERSON DR	ALINA LLC		97 DOE DR		ROANOKE VA 24012
282-4-2	2069 APPERSON DR	WILLIAM E BROWN JR	JENNIFER G BROWN	3767 HARBORWOOD RD		SALEM VA 24153
281-1-2.3	2131 APPERSON DR	SMALL STEPS LEARNING ACADEMY INC		1224 PETERS CREEK RD NW		ROANOKE VA 24017
281-1-2	2141-2167 APPERSON DR	LAYMAN REAL ESTATE HOLDINGS LLC		P O BOX 1015		SALEM VA 24153
281-1-2.4	2155 APPERSON DR	LEWIS GALE MEDICAL CENTER LLC	ATTN: REAL ESTATE DEPT	ONE PARK PLAZA		NASHVILLE TN 37203

AN ORDINANCE TO AMEND SECTION 106-110, ARTICLE I, CHAPTER 106, OF THE CODE OF THE CITY OF SALEM, VIRGINIA, RELATING TO ZONING AND DIVIDING THE CITY INTO BUILDING DISTRICTS AND ESTABLISHING DISTRICT BOUNDARY LINES ON THE ZONING MAP OF THE CITY OF SALEM, VIRGINIA.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SALEM, VIRGINIA, that Section 106-110, Article I, Chapter 106 of The Code of the City of Salem, Virginia, relating to building district boundary lines be amended in the following particular and no other, viz:

That the following described property in the City of Salem of Poindexter SW Florida, LLC, property owner, located at 2105-2121 Apperson Drive (Tax Map # 281-1-2.2) be and the same is hereby changed from BCD Business Commerce District to HBD Highway Business District, and the map referred to shall be changed in this respect and no other, said property being described as follows:

Beginning at a point on the East line of Gale Lane (private right of way, 175' +/- from the intersection of the aforementioned private right of way and the North line of Apperson Drive; Thence along the East line of Gale lane N 24 degrees 09' 00" E a distance of 204.02' to a point; Thence leaving the east line of Gale Lane S 65 degrees 51' 34" E a distance of 219.24' to a point; Thence S 24 degrees 09' 00" W a distance of 18.10' to a point; Thence S 65 degrees 51' 34" E a distance of 22.17' to a point; Thence S 08 degrees 08' 12" W a distance of 98.84' to a point; thence S 16007' 24" W a distance of 46.38' to a point; thence N 88 degrees 15' 48" W a distance of 118.09' to a point; thence N 65 degrees 51' 00" W a distance of 165.99' to a point on the East line of Gale Lane; which is the point of beginning, having an area of 50,615 +/- Square Feet, 1.162 acres, and being in the City of Salem, VA.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance be and the same are hereby repealed.

This ordinance shall be in full force and effect ten (10) days after its final passage.

Upon a call for an aye and a nay vote, the same stood as follows:

H. Hunter Holliday –  
William D. Jones –  
Byron Randolph Foley –  
James W. Wallace, III –  
Renee F. Turk –

Passed:  
Effective:

        
/s/  
Mayor

ATTEST:

H. Robert Light  
Clerk of Council  
City of Salem, Virginia

Item #6A  
Date: 1/22/2024

AT A REGULAR MEETING OF CITY COUNCIL OF THE CITY OF SALEM, VIRGINIA  
HELD IN THE COMMUNITY ROOM AT THE SALEM CIVIC CENTER, 1001 ROANOKE BOULEVARD,  
SALEM, VIRGINIA 24153

AGENDA ITEM: Amendment to the Zoning Ordinance

Hold public hearing and consider ordinance on first reading for the request of T J Real Properties, LLC, property owner, for rezoning the property located at 1236 West Main Street, (Tax Map # 141-1-4) from HBD Highway Business District to CBD Community Business District. (Advertised in the January 11 and January 18, 2024, issues of the *Salem Times-Register*.) (Recommend approval, see page 3 of Planning Commission minutes.)

SUBMITTED BY: Max Dillon, Planner

SUMMARY OF INFORMATION:

SITE CHARACTERISTICS:

Zoning: HBD Highway Business District  
Land Use Plan Designation: Commercial  
Existing Use: Commercial – personal services (nail salon)  
Proposed Use: Mixed Use

The subject property (1236 West Main Street) consists of a 0.348 acre tract of land which currently sits within the HBD Highway Business District designation. The applicant is requesting to rezone the property from HBD Highway Business District to CBD Community Business District in order to complement the existing commercial use with a residential unit on the second floor of the structure.

Damaged by a fire in 2023, the structure which currently houses a nail salon on its bottom floor (TJ Nails & Spa) also possessed an upper level unit that was not permitted for residential living. Because the applicant desires to allow employees of the downstairs commercial operation to live on-site in the upstairs unit, a rezoning from HBD Highway Business District to CBD Community Business District to allow for mixed use is required.

Section 106-602.13. of the City of Salem Zoning Ordinance defines "Mixed use" as "a single building or parcel wherein multiple uses such as residential and commercial share space."

The Future Land Use Map (FLUM) identifies this area as commercial.

REQUIREMENTS:

The proposal meets the requirements of Section 106-213.3. Site development regulations for CBD.

**Pre-application Meeting (optional)**

- Meetings with the Community Development Staff are recommended prior to submittal of a rezoning application. Please bring a plat to the meeting with a sketch of your proposal.

**Application Submittal**

- The application deadline is the first of the month for inclusion on the following month's agenda. If the first falls on a weekend or holiday, the application deadline will be the following business day.
- When submitting an application be sure to include the following: a complete application, plat of the subject property, legal description that includes metes and bounds, and supplementary information to support the request (such as conceptual plans and building elevations). Please note: incomplete applications will not be accepted and will be returned to the applicant.
- The application fee is due at time of submittal. (See Page 4)
- PLEASE NOTE: As per 106-520(C) of the City of Salem Zoning Ordinance no application shall be accepted for a lot or parcel that does not comply with the minimum lot area, width, or frontage requirements of the requested zoning district. A variance from the Board of Zoning Appeals must be obtained prior to the submission of a rezoning application.

**Application Distribution for City Review**

- Complete applications may be routed to City departments for review.

**Staff/Applicant Meeting**

- The staff may contact the applicant to schedule a meeting to discuss comments provided by reviewing agencies, to request additional information or plan revisions, and to negotiate proffers.

**Planning Commission**

- Revised conceptual plans and draft proffers must be submitted prior to the Planning Commission meeting. Proffers and conceptual plans may be revised in accordance with Staff's recommendations, and revisions incorporating the staff's recommendations must be submitted prior to the Planning Commission meeting.
- A staff report and recommendation is included in the Planning Commission packet. The packet is distributed approximately 1 week prior to the Planning Commission meeting.
- The Planning Commission meets on the 1<sup>st</sup> Wednesday after the 1<sup>st</sup> City Council meeting of the month.
- Following a public hearing on the rezoning case, the Planning Commission may recommend approval, approval with revisions to the proffers, denial, or deferral of the application.

**City Council**

- Signed and notarized final proffers must be submitted prior to the City Council meeting.
- A staff report containing the recommendation of the Planning Commission and Staff is sent to the City Council prior to the meeting.
- The City Council typically hears rezoning cases on the 4th Monday of every month. Cases are usually heard by Council at the meeting following the Planning Commission meeting.
- Following a public hearing on the case, the City Council may vote to approve, approve with proffered conditions, deny, defer the application to another meeting, or remand the application back to the Planning Commission for further consideration.

**City of Salem Community Development Application**

**Request for REZONING or CONDITIONAL REZONING**

Case #: \_\_\_\_\_

APPLICANT INFORMATION	
Owner: <u>T.J. Real Property LLC</u> Contact Name: <u>Jitendrakumar D. Patel</u> Address: <u>1236 W main St</u> <u>Salem VA 24153</u>	Telephone No. <u>845-381-2220</u> Fax No. _____ Email Address: <u>Jitendrakumar2668@yahoo.com</u>
Applicant/Contract Purchaser: <u>Angelina Tran</u> Contact Name: <u>Angelina Tran</u> Address: <u>1236 W Main St Salem, VA</u> <u>24153</u>	Telephone No. <u>540-676-</u> Fax No. <u>0236</u> Email Address _____

PARCEL INFORMATION	For multiple parcels, please attach a page <input type="checkbox"/>
(Tax ID #'s) <u>141-1-4</u> Deed Book _____ Page _____ Subdivision _____ Location Description (Street Address, if applicable) _____ <u>1236 West Main Street</u>	Total Area (acres/square feet) <u>0.348 ac</u> Current Zoning <u>HBD</u> Requested Zoning <u>CBD</u> Requested Use <u>mixed use structure</u> Current Use <u>personal service</u> <input type="checkbox"/> Conditional Zoning Request: See Attached Proffer sheets

SIGNATURE OF OWNER <input checked="" type="checkbox"/> CONTRACT PURCHASER <input type="checkbox"/> (attach contract) <input type="checkbox"/>
<p>As owner or authorized agent of this property, I hereby certify that this application is complete and accurate to the best of my knowledge, and I hereby grant permission to the agents and employees of the City of Salem to enter the property for the purposes of processing and reviewing this request.</p> Signature <u>J.D. Patel</u> Date <u>11/13/23</u> Print Name <u>Jitendrakumar2668@yahoo.com</u> Signature <u>Angelina Tran</u> Date <u>11/13/23</u> Print Name <u>Angelina Tran</u>

QUESTIONS/ LETTERS/ SHOULD BE FORWARDED TO THE FOLLOWING**:
Name <u>Jitendrakumar D. Patel</u> Address: <u>1236 W main St, Salem, VA 24153</u> Telephone No. <u>845-381-2220</u> Fax No. _____ Email Address: <u>Jitendrakumar2668@yahoo.com</u>

\*\*It is the responsibility of the contact person to provide copies of all correspondence to other interested parties to the application.

**ATTACHMENTS - For ALL REQUESTS you must submit the following electronically:**

- a. **A fully completed signed application.**
- b. **Acknowledgement of Application Fee Payment Procedure (Page 4)**
- c. **Signed Proffer Statement if applicable (Pages 6 & 7)**
- d. **A plat of the subject property**, which accurately reflects the current property boundaries, is drawn to scale, and shows existing structures. (Typically, available from the City Clerk's Office.)
- e. **Responses to questions on Page 5**
- f. **Historic Impact Information (if any)**
- g. **For applications requiring plans**, please submit electronically only. No hard copies will be accepted.
- h. **Check here** if the conceptual plan will serve as the preliminary plat.

**NOTE:** Elevations will be required with new development.

**TO THE APPLICANT:**

It is the policy of the City of Salem City Council, the City of Salem Planning Commission, and City of Salem Board of Zoning Appeals to require a property to be posted when a zoning action is being considered. Such a posting notifies the general public of an impending action and the location being considered.

It is incumbent on you, the applicant, to ensure the sign is in the proper location and remains there until an action has taken place. Consequently, the procedure for posting is as follows:

1. The Community Development Staff will post the sign on your property.
2. You should check the location of the sign to make certain it is in the right place on your property. If it is not, notify the Community Development Office as soon as possible.
3. You should check periodically to ensure the safety of the sign. If it is stolen or otherwise harmed, notify the Community Development Office as soon as possible.

In submitting this rezoning application, you hereby grant permission to the agents and employees of the City of Salem to enter the referenced property for the purposes of processing and reviewing the above application.

Should you have any questions regarding this policy, please contact a member of Community Development.

Acceptance:

The Proffers herein have been accepted as follows: ("All" or list specific proffers accepted)

I want to make the buidding  
doing in the bottom level  
and on the top level to rent  
it out as tenant to living  
in there.

by action of the Council of the City of Salem on \_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Clerk of Council  
Salem, Virginia

**ACKNOWLEDGEMENT OF APPLICATION FEE PAYMENT PROCEDURE**

Application fees must be submitted at the time of submittal. I hereby acknowledge that this application is not complete until the payment for all applicable fees has been received by the City of Salem Community Development Department. I acknowledge that I am responsible for ensuring that such fees are received by the City of Salem. I further acknowledge that any application fee submitted after the deadline shall result in the application being considered filed for the next month's meetings.

Signature of applicant/authorized agent  Date: 11/15/2023

Print Name: Angelina Tran

Signature of applicant/authorized agent  Date: 11/15/2023

Print Name: Angelina Tran

If you would like your correspondence emailed and/or faxed, please make selections, and provide the information below:

Email \_\_\_\_\_  Fax: \_\_\_\_\_

FEES:	
All application fees must be paid at the time of submittal. Please make checks payable to the City of Salem:	
Rezoning application fee	\$1,000

**FOR STAFF USE ONLY**

Staff Reviewer: \_\_\_\_\_ Application Complete?  YES  NO

Date: \_\_\_\_\_

**PLEASE RESPOND FOR ALL REZONING APPLICATIONS:**

1. What is the Future Land Use Designation for the subject property? Commercial Zone
2. Describe in detail the proposed use of the property. Building for business and rent on the top level for tenant to live
3. List any sensitive environmental or unique features on the property. Are there any high voltage transmission lines, public utility lines, or others? N/A
4. Is the subject property located within the Floodplain District?  YES  NO If yes, describe the proposed measures for meeting the standards of the Floodplain Ordinance. \_\_\_\_\_
5. Is the subject property listed as a historic structure or located within a historic district?  YES  NO If yes, describe the proposed measures for meeting the standards of the Department of Historic Resources. \_\_\_\_\_
6. Have you provided a conceptual plan of the proposed development, including general lot configurations and road locations? Are the proposed lot sizes compatible with existing parcel sizes in the area? \_\_\_\_\_

**PLEASE RESPOND FOR COMMERCIAL REZONING APPLICATIONS**

1. What provisions will be made to ensure safe and adequate access to the subject property? Commercial Building.
2. How will the traffic impact of this development be addressed? n/a.
3. Describe why the proposed use is desirable and appropriate for the area. What measure will be taken to assure that the proposed use will not have a negative impact on the surrounding vicinity? No
4. What type of signage is proposed for the site? no.
5. Have architectural/building elevations been submitted with this application? remodel No just

**PAYMENT DATE**  
11/15/2023  
**COLLECTION STATION**  
Engineering/Inspections  
**RECEIVED FROM**  
Nishi Jacob LLC  
**DESCRIPTION**

**City of Salem**  
**P.O. Box 869**  
**Salem, VA 24153**

**BATCH NO.**  
2024-00002661  
**RECEIPT NO.**  
2024-00052316  
**CASHIER**  
Krystal Graves

PAYMENT CODE	RECEIPT DESCRIPTION	TRANSACTION AMOUNT
PLAN FILING FEE	Planning Rezoning/Site Plan Rev 1236 W Main St TJ Nails & Spa  <div style="text-align: right;">             Total Cash \$0.00              Total Check \$1,000.00              Total Charge \$0.00              Total Wire \$0.00              Total Other \$0.00              Total Remitted <u>\$1,000.00</u>              Change <u>\$0.00</u>              Total Received \$1,000.00           </div>	\$1,000.00
<b>Total Amount:</b>		<b>\$1,000.00</b>

Customer Copy

# SCHEDULE A

All that certain lot or parcel of land, lying and being in the City of Salem, Commonwealth of Virginia, and being more particularly described as follows, to-wit:

BEGINNING at a point on the south side of West Main Street, said point being 180 feet west of the intersection of West Main Street with the westerly right-of-way line of Wells Street, said point being corner to the 0.348 acre parcel herein described and the property of R.H.C. Associates; thence leaving said point of BEGINNING and following line between the 0.348 acre parcel herein described and the R.H.C. Associates property, S. 05° 26' E., passing an iron pin at 145 feet, in all 148.80 feet to a point, corner to Tract "A" of the E. F. Blankenship Co. Map, property of Thomas J. Clayton, et ux; thence with Tract "A" of the E. F. Blankenship Co. Map, S. 82° 01' W., 101.2 feet to a point; thence continuing between the Clayton property and the property herein described, N. 06° 05' W., passing an iron pin on line at 3.49 feet, in all a total distance of 148.49 feet to an iron pin on the south side of West Main Street; thence with the south side of West Main Street, N. 81° 53' E., 102.90 feet to the point of BEGINNING and being a parcel of land containing 0.348 acre as shown on map for Chalmer C. Cooper of 0.348 acre tract, prepared by T. P. Parker & Son, Engineers & Surveyors, dated February 3, 1992, and recorded in the Circuit Court Clerk's Office of the City of Salem, Virginia, in Deed Book 180, page 192.

AFFIDAVIT OF MAILING PURSUANT TO S15.2-2204  
CODE OF VIRGINIA

PLANNING COMMISSION  
JANUARY 10, 2024

ITEM #

This is to certify that I mailed letters in reference to the rezoning request of T J Real Properties, LLC, property owner for rezoning the property located at 1236 West Main Street (Tax Map # 141-1-4), from HBD Highway Business District to CBD Commercial Business District, to the following property owners and adjacent property owners on December 22, 2023, in the 2:00 p.m. mail:

T J REAL PROPERTIES LLC  
1236 W MAIN ST  
SALEM VA 24153

BCT LLC  
6341 CHRISTIE LN  
ROANOKE VA 24018

ROCKY MOUNT REALTY LLC  
C/O PROPERTY MANAGER  
310 FIRST ST SUITE 300  
ROANOKE VA 24011

D & S DEVELOPMENT LLC  
P O BOX 1724  
SALEM VA 24153

TKC CCXXXIX LLC  
4500 CAMERON VALLEY PKWY  
SUITE 400  
CHARLOTTE NC 28211

SALEM BANK AND TRUST  
4355 INNSLAKE DR SUITE 325  
GLEN ALLEN VA 23060

SVS HOSPITALITY INC  
8110 PLANTATION RD  
ROANOKE VA 24019-1616

EYE VIEW LLC  
3365 SOUTHWEST VILLAGE CT  
ROANOKE VA 24014

TKC CCXXXIX LLC  
5200 BUFFINGTON RD  
ATLANTA GA 30349

D & S DEVELOPMENT LLC  
P O BOX 1724  
SALEM VA 24153

BCT LLC  
6341 CHRISTIE LN  
ROANOKE VA 24018

LINDA T IVES  
P O BOX 711  
SALEM VA 24153

TARAIN N THOMASSON  
1811 WALLACE AVE  
ROANOKE VA 24012

ELAINE GRAY  
701 MONROE ST  
SALEM VA 24153

ALICIA R JONES  
CONNIE R CYCKOWSKI  
1210 W MAIN ST  
SALEM VA 24153

Signed Coretta L Prillaman Date 12/22/2023

City of Salem  
Commonwealth of Virginia

The foregoing instrument was acknowledged before me this 22<sup>nd</sup> day of December, 2023, by

Coretta L Prillaman

Krystal M. Graves  
Notary Public  
My commission expires: March 31, 2027





December 22, 2023

T J Real Properties, LLC  
1236 W Main St  
Salem, VA 24153

RE: Petition For Zoning Amendment (Rezoning)  
1236 West Main Street  
Tax Map # 141-1-4

To Whom It May Concern:

You and/or your agent shall appear before the Planning Commission on:

**Wednesday, January 10, 2024**  
**at 7:00 p.m.** in the

**Community Room, Salem Civic Center**  
**1001 Roanoke Boulevard**

**AND**

Salem City Council on:

**Monday, January 22, 2024**  
**at 6:30 p.m.** in the

**Community Room, Salem Civic Center**  
**1001 Roanoke Boulevard, Salem, Virginia**

for consideration of your request for rezoning the above referenced property.

If you have any questions regarding this matter, please contact our office at (540) 375-3032.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Ellen H. Wines".

Mary Ellen H. Wines, CZA CFM  
Planning and Zoning Administrator



**IMPORTANT NOTICE OF PUBLIC HEARINGS  
PROPOSAL TO CHANGE ZONING**

Notice is hereby given that a request has been filed with the City of Salem by the property owner/petitioner of the property described below. The Planning Commission of the City of Salem will consider this request at its meeting listed below and make a recommendation to the City Council. The City Council of the City of Salem will also consider this request, and the recommendation of the Planning Commission at its meeting listed below. City Council will make the final decision in this matter.

**Property Owner/Petitioner:**  
T J Real Properties, LLC

**Location of Property:**  
1236 West Main St (Tax Map # 141-1-4)

**Purpose of Request:**  
To rezone the property located at 1236 West Main St (Tax Map # 141-1-4) from HBD Highway Business District to CBD Community Business District.

The date, time, and place of the public hearing scheduled by the Planning Commission on this request are as follows:

**WEDNESDAY, JANUARY 10, 2024 – 7 P.M.  
COMMUNITY ROOM, SALEM CIVIC CENTER  
1001 ROANOKE BOULEVARD, SALEM, VIRGINIA**

The date, time, and place of the public hearing scheduled by City Council on this request are as follows:

**MONDAY, JANUARY 22, 2024 – 6:30PM  
COMMUNITY ROOM, SALEM CIVIC CENTER  
1001 ROANOKE BOULEVARD, SALEM, VIRGINIA**

Additional information on this request may be obtained in the Community Development Department, 21 South Bruffey Street, Salem, Virginia or at (540) 375-3032.

H. Robert Light  
Deputy Executive Secretary  
Planning Commission



# Marketplace



The Fincastle Herald    Vinton Messenger    The New Castle Record    SALEM TIMES-REGISTER    News Messenger    RADFORD News Journal

### Auctions

**PUBLIC AUCTION**  
January 18, 2024 at 4:00pm  
by Bank of Botetourt  
At 5462 Lee Hwy.  
Troutville  
In Branch parking lot  
2017 GMC Acadia  
Mileage: 94,034  
For information contact:  
Bank of Botetourt  
Danielle at 540-591-5035  
Maria at 540-591-5056  
Vehicle Sold As Is  
Other vehicles also  
may be  
sold if repossession  
occur prior to sale. All  
announcements made  
date of sale  
supersede printed  
advertisement. Bank of  
Botetourt reserves the  
right to accept or decline  
any offer.  
Not responsible for injury.

### For Sale - Firewood

**FIREWOOD**  
Mixed Hardwood.  
Call 540-784-3436 or 540-581-4183. Delivery in  
Botetourt only.

### Help Wanted - Clerical

**Help Wanted Part-time Administrative Assistant**

Buchanan Presbyterian Church is searching for a part time Administrative Assistant.  
Duties include working with the minister and music team to prepare weekly Sunday bulletin and monthly newsletter, prepare PowerPoint for Sunday worship and be there to operate it and be there to record and uploading services to YouTube, performance of other administrative jobs to assist the minister.  
To apply or obtain complete job description please contact Tricia at 540-589-3107 or send resume to the church at P.O. Box 517, Buchanan, VA 24066

### Help Wanted - General

**WANTED Models**

Models needed for life drawing class, male and female, \$65 for 3 hour session. Call David 540-473-3713

**Intuitive Surgical Operations seeks a Software Engineer (SE-MTT) in Blacksburg, VA.**

Work on a cross-functional team to design, implement, document & qualify software to be used in medical robots. Telecommuting permitted. Reqs MS. \$96,900 - \$131,100/yr. Email resumes to Hien.Nguyen@intusurg.com. Must ref job title & code in subj line.

### Help Wanted - Health Care

**Wanted: Caregiver for adult male with special needs in Christiansburg.**  
Adult male is non-verbal and must have assistance with all aspects of daily living. We are looking for a long term person with a good employment record who has experience with a non-verbal adult. Safety is a priority. Candidates must be reliable, have kindness and patience, and show creativity (Music ability a plus). Hours will vary according to the needs of the gentlemen and his family. Pay is \$13.34 through Medicaid and CDCN. Candidates must pass a criminal background check and must have recent references (at least 3). No cellphone use while working except for emergencies. If interested, please call (540)838-5037 for an interview.

### Legals - Botetourt County

**NOTICE OF SPECIAL COMMISSIONER SALE OF 101 DRY BRANCH ROAD, BUCHANAN, VIRGINIA, 24066**

Pursuant to a Decree of the Circuit Court of Botetourt County, Virginia, made and entered into November 29, 2023 in Case No. 23CL23-0036100, styled Barrett (Plaintiff) v. Cherokee rose Eubank (Defendant), a Will, on Friday 26, 2024 at 10:00 a.m. at the front door of the Courthouse of Botetourt County, Virginia, located in its new temporary quarters, offer for sale to the highest bidder for cash, the following described real estate: 101 Dry Branch Road, Buchanan, Virginia, 24066, being 2.56 acres in the Buchanan Magisterial District, Tax Map #53-4, property ID#99013634. A more accurate description can be procured as shown on a plat attached to Deed on the Book 128 at page 123 in the Clerk's Office of the Circuit Court of Botetourt County, Virginia.

Terms of Sale: Cash (10% on the day of sale with the remainder at closing within 60 days).

For further information, apply to:  
Tommy Joe Williams, Special Commissioner, 2721 Brambleton Avenue, S.W., Roanoke, Virginia, 24015, office telephone number: (540)772-7848, cell phone number: (540) 797-4065.

I, Tommy Joe Williams, hereby certify that I have bond, with surety, as required by the decree.

Tommy Joe Williams  
Special Commissioner

I, Tommy Moore, Clerk of the Circuit Court of Botetourt County, Virginia, hereby certify the Tommy Joe Williams, Special Commissioner, has given bond, as required by the Decree with Surety approved by the Court.

Tommy Moore, Clerk  
Botetourt County Circuit Court

### Legals - Botetourt County

**Order of Publication**  
Commonwealth of Virginia  
VA Code §§ 1-211.1; 8.01-316.20-104  
Case No. CWF220000276  
BOTETOURT COUNTY  
Circuit Court, 5 W. MAIN STREET, FINCASTLE, VA 24090 Commonwealth of Virginia, in re ESTATE OF WILMA C. TODD, DECEASED

The object of this suit is to: SHOW CAUSE AGAINST PAYMENT AND DELIVERY OF ESTATE TO PARTIES ENTITLED. It is ORDERED that Upon the motion of Atlantic Union Bank, Executor of the Estate of Wilma C. Todd, deceased, (the "Estate") pursuant to Va. Code Section 64.2-556, for an order to show cause against distribution of the Estate. It appearing to the court that the necessary reports of the accounts of the Estate and of the debts and demands against the Estate have been filed with the Court, and at least six months have elapsed since the qualification of the Executor, it is accordingly ORDERED that the creditors of, and all others interested in, the Estate of Wilma C. Todd, deceased, do appear at 11:00 A.M. on the 31st day of January, 2024 in the Office of the Clerk of the Circuit Court for Botetourt County, 1 West Main Street #120, Fincastle, Virginia 24090 and show cause, if any the can, against payment and delivery of the Estate to the parties entitled thereto, without requirement of refunding bonds.

1-5-2024  
Joel R. Branscom,  
Circuit Court Judge.

JANUARY 8, 2024  
Leslianne Smith,  
Deputy Clerk

### Legals - City of Salem

**Notice is hereby given to all interested persons that the Council of the City of Salem,** at its regular meeting on Monday, January 22, 2024, at 6:30 p.m., in the Community Room, Salem Civic Center, 1001 Roanoke Boulevard, in the City of Salem, Virginia, will hold a public hearing, pursuant to Sections 15.2-2204 and 15.2-2285 of the Code of Virginia, as amended, to consider approval of the following requests relative to the CODE OF THE CITY OF SALEM, VIRGINIA:

1. Consider the request of T J Real Properties, LLC, property owner, for rezoning the property located at 1236 West Main Street (Tax Map # 141-1-4) from HBD Highway Business District to CBD Community Business District.
2. Consider the request of Helm Building Enterprises, LTD, property owner, for the issuance of a Special Exception Permit to allow a two family dwelling on the property located at 301 Carey Avenue, (Tax Map # 74-2-6.1).
3. Consider the request of Helm Building Enterprises, LTD, property owner, for rezoning the property located at 416 Electric Road (Tax Map # 150-3-1) from HBD Highway Business District to HM Heavy Manufacturing District.
4. Consider the request of Virginia Baptist Children's Home (dba HopeTree Family Services), property owner, for rezoning the properties located at 1000 block Red Lane and a portion of 860 Mount Vernon Lane (Tax Map #s 41-1-1, 41-1-2, 41-1-3, 41-1-4, 41-1-5, 41-1-6, and a portion of 44-3-10) from RSF Residential Single Family to PUD Planned Unit District.

If approved, Salem City Council intends to adopt the ordinance(s) associated with the above item(s) on first reading, with a second reading of those ordinance(s) at a subsequent meeting.

Copies of the proposed plans, ordinances or amendments may be examined in the Office of Community Development, 21 South Bruffey Street, Salem, Virginia.

At said hearing, parties in interest and citizens shall have an opportunity to be heard relative to the said requests.

THE COUNCIL OF THE CITY OF SALEM, VIRGINIA  
BY:  
H. Robert Light  
Clerk of Council

**MAKE AN "A" IN ADVERTISING!**  
To place your ad, call 389-9355

### Legals - City of Salem

**LEGAL NOTICE OF PUBLIC HEARING**

Notice is hereby given to all interested persons that the Board of Appeals (Building) of the City of Salem, Virginia will hold a public hearing, in accordance with the provisions of Section 18-38 Code of City of Salem, Virginia, on January 24, 2024, at 4:00pm in the Council Chambers at City Hall, 114 North Broad Street, in the City of Salem, Virginia. The purpose of the meeting and hearing shall be to determine if certain structures are dangerous to the inhabitants of the City and whether such structures should be ordered to be repaired or demolished. The structures are located as follows:

- (1) Dilapidated structure located at 602 Goodwin Avenue, Salem, Virginia (Tax Map#201-10-2); and
- (2) Dilapidated structure located at 336 Schrader Street, Salem, Virginia (Tax Map #115-1-4).

All parties in interest at the public hearing will be given an opportunity to be heard, present evidence, and show cause why action by the City and Board to remedy a potentially dangerous situation should or should not be granted.

For additional information, contact the Building Official's Office, 21 South Bruffey Street, Salem, Virginia (Phone 375-3036) THE BOARD OF BUILDING APPEALS OF THE CITY OF SALEM  
BY Troy D. Loving,  
Building Official

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# Planning Commission Meeting MINUTES

Wednesday, January 10, 2024, 7:00 PM

Work Session 6:00PM Regular Session 7:00PM Community Room, Salem Civic Center,  
1001 Roanoke Boulevard:

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## WORK SESSION

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### 1. Call to Order

A work session of the Planning Commission of the City of Salem, Virginia, was held in the Community Room, Salem Civic Center, 1001 Roanoke Boulevard, Salem, Virginia, at 6:00 p.m. on January 10, 2024; there being the members of said Commission, to wit: Vicki G. Daulton, Chair; Dee King, Vice Chair; Reid Garst, Neil L. Conner, and Jackson Beamer; together with Christopher J. Dorsey, City Manager; H. Robert Light, Assistant City Manager; Mary Ellen Wines, Planning & Zoning Administrator; Charles E. Van Allman, Jr., Director of Community Development; Maxwell S. Dillon, Planner; and Jim Guynn, City Attorney; and the following business was transacted: Chair Daulton called the meeting to order at 6:00 p.m. and reported that this date, place and time had been set for the Commission to hold a work session

### 2. New Business

#### A. Discussion of items on the January agenda

1. 1236 West Main Street rezoning from HBD to CBD
2. 301 Carey Avenue SEP two-family dwelling
3. 416 Electric Road rezoning from HBD to HM
4. 860 Mount Vernon Lane rezoning from RSF to PUD

A discussion was held regarding the items on the January agenda.

### 3. Adjournment

Chair Daulton inquired if there were any other items for discussion and hearing none, adjourned the work session at 6:55 p.m.

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## REGULAR SESSION

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### 1. Call to Order

A regular meeting of the Planning Commission of the City of Salem, Virginia, was held after due and proper notice in the Community Room, Salem Civic Center, 1001 Roanoke Boulevard, Salem, Virginia, at 7:00 p.m., on January 10, 2024. Notice of such hearing was published in the December 28, 2023, and January 4, 2024, issues of the "Salem Times Register," a newspaper published and having general circulation in the City of Salem. All adjacent property owners were notified via the U. S. Postal Service.

The Commission, constituting a legal quorum, presided together with Christopher J. Dorsey, City Manager; H. Robert Light, Assistant City Manager; Jim Guynn, City Attorney; Mary Ellen Wines, Planning & Zoning Administrator; Maxwell S. Dillon, City Planner; and Charles E. Van Allman, Jr., Director of Community Development, and the following business was transacted:

**A. Pledge of Allegiance**

**2. Election of Officers**

On motion by Dee King, seconded by Jackson Beamer, and duly carried Vicki Daulton was appointed Chair of the Commission. Roll call vote: all – aye.

On motion by Reid Garst, seconded by Neil Conner, and duly carried Dee King was appointed Vice Chair of the Commission. Roll call vote: all – aye.

On motion by Neil Conner, seconded by Dee King, and duly carried Christopher J. Dorsey was appointed Executive Secretary of the Commission. Roll call vote: all – aye.

On motion by Neil Conner, seconded by Jackson Beamer, and duly carried H. Robert Light was appointed Deputy Executive Secretary of the Commission. Roll call vote: all – aye.

On motion by Jackson Beamer, seconded by Dee King, and duly carried Chris Dadak and Charles E. Van Allman, Jr., were appointed designated agents of the Commission. Roll call vote: all – aye.

**3. Consent Agenda**

**A. Minutes**

Consider acceptance of the minutes from the December 13, 2023, work session and regular meeting.

On motion by Vice Chair King, seconded by Member Conner, and duly carried the minutes were continued until the February 14, 2024, meeting. Roll call vote: all – aye.

#### 4. New Business

On motion by Member Beamer, seconded by Member Conner, and duly carried, Item 4 was moved to Item 1. Roll call vote: - all aye.

##### D. **Amendment to the Zoning Ordinance**

Hold public hearing to consider the request of Virginia Baptist Children's Home (dba HopeTree Family Services), property owner, for rezoning the properties located at 1000 block Red Ln and a portion of 860 Mount Vernon Lane (Tax Map #'s 41-1-1, 41-1-2, 41-1-3, 41-1-4, 41-1-5, 41-1-6, and a portion of 44-3-10) from RSF Residential Single Family to PUD Planned Unit District. **Petitioners have requested a continuance until the February 14, 2024, meeting.**

Jon Morris, President and CEO of HopeTree Family Services, appeared before the Commission and requested a continuance of the request until the February 14, 2024, meeting.

On motion by Member Garst, seconded by Member Conner, and duly carried, the request of Virginia Baptist Children's Home (dba HopeTree Family Services), property owner, for rezoning the properties located at 1000 block Red Ln and a portion of 860 Mount Vernon Lane (Tax Map #'s 41-1-1, 41-1-2, 41-1-3, 41-1-4, 41-1-5, 41-1-6, and a portion of 44-3-10) from RSF Residential Single Family to PUD Planned Unit District was continued until the February 14, 2024, meeting. Roll call vote: all – aye.

##### A. **Amendment to the Zoning Ordinance**

Hold public hearing to consider the request of T J Real Properties, LLC, property owner, for rezoning the property located at 1236 West Main Street, (Tax Map # 141-1-4) from HBD Highway Business District to CBD Community Business District.

Staff noted the following:

The subject property (1236 West Main Street) consists of a 0.348-acre tract of land which currently sits within the HBD Highway Business District designation. The applicant is requesting to rezone the property from HBD Highway Business District to CBD Community Business District in order to complement the existing commercial use with a residential unit on the second floor of the structure.

Damaged by a fire in 2023, the structure which currently houses a nail salon on its bottom floor (TJ Nails & Spa) also possessed an upper-level unit that was not permitted for residential living. Because the applicant desires to allow employees of the downstairs commercial operation to live on-site in the upstairs unit, a rezoning from HBD Highway Business

District to CBD Community Business District to allow for mixed use is required.

Section 106-602.13. of the City of Salem Zoning Ordinance defines "Mixed use" as "a single building or parcel wherein multiple uses such as residential and commercial share space."

The Future Land Use Map (FLUM) identifies this area as commercial.

Hoa Nguyen, 1236 West Main Street, Salem, property owner, appeared before the Commission and stated that there are three rooms upstairs that they would like to rent the space to someone.

Member Garst questioned if it would be one apartment.

Mr. Nguyen stated that it would be one apartment with three rooms.

Chair Daulton questioned if there would be three people renting and asked if there was a kitchen upstairs.

Mr. Nguyen stated that three people could rent. There was not a kitchen upstairs, but there is a kitchen area downstairs the renters can use.

Chair Daulton questioned if employees would be renting the rooms.

Mr. Nguyen stated that he was not sure who would be renting the space.

A discussion was held regarding parking spaces, and access to the lower-level kitchen. It was noted that there is an internal staircase that allows access between the upstairs units and the downstairs kitchen. It was also noted that the owner will need to go to the Building Official for the firewall to be placed between the living space and business.

No other person(s) appeared related to the request.

On motion by Member Reid, seconded by Member Jackson and duly carried, the request T J Real Properties, LLC, property owner, for rezoning the property located at 1236 West Main Street, (Tax Map # 141-1-4) from HBD Highway Business District to CBD Community Business District was approved. The roll call vote: all – aye.

**B. Special Exception Permit**

Hold public hearing to consider the request of Helm Building Enterprises, LTD, property owner, for the issuance of a Special Exception Permit to allow a two-family dwelling on the property located at 301 Carey Avenue, (Tax Map # 74-2-6.1).

Staff noted the following:

The subject property (301 Carey Avenue) consists of a 0.363acre tract of land which currently sits within the RSF Residential Single-Family designation. The applicant is seeking a Special Exception Permit to allow a two-family dwelling on the property.

Currently vacant, the subject property is situated in a neighborhood of primarily single-family homes; however, there is a mix of uses in the surrounding area bounded by Carey and Brand Avenue, along with several multi-family units along Hale Avenue. If approved, the applicant intends to build an approximately 2,500 square foot (~56x44) two family dwelling (side-by-side) comprised of board and batten siding on the exterior. The proposed site plan satisfies the RSF Residential Single Family setback regulations.

The Future Land Use Map (FLUM) identifies this area as residential, still consistent with the proposed utilization of the property should the Special Exception Permit be granted.

Teddy Dyer, 357 Penguin Lane, property owner, appeared before the Commission and stated that he plans to build a one-story, decorated two-family dwelling on the parcel. He feels that it would fit well in the neighborhood and would be a buffer between single-family and a commercial property next door. There are also other apartments within two blocks of the property, other two-family dwellings within a couple blocks, as well as the former Elizabeth Arden building and VDOT within a block of the property; therefore, he does not feel that a single-family dwelling is the only use of the property.

Vice Chair King questioned if the drawings/plans submitted are what he is proposing the dwelling to look like and if the plans could be a condition of approval.

Mr. Dyer confirmed.

Member Garst questioned if there any use on the second floor.

Mr. Dyer stated that there was not a second floor--it was a "dead" gable. He stated that there would be firewall down the middle, a decorative front, nice sides. The elevations were submitted with the plans to show that he does not plan to build a "rinky dink" shed on the property.

Member Conner questioned what the projected rent would be on the units.

Mr. Dyer stated that he does not have a projected rent at this time. He stated that there is a need for rental property in Salem—each unit would have three bedrooms and he does not plan to rent to college students.

Phillip Beland, 312 Carey Avenue, appeared before the Commission and stated that he lives diagonally across the street from the property. He questioned the requirements necessary for the property to be built on and gave a background on his property. He discussed site distance requirements,

speeding issues, and addressed his concerns regarding the safety of children playing. He stated that just below the side of the road the property is to build on is flooded from surface water runoff for most of the summer every summer. He stated that there are no provisions for surface water runoff, and the proposed development will compound the current issues. He stated that the street has been in place since the 1700s with very few improvements. He further stated that Carey Avenue is a very narrow street and has not been widened—more often than not, vehicles will have to pull over to let an oncoming vehicle pass. Carey Avenue is not a very accessible street.

Member Reid questioned if Mr. Beland's concerns were primarily traffic and stormwater issues.

Mr. Beland confirmed, as well as who will rent the property.

Chair Daulton stated that a single-family residence can be built on the property by-right.

Mr. Beland questioned the subdivision of the property.

Charles E. Van Allman, Jr., Director of Community Development addressed the issue of why it is a lot-- the standards Mr. Beland spoke of are today's requirements and were not necessarily required 10 years or 15 years ago. Carey Avenue is an old road and so is the land along the road. If there is a lot by record that is zoned Residential Single Family and if the City does not allow you to build when it is allowed by-right by zoning, that is a taking of property.

Mr. Beland stated that the parcel just became an individual lot last year. The parcel was originally part of the lot located at 311 Carey Avenue—the Price residence. He stated that the original parcel was subdivided, and 301 Carey Avenue was created.

Chair Daulton stated that the lot was sold as a lot and the buyer has a right by law in the State of Virginia if it is zoned, in this case Residential Single Family, to build a single-family house by right.

Mr. Van Allman noted that the lot meets the zoning requirements. The 10-mph limit Mr. Beland spoke about is not a law, it is a "rule of thumb" and is not an absolute. He further noted that the city works with developers for the safety and betterment of residents.

Member Conner noted that the Commission will only be voting on the use of the property, and that other requirements will be dealt with through the site plan process. He asked Mr. Beland if he had concerns other than the traffic and stormwater specific to this proposal.

Mr. Beland stated that he is concerned with who will be renting the property. There is a single-family residence currently being rented to college students that cause issues in the neighborhood.

Chair Daulton stated that the concerns Mr. Beland has are police matters and other issues. She asked that he speak with the Zoning Administrator or other members of the Community Development in an attempt to address the issues.

Dennis Dessureau, 108 Carey Avenue, appeared before the Commission and requested that the Commission listen to the concerns. He stated that there are a lot of issues on Carey Avenue—50-foot trailers use Carey Avenue to service the businesses that are not located on Carey Avenue. There are young children who live on the street, and he has concerns about the safety of the children due to speeding, partying, etc. He also stated that there are stormwater issues, and that the water pressure is depleting over time. He further stated that is a busy corner where the proposed dwelling is to be built. He asked that the Commission have compassion and understanding for the current residents on the street. He presented the Commission with a petition signed by the residents of Carey Avenue.

Member Garst asked the Director of Community Development if the water runoff would be less if a single-family dwelling was built on the parcel.

Mr. Van Allman, stated that it is based on square footage and if the builder wanted to construct a single-family home the same square-footage as the proposed two-family dwelling, it would be the same either way.

Member Beamer questioned how long Mr. Dessureau has lived on Carey Avenue.

Mr. Dessureau stated that he has lived there since 2014.

Member Conner questioned if Mr. Beland was met with the same resistance when he developed his lot in 2017.

Mr. Dessureau stated that no, he was not.

Member Conner stated that the issues being brought up are not what the Commission can address with the decision the Commission is being asked to make. He stated that the issues need to be addressed in a different venue.

Chair Daulton noted that the Planning Commission is a recommending body only, and that City Council ultimately makes the decision. She asked that the residents address the concerns being raised with the Community Development Department.

Mr. Van Allman stated that he is aware of the storm water issues on Carey Avenue.

Kenneth Griggs, 145 Carey Avenue, appeared before the Commission and stated that he lives where all the water come to. His backyard is over halfway flooded right now from all of the runoff. He stated that he has argued with

the city multiple times and has been told that nothing can be done. He has lived there since 1993 and he is tired of the standing water—his grandchildren cannot even go outside. He showed the Commission photos of the standing water currently in his backyard.

Mr. Dyer reappeared before the Commission and stated that he would not have to appear before the Commission to build a single-family dwelling and there would not be any checks and balances other than the building department. He further stated that he lives in Salem, he grew up in Salem, he graduated from Salem High School, he played football, he gives back for the community. He cares about the community and is a part of the community and asked that the current residents trust him when he tells them that they will not find anyone nicer who will care about the neighborhood and will make sure there will not be college students living in the proposed development. He further noted that he realizes this is a place to vent, but it is also a place where he lets the residents know that he will try to the right thing, he will follow the rules, he builds in Salem already—he owns multiple properties in Salem, his business is in Salem, and he can be found at Helm Building. There is no reason that he ever wants to come into a community and disrupt it.

Fawn Robbins, 311 Carey Avenue, appeared before the Commission and stated that she lives right next to the proposed development. She requested to see the plan for what will be build.

Chelsea Dyer, 357 Penguin Lane, appeared before the Commission and stated that the total square footage will be between 2600 and 2800 square feet—two 1300 to 1400 square feet per unit. She noted that the building plan meets all the required setbacks with room to spare. The structure will be single level, not a two-story dwelling, which will suit senior living or a family. She reiterated that she does not anticipate renting to anyone that will be a problem.

Ms. Robbins stated that she struggles with college students and the ramifications of having them live in the neighborhood.

Mrs. Dyer reappeared before the Commission and stated that the issues being brought up are issues with existing residents and are not related to the proposed development of the property. The issues need to be addressed with the police department or another department of the city as building or not building on the property will not fix the behaviors of current residents, tractor trailers on the street, etc. She stated that building or not building on the property also will not cause any of the issues. She stated that she understands the neighbors' concerns and will try to be a good neighbor, but the concerns being raised are not related to what the Commission will recommend.

Member Conner stated that one thing the Commission cannot do is preclude someone from legal activity because someone else not related to them is doing something illegal. The Commission has to look at the request and

assume the petition will act legally. The Commission is only considering the use of the property. Behind that is the hope is that the development does not “go south” and cause harm or detriment to the community. He realizes that there are issues on Carey Avenue, but the Commission cannot use that there is a “party house” as a reason to deny development of a parcel.

Tim Skime, 130 Carey Avenue, appeared before the Commission and stated he is concerned about the potential development having an adverse effect on property values.

Member Conner stated that in his opinion, the presence of the two-family dwelling will increase neighboring property values. He further stated that he realizes the neighbors’ concerns but feels there is a need for denser housing and feels this is the best use of the property.

Greg Linkous, 300 Carey Avenue, appeared before the Commission and stated that he has lived there for 10 years and is not in favor of a multi-family dwelling primarily due to the prospect of devaluation of neighboring homes. He does not feel that renters will not value and take care of the property and feels that renters devalue the surrounding single-family owned properties.

Phillip Beland reappeared before the Commission and stated that some of the neighbors were interested in purchasing the property.

Phil Hall, 937 Harrison Avenue, appeared before the Commission and stated that he is absolutely against a multi-family development of the property.

No other persons(s) appeared related to the request.

On motion by Member Conner, seconded by Member Beamer and duly carried, the request of Helm Building Enterprises, LTD, property owner, for the issuance of a Special Exception Permit to allow a two-family dwelling on the property located at 301 Carey Avenue, (Tax Map # 74-2-6.1) was approved. The roll call vote: Conner – aye, Beamer – aye, Garst – nay, King – aye, Daulton – aye.

**C. Amendment to the Zoning Ordinance**

Hold public hearing to consider the request of Helm Building Enterprises, LTD, property owner, for rezoning the property located at 416 Electric Road (Tax Map # 150-3-1) from HBD Highway Business District to HM Heavy Manufacturing District.

The subject property (416 Electric Road) consists of a 4.001acre tract of land which currently sits within the HBD Highway Business District designation. To provide a bit of history, this large parcel was formerly zoned HM Heavy Manufacturing, and at that time, it encompassed the parcels now recognized as 71 St. John Road and 105 St. John Road. A 2007 subdivision resulted in the

formation of 71 St. John (retaining its HM Heavy Manufacturing designation), and a subsequent rezoning adjusted 416 Electric Road (which included the yet to be formed 105 St. John Road) from HM Heavy Manufacturing to HBD Highway Business District in anticipation of future commercial development. Since then, the St. John Place Commerce Center has developed in an industrial nature, and correspondingly, this request seeks to return 416 Electric Road to the HM Heavy Manufacturing classification. This parcel is currently vacant, but a grading plan has been submitted to prepare it for future development.

While there is no concrete site plan for the future development of the property, the uses specified in the HM Heavy Manufacturing District are consistent with existing development in the adjacent St. John Place Commerce Center. Although some of the site sits within the floodplain, any future development will be elevated above the 100-year floodplain to meet the necessary requirements.

The Future Land Use Map (FLUM) identifies this area as industrial which is consistent with the proposed future utilization of the property

Barney Horrell, Brushy Mountain Engineering, appeared before the Commission on behalf of the property owner. He complimented the city for maintaining its GIS information. He stated that this is the vacant parcel across from the fire department on Electric Road. It is currently an undeveloped, overgrown hayfield previously used by General Electric that leads down to the soccer fields maintained by the Sabres Soccer Club. He stated that there is currently not a concrete plan for the future development of the property—he has done concept plans on the best way to develop the property. Long-term he feels the development will be similar to the current developments being done on neighboring properties. He further stated that a bond was approved at the previous City Council meeting to do site work on the lot. In anticipation of future development, the request is to rezone the property from HBD to HM, which is consistent with the other two buildings currently being built, as well as the properties going toward the former GE property and the GE property. He thinks there is only one more lot currently zoned HBD and he anticipates being before the Commission requesting that parcel to be rezoned to HM as well.

Vice Chair King asked if the “tail” of the property has plans for future development given its narrow feature.

Mr. Horrell stated that this is a “remanent” property that extends all the way to Lynchburg Turnpike and gets very narrow at that point. In his concept plans, the growth will likely be from the current buildings being constructed toward Lynchburg Turnpike.

Ted Dyer, Helm Building, 1491 Southside Drive, property owner, appeared before the Commission and stated that he will build something like what has been constructed on the corner. He plans to dress up the area and bring new businesses to the area. He announced that Sunbelt Flooring will be moving into

the corner lot—a five-year lease with up to 15-years has been signed. He is looking at another medical center to go into the second building. He is trying to grow jobs and hopes to build five to six new buildings constructed for new businesses in Salem.

Mr. Van Allman noted that Mr. Dyer and Mr. Horrell have already acquired a common plan of development for the development, and he thanked them for doing the right thing. He further noted that the state required stormwater requirements are being met.

No other person(s) appeared related to the request.

On motion made by Member Beamer, seconded by Vice Chair King, and duly carried the request of Helm Building Enterprises, LTD, property owner, for rezoning the property located at 416 Electric Road (Tax Map # 150-3-1) from HBD Highway Business District to HM Heavy Manufacturing District was approved. The roll call vote: all – aye.

## 5. Adjournment

On motion by Member Conner, seconded by Vice Chair, the meeting was adjourned at 8:41 pm.

City Council meeting, January 22, 2024, 6:30 p.m.  
Community Room, Salem Civic Center, 1001 Roanoke Boulevard

AN ORDINANCE TO AMEND SECTION 106-110, ARTICLE I, CHAPTER 106, OF THE CODE OF THE CITY OF SALEM, VIRGINIA, RELATING TO ZONING AND DIVIDING THE CITY INTO BUILDING DISTRICTS AND ESTABLISHING DISTRICT BOUNDARY LINES ON THE ZONING MAP OF THE CITY OF SALEM, VIRGINIA.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SALEM, VIRGINIA, that Section 106-110, Article I, Chapter 106 of The Code of the City of Salem, Virginia, relating to building district boundary lines be amended in the following particular and no other, viz:

That the following described property in the City of Salem of T J Real Properties, LLC, property owner, located at 1236 West Main Street (Tax Map # 141-1-4) be and the same is hereby changed from HBD Highway Business District to CBD Community Business District, and the map referred to shall be changed in this respect and no other, said property being described as follows:

BEGINNING at a point on the south side of West Main Street, said point being 180 feet west of the intersection of West Main Street with westerly right-of-way line of Wells Street, said point being corner to the 0.348 acre parcel herein described and the property of R.H.C. Associates; thence leaving said point of BEGINNING and following line between the 0.348 acre parcel herein described and the R.H.C. Associates property, S. 05° 26' E., passing an iron pin at 145 feet, in all 148.80 feet to a point, corner to Tract. "A" of the E. F. Blankenship Co. Map, property of Thomas J. Clayton, et ux; thence with Tract "A" of the E. F. Blankenship Co. Map. S, 82° 01' W., 101.2 feet to a point: thence continuing between the Clayton property and the property herein described, N. 06° 05' W., passing an iron pin on line at 3.49 feet, In all a total distance of 148.49 feet to an iron pin on the south side of West Main Street; thence with the south side of West Main Street, N. 81° 53' E., 102. 90 feet to the point of BEGINNING and being a parcel of land containing 0.348 acre as shown on map for Chalmer C. Cooper of 0.348 acre tract, prepared by T. P. Parker & Son, Engineers & Surveyors, dated February 3, 1992, and recorded in the Circuit Court Clerk's Office of the City of Salem, Virginia. In Deed Book 180, page 192.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance be and the same are hereby repealed.

This ordinance shall be in full force and effect ten (10) days after its final passage.

Upon a call for an aye and a nay vote, the same stood as follows:

H. Hunter Holliday –  
William D. Jones –  
Byron Randolph Foley –  
James W. Wallace, III –  
Renee F. Turk –

Passed:  
Effective:

  /s/    
Mayor

ATTEST:

H. Robert Light  
Clerk of Council  
City of Salem, Virginia

Item #6B  
Date: 1/22/2024

AT A REGULAR MEETING OF CITY COUNCIL OF THE CITY OF SALEM, VIRGINIA  
HELD IN THE COMMUNITY ROOM AT THE SALEM CIVIC CENTER, 1001 ROANOKE BOULEVARD,  
SALEM, VIRGINIA 24153

AGENDA ITEM: Special Exception Permit

Hold public hearing to consider the request of Helm Building Enterprises, LTD, property owner, for the issuance of a Special Exception Permit to allow a two family dwelling on the property located at 301 Carey Avenue, (Tax Map # 74-2-6.1). (Advertised in the January 11 and January 18, 2024, issues of the *Salem Times-Register*.) (Recommend approval, 4 to 1 vote; see page 4 of Planning Commission minutes.)

SUBMITTED BY: Max Dillon, Planner

SUMMARY OF INFORMATION:

SITE CHARACTERISTICS:

Zoning: RSF Residential Single Family  
Land Use Plan Designation: Residential  
Existing Use: Vacant  
Proposed Use: Two Family Dwelling

The subject property (301 Carey Avenue) consists of a 0.363 acre tract of land which currently sits within the RSF Residential Single Family designation. The applicant is seeking a Special Exception Permit to allow a two family dwelling on the property.

Currently vacant, the subject property is situated in a neighborhood of primarily single family homes; however, there is a mix of uses in the surrounding area bounded by Carey and Brand Avenue, along with several multi-family units along Hale Avenue. If approved, the applicant intends to build an approximately 2,500 square foot (~56x44) two family dwelling (side-by-side) comprised of board and batten siding on the exterior. The proposed site plan satisfies the RSF Residential Single Family setback regulations.

The Future Land Use Map (FLUM) identifies this area as residential, still consistent with the proposed utilization of the property should the Special Exception Permit be granted.

REQUIREMENTS:

The proposal meets the requirements of Section 106-202.3. Site development regulations for RSF.

**Pre-application Meeting (optional)**

- Meetings with the Community Development Staff are recommended prior to submittal of a Special Exception/Use Not Provided For Permit application. Please bring a plat to the meeting with a sketch of your proposal.

**Application Submittal**

- The application deadline is the first of the month for inclusion on the following month's agenda. If the first falls on a weekend or holiday, the application deadline will be the following business day.
- When submitting an application be sure to include the following: a complete application, plat of the subject property, legal description that includes metes and bounds, and supplementary information to support the request (such as conceptual plans and building elevations). Please note incomplete applications will not be accepted and will be returned to the applicant.
- The application fee is due at time of submittal. The applicant will be notified to submit the required legal ad fees prior to the meeting. (See Page 4)
- PLEASE NOTE: As per 106-524.1(A) of the City of Salem Zoning Ordinance no application shall be accepted for a lot or parcel that does not comply with the minimum lot area, width, or frontage requirements of the zoning district or applicable use and design standards. A variance from the Board of Zoning Appeals must be obtained prior to the submission of a Special Exception/Use Not Provided For application.

**Application Distribution for City Review**

- Complete applications may be routed to City departments for review.

**Staff/Applicant Meeting**

- The staff may contact the applicant to schedule a meeting to discuss comments provided by reviewing agencies, to request additional information or plan revisions, and to negotiate proffers.

**Planning Commission**

- Revised conceptual plans and draft proffers must be submitted prior to the Planning Commission meeting. Proffers and conceptual plans may be revised in accordance with Staff's recommendations, and revisions incorporating the staff's recommendations must be submitted prior to the Planning Commission meeting.
- A staff report and recommendation are included in the Planning Commission packet.
- The Planning Commission meets on the 1<sup>st</sup> Wednesday after the 1<sup>st</sup> City Council meeting of the month.
- Following a public hearing on the Special Exception/Use Not Provided For Permit case, the Planning Commission may recommend approval, approval with conditions, denial, or deferral of the application.

**City Council**

- A staff report containing the recommendation of the Planning Commission and Staff is sent to the City Council prior to the meeting.
- The City Council typically hears Special Exception/Use Not Provided For Permit cases on the 4th Monday of every month.
- Following a public hearing on the case, the City Council may vote to approve, deny, defer the application to another meeting, or remand the application back to the Planning Commission for further consideration.

**ATTACHMENTS - For ALL REQUESTS you must submit the following electronically:**

- a. **A fully completed signed application.**
- b. **Acknowledgement of Application Fee Payment Procedure (Page 4)**
- c. **A plat of the subject property**, which accurately reflects the current property boundaries, is drawn to scale, and shows existing structures. (Typically, available from the City Clerk's Office.)
- d. **Responses to questions on Page 5**
- e. **Historic Impact Information** (if any)
- f. **For applications requiring plans**, please submit electronically only. No hard copies will be accepted.
- g. **Check here** if the conceptual plan will serve as the preliminary plat.

**NOTE:** Elevations will be required with new development.

**TO THE APPLICANT:**

It is the policy of the City of Salem City Council, the City of Salem Planning Commission, and City of Salem Board of Zoning Appeals to require a property to be posted when a zoning action is being considered. Such a posting notifies the general public of an impending action and the location being considered.

It is incumbent on you, the applicant, to ensure the sign is in the proper location and remains there until an action has taken place. Consequently, the procedure for posting is as follows:

1. The Community Development Staff will post the sign on your property.
2. You should check the location of the sign to make certain it is in the right place on your property. If it is not, notify the Community Development Office as soon as possible.
3. You should check periodically to ensure the safety of the sign. If it is stolen or otherwise harmed, notify the Community Development Office as soon as possible.

In submitting this Special Exception/Use Not Provided For Permit application, you hereby grant permission to the agents and employees of the City of Salem to enter the referenced property for the purposes of processing and reviewing the above application.

Should you have any questions regarding this policy, please contact a member of Community Development.

**City of Salem Community Development Application**

**Request for SPECIAL EXCEPTION/USE NOT PROVIDED FOR PERMIT**

Case #: \_\_\_\_\_

APPLICANT INFORMATION	
Owner: <u>QUALITY HOMES BY L&amp;T LLC</u> Contact Name: <u>Lynn Irby</u> Address: <u>2804 Franklin St., Salem, VA 24153</u>	Telephone No. <u>540 400-2513</u> Fax No. _____ Email Address _____
Applicant/Contract Purchaser: <u>Helm Building Enterprises, LTD</u> Contact Name: <u>Edward Dyer (540 589-1900) / Chelsea Dyer (540 797-4555)</u> Address: <u>1491 Southside Drive, Salem, VA 24153</u>	Telephone No. _____ Fax No. _____ Email Address <u>edyer.helmbldg@gn</u> <u>chelseadyerhomes@gmail.com</u>

PARCEL INFORMATION	For <u>multiple</u> parcels, please attach a page <input type="checkbox"/>
(Tax ID #'s) <u>74-2-6.1</u> Deed Book <u>220000445</u> Page _____ Subdivision _____ Location Description (Street Address, if applicable) _____ <u>301 Carey Ave., Salem, VA 24153</u>	Total Area (acres/square feet) <u>15812</u> Current Zoning <u>RSF</u> Requested Use <input type="checkbox"/> Special Exception <input type="checkbox"/> Use Not Provided For <u>Special Exception for Two Family Dwelling</u>

SIGNATURE OF OWNER	<input type="checkbox"/> CONTRACT PURCHASER	<input type="checkbox"/> (attach contract)	<input type="checkbox"/> LESSEE
<p><b>As owner or authorized agent of this property, I hereby certify that this application is complete and accurate to the best of my knowledge, and I hereby grant permission to the agents and employees of the City of Salem to enter the property for the purposes of processing and reviewing this request.</b></p>			
Signature <u>Chelsea Dyer</u>	Date <u>11/29/23</u>		
Print Name <u>Chelsea Dyer</u>	Date _____		
Signature _____	Date _____		
Print Name _____	Date _____		

QUESTIONS/ LETTERS/ SHOULD BE FORWARDED TO THE FOLLOWING**:	
Name <u>Edward Dyer</u> Address: <u>1491 Southside Drive, Salem, VA 24153</u>	Telephone No. <u>540 589-1900</u> Fax No. _____ Email Address <u>edyer.helmbldg@gmail.com</u>
**It is the responsibility of the contact person to provide copies of all correspondence to other interested parties to the application.	

**ACKNOWLEDGEMENT OF APPLICATION FEE PAYMENT PROCEDURE**

Application fees must be submitted at the time of submittal. I hereby acknowledge that this application is not complete until the payment for all applicable fees has been received by the City of Salem Community Development Department. I acknowledge that I am responsible for ensuring that such fees are received by the City of Salem. I further acknowledge that any application fee submitted after the deadline shall result in the application being considered filed for the next month's meetings.

Signature of applicant/authorized agent Chelsea Dyer Date: 11/29/23

Print Name: Chelsea Dyer

Signature of owner/authorized agent \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

If you would like your correspondence emailed and/or faxed, please make selections, and provide the information below:

Email chelseadyerhomes@  Fax: \_\_\_\_\_

<b>FEES:</b>
All application fees must be paid at the time of submittal. Please make checks payable to the City of Salem:
Special Exception/Use Not Provided For/Use Not Provided For Permit application fee:
\$500

**FOR STAFF USE ONLY**

Staff Reviewer: _____	Application Complete? <input type="checkbox"/> YES <input type="checkbox"/> NO
Date: _____	

**PLEASE RESPOND FOR ALL SPECIAL EXCEPTION/USE NOT PROVIDED FOR APPLICATIONS:**

1. This Special Exception/Use Not Provided For is being requested in order to?

To build a two family dwelling

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2. Describe how you plan to develop the property for the proposed use and any associated uses.

Building a two family dwelling

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3. Describe why the proposed use or exception is desirable and appropriate for the area. What measures will be taken to assure that the proposed use or exception will not have a negative impact on the surrounding vicinity? (This could include traffic or environmental impacts.)

(This could include traffic or environmental impacts.)

The proposed lot is between a HDB zoned lot and a single family home. A two family dwelling would serve as a buffer.

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4. Is the subject property located within the Floodplain District?  YES  NO If yes, describe the proposed measures for meeting the standards of the Floodplain Ordinance.

N/A

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5. Have you provided a conceptual plan of the proposed development, including general lot configurations and road locations? Are the proposed lot sizes compatible with existing parcel sizes in the area?

Yes

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6. Is the subject property listed as a historic structure or located within a historic district?  YES  NO If yes, describe the proposed measures for meeting the standards of the Department of Historic Resources.

N/A

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**PAYMENT DATE**

12/01/2023

**COLLECTION STATION**

Engineering/Inspections

**RECEIVED FROM**

Helm Building Enterprises  
LTD

**DESCRIPTION**

**City of Salem**  
P.O. Box 869  
Salem, VA 24153

**BATCH NO.**  
2024-00002961

**RECEIPT NO.**  
2024-00057911

**CASHIER**  
Krystal Graves

PAYMENT CODE	RECEIPT DESCRIPTION	TRANSACTION AMOUNT																
CD LAND USE	Land Use Application Fees Special Exception - 301 Carey Avenue	\$500.00																
<table border="0"> <tr><td>Total Cash</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Check</td><td style="text-align: right;">\$500.00</td></tr> <tr><td>Total Charge</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Wire</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Other</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Remitted</td><td style="text-align: right; border-top: 1px solid black;">\$500.00</td></tr> <tr><td>Change</td><td style="text-align: right; border-top: 1px solid black;">\$0.00</td></tr> <tr><td>Total Received</td><td style="text-align: right; border-top: 1px solid black;">\$500.00</td></tr> </table>		Total Cash	\$0.00	Total Check	\$500.00	Total Charge	\$0.00	Total Wire	\$0.00	Total Other	\$0.00	Total Remitted	\$500.00	Change	\$0.00	Total Received	\$500.00	
Total Cash	\$0.00																	
Total Check	\$500.00																	
Total Charge	\$0.00																	
Total Wire	\$0.00																	
Total Other	\$0.00																	
Total Remitted	\$500.00																	
Change	\$0.00																	
Total Received	\$500.00																	
<b>Total Amount:</b>		<b>\$500.00</b>																

Customer Copy

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The measurements, dimensions, and other specifications shown on this document are guidelines for construction use only. The actual specifications of the finished structure may vary. This document may not be relied on as representation of what the completed structure will look like.

# DESIGNED AND TO BE BUILT USING 2021 IRC STANDARDS

## INSULATION VALUES:

- MAXIMUM FENESTRATION U FACTOR: 0.40**
- MAXIMIZED GLAZED PENETRATION SHGC:: 0.25**
- MINIMUM CEILING R VALUE: 38**
- MINIMUM WALL R VALUE: 13**
- MINIMUM FLOOR VALUE: 13**

## PROJECT SCOPE: **NEW DUPLEX**



AREAS	
Heated Area - Unit 1	
1st Floor Livable	1220 SF
	1220 SF
Heated Area - Unit 2	
1st Floor Livable	1220 SF
	1220 SF
Unheated Area	
Front Porch	129 SF
	129 SF
Total	2569 SF

SHEET INDEX	
SHEET NO.	SHEET NAME
0-Cover	
A0-CV	Cover
1-Architectural	
A1.1	1st Floor Plan
A1.3	Interior Elevations
A1.5	Foundation & Roof Plan
A1.6	Project Details
A1.7	Project Details
A2.0	Elevations
A2.1	Elevations
2-Electrical	
E-1.0	1st Floor Electrical Plan

DOOR SCHEDULE				
Door Size	Description	Swing	Count	Comments
2868	2'-8"x6'-8" Ext. Single Swing Full Lite Door	L	1	
2868	2'-8"x6'-8" Ext. Single Swing Full Lite Door	R	1	
3080	3'-0"x8'-0" Ext. Single Swing Full Lite Door	L	1	
3080	3'-0"x8'-0" Ext. Single Swing Full Lite Door	R	1	
2068	2'-0"x6'-8" Int. Single Pocket Door		2	
1668	1'-6"x6'-8" Int. Single Swing Door	L	1	
1668	1'-6"x6'-8" Int. Single Swing Door	R	1	
2468	2'-4"x6'-8" Int. Single Swing Door	L	4	
2468	2'-4"x6'-8" Int. Single Swing Door	R	4	
2868	2'-8"x6'-8" Int. Single Swing Door	L	5	
2868	2'-8"x6'-8" Int. Single Swing Door	R	5	

WINDOW SCHEDULE					
Window Size	Description	Count	Grid	Temp	Comments
4020 FX	4'-0"x2'-0" Fixed Window	2	No	No	
5020 FX	5'-0"x2'-0" Fixed Window	2	No	No	
2-2030 FX	2'-0"x3'-0" Twin Fixed Window	1	Yes	No	2/2 DIVIDED LITE
3060 SH	Uneven Single Hung Window	8	No	No	
3060 SH	Uneven Single Hung Window	4	Yes	No	2/1 DIVIDED LITE

**FINAL PLANS**

DUPLEX

STOCK PLAN  
Job #21281

MEMBER  
**A I B D**  
AMERICAN INSTITUTE OF  
BUILDING DESIGN

**MIDDLE HOUSING DESIGN CO**  
MAKING PLACES BEAUTIFUL

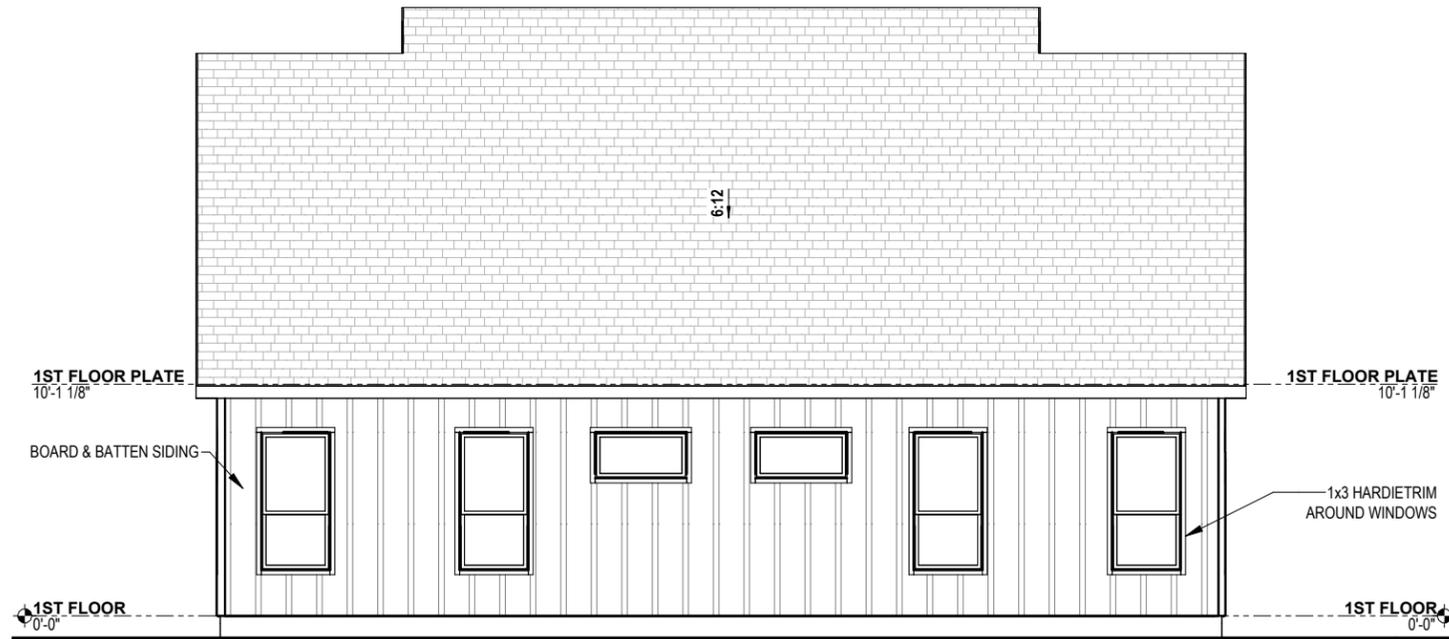
**A0-CV**

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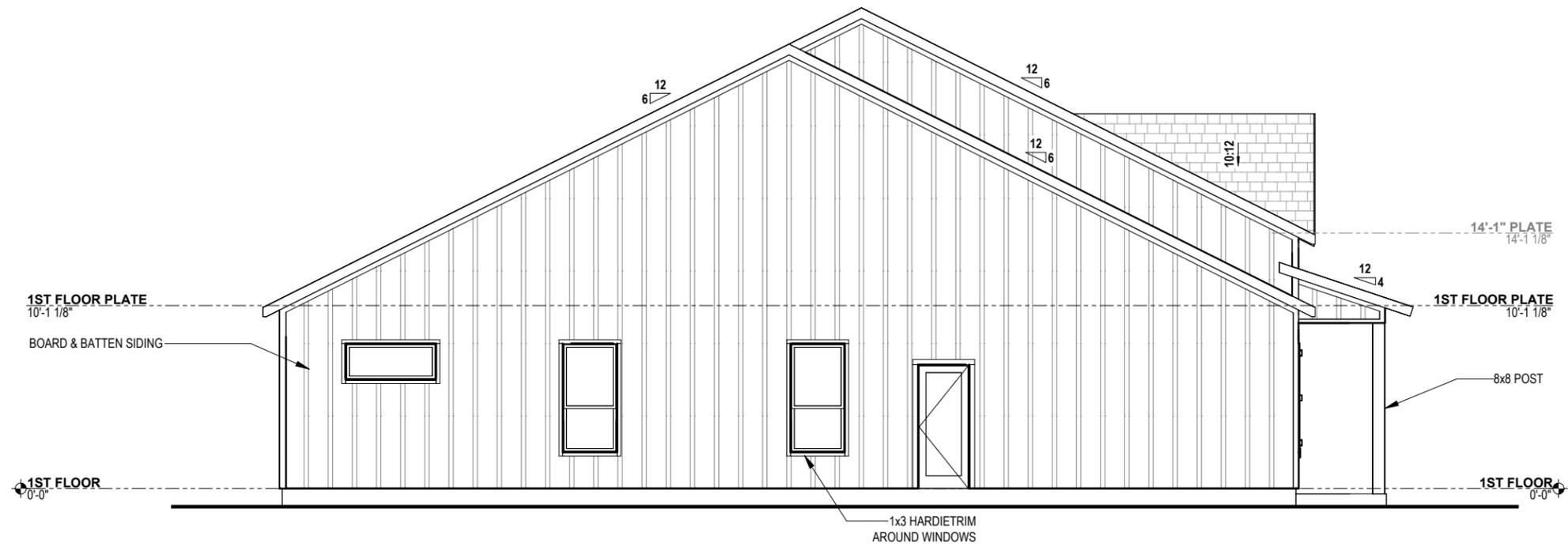
**1 FRONT ELEVATION**  
1/8" = 1'-0"



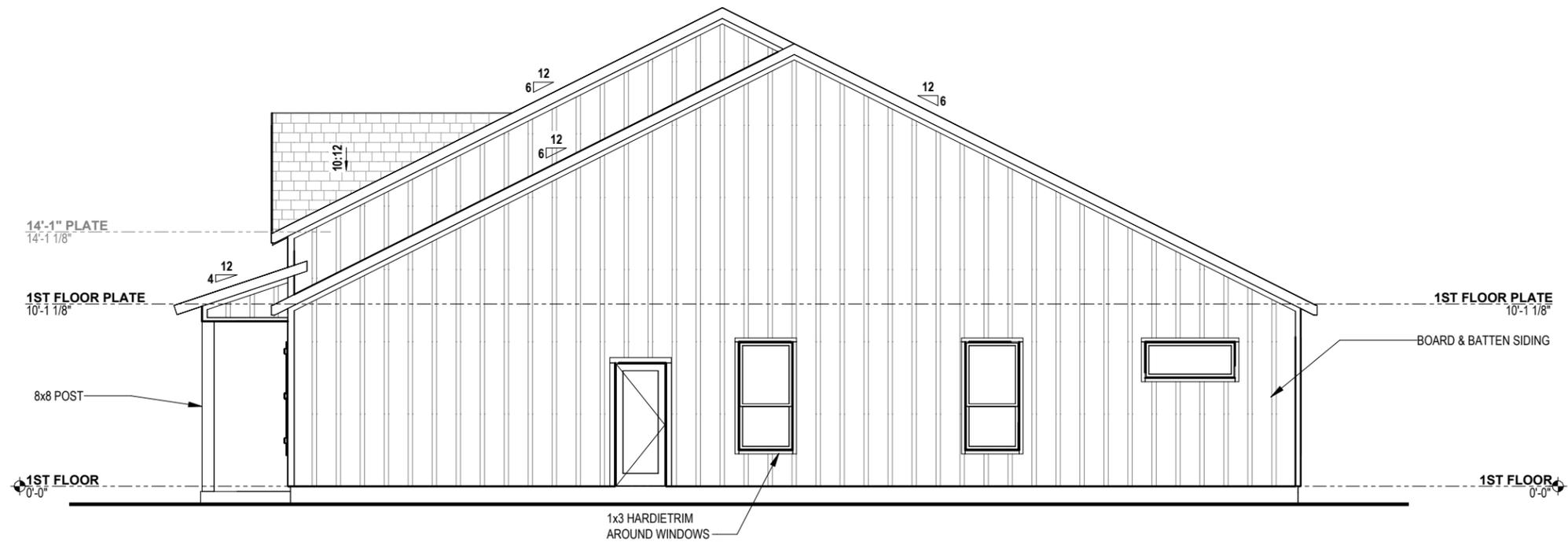
**2 REAR ELEVATION**  
1/8" = 1'-0"

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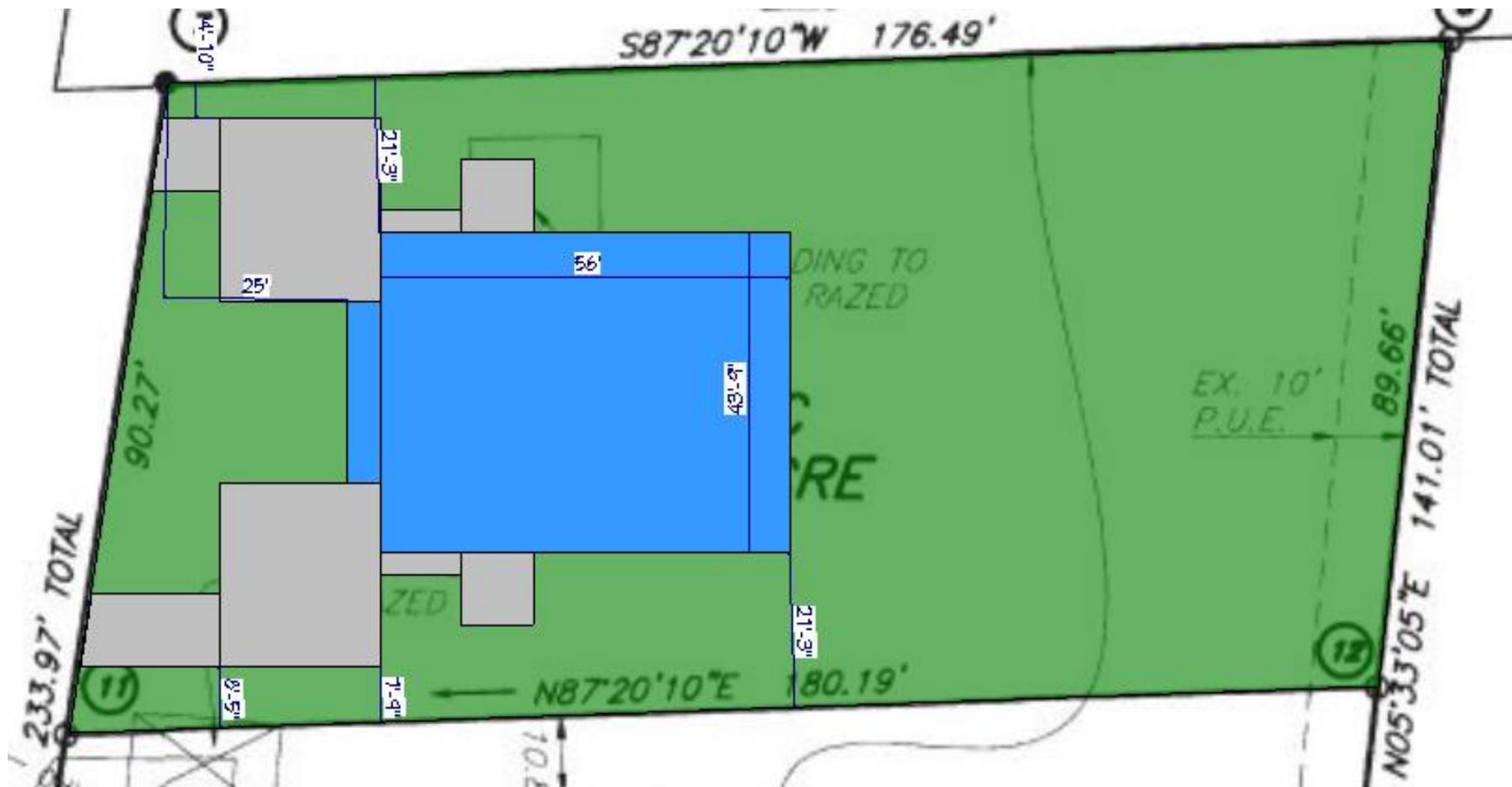
The measurements, dimensions, and other specifications shown on this document are guidelines for construction use only. The actual specifications of the finished structure may vary. This document may not be relied on as representation of what the completed structure will look like.



**1 LEFT ELEVATION**  
1/8" = 1'-0"



**2 RIGHT ELEVATION**  
1/8" = 1'-0"



January Planning Commission correspondence

**Item #2 – 301 Carey Avenue**

1. Greg Linkous, 300 Carey Avenue (neighbor)
  - a. Concerned with the clientele that a two family dwelling may attract, along with potential devaluation of neighboring properties.
  
2. Taylor Stone, 317 Carey Avenue (property owner in neighborhood)
  - a. Supportive of application for two family dwelling to promote housing affordability. May consider applying for a Special Exception Permit for a two family dwelling at 317 Carey Avenue should this application be successful.



**IMPORTANT NOTICE OF PUBLIC HEARINGS  
PROPOSAL TO CHANGE USE**

Notice is hereby given that a request of the property owner/petitioner of the property described below has been filed with the City of Salem. The Planning Commission of the City of Salem will consider this request at its meeting listed below and make a recommendation to the City Council. The City Council of the City of Salem will also consider this request and the recommendation of the Planning Commission at its meeting listed below. City Council will make the final decision in this matter.

**Property Owner/Petitioner:**

Helm Building Enterprises, LTD, Property Owner

**Location of Property:**

301 Carey Ave (Tax Map # 74-2-6.1)

**Purpose of Request:**

For the issuance of a Special Exception Permit to allow a two family dwelling on the property located at 301 Carey Avenue, (Tax Map # 74-2-6.1)

The date, time, and place of the public hearing scheduled by the Planning Commission on this request are as follows:

**WEDNESDAY, JANUARY 10, 2024 – 7 P.M.  
COMMUNITY ROOM, SALEM CIVIC CENTER  
1001 ROANOKE BOULEVARD, SALEM, VIRGINIA**

The date, time, and place of the public hearing scheduled by City Council on this request are as follows:

**MONDAY, JANUARY 22, 2024 – 6:30 P.M.  
COMMUNITY ROOM, SALEM CIVIC CENTER  
1001 ROANOKE BOULEVARD, SALEM, VIRGINIA**

Additional information on this request may be obtained in the Community Development Department, 21 South Bruffey Street, Salem, Virginia or at (540) 375-3032.

H. Robert Light  
Deputy Executive Secretary  
Planning Commission

PETITION FOR DENIAL OF SPECIAL EXCEPTION PERMIT 12/5/2023

THIS PETITION IS SIGNED BY RESIDENTS OF CAREY AVENUE AND HARRISON AVENUE,  
SALEM VIRGINIA, FOR RECONITION OF A NON APPROVAL AND NON ISSUE OF A SPECIAL  
EXCEPTION PERMIT TO ALLOW A TWO FAMILY DWELLING ON THE PROPERTY LOCATED  
AT 301 CAREY AVENUE [TAX MAP NO. 74-2-6.1]

Fatima Harvey 113 Carey Ave

Virginia Oll 107 Carey Ave

Christ Combs 119 Carey Ave

Dee McNeill 118 Carey Ave.

Richard G. Luy 122 CAREY AV.

Jojo Lipp 145 Carey Ave.

[Signature] 128 Carey Ave

[Signature] 130 Carey Ave.

[Signature] 937 Harrison Ave

Dennis C. Dummer 108 CAREY AVE.

[Signature] 311 Carey Ave

PETITION FOR DENIAL OF SPECIAL EXCEPTION PERMIT 12/5/2023

THIS PETITION IS SIGNED BY RESIDENTS OF CAREY AVENUE AND HARRISON AVENUE,  
SALEM VIRGINIA, FOR RECONITION OF A NON APPROVAL AND NON ISSUE OF A SPECIAL  
EXCEPTION PERMIT TO ALLOW A TWO FAMILY DWELLING ON THE PROPERTY LOCATED  
AT 301 CAREY AVENUE [TAX MAP NO. 74-2-6.1]

*Philip Beland 317 Carey Ave.*

*Nancy Lorraine Rhodes 936 Harrison Ave. Salem Va*

KNOW ALL MEN BY THESE PRESENTS TO WIT: THAT BYRON C. COLES (DECEASED) AND NANCY L. COLES ARE THE FEE SIMPLE OWNERS OF THE LAND SHOWN HEREON BOUND BY CORNERS 1 THROUGH 14, AND IS ALL OF THE LAND BOUND BY CORNERS 1 THROUGH 14, RECORDED IN THE CLERK'S OFFICE OF THE CITY OF SALEM, VIRGINIA, IN DEED BOOK 769, PAGE 68.

THAT THE HEIRS OF SALLIE ZIEGLER PRICE (ALSO KNOWN AS SALLIE MAE PRICE, ALSO KNOWN AS THE PRICE, SALLIE ZIEGLER ESTATE) ARE THE FEE SIMPLE OWNERS OF THE LAND SHOWN HEREON BOUND BY CORNERS 2 TO 5 THROUGH 8 TO 10 TO 12, AND IS ALL OF THE LAND CONVEYED BY WILL, AS RECORDED IN THE CLERK'S OFFICE OF THE CITY OF SALEM, VIRGINIA, IN WILL INSTRUMENT CWF2000000051.

THE SAID OWNERS HEREBY CERTIFY THAT THEY HAVE SUBDIVIDED THE LAND AS SHOWN HEREON, AS REQUIRED BY SECTION 15.2-2240 THROUGH 15.2-2279 OF THE CODE OF VIRGINIA, 1950 AS AMENDED TO DATE AND FURTHER PURSUANT TO AND IN COMPLIANCE WITH CHAPTER 28 "SUBDIVISIONS" AS AMENDED TO DATE OF THE GENERAL ORDINANCE OF THE CITY OF SALEM, VIRGINIA AND SECTION BA OF THE CITY OF SALEM EROSION AND SEDIMENT CONTROL ORDINANCE, ENTIRELY WITH THEIR FREE WILL AND CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE OWNERS OR PROPRIETORS OF THE LAND AND THE TRUSTEES IN ANY DEED OF TRUST, OR OTHER INSTRUMENT IMPOSING A LIEN UPON SUCH LAND, IF ANY THERE BE.

IN WITNESS WHEREON ARE HEREBY PLACED THE FOLLOWING SIGNATURES AND SEALS:

Nancy L. Coles  
NANCY L. COLES

June Price Lewis  
BYRON C. COLES (DECEASED) & NANCY L. COLES  
BY: JUNE PRICE LEWIS, POWER OF ATTORNEY TO NANCY L. COLES

June Price Lewis  
THE HEIRS OF SALLIE PRICE (ALSO KNOWN AS SALLIE MAE PRICE,  
ALSO KNOWN AS THE PRICE, SALLIE ZIEGLER ESTATE)  
BY: JUNE PRICE LEWIS, POWER OF ATTORNEY TO THE HEIRS OF SALLIE MAE PRICE

June Price Lewis  
JUNE PRICE LEWIS (HEIR TO SALLIE ZIEGLER PRICE)

STATE OF VIRGINIA  
City of Roanoke

Katherine Noel Mansueti, A NOTARY PUBLIC IN AND FOR THE FORESAID STATE DO HEREBY CERTIFY THAT JUNE PRICE LEWIS INDIVIDUALLY AND AS P.O.A. ON BEHALF OF THE HEIRS OF SALLIE ZIEGLER PRICE, WHOSE NAME IS SIGNED TO THE FOREGOING INSTRUMENT, HAS PERSONALLY APPEARED BEFORE ME AND ACKNOWLEDGED THE SAME ON THIS 8 DAY OF February, 2022

Stephen Noel Mansueti REG. # 7664850  
NOTARY PUBLIC  
MY COMMISSION EXPIRES 5-31-2024

STATE OF VIRGINIA  
City of Roanoke

Katherine Noel Mansueti, A NOTARY PUBLIC IN AND FOR THE FORESAID STATE DO HEREBY CERTIFY THAT JUNE PRICE LEWIS AS P.O.A. TO NANCY L. COLES, WHOSE NAME IS SIGNED TO THE FOREGOING INSTRUMENT, HAS PERSONALLY APPEARED BEFORE ME AND ACKNOWLEDGED THE SAME ON THIS 8 DAY OF February, 2022

Stephen Noel Mansueti REG. # 7664850  
NOTARY PUBLIC  
MY COMMISSION EXPIRES 5-31-2024

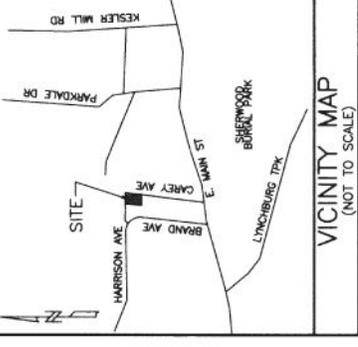
APPROVED: Charles E. Van Allman, Jr. DATE 2/8/2022  
CHARLES E. VAN ALLMAN, JR., P.E., L.S.  
DIRECTOR OF COMMUNITY DEVELOPMENT, CITY OF SALEM

James E. Taliaferro, II DATE 2/8/2022  
JAMES E. TALIAFERRO, II, P.E., L.S.  
EXECUTIVE SECRETARY, CITY OF SALEM PLANNING COMMISSION

IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF THE CITY OF SALEM, VIRGINIA, THIS PLAT WAS PRESENTED AND WITH THE CERTIFICATE OF ACKNOWLEDGMENT THEREON ANNEXED IS ADMITTED TO RECORD AT 11:22 O'CLOCK P.M. ON THIS 15 DAY OF FEB, 2022 IN PLAT BOOK 10, PAGE 28

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND SEAL OF OFFICE AT SALEM, VIRGINIA, THIS 15 DAY OF FEB, 2022.

CLERK: Carly Chance Crawford  
DEPUTY CLERK: Carly Chance Crawford



LEGEND

- IRON PIN FOUND
- IRON PIN SET
- △ DEEDED CORNER NOT SET
- UTILITY POLE
- ⊕ WATER METER
- ⊙ SANITARY SEWER MANHOLE
- M.B.L. MINIMUM BUILDING LINE
- P.U.E. PUBLIC UTILITY EASEMENT

LINE TABLE

LINE	BEARING	DISTANCE
17	N64°58'22"E	21.40'

COORDINATE LIST (ASSUMED)

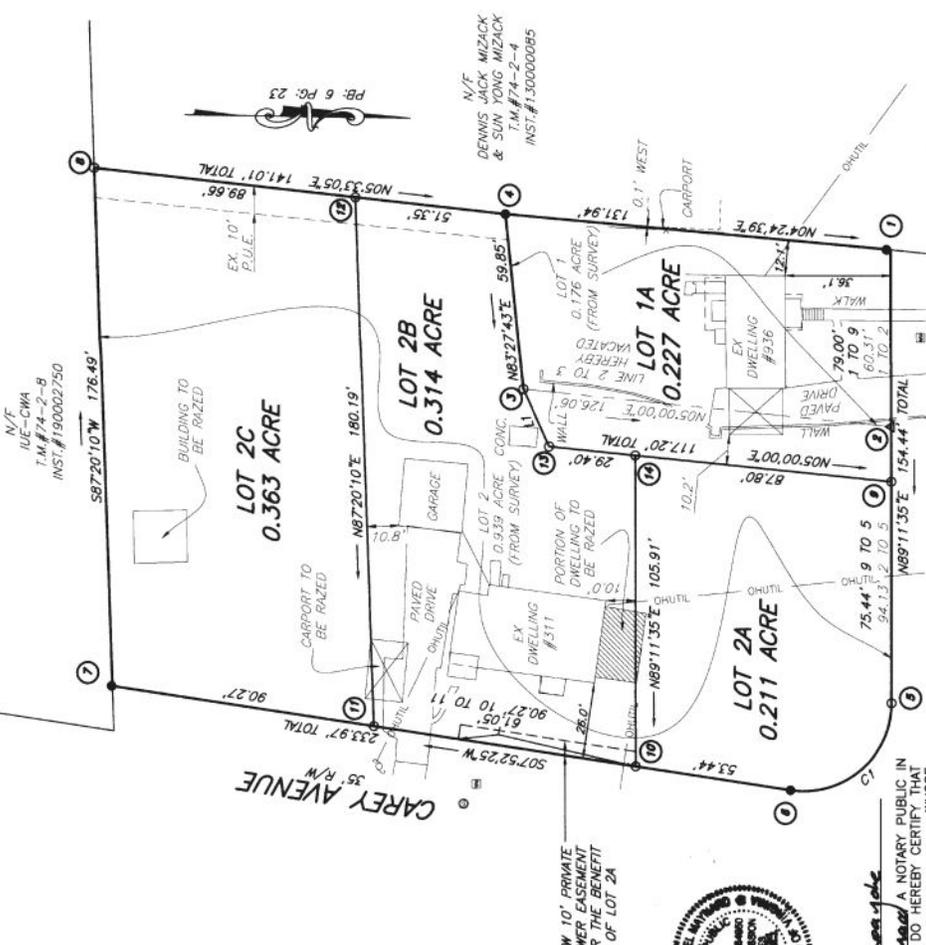
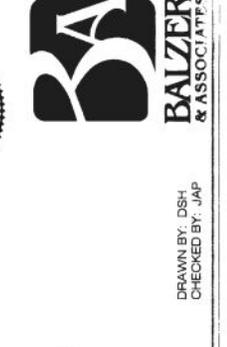
Point	Northing	Easting
1	20000.00	10000.00
2	20000.85	10060.30
3	19879.27	10089.51
4	20000.18	10159.12
5	19968.07	10184.56
6	19738.30	10152.51
7	19728.10	9976.21
8	20001.11	10078.99
9	19915.13	10177.24
10	19825.72	10164.88
11	19817.34	9984.89
12	19884.35	10068.78
13	19813.64	10071.34
14	19813.64	10071.34

CURVE TABLE

Point	CHORD LENGTH	CHORD BEARING	CHORD LENGTH/Delta ANGLE
C1	130.00'	S44°28'00"E	45.51'
			98°39'51"

I HEREBY CERTIFY THAT THIS PLAT IS FROM A CURRENT FIELD SURVEY AND IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Donald S. Haddon, III  
DONALD S. HADDON, III  
0034005



STATE OF VIRGINIA  
City of Roanoke

Katherine Noel Mansueti, A NOTARY PUBLIC IN AND FOR THE FORESAID STATE DO HEREBY CERTIFY THAT NANCY L. COLES, WHOSE NAME IS SIGNED TO THE FOREGOING INSTRUMENT, HAS PERSONALLY APPEARED BEFORE ME AND ACKNOWLEDGED THE SAME ON THIS 8 DAY OF February, 2022

Stephen Noel Mansueti REG. # 7664850  
NOTARY PUBLIC  
MY COMMISSION EXPIRES 5-31-2024

NOTES:

- OWNERS OF RECORD: BYRON C. COLES (DECEASED) AND NANCY L. COLES  
T.M.#74-2-5  
DB: 769 PG: 68
- THE HEIRS TO SALLIE ZIEGLER PRICE (ALSO KNOWN AS SALLIE MAE PRICE) WILL INSTRUMENT: 2000000051
- PROPERTY IS CURRENTLY ZONED BSE
- THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND THERE MAY EXIST ENCUMBRANCES WHICH AFFECT THE PROPERTY NOT SHOWN HEREON.
- PROPERTY IS IN F.E.M.A. DEFINED ZONE X UNSHADED. SEE FEMA MAP #5116100141G (REVISED DATE: SEPTEMBER 28, 2007)
- PROPERTY MAY CONTAIN UNDERGROUND UTILITY SERVICE LINES.

THE RECORDATION OF THIS PLAT DOES NOT CONSTITUTE A CONVEYANCE OF LAND. ANY LOT, PARCEL OR TRACT OF LAND THAT IS INTENDED FOR SALE AND/OR CONVEYANCE MUST BE CONVEYED BY A DEED AND SAID DEED MUST BE RECORDED IN THE CITY OF SALEM, VIRGINIA CIRCUIT COURT CLERK'S OFFICE.

LOT LINE VACATION AND RESUBDIVISION PLAT FOR NANCY L. COLES AND THE HEIRS TO SALLIE ZIEGLER PRICE BEING THE RESUBDIVISION OF LOT 1 (T.M.#74-2-5(0.176 AC.)) AND LOT 2 (T.M.#74-2-6(0.939 AC.)) PRICE SUBDIVISION PLAT BOOK 6, PAGE 23

CREATING HEREON LOT 1A (0.227 ACRE) LOT 2A (0.211 ACRE) LOT 2B (0.314 ACRE) & LOT 2C (0.363 ACRE) SITUATED ON CAREY AVENUE AND HARRISON AVENUE CITY OF SALEM, VIRGINIA SURVEYED 12-22-2021 DATED 1-21-2022 JOB #05210432.HS SCALE: 1"=30' SHEET 1 OF 1

PLANNERS / ARCHITECTS / ENGINEERS / SURVEYORS  
ROANOKERICHMOND / NEW RIVER VALLEY / SHENANDOAH VALLEY  
1506 Corporate Circle / Roanoke, Virginia 24016 / Phone (540) 775-8867 / www.balzer.co

DRAWN BY: DSH  
CHECKED BY: JAP

**AFFADAVIT OF MAILING PURSUANT TO S15.2-2204  
CODE OF VIRGINIA**

**PLANNING COMMISSION  
JANUARY 10, 2023**

**ITEM #**

This is to certify that I mailed letters in reference to the Special Exception Permit request of Helm Building Enterprises, LTD, property owner, for the issuance of a Special Exception Permit, to allow a two family dwelling on the property located at 301 Carey Avenue, (Tax Map # 74-2-6.1), to the following property owners and adjacent property owners on December 22, 2023 in the 2:00 p.m. mail:

HELM BUILDING ENTERPRISES LTD 1491 SOUTHSIDE DR SALEM VA 24153	FAWN RENE ROBBINS CHRISTOPHER DALE SAIN 311 CAREY AVE SALEM VA 24153	QUALITY HOMES BY L & T LLC 2804 FRANKLIN ST SALEM VA 24153
BYRON C COLES NANCY L COLES 936 HARRISON AVE SALEM VA 24153	MIZACK FAMILY REVOCABLE TRUST 7708 AUTUMN PARK DR ROANOKE VA 24018	SCIOTO PROPERTIES SP-16 I 160 E OLENTANGY ST POWELL OH 43065-9065
IUE-CWA 2701 DRYDEN RD MORAINE OH 45439	TIMOTHY LEE SKIME ULRIKE SKIME 130 CAREY AVE SALEM VA 24153	GREGORY T LINKOUS 300 CAREY AVE SALEM VA 24153
TERRI A REED 119 WATERWOOD HUNTSVILLE TX 77320	PHILIP DANA BELAND JUDY HALE BELAND 312 CAREY AVE SALEM VA 24153	

Signed *Loretta L Prillaman* Date *12/22/2023*

City of Salem  
Commonwealth of Virginia  
The foregoing instrument was acknowledged before me this *22<sup>nd</sup>* day of *December*, 20*23* by

*Loretta L Prillaman*  
*Krystal M Graves*  
Notary Public  
My commission expires: *March 31, 2027*





December 22, 2023

Helm Building Enterprises, LTD  
1491 Southside Drive  
Salem, VA 24153

RE: Petition For Special Exception Permit  
301 Carey Avenue  
Tax Map # 74-2-6.1

To Whom It May Concern:

You and/or your agent shall appear before the Planning Commission on:

**Wednesday, January 10, 2024**  
**at 7:00 p.m.** in the

**Community Room, Salem Civic Center**  
**1001 Roanoke Boulevard, Salem, Virginia**

**AND**

Salem City Council on:

**Monday, January 22, 2024**  
**at 6:30 p.m.** in the

**Community Room, Salem Civic Center**  
**1001 Roanoke Boulevard, Salem, Virginia**

for consideration of your request for a special exception permit at the above referenced property.

If you have any questions regarding this matter, please contact our office at (540) 375-3032.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Ellen H. Wines", is written over a faint, larger version of the same signature.

Mary Ellen H. Wines, CZA CFM  
Planning and Zoning Administrator



**IMPORTANT NOTICE OF PUBLIC HEARINGS  
PROPOSAL TO CHANGE USE**

Notice is hereby given that a request of the property owner/petitioner of the property described below has been filed with the City of Salem. The Planning Commission of the City of Salem will consider this request at its meeting listed below and make a recommendation to the City Council. The City Council of the City of Salem will also consider this request and the recommendation of the Planning Commission at its meeting listed below. City Council will make the final decision in this matter.

**Property Owner/Petitioner:**

Helm Building Enterprises, LTD, Property Owner

**Location of Property:**

301 Carey Ave (Tax Map # 74-2-6.1)

**Purpose of Request:**

For the issuance of a Special Exception Permit to allow a two family dwelling on the property located at 301 Carey Avenue, (Tax Map # 74-2-6.1)

The date, time, and place of the public hearing scheduled by the Planning Commission on this request are as follows:

**WEDNESDAY, JANUARY 10, 2024 – 7 P.M.  
COMMUNITY ROOM, SALEM CIVIC CENTER  
1001 ROANOKE BOULEVARD, SALEM, VIRGINIA**

The date, time, and place of the public hearing scheduled by City Council on this request are as follows:

**MONDAY, JANUARY 22, 2024 – 6:30 P.M.  
COMMUNITY ROOM, SALEM CIVIC CENTER  
1001 ROANOKE BOULEVARD, SALEM, VIRGINIA**

Additional information on this request may be obtained in the Community Development Department, 21 South Bruffey Street, Salem, Virginia or at (540) 375-3032.

H. Robert Light  
Deputy Executive Secretary  
Planning Commission

Item #6C  
Date: 1/22/2024

AT A REGULAR MEETING OF CITY COUNCIL OF THE CITY OF SALEM, VIRGINIA  
HELD IN THE COMMUNITY ROOM AT THE SALEM CIVIC CENTER, 1001 ROANOKE BOULEVARD,  
SALEM, VIRGINIA 24153

AGENDA ITEM: Amendment to the Zoning Ordinance

Hold public hearing and consider ordinance on first reading for the request of Helm Building Enterprises, LTD, property owner, for rezoning the property located at 416 Electric Road (Tax Map # 150-3-1) from HBD Highway Business District to HM Heavy Manufacturing District. (Advertised in the January 11 and January 18, 2024, issues of the *Salem Times-Register*.) (Recommend approval, see page 9 of Planning Commission minutes.)

SUBMITTED BY: Max Dillon, Planner

SUMMARY OF INFORMATION:

SITE CHARACTERISTICS:

Zoning: HBD Highway Business District  
Land Use Plan Designation: Industrial  
Existing Use: Vacant  
Proposed Use: Future Development (commercial, office, industrial)

The subject property (416 Electric Road) consists of a 4.001 acre tract of land which currently sits within the HBD Highway Business District designation. To provide a bit of history, this large parcel was formerly zoned HM Heavy Manufacturing, and at that time, it encompassed the parcels now recognized as 71 St. John Road and 105 St. John Road. A 2007 subdivision resulted in the formation of 71 St. John (retaining its HM Heavy Manufacturing designation), and a subsequent rezoning adjusted 416 Electric Road (which included the yet to be formed 105 St. John Road) from HM Heavy Manufacturing to HBD Highway Business District in anticipation of future commercial development. Since then, the St. John Place Commerce Center has developed in an industrial nature, and correspondingly, this request seeks to return 416 Electric Road to the HM Heavy Manufacturing classification. This parcel is currently vacant, but a grading plan has been submitted to prepare it for future development.

While there is no concrete site plan for the future development of the property, the uses specified in the HM Heavy Manufacturing District are consistent with existing development in the adjacent St. John Place Commerce Center. Although some of the site sits within the floodplain, any future development will be elevated above the 100-year floodplain to meet the necessary requirements.

The Future Land Use Map (FLUM) identifies this area as industrial which is consistent with the proposed future utilization of the property.

REQUIREMENTS:

The proposal meets the requirements of Section 106-220.3. Site development regulations for HM.

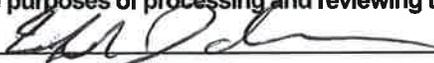
**City of Salem Community Development Application**

**Request for REZONING or CONDITIONAL REZONING**

Case #: \_\_\_\_\_

<b>APPLICANT INFORMATION 416 Electric Road</b>	
Owner: <u>Helm Building Enterprises LTD</u> Contact Name: <u>Edward "Ted" Dyer</u> Address: <u>1491 Southside Drive, Salem, VA 24153</u>	Telephone No. <u>540-589-1900</u> Fax No. _____ Email Address <u>edyer.helmbldg@gmail.com</u>
Applicant/Contract Purchaser: <u>Same as Owner</u> Contact Name: _____ Address: _____	Telephone No. _____ Fax No. _____ Email Address _____

<b>PARCEL INFORMATION</b>	<b>For multiple parcels, please attach a page</b> <input type="checkbox"/>
(Tax ID #'s) <u>150-3-1</u> Deed Book <u>Inst. 230002110</u> Page _____ Subdivision _____ Location Description (Street Address, if applicable) <u>416 Electric Road</u>	Total Area (acres/square feet) <u>4.0008 acres</u> Current Zoning <u>HBD</u> Requested Zoning <u>HM</u> Requested Use <u>Future development (commercial, office, industrial)</u> Current Use <u>Undeveloped lot</u> <input type="checkbox"/> Conditional Zoning Request: See Attached Proffer sheets

<b>SIGNATURE OF OWNER</b> <input checked="" type="checkbox"/> <b>CONTRACT PURCHASER</b> <input type="checkbox"/> <i>(attach contract)</i> <input type="checkbox"/>
<b>As owner or authorized agent of this property, I hereby certify that this application is complete and accurate to the best of my knowledge, and I hereby grant permission to the agents and employees of the City of Salem to enter the property for the purposes of processing and reviewing this request.</b>
Signature <u></u> Date <u>11/30/2023</u> Print Name <u>Mr. Edward "Ted" Dyer</u> Signature _____ Date _____ Print Name _____

<b>QUESTIONS/ LETTERS/ SHOULD BE FORWARDED TO THE FOLLOWING**:</b>	
Name <u>Brushy Mountain Engineering, PLLC</u> Address: <u>3553 Carvins Cove Road</u> <u>Salem, VA 24153</u>	Telephone No. <u>540-526-6800</u> Fax No. _____ Email Address <u>barney@brushymtnengr.com</u>
**It is the responsibility of the contact person to provide copies of all correspondence to other interested parties to the application.	

**PAID**  
11-30-23

**ACKNOWLEDGEMENT OF APPLICATION FEE PAYMENT PROCEDURE**

Application fees must be submitted at the time of submittal. I hereby acknowledge that this application is not complete until the payment for all applicable fees has been received by the City of Salem Community Development Department. I acknowledge that I am responsible for ensuring that such fees are received by the City of Salem. I further acknowledge that any application fee submitted after the deadline shall result in the application being considered filed for the next month's meetings.

Signature of applicant/authorized agent  Date: 11-30-23

Print Name: Edward "Ted" Dyer

Signature of applicant/authorized agent \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

If you would like your correspondence emailed and/or faxed, please make selections, and provide the information below:

Email edyer.helmbldg@gmail.com  Fax: \_\_\_\_\_

FEES:	
All application fees must be paid at the time of submittal. Please make checks payable to the City of Salem:	
<b>Rezoning application fee</b>	<b>\$1,000</b>

FOR STAFF USE ONLY	
Staff Reviewer: _____	Application Complete? <input type="checkbox"/> YES <input type="checkbox"/> NO
Date: _____	

**PLEASE RESPOND FOR ALL REZONING APPLICATIONS:**

1. What is the Future Land Use Designation for the subject property? Industrial
2. Describe in detail the proposed use of the property. At this time no new buildings are proposed. But the Owner hopes to build lease space in the near future as demand develops. This rezoning will allow for development consistent with buildings on St John Rd.
3. List any sensitive environmental or unique features on the property. Are there any high voltage transmission lines, public utility lines, or others? Storm sewer from Electric Rd will be routed around southern side of lot and fill material brought in to create a flat building pad.
4. Is the subject property located within the Floodplain District?  YES  NO If yes, describe the proposed measures for meeting the standards of the Floodplain Ordinance. A portion of the property is in the 100-year flood plain. The proposed building pad will be elevated so that it is well above the 100-year flood elevation.
5. Is the subject property listed as a historic structure or located within a historic district?  YES  NO If yes, describe the proposed measures for meeting the standards of the Department of Historic Resources.
6. Have you provided a conceptual plan of the proposed development, including general lot configurations and road locations? Are the proposed lot sizes compatible with existing parcel sizes in the area? This lot has over 1000 feet of road frontage along Electric Road which allows for a great deal of flexibility on how the property can be developed. The size and shape of future building(s) will be built to suit.

**PLEASE RESPOND FOR COMMERCIAL REZONING APPLICATIONS**

1. What provisions will be made to ensure safe and adequate access to the subject property? A construction entrance will be installed driveway directly from Electric at a location with an existing cross over in the median. The future driveway will utilize this location.
2. How will the traffic impact of this development be addressed? The lot will remain vacant for now so no traffic impact. The future development will have to consider impact on Electric Road.
3. Describe why the proposed use is desirable and appropriate for the area. What measure will be taken to assure that the proposed use will not have a negative impact on the surrounding vicinity? The planned use is consistent with the existing and planned buildings on St John Road. New development will comply with landscaping and screening requirements.
4. What type of signage is proposed for the site? No signs planned now. Future signage will be consistent with development along St John Road.
5. Have architectural/building elevations been submitted with this application? No building at this time.

**PAYMENT DATE**

11/30/2023

**COLLECTION STATION**

Engineering/Inspections

**RECEIVED FROM**

Helm Building Enterprises

LTD

**DESCRIPTION**

**City of Salem**  
P.O. Box 869  
Salem, VA 24153

**BATCH NO.**  
2024-00002913

**RECEIPT NO.**  
2024-00057482

**CASHIER**  
Krystal Graves

PAYMENT CODE	RECEIPT DESCRIPTION	TRANSACTION AMOUNT																
CD LAND USE	Land Use Application Fees re-zoning for 416 Electric Road	\$1,000.00																
<table border="0"> <tr><td>Total Cash</td><td>\$0.00</td></tr> <tr><td>Total Check</td><td>\$1,000.00</td></tr> <tr><td>Total Charge</td><td>\$0.00</td></tr> <tr><td>Total Wire</td><td>\$0.00</td></tr> <tr><td>Total Other</td><td>\$0.00</td></tr> <tr><td>Total Remitted</td><td>\$1,000.00</td></tr> <tr><td>Change</td><td>\$0.00</td></tr> <tr><td>Total Received</td><td>\$1,000.00</td></tr> </table>		Total Cash	\$0.00	Total Check	\$1,000.00	Total Charge	\$0.00	Total Wire	\$0.00	Total Other	\$0.00	Total Remitted	\$1,000.00	Change	\$0.00	Total Received	\$1,000.00	
Total Cash	\$0.00																	
Total Check	\$1,000.00																	
Total Charge	\$0.00																	
Total Wire	\$0.00																	
Total Other	\$0.00																	
Total Remitted	\$1,000.00																	
Change	\$0.00																	
Total Received	\$1,000.00																	
<b>Total Amount:</b>		<b>\$1,000.00</b>																

Customer Copy

KNOW ALL MEN BY THESE PRESENTS TO WIT:

THAT WILEY DEVELOPMENT, LLC IS THE FEE SIMPLE OWNER OF THE LAND SHOWN HEREON TO BE SUBDIVIDED, BOUNDED BY OUTSIDE CORNERS 1 THROUGH 16 TO 1, INCLUSIVE, AND IS A PORTION OF THE LAND CONVEYED BY DEED, AS RECORDED IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF THE CITY OF SALEM, VIRGINIA, IN INSTRUMENT #050005006.

THE SAID OWNER HEREBY CERTIFIES THAT HE HAS SUBDIVIDED THE LAND AS SHOWN HEREON, AS REQUIRED BY SECTION 15.2-2240 THROUGH 15.2-2279 OF THE CODE OF VIRGINIA, 1950 AS AMENDED TO DATE AND FURTHER PURSUANT TO AND IN COMPLIANCE WITH CHAPTER 26 "SUBDIVISIONS" AS AMENDED TO DATE OF THE GENERAL ORDINANCE OF THE CITY OF SALEM, VIRGINIA AND SECTION 8A OF THE CITY OF SALEM EROSION AND SEDIMENT CONTROL ORDINANCE; ENTIRELY WITH HIS FREE WILL AND CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE OWNER OR PROPRIETORS OF THE LAND AND THE TRUSTEES IN ANY DEED OF TRUST, OR OTHER INSTRUMENT IMPOSING A LIEN UPON SUCH LAND, IF ANY THERE BE.

IN WITNESS WHEREON ARE HEREBY PLACED THE FOLLOWING SIGNATURES AND SEALS:

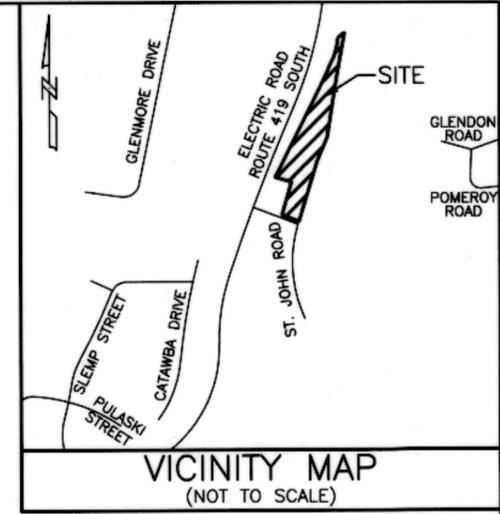
WILEY DEVELOPMENT, LLC  
 BY: Darlene C. Wiley ITS: Owner

- NOTES:**
- OWNERS OF RECORD: WILEY DEVELOPMENT, LLC
  - LEGAL REFERENCE: INST.#050005006
  - PROPERTY IS CURRENTLY ZONED HBD
  - THE CURRENT TAX MAP NUMBER: 150-3-1
  - THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND THERE MAY EXIST ENCUMBRANCES WHICH AFFECT THE PROPERTY NOT SHOWN HEREON.
  - PROPERTY IS IN F.E.M.A. DEFINED ZONE X UNSHADED, X SHADED, & AE SEE FEMA MAP #51161CQ142G (REVISED DATE: SEPTEMBER 28, 2007)
  - PROPERTY MAY CONTAIN UNDERGROUND UTILITY SERVICE LINES.

CURVE	RADIUS	LENGTH	CHD BEARING	CHD LENGTH	DELTA
C1	756.20'	85.70'	N21°36'02"E	85.66'	6°29'37"
C2	367.55'	131.44'	N11°10'23"E	130.74'	20°29'23"

LINE	BEARING	DISTANCE
L1	N25°01'30"E	52.20'
L2	N12°39'05"E	22.83'
L3	N50°27'35"E	52.20'
L4	S88°05'51"E	5.38'
L5	N24°50'51"E	44.96'

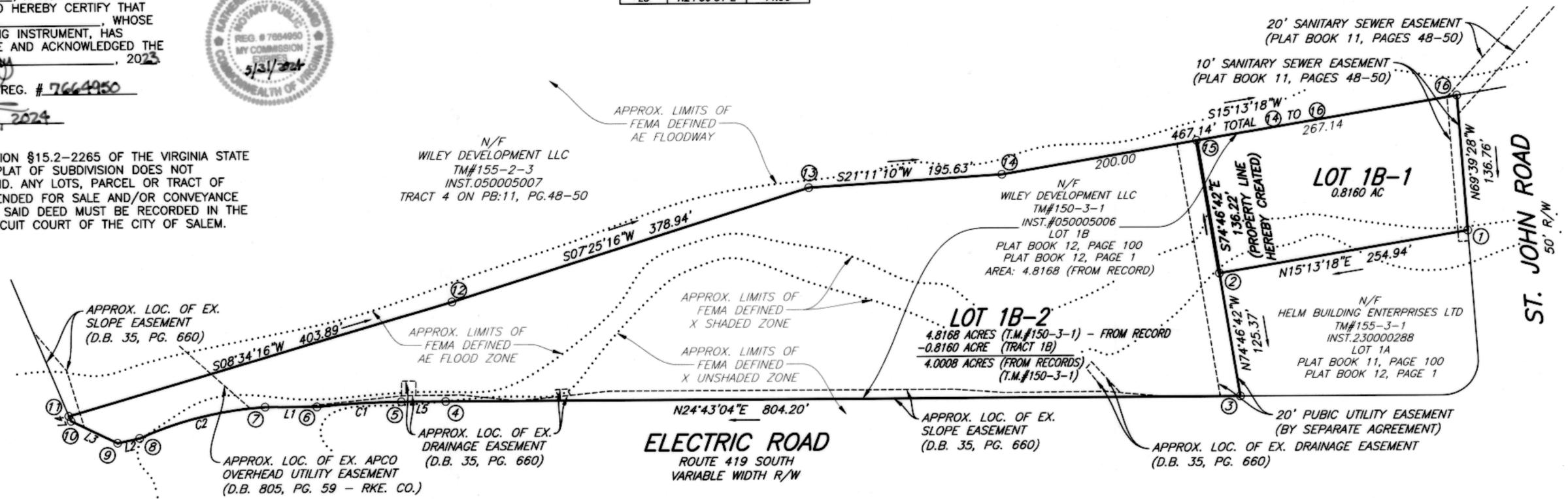
LEGEND	
○	DEEDED CORNER



STATE OF VIRGINIA  
 City of Roanoke  
 I, Katherine Noel Mawmard, A NOTARY PUBLIC IN AND FOR THE AFORESAID STATE DO HEREBY CERTIFY THAT Darlene C. Wiley, WHOSE NAME IS SIGNED TO THE FOREGOING INSTRUMENT, HAS PERSONALLY APPEARED BEFORE ME AND ACKNOWLEDGED THE SAME ON THIS 31st DAY OF May, 2023.  
Katherine Noel Mawmard REG. # 7664950  
 NOTARY PUBLIC  
 MY COMMISSION EXPIRES May 31, 2024



EXCEPT AS PROVIDED FOR IN SECTION §15.2-2265 OF THE VIRGINIA STATE CODE THE RECORDATION OF THIS PLAT OF SUBDIVISION DOES NOT CONSTITUTE A CONVEYANCE OF LAND. ANY LOTS, PARCEL OR TRACT OF LAND SHOWN HEREON THAT IS INTENDED FOR SALE AND/OR CONVEYANCE MUST BE CONVEYED BY DEED AND SAID DEED MUST BE RECORDED IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT OF THE CITY OF SALEM.



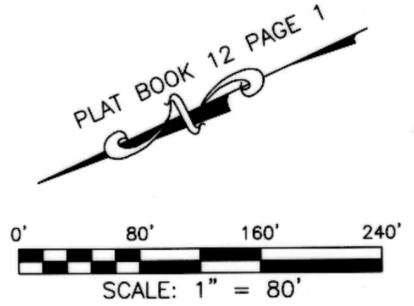
LINE 15 TO 2 HEREBY CREATED

I HEREBY CERTIFY THAT THIS PLAT IS FROM RECORDS AND IS CORRECT TO THE BEST OF MY KNOWLEDGE & BELIEF.  
Donald S. Haddon III  
 DONALD S. HADDON, III 003405

APPROVED:  
Charles E. Van Allman Jr. 6/1/2023  
 CHARLES E. VAN ALLMAN, JR., P.E., L.S. DATE  
 DIRECTOR OF COMMUNITY DEVELOPMENT, CITY OF SALEM

James E. Taliaferro II 6/1/2023  
 JAMES E. TALIAFERRO, II, P.E. LS DATE  
 EXECUTIVE SECRETARY, CITY OF SALEM PLANNING COMMISSION

COORDINATE LIST (ASSUMED)		
CORNER	NORTHING	EASTING
1	5065.764	5131.389
2	5311.757	5198.324
3	5344.673	5077.352
4	6075.194	5413.628
5	6115.989	5432.520
6	6195.636	5464.055
7	6242.936	5486.136
8	6371.195	5511.470
9	6393.471	5516.470
10	6426.705	5556.726
11	6426.527	5562.103
12	6027.147	5501.909
13	5651.379	5452.963
14	5468.975	5382.273
15	5275.995	5329.764
16	5018.224	5259.624



RESUBDIVISION PLAT FROM RECORDS FOR  
**WILEY DEVELOPMENT, LLC**  
 BEING THE RESUBDIVISION OF  
 LOT 1B (4.8168 ACRES)  
 AS SHOWN ON  
 RESUBDIVISION PLAT FOR  
 THE ST. JOHN PLACE COMMERCE CENTER  
 PLAT BOOK 11 PAGE 100  
 &  
 PLAT BOOK 12 PAGE 1  
 CREATING HEREON  
**LOT 1B-1 (0.8160 AC)**  
 &  
**LOT 1B-2 (4.0008 AC)**  
 101 ST. JOHN ROAD  
 CITY OF SALEM, VIRGINIA  
 DATED MAY 25, 2023  
 JOB #05230147.HS  
 SCALE: 1" = 40'  
 SHEET 1 OF 1



IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF THE CITY OF SALEM, VIRGINIA, THIS PLAT WAS PRESENTED AND WITH THE CERTIFICATE OF ACKNOWLEDGMENT THERETO ANNEXED IS ADMITTED TO RECORD AT 10:00 O'CLOCK A.M. ON THIS DAY OF JUNE, 2023 IN PLAT BOOK 16, PAGE 73.

TESTE: GARY CHANCE CRAWFORD  
 CLERK  
Brentley Reed  
 DEPUTY CLERK



Tax Parcel 150-3-1 (416 Electric Road)

BEGINNING at a point on the east side of the Electric Road right-of-way at the northwest corner of Tax Parcel 155-3-1; thence following the Electric Road right-of-way line N 24° 43' 04" E a distance of 804.20 feet to a point; thence N 24° 50' 51" E a distance of 44.96 feet to a point; thence along a curve to the left with a Radius of 756.20 feet, Arc Length 85.70 feet, Chord Bearing of N 21° 36' 02" E, and Chord Length of 85.66 feet to a point; thence N 25° 01' 30" E a distance of 52.20 feet to a point; thence along a curve to the left with a Radius of 367.55 feet, Arc Length 131.44 feet, Chord Bearing of N 11° 10' 23" E, and Chord Length of 130.74 feet to a point; thence N 12° 39' 05" E a distance of 22.83 feet to a point; thence following south Lynchburg Turnpike right-of-way line N 50° 27' 35" E a distance of 52.20 feet to a point; thence S 88° 05' 51" E a distance of 5.38 feet to a point; thence departing said right-of-way and following the west line of Tax Parcel 155-2-3 S 08° 34' 16" W a distance of 403.89 feet to a point; thence S 07° 25' 16" W a distance of 378.94 feet to a point; thence S 21° 11' 10" W a distance of 195.63 feet to a point; thence S 15° 13' 18" W a distance of 200.00 feet to a point at the northeast corner of Tax Parcel 155-3-2; thence following the north line of Tax Parcels 155-3-2 and 155-3-1 N 74° 46' 42" W a distance of 261.59 feet to the place of BEGINNING, and being known as New Lot 1B-2, containing 4.0008 acres, as shown on Resubdivision Plat from Records for Wiley Development, LLC, being the resubdivision of Lot 1B (4.8168 acres) as shown on Resubdivision Plat for the St. John Place Commerce Center Plat Book 11 Page 100 & Plat Book 12 Page 1, dated May 25, 2023, by Balzer & Associates, recorded in the Clerk's Office of the Circuit Court of the City of Salem, Virginia in Plat Book 16, Page 73.

AFFADAVIT OF MAILING PURSUANT TO S15.2-2204  
CODE OF VIRGINIA

PLANNING COMMISSION  
JANUARY 10, 2024

ITEM #

This is to certify that I mailed letters in reference to the rezoning request of Helm Building Enterprises, LTD, property owner for rezoning the property located at 416 Electric Road (Tax Map # 150-3-1), from HBD Highway Business District to HM Heavy Manufacturing District, to the following property owners and adjacent property owners on December 22, 2023, in the 2:00 p.m. mail:

HELM BUILDING ENTERPRISES LTD  
1491 SOUTHSIDE DR  
SALEM VA 24153

E2STJOHN LLC  
1819 ELECTRIC RD SUITE E  
ROANOKE VA 24018

DANNY R & SONYA S KANE  
C/O KELLY JONES  
P O BOX 914  
SALEM VA 24153

MOUNT SINAI PROPERTIES –  
ELECTRIC RD LLC  
P O BOX 3096  
SALEM VA 24153

BROWN PROPERTIES LLC  
300 E 9<sup>TH</sup> ST  
SALEM VA 24153

CARTHY CORPORATION  
P O BOX 3096  
SALEM VA 24153

MIKE LEO TRENOR  
1392 TEXAS ST  
SALEM VA 24153

P & J 1 LLC  
940 CAMNEY LN  
VINTON VA 24179

BRUSHY MOUNTAIN ENG PLLC  
3553 CARVINS COVE RD  
SALEM VA 24153

Signed

Loretta L. Pullaman

Date

12/22/2023

City of Salem  
Commonwealth of Virginia

The foregoing instrument was acknowledged before me this 22<sup>nd</sup> day of December, 2023 by

Loretta L. Pullaman

Krystal M. Graves

Notary Public

My commission expires: March 31, 2027



Krystal M. Graves  
Notary Public - ID 228801  
Commonwealth of VA  
My Commission Exps. 3-31-27



December 22, 2023

Helm Building Enterprises, LTD  
1491 Southside Drive  
Salem, VA 24153

RE: Petition For Zoning Amendment (Rezoning)  
416 Electric Road  
Tax Map # 150-3-1

To Whom It May Concern:

You and/or your agent shall appear before the Planning Commission on:

**Wednesday, January 10, 2024  
at 7:00 p.m.** in the

**Community Room, Salem Civic Center  
1001 Roanoke Boulevard**

**AND**

Salem City Council on:

**Monday, January 22, 2024  
at 6:30 p.m.** in the

**Community Room, Salem Civic Center  
1001 Roanoke Boulevard, Salem, Virginia**

for consideration of your request for rezoning the above referenced property.

If you have any questions regarding this matter, please contact our office at (540) 375-3032.

Sincerely,

Mary Ellen H. Wines, CZA CFM  
Planning and Zoning Administrator

Brushy Mountain Engineering, PLLC



**IMPORTANT NOTICE OF PUBLIC HEARINGS  
PROPOSAL TO CHANGE ZONING**

Notice is hereby given that a request has been filed with the City of Salem by the property owner/petitioner of the property described below. The Planning Commission of the City of Salem will consider this request at its meeting listed below and make a recommendation to the City Council. The City Council of the City of Salem will also consider this request, and the recommendation of the Planning Commission at its meeting listed below. City Council will make the final decision in this matter.

**Property Owner/Petitioner:**  
Helm Building Enterprises LTD

**Location of Property:**  
416 Electric Road (Tax Map # 150-3-1)

**Purpose of Request:**  
To rezone the property located at 416 Electric Road (Tax Map # 150-3-1) from HBD Highway Business District to HM Heavy Manufacturing District.

The date, time, and place of the public hearing scheduled by the Planning Commission on this request are as follows:

**WEDNESDAY, JANUARY 10, 2024 – 7 P.M.  
COMMUNITY ROOM, SALEM CIVIC CENTER  
1001 ROANOKE BOULEVARD, SALEM, VIRGINIA**

The date, time, and place of the public hearing scheduled by City Council on this request are as follows:

**MONDAY, JANUARY 22, 2024 – 6:30PM  
COMMUNITY ROOM, SALEM CIVIC CENTER  
1001 ROANOKE BOULEVARD, SALEM, VIRGINIA**

Additional information on this request may be obtained in the Community Development Department, 21 South Bruffey Street, Salem, Virginia or at (540) 375-3032.

H. Robert Light  
Deputy Executive Secretary  
Planning Commission

AN ORDINANCE TO AMEND SECTION 106-110, ARTICLE I, CHAPTER 106, OF THE CODE OF THE CITY OF SALEM, VIRGINIA, RELATING TO ZONING AND DIVIDING THE CITY INTO BUILDING DISTRICTS AND ESTABLISHING DISTRICT BOUNDARY LINES ON THE ZONING MAP OF THE CITY OF SALEM, VIRGINIA.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SALEM, VIRGINIA, that Section 106-110, Article I, Chapter 106 of The Code of the City of Salem, Virginia, relating to building district boundary lines be amended in the following particular and no other, viz:

That the following described property in the City of Salem of Helm Building Enterprises, LTD, property owner, located at 416 Electric Road (Tax Map # 150-3-1) be and the same is hereby changed from HBD Highway Business District to HM Heavy Manufacturing District, and the map referred to shall be changed in this respect and no other, said property being described as follows:

BEGINNING at a point on the east side of the Electric Road right-of-way at the northwest corner of Tax Parcel 155-3-1; thence following the Electric Road right-of-way line N 24° 43' 04" E a distance of 804.20 feet to a point; thence N 24° 50' 51" E a distance of 44.96 feet to a point; thence along a curve to the left with a Radius of 756.20 feet, Arc Length 85.70 feet, Chord Bearing of N 21° 36' 02" E, and Chord Length of 85.66 feet to a point; thence N 25° 01' 30" E a distance of 52.20 feet to a point; thence along a curve to the left with a Radius of 367.55 feet, Arc Length 131.44 feet, Chord Bearing of N 11° 10' 23" E, and Chord Length of 130.74 feet to a point; thence N 12° 39' 05" E a distance of 22.83 feet to a point; thence following south Lynchburg Turnpike right-of-way line N 50° 27' 35" E a distance of 52.20 feet to a point; thence S 88° 05' 51" E a distance of 5.38 feet to a point; thence departing said right-of-way and following the west line of Tax Parcel 155-2-3 S 08° 34' 16" W a distance of 403.89 feet to a point; thence S 07° 25' 16" W a distance of 378.94 feet to a point; thence S 21° 11' 10" W a distance of 195.63 feet to a point; thence S 15° 13' 18" W a distance of 200.00 feet to a point at the northeast corner of Tax Parcel 155-3-2; thence following the north line of Tax Parcels 155-3-2 and 155-3-1 N 74° 46' 42" W a distance of 261.59 feet to the place of BEGINNING, and being known as New Lot 1B-2, containing 4.0008 acres, as shown on Resubdivision Plat from Records for Wiley Development, LLC, being the resubdivision of Lot 1B (4.8168 acres) as shown on Resubdivision Plat for the St. John Place Commerce Center Plat Book 11 Page 100 & Plat Book 12 Page 1, dated May 25, 2023, by Balzer & Associates, recorded in the Clerk's Office of the Circuit Court of the City of Salem, Virginia in Plat Book 16, Page 73.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance be and the same are hereby repealed.

This ordinance shall be in full force and effect ten (10) days after its final passage.

Upon a call for an aye and a nay vote, the same stood as follows:

H. Hunter Holliday –  
William D. Jones –  
Byron Randolph Foley –  
James W. Wallace, III –  
Renee F. Turk –

Passed:  
Effective:

        
/s/  
Mayor

ATTEST:

H. Robert Light  
Clerk of Council  
City of Salem, Virginia

AT A REGULAR MEETING OF CITY COUNCIL OF THE CITY OF SALEM, VIRGINIA  
HELD IN THE COMMUNITY ROOM AT THE SALEM CIVIC CENTER, 1001 ROANOKE BOULEVARD, SALEM,  
VIRGINIA 24153

**AGENDA ITEM:**                      **Amendment to the Zoning Ordinance**

Hold public hearing to consider the request of Virginia Baptist Children's Home (dba HopeTree Family Services), property owner, for rezoning the properties located at 1000 block Red Ln and a portion of 860 Mount Vernon Lane (Tax Map #'s 41-1-1, 41-1-2, 41-1-3, 41-1-4, 41-1-5, 41-1-6, and a portion of 44-3-10) from RSF Residential Single Family to PUD Planned Unit District. **Petitioners have requested a continuance until the February 14, 2024, meeting.** (Continued until the February 14, 2024, meeting. See page 3 of Planning Commission minutes.)

**SUBMITTED BY:**                      Mary Ellen Wines, Planning & Zoning Administrator

**SITE CHARACTERISTICS:**

Zoning: RSF Residential Single Family  
Land Use Plan Designation: Residential  
Existing Use: Civic  
Proposed Use: PUD Planned Unit District

**BACKGROUND INFORMATION:**

The subject property is commonly known as "HopeTree", formerly as the "Baptist Home" and consists of seven parcels land of approximately 62.318 acres. It is bounded by the Stonegate & Emerald Hills subdivisions and North Broad Street on the west, East Carrollton Avenue on the south, Red Lane on the east, and Interstate 81 to the north. The property is currently, and will continue, to be the home of HopeTree Family Services. These services include clinical services such as equine assisted psychotherapy, therapeutic foster care, the HopeTree Academy, therapeutic group homes, and developmental disability homes.

This request is to rezone the property in order for it to be developed as a planned unit district that will contain the existing HopeTree services, a significant number of residential building types (not to exceed 340 units), and mixed use structures that will contain commercial uses. Approximately 40% of the site will be preserved or used as public or private open space areas including a proposed lawn area near the center of the site. As a planned unit district is extremely flexible by design, the exact building types and locations have not been determined.

The applicant is proposing access adjustments to the property. According to the proposal, the existing main entrance from Mount Vernon Lane and East Carrollton will remain. The northern entrance on Red Lane will be moved in line with the intersection to the North Oaks Subdivision. The second existing entrance from Red Lane will remain and four additional entrances from Red Lane will be added. Two additional entrances will be constructed on East Carrollton Avenue along with the opening and extension of North Broad Street. All roads within the PUD will be privately owned.

Several potential areas for stormwater management are identified throughout the plan. As a PUD is designed to be flexible in nature, the exact size and location of the SWM areas have not been determined. As a light imprint development, stormwater facilities are often small in nature and dispersed throughout the development. The actual number of facilities and their design will depend on engineering and

regulatory requirements and will be reviewed and approved through the site plan review process.

**PROFFERED CONDITIONS:**

As per section 106-228.4(B) of the Salem Zoning Ordinance, the written and graphic information submitted by the applicant as part of the application process shall constitute conditional zoning proffers.

**INDEPENDENT ANALYSIS OF TRAFFIC DATA SUBMITTED BY THE APPLICANT:**

The City hired Mattern & Craig, an independent, licensed professional engineer to review the traffic data that was submitted with the request for accuracy and to obtain a third party opinion.

In summary, Mattern & Craig found the need for an expansion of the study area in regard to the intersections examined (not just Red Lane/East Carrolton Ave and East Carrolton Ave/North Broad St) and data points collected. Additionally, there needs to be justification for the trip generation reduction (currently as assumption of 25%); otherwise, standardized metrics (provided by the Institute of Transportation Engineers or VDOT) should be utilized.

Mattern & Craig's analysis can be found in the supporting documents of this staff report.

**COMMENTS RECEIVED FROM CITY DEPARTMENTS:**

The proposed development was submitted to all city departments for comment and review. Below is the response of each department:

**COMMUNITY DEVELOPMENT, Engineering Division**

If approved, the project will have to comply with all applicable local and state stormwater regulations and requirements, including over-detention.

An independent analysis of the submitted traffic data was performed by Mattern & Craig, Professional Engineers. For more details, please see the Traffic Section above.

**COMMUNITY DEVELOPMENT, Planning & Zoning Division**

The intent of the Planned Unit District (PUD) is to encourage maximum flexibility in the design and development of land. PUD developments facilitate the adequate and economical provision of streets, utilities and other improvements, and allow for the management of the natural and scenic qualities of vacant land that is proposed for development. The PUD district allows a variety of housing options, as well as commercial, civic and office use types of a number and scale sufficient to serve the needs of the PUD residents.

Although the proposal offers a delightful light imprint development focused on walkability, open space, amenities, and a sense of community, the submitted documents do not ensure that type of development. There are no guarantees for single-family detached homes nor are there guarantees for small scale commercial that is mainly supported by the residents of the PUD. City Council is to approve the maximum gross density of the development in addition to the maximum area devoted to non-residential uses. Although these areas are located in the plan, these maximum numbers have not been determined.

The proposed allowable use list needs to be reduced to uses more appropriate to the location and the proximity to downtown. The City has spent a tremendous amount of time and money to create a unique downtown district that we need to protect and promote.

There is also some conflicting information throughout the documents that need clarification prior to presentation to the Commission and City Council. In light of these concerns and the need for an expanded traffic study, the P & Z staff request the acceptance of the petitioners' request for a continuance until the February 14, 2024, Commission meeting.

### **Economic Development**

HopeTree's proposed development appears to be a very creative "outside the box" development, unique to the Roanoke Region. The overall development has the potential for becoming a well-known planned development well outside the Roanoke Valley.

Historically, economic development only engages in commercial and industrial land use development. The proposed HopeTree development is a unique master planned community largely consisting of residential development. However, in the interest of economic development, the plan incorporates several initiatives related to Economic Development's strategic plan and incorporates a small portion of proposed commercial uses. Proposed commercial uses are predominantly associated with the adaptive reuse of older HopeTree buildings.

Related to Economic Development's strategic plan, the HopeTree development supports several objectives, including:

1. Opportunities to diversify the housing options in the City of Salem
  - a. Support existing efforts in retention and attraction of talent
2. Opportunities to expand quality of life amenities to local residents
  - a. Pedestrian walking paths, preserving open green space and recreation for the public
  - b. Increase beautification efforts in building design and city corridors
    - i. Reference of Wiley Court & pocket parks are positive
3. Business attraction & entrepreneurial support
  - a. Enhanced adaptive reuse of older buildings can boost efforts to attract eclectic businesses with potential to be retail/hospitality destinations

Further time for review of proposed uses/zoning and what is a good fit for such a unique development and the larger neighborhood will be needed. For example, "automobile repair services, minor" would not be a good use for the neighborhood as well as "personal storage", "warehousing & distribution". In addition, further time for review of the traffic study and evaluation of other off-site improvements to mediate traffic flow will be needed.

### **ELECTRIC**

Electric loading - The proposed development would not adversely affect the power in that area. We have adequate feeds available for the new load.

Easement/Pre-Construction – This development will require extensive easements and phase planning prior to construction. The existing power on site will need to be replaced/intercepted as Salem Electric will be bringing the existing power up to its code. Well in advance to construction, materials and equipment will need to be decided upon in coordination with the developer and ordered to ensure that they will be available at the time of construction.

Construction – The proposed development will require all new power feeds into the site. Coordinating the existing power with the new facilities will require extensive electrical work and planning to ensure that outages will be manageable and new electric services will be available to the proposed phases of construction.

## **PARKS AND RECREATION**

The two ball fields are shown on the plans. Will the fields remain? Will they be the same distance and same size, or will they be reconfigured?

## **POLICE**

Along the same lines of the Police Department's response to the Simms Farm development, we would anticipate a slight increase in Calls for Police Services which is expected from any development of this nature. We are not in a position to dispute the facts presented in the Traffic Study which details the increase of vehicular traffic in the adjacent neighborhoods. At this time, there is no immediate concern regarding quality of life issues such as homelessness.

## **SCHOOLS**

Thank you for the opportunity to provide input on this matter. Ultimately, please know that the School Board and School Administration trust the City Council and City Administrators to make good decisions that benefit all Salem residents.

From the perspective of the Salem City School Division, new development is likely to increase enrollment. Since 2017, the Salem City School Division has experienced a significant decline in enrollment, negatively affecting state funding (approximately 300 students in grades K-12). Increased enrollment will provide additional revenue from the state on a per-pupil basis for annual instructional costs. Additionally, enrollment increases generally happen over time, which permits staffing and program delivery to adapt and adjust incrementally.

Outside of annual instructional programming, the other consideration is the capacity of school facilities. The proposed development is in what is currently the West Salem Elementary Attendance Zone. West Salem Elementary School has a facility capacity of approximately 450 students and is currently operating below capacity with approximately 400 students, some of whom are nonresident students or in-division transfer students. So, there is capacity for increased enrollment at West Salem. ALMS and SHS also have ample space to address increases in enrollment in grades 6-12.

If additional enrollment results in the need to adjust attendance zones, changes will be phased in over time by permitting current students in affected neighborhoods to continue attending the neighborhood's traditional school while new students are transported to the newly assigned school. In large or rural districts, the redundant transportation required to phase in changes would be a more significant challenge than it will be here in Salem. While there would be a modest increase in transportation costs during implementation, it would be a small price to pay to mitigate the impact of changing attendance zones on families.

## **STREET DEPARTMENT**

All roads in this PUD will be privately owned; therefore, the City will not have any maintenance cost. All maintenance, snow removal, asphalt patching, and etc. would be the responsibility of the owner.

When it comes to trash, we feel we can service those new residential units initially with current staffing levels and keep the collection day the same as it currently is, until the PUD is fully built out. There will be a slight increase in fuel and maintenance. Once it is completed, we would need to re-evaluate to see if we need to increase staff to handle the total number of residential units there. There is the possibility of increased staff and salary along with fuel and maintenance costs once the PUD is completed.

We will provide a garbage tote to each new residential unit; I'm only counting one tote for each of the units. The traffic study mentions 340 residential units (115 single family detached, 140 single family attached, 85 multi-family units). The current cost of a new tote is about \$75 each including shipping, which is going to cost \$25,500.00. Garbage totes last approximately ten years. I'm estimating the residential units might dispose of 150lbs of garbage per week, which equals 26 tons a week. We currently pay \$55.00 a ton, equals \$1,430.00 a week or \$5,700.00 a month or \$74,400.00 a year for disposal. We would also provide curbside bulk collection. Being they will be new residential units this is a difficult one to estimate; I would estimate \$6,000.00 in tipping fees for bulk. In round numbers, the impact to garbage collection will be approximately \$80K annually.

### **WATER DEPARTMENT**

We still have a concern about how the water metering will be handled since the complex is currently served by a master meter. Likely, some of the existing HopeTree buildings will have to be separately metered.

**Pre-application Meeting (optional)**

- Meetings with the Community Development Staff are recommended prior to submittal of a rezoning application. Please bring a plat to the meeting with a sketch of your proposal.

**Application Submittal**

- The application deadline is the first of the month for inclusion on the following month's agenda. If the first falls on a weekend or holiday, the application deadline will be the following business day.
- When submitting an application be sure to include the following: a complete application, plat of the subject property, legal description that includes metes and bounds, and supplementary information to support the request (such as conceptual plans and building elevations). Please note: incomplete applications will not be accepted and will be returned to the applicant.
- The application fee is due at time of submittal. (See Page 4)
- PLEASE NOTE: As per 106-520(C) of the City of Salem Zoning Ordinance no application shall be accepted for a lot or parcel that does not comply with the minimum lot area, width, or frontage requirements of the requested zoning district. A variance from the Board of Zoning Appeals must be obtained prior to the submission of a rezoning application.

**Application Distribution for City Review**

- Complete applications may be routed to City departments for review.

**Staff/Applicant Meeting**

- The staff may contact the applicant to schedule a meeting to discuss comments provided by reviewing agencies, to request additional information or plan revisions, and to negotiate proffers.

**Planning Commission**

- Revised conceptual plans and draft proffers must be submitted prior to the Planning Commission meeting. Proffers and conceptual plans may be revised in accordance with Staff's recommendations, and revisions incorporating the staff's recommendations must be submitted prior to the Planning Commission meeting.
- A staff report and recommendation is included in the Planning Commission packet. The packet is distributed approximately 1 week prior to the Planning Commission meeting.
- The Planning Commission meets on the 1<sup>st</sup> Wednesday after the 1<sup>st</sup> City Council meeting of the month.
- Following a public hearing on the rezoning case, the Planning Commission may recommend approval, approval with revisions to the proffers, denial, or deferral of the application.

**City Council**

- Signed and notarized final proffers must be submitted prior to the City Council meeting.
- A staff report containing the recommendation of the Planning Commission and Staff is sent to the City Council prior to the meeting.
- The City Council typically hears rezoning cases on the 4th Monday of every month. Cases are usually heard by Council at the meeting following the Planning Commission meeting.
- Following a public hearing on the case, the City Council may vote to approve, approve with proffered conditions, deny, defer the application to another meeting, or remand the application back to the Planning Commission for further consideration.

**ATTACHMENTS - For ALL REQUESTS you must submit the following electronically:**

- a. **A fully completed signed application.**
- b. **Acknowledgement of Application Fee Payment Procedure (Page 4)**
- c. **Signed Proffer Statement if applicable (Pages 6 & 7)**
- d. **A plat of the subject property**, which accurately reflects the current property boundaries, is drawn to scale, and shows existing structures. (Typically, available from the City Clerk's Office.)
- e. **Responses to questions on Page 5**
- f. **Historic Impact Information (if any)**
- g. **For applications requiring plans**, please submit electronically only. No hard copies will be accepted.
- h. **Check here** if the conceptual plan will serve as the preliminary plat.

**NOTE:** Elevations will be required with new development.

**TO THE APPLICANT:**

It is the policy of the City of Salem City Council, the City of Salem Planning Commission, and City of Salem Board of Zoning Appeals to require a property to be posted when a zoning action is being considered. Such a posting notifies the general public of an impending action and the location being considered.

It is incumbent on you, the applicant, to ensure the sign is in the proper location and remains there until an action has taken place. Consequently, the procedure for posting is as follows:

1. The Community Development Staff will post the sign on your property.
2. You should check the location of the sign to make certain it is in the right place on your property. If it is not, notify the Community Development Office as soon as possible.
3. You should check periodically to ensure the safety of the sign. If it is stolen or otherwise harmed, notify the Community Development Office as soon as possible.

In submitting this rezoning application, you hereby grant permission to the agents and employees of the City of Salem to enter the referenced property for the purposes of processing and reviewing the above application.

Should you have any questions regarding this policy, please contact a member of Community Development.

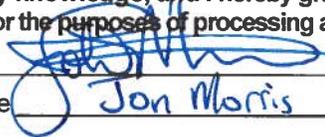
**City of Salem Community Development Application**

**Request for REZONING or CONDITIONAL REZONING**

Case #: \_\_\_\_\_

APPLICANT INFORMATION	
Owner: <u>Virginia Baptist Children's Home (dba HopeTree Family Services)</u> Contact Name: <u>Jon Morris, President &amp; CEO of HopeTree Family Services</u> Address: <u>860 Mount Vernon Lane</u>	Telephone No. <u>(540) 389-5468</u> Fax No. _____ Email Address <u>jonm@hopetreefs.org</u>
Applicant/Contract Purchaser: <u>Same as owner</u> Contact Name: _____ Address: _____	Telephone No. _____ Fax No. _____ Email Address _____

PARCEL INFORMATION	For <u>multiple</u> parcels, please attach a page <input type="checkbox"/>
(Tax ID #'s) <u>41-1-1, 41-1-2, 41-1-3, 41-1-4</u> <u>41-1-5, 41-1-6, portion of 44-3-10</u> Deed Book <u>210003146</u> Page _____ Subdivision _____ Location Description (Street Address, if applicable) _____ <u>860 Mount Vernon Lane</u>	Total Area (acres/square feet) <u>62.318 acres</u> Current Zoning <u>RSF</u> Requested Zoning <u>PUD</u> Requested Use <u>Mixed-Use</u> Current Use <u>Institutional</u> <input type="checkbox"/> Conditional Zoning Request: See Attached Proffer sheets

<b>SIGNATURE OF OWNER</b> <input checked="" type="checkbox"/>	<b>CONTRACT PURCHASER</b> <input type="checkbox"/>	<i>(attach contract)</i> <input type="checkbox"/>
As owner or authorized agent of this property, I hereby certify that this application is complete and accurate to the best of my knowledge, and I hereby grant permission to the agents and employees of the City of Salem to enter the property for the purposes of processing and reviewing this request.		
Signature 	Date <u>11/30/23</u>	
Print Name <u>Jon Morris</u>		
Signature _____	Date _____	
Print Name _____		

QUESTIONS/ LETTERS/ SHOULD BE FORWARDED TO THE FOLLOWING**:	
Name <u>Jon Morris</u> Address: <u>HopeTree Family Services</u> <u>860 Mount Vernon Lane</u> <u>Salem, VA 24153</u>	Telephone No. <u>(540) 389-5468</u> Fax No. _____ Email Address <u>jonm@hopetreefs.org</u>
**It is the responsibility of the contact person to provide copies of all correspondence to other interested parties to the application.	



**PLEASE RESPOND FOR ALL REZONING APPLICATIONS:**

1. What is the Future Land Use Designation for the subject property? Residential
2. Describe in detail the proposed use of the property. See attached narrative.  
\_\_\_\_\_  
\_\_\_\_\_
3. List any sensitive environmental or unique features on the property. Are there any high voltage transmission lines, public utility lines, or others? See attached narrative.  
\_\_\_\_\_  
\_\_\_\_\_
4. Is the subject property located within the Floodplain District?  YES  NO If yes, describe the proposed measures for meeting the standards of the Floodplain Ordinance. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Is the subject property listed as a historic structure or located within a historic district?  YES  NO  
If yes, describe the proposed measures for meeting the standards of the Department of Historic Resources.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Have you provided a conceptual plan of the proposed development, including general lot configurations and road locations? Are the proposed lot sizes compatible with existing parcel sizes in the area? Conceptual Master Plan is provided within the P.U.D. guidelines illustrating the general layout of streets, development areas, etc. and the P.U.D. document sets forth development requirements.

**PLEASE RESPOND FOR COMMERCIAL REZONING APPLICATIONS**

1. What provisions will be made to ensure safe and adequate access to the subject property? See attached narrative.  
\_\_\_\_\_  
\_\_\_\_\_
2. How will the traffic impact of this development be addressed? See attached narrative and traffic study.  
\_\_\_\_\_  
\_\_\_\_\_
3. Describe why the proposed use is desirable and appropriate for the area. What measure will be taken to assure that the proposed use will not have a negative impact on the surrounding vicinity? See attached narrative.  
\_\_\_\_\_  
\_\_\_\_\_
4. What type of signage is proposed for the site? Signage to be determined and will be developed in accordance with City Code.
5. Have architectural/building elevations been submitted with this application? See P.U.D. document.

**From:** [Chris Burns](#)  
**To:** [Mary Ellen H Wines](#)  
**Cc:** [Maxwell S Dillon](#); [Jon Morris](#); ["Todd Robertson"](#); [Mike Snyder \(msdenhill@yahoo.com\)](#); [Travis Folden](#); [Kyle Henderson](#); [Nikki Raynes](#); ["info@civicbydesign.com"](#)  
**Subject:** Re: [External] [Ext.] HopeTree - Public Work Session  
**Date:** Tuesday, January 2, 2024 7:01:13 PM  
**Attachments:** [image001.png](#)

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Yes, please accept this email as a formal request for continuance to the February hearings.

I don't believe that Stateson was involved in the NC developments, but I believe that Tom Low's team was involved. I will defer to them on specifics.

Thanks,  
Chris

Sent from my T-Mobile 5G Device  
Get [Outlook for Android](#)

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## REZONING NARRATIVE

As outlined in the PUD document, the vision for this property is to allow for the development of a fully integrated, mixed-use, pedestrian-oriented neighborhood woven into the existing HopeTree campus of buildings and surrounding open space, while being sensitive to, and providing meaningful connections to, the surrounding neighborhoods in the community.

On behalf of HopeTree Family Services (HopeTree), we are providing the narrative below as supplemental information to support the rezoning application and Planned Unit District (PUD) document with associated zoning information and guidelines for the development. This request is to rezone a portion of existing Tax Parcel 44-3-10 from RSF-Residential Single Family, to PUD-Planned Unit District for a proposed mixed-use neighborhood to be developed on the property.

### Project Narrative

The portion of the property that is proposed to be rezoned is approximately 62.318 acres along Red Lane and East Carrollton Avenue. The parcel is owned, operated, and occupied by HopeTree Family Services. HopeTree Family Services offers a wide range of ministries for at-risk children and youth and their families. These services include Treatment Foster Care, the HopeTree Academy secondary educational program, and Therapeutic Group Home. HopeTree also serves the needs of adults with intellectual disabilities and their families through their Developmental Disabilities Ministry. HopeTree Family Services is supported by the Virginia Baptist Children's Home & Family Services Foundation and is a mission partner of the Virginia Baptist Mission Board.

Over the last several decades, the use of this property has changed significantly, mainly due to a changing regulatory environment surrounding the specific types of services that have occupied the Salem campus. At its peak, when HopeTree was an orphanage, the campus was home to more than 400 youth ranging in age from 5 to 18. New regulations have discouraged the type of large-scale group home that existed on this campus in the past and have moved instead toward smaller-scale facilities that are integrated with the surrounding communities in which they are located. Because of limits from licensing bodies, the HopeTree campus is now limited to housing no more than 16 youth residents ages 13 to 17. In the past, youth would live on the campus for years until they turned 18. Today, youth residents typically stay no more than 6 months before being moved to another setting or back to their home.

Care for youth and adults is moving away from a congregate, campus-style setting. Today, most services are offered in the communities in which they already live. As a result, HopeTree no longer has a need for the large amount of property that exists at this site; however, there is a strong desire to stay true to HopeTree's roots and maintain a presence in this location.

The HopeTree Board of Directors has been discussing options for the Salem campus since 2007. Several recommendations have been considered over the years, including selling the Salem campus property and moving elsewhere, or selling a portion of property along the Red Lane frontage for development. The proposed rezoning request is a result of HopeTree's desire to "do more" with the property and to create something that will benefit HopeTree, the City of Salem, and its residents for years to come.

The proposed PUD rezoning and associated development will allow HopeTree to remain on the property where they have so much history, while integrating HopeTree's services with the proposed development, which is in keeping with the intent of the new regulations. HopeTree is currently teamed with a residential home builder (Stateson Homes) and commercial builder (Snyder & Associates), who are providing construction expertise on the project.

### Existing Conditions

Existing improvements on the site include approximately 20 buildings of varying condition, drive aisles and parking areas, pool, tennis and basketball courts, two existing baseball fields near Red Lane, picnic shelter, above-ground stormwater management facility, and other miscellaneous improvements. The existing improvements have served various purposes for HopeTree over the years and many of them are under utilized or no longer utilized at all.

Many of the buildings are centered around the core area in the center of the site. Six of these buildings are currently vacant and will not be used again by HopeTree and were previously planned to be demolished. The proposed development envisions preserving as many of these structures as possible and converting them to residential or commercial uses that the entire community can benefit from. Utilizing the existing structures will preserve the unique character of the campus and allow this existing infrastructure to be repurposed for the intended new uses.

Existing topography is rolling with a ridge through the middle of the site running north to south that contains much of the existing development. There is an existing pond and two existing creeks on the property. One creek is on the west side to the south of the pond and the other creek is located in the southeast corner of the site. These features are anticipated to remain and have been incorporated into the Master Plan. There is a wooded area near the pond and creek along the western side of the property and this vegetation will be preserved to the extent practical.

The property has frontage on the public rights-of-way of Red Lane, East Carrollton Avenue, North Broad Street, and Mount Vernon Avenue. This property is designated for residential use on the City of Salem Future Land Use Map dated June 11, 2012. The property is surrounded by Interstate 81 to the north and existing residential development on other sides.

### Community Vision

The intent of this project is to preserve the HopeTree campus and buildings to the extent practical (including the buildings that were previously planned to be demolished) and provide new and infill development, where appropriate. Guiding principles of the project are to create a new community that minimizes traffic congestion, suburban sprawl, site grading, infrastructure costs, and preserves natural features and amenities. The plan for the HopeTree project is based on neighborhood design and development conventions which were widely used in the United States up until the 1940s and were based on the principles outlined throughout the PUD document.

A design charette was held in October 2022 to solicit input from, and engage with, adjacent property owners, City staff, elected City officials, and other stakeholders for the project. While engaging with the community during the development of the Master Plan, it was noted that the existing neighborhood lacks pedestrian amenities such as sidewalks or trails. Residents currently walk along Red Lane and the speed of traffic along this road was also cited as a major concern. It is the intent of the project to reduce vehicle trips and encourage pedestrian activity by limiting the width of vehicular drives, providing on-street parking where possible, and providing a network of sidewalks and trails throughout the property. In addition to these design principles, the project also proposes to install on-street parking along the frontage of Red Lane, which will slow traffic and provide additional parking opportunities, and to install a new sidewalk along the frontage of Red Lane to provide safe pedestrian accommodations for the surrounding community.

### Density

The City of Salem has very limited land resources remaining to be developed and it is paramount to utilize these remaining land resources to their true potential. The proposed PUD plan allows for the HopeTree property to be developed to its potential while also being sensitive to the existing community and its residents. These are guiding principles of this PUD plan.

The density of the development will be limited by what is allowed in the PUD document. The total number of residential units shall not exceed 340. Residential uses will make up the majority of the development with the proposed commercial uses and existing HopeTree institutional uses being integrated into the overall development. The commercial uses within the development will be determined based on what this community can support but is anticipated to consist of smaller users that are integrated into the neighborhood at an appropriate scale and in thoughtful locations.

Approximately 40% of the property will be preserved either in a natural state or as public or private open space areas. This includes the large area on the west side of the site that contains the existing pond, creek, and natural vegetation. Several interior open space areas will be provided as well, including the proposed lawn area near the center of the site.

#### Development Guidelines

The development of the property will be governed by the PUD document. Lot development regulations, architectural standards, etc. are provided within the document and will be enforceable throughout the development. Allowable uses are outlined in the Use Table that is provided within the PUD document.

#### Roads

Roads and drive aisles internal to the development will be private. On-street parking will be a preferred parking solution for the development and will be utilized where practical. All proposed roads will be paved, and we will work with the appropriate City staff to ensure that sufficient access for emergency and trash collection vehicles is provided. A network of sidewalks will be provided throughout the development to encourage pedestrian activity and connectivity, as this is a central theme of the project.

On-street parking and new sidewalk will be provided on Red Lane along the frontage of the property. The intent of these improvements is to slow traffic along this section of Red Lane, provide additional public parking opportunities, and to provide a dedicated pedestrian accommodation where one does not exist now. This section of Red Lane has a significant amount of pedestrian activity, and these improvements will serve existing and new residents.

#### Access

There are existing vehicular access points on Red Lane (2 locations) and East Carrollton Avenue (1 location). Additional access points are proposed along Red Lane, East Carrollton Avenue, and at the end of North Broad Street. One of the central themes within this development is to provide multiple access points to increase connectivity within the existing street grid pattern and to allow vehicular trips to be distributed to the existing road network more efficiently.

As requested by the City, a Traffic Study has been prepared by Balzer and Associates, Inc., dated December 1, 2023, that analyzes the development and impacts to two existing intersections (Red Lane/East Carrollton Avenue and East Carrollton Avenue/North Broad Street) that are adjacent to the project. In addition to this, turn lane warrants have been analyzed. Traffic counts were conducted at the existing intersections to serve as the basis for the study. As outlined in the Traffic Study, the surrounding road network is sufficient to handle traffic from the proposed development and impacts to delay and level of service are minimal. The development does not meet any turn lane warrants at any of the proposed access points. Sight distance requirements will be required to be met with the final development plans.

#### Utilities

This project will be served by public water and sewer. As discussed with the City of Salem Water and Sewer Department, sufficient capacity exists within the existing public water and sewer systems to serve the proposed development.

Public water and sewer will be extended through the property to serve the existing and proposed buildings and replace the existing private utility systems that are currently in place. New public water mains are anticipated to provide additional interconnectivity and redundancy in the system, which will improve service to the property and the surrounding area.

#### Comprehensive Development Plan

This project is in conformance with many of the Goals and Objectives defined in the City of Salem's current Comprehensive Plan. The development pattern for this project is sensitive to the existing surrounding neighborhoods by centering the most intense uses near the core of the property furthest from the existing residential houses. The least intense residential uses are located around the perimeter of the property, closest to the existing roadways and existing residential homes. The variety of housing types acknowledges and addresses the need for new housing and varying types of housing in the City of Salem. The intent of the project is to maximize the development potential of the most developable portions of the property and to preserve the most environmentally sensitive areas of the property. The preservation of open space, development of pedestrian amenities, and extensive landscaping will all enhance the neighborhood and directly address the goals of improving the beauty and appearance of the City of Salem and Preserving and Enhancing Open Space on Private properties.

#### Summary

The proposed development regulations and Master Plan are fully outlined in the HopeTree PUD document, attached to this application. It is the intent that this be the official document that will guide the development of this property.

HopeTree has repeatedly stated that its three main goals for the project are "to honor the history of HopeTree on this campus, to position HopeTree for the future, and to make our community proud." We are extremely excited to submit this application for rezoning. This project provides an excellent opportunity for the City of Salem to gain a new mixed-use community that will serve existing and future residents of Salem. The HopeTree project will provide many different housing types, while being sensitive to the surrounding residential neighborhoods, preserving important natural features, and providing services and amenities that will benefit the entire community.



# HOPETREE

## SALEM, VIRGINIA

### PUD REZONING APPLICATION

CITY OF SALEM VIRGINIA

PUD APPLICATION

PLANNING OBJECTIVES

*Per the Salem Zoning Application Sec. 106-228.4.*

*Application process: To initiate an amendment, the applicant shall complete a rezoning application. This information shall be accompanied by graphic and written information, which shall constitute a preliminary master plan. All information submitted shall be of sufficient clarity and scale to clearly and accurately identify the location, nature, and character of the proposed district. At a minimum this information shall include:*

*1. A legal description and plat showing the site boundaries, and existing street lines, lot lines, and easements.*

*2. Existing zoning, land use and ownership of each parcel proposed for the district.*

*3. A general statement of planning objectives to be achieved by the PUD district, including a description of the character of the proposed development, the existing and proposed ownership of the site, the market for which the development is oriented, and objectives towards any specific manmade and natural characteristics located on the site.*

*4. A description and analysis of existing site conditions, including information on topography, natural water courses, floodplains, unique natural features, tree cover areas, etc.*

*5. A land use plan designating specific use types for the site, both residential and non-residential use types, and establishing site development regulations, including setback, height, building coverage, lot coverage, and density requirements.*

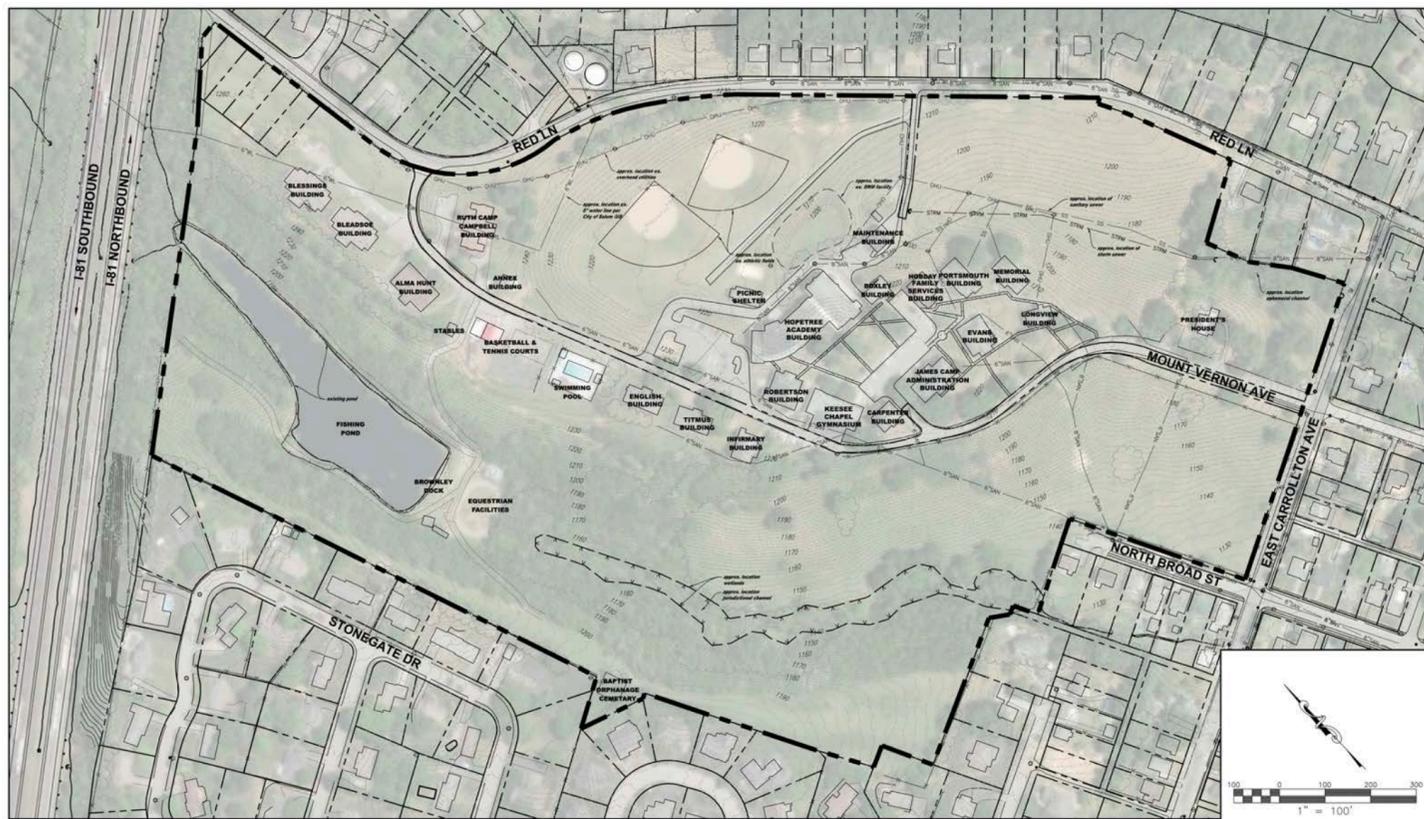
*6. A circulation plan, including location of existing and proposed vehicular, pedestrian, bicycle, and other circulation facilities and location and general design of parking and loading facilities. General information on the trip generation, ownership and maintenance and proposed construction standards for these facilities should be included. A traffic impact analysis may be required by the administrator.*

*7. A public services and utilities plan providing requirements for and provision of all utilities, sewers, and other facilities to serve the site.*

*8. An open space plan, including areas proposed for passive and active recreational uses, natural and undisturbed areas, and proposed buffer areas proposed around the perimeter of the site. Information on the specific design and location of these areas and their ownership and maintenance should be included.*

*9. Generalized statements pertaining to any architectural and community design guidelines shall be submitted in sufficient detail to provide information on building designs, orientations, styles, lighting plans, etc.*

*10. A development schedule indicating the location, extent and sequence of proposed development. Specific information on development of the open space, recreational areas, and non-residential uses should be included.*



EXISTING SITE PLAN

**SITE & ZONING SUMMARY:**

SITE ADDRESS: 860 MOUNT VERNON LN  
SALEM, VA 24153

OWNER: VIRGINIA BAPTIST CHILDREN'S HOME

OWNER ADDRESS: 860 MOUNT VERNON LN  
SALEM, VA 24153

TAX MAP NUMBERS: 44-3-10

EXISTING LOT SIZE: 62.318 AC.

EXISTING ZONING: RSF - RESIDENTIAL SINGLE FAMILY

**ZONING REQUIREMENTS:**

MINIMUM LOT AREA: 9,000 SF

MINIMUM LOT FRONTAGE: 75'

SETBACKS:

FRONT: 25' IF RIGHT-OF-WAY IS 50' OR GREATER  
50' FROM CENTERLINE IF RIGHT-OF-WAY IS LESS THAN 50' IN WIDTH

SIDE: 10% OF LOT WIDTH, NOT REQUIRED TO EXCEED 25'

REAR: 25'

MAXIMUM HEIGHT: 45'

MAXIMUM BUILDING SIZE: NONE

**CONCEPT PLAN NOTE:**

1. THIS PLAN IS FOR CONCEPTUAL PLANNING PURPOSES AND HAS BEEN PREPARED USING COMPILED INFORMATION. A CURRENT FIELD SURVEY HAS NOT BEEN PERFORMED TO VERIFY ALL EXISTING CONDITIONS ON-SITE.
2. AERIAL IMAGERY SOURCED FROM GOOGLE EARTH, DATED NOVEMBER, 2019

*1. A legal description and plat showing the site boundaries, and existing street lines, lot lines, and easements.*

*2. Existing zoning, land use and ownership of each parcel proposed for the district.*

**EXISTING SITE DESCRIPTION**

**Existing Development**

The site is currently developed with a network of private driveways and several existing buildings on the property. The center core of the site is located on top of a ridge and consists of many of the existing buildings, as well as supporting parking areas and other improvements. Some of the existing buildings are currently being utilized by HopeTree, while others are vacant. There are also two recreational fields located near Red Lane to the north of the center core.

The existing site has road frontage on East Carrollton Avenue, Red Lane, and North Broad Street. There is an existing private access drive (Mount Vernon Lane) from East Carrollton Avenue that accesses through the site and provides access to the center core before continuing through the site and back to Red Lane. A separate private access drive (Printers Lane) from Red Lane provides access to the recreational fields, as well as providing an additional connection to Mount Vernon Lane to the north of the center core. In addition to these private roads, there are also adult homes located at the north end of the property with driveways that access directly from Red Lane.

**Existing Topography**

There is an existing ridge bisecting the property from north to south. The east side of the property slopes from this ridge and from Red Lane to an existing drainage swale and storm sewer system. There is an existing stormwater management detention pond located near the center core of the property that was constructed with a previous development project.

**Existing Natural Features/Floodplain**

There is an existing pond located on the property in the northwest corner adjacent to Interstate 81. The pond discharges to an existing creek to the south that conveys stormwater from north to south toward the existing residential area at the end of North Broad Street. There is also an existing creek located at the southeast corner of the property that begins at the end of the existing storm sewer system that conveys water through the HopeTree property. This creek conveys runoff to an existing culvert under East Carrollton Avenue.

The property is not located within a FEMA-defined floodplain.

**Existing Vegetation**

Much of the property that is not developed with buildings or pavement/hardscape is covered with a mix of managed turf and pasture. There is a large wooded area on the west side of the property around the pond and existing creek. There is a variation of other trees that are located throughout the property, with many of these being in the southeast corner of the site or along Red Lane.

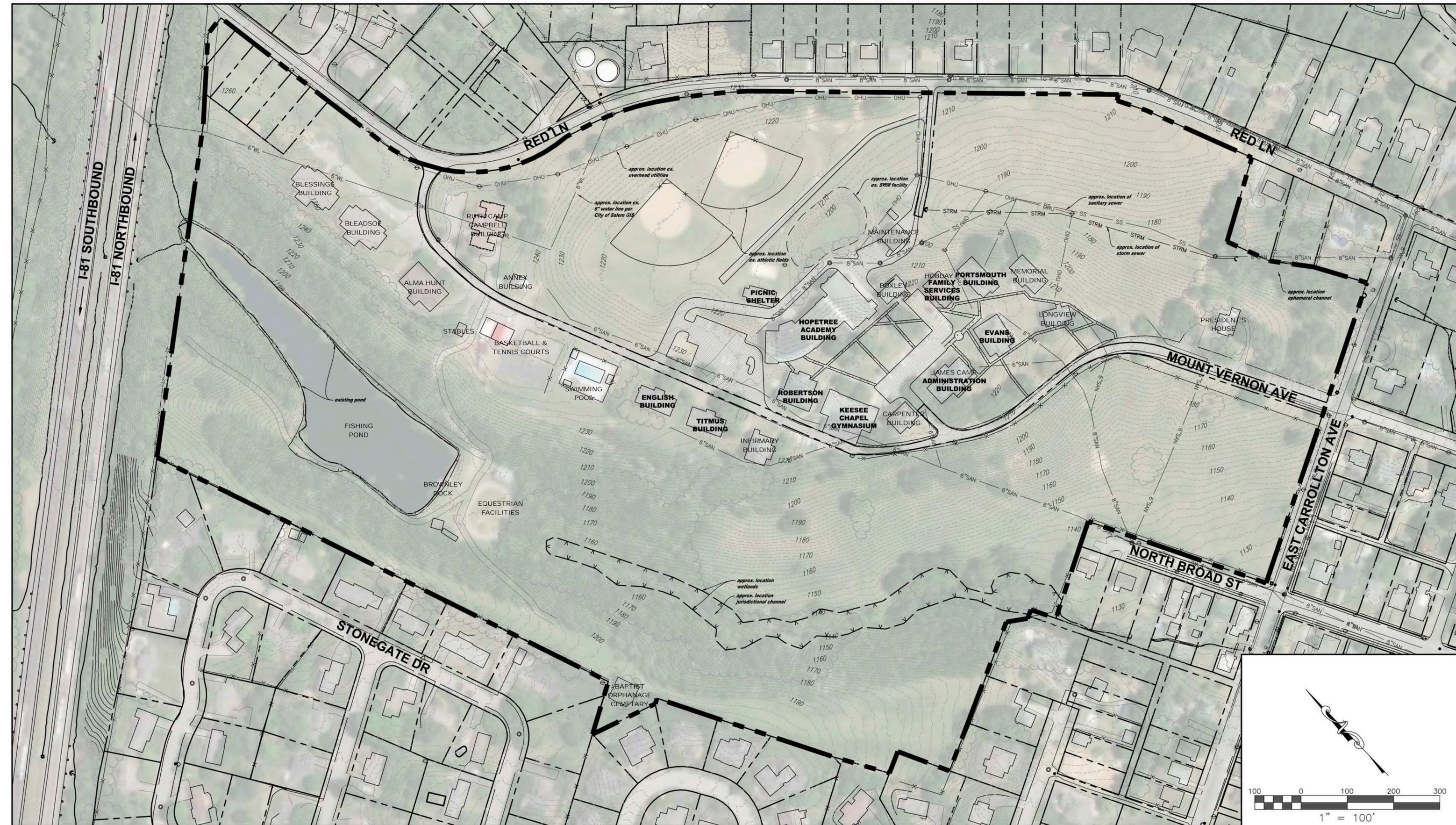
BALZER AND ASSOCIATES



EXISTING AERIAL PHOTOGRAPH OF SITE

*4. A description and analysis of existing site conditions, including information on topography, natural water courses, floodplains, unique natural features, tree cover areas, etc.*

**EXISTING SITE DESCRIPTION**



# EXISTING SITE PLAN





ILLUSTRATIVE MASTER PLAN WITH AERIAL

## HOPETREE Master Planned TND Traditional Neighborhood Development

## PLANNING OBJECTIVES

*Per the Salem Zoning Application Sec. 106-228.4. - Application process:*

*“ 3. A general statement of planning objectives to be achieved by the PUD district, including a description of the character of the proposed development, the existing and proposed ownership of the site, the market for which the development is oriented, and objectives towards any specific manmade and natural characteristics located on the site.”*

The purpose of the Hopetree master plan is to allow for the development of fully integrated, mixed-use pedestrian oriented neighborhood woven into the existing Hopetree campus of buildings and surrounding open space while connecting to the surrounding neighborhoods where feasible.

The intent is to preserve the Hopetree campus and buildings and for new and infill development to minimize traffic congestion, suburban sprawl, site grading, infrastructure costs, and environmental degradation. The provisions of the Hopetree neighborhood are based on urban design and development conventions which were widely used in the United States since its founding until the 1940's and were based on the following principles:

- A. All neighborhoods have identifiable centers and edges.
- B. The center of the neighborhood is easily accessed by non-vehicular means from lots on the edges (i.e. approximately one-quarter-mile from center to edge, or a five-minute walk).
- C. Uses and housing types are mixed and in close proximity to one another.
- D. Street networks are interconnected and blocks are small.
- E. Civic buildings are given prominent sites throughout the neighborhood.

## THE HOPETREE MASTER PLAN INCLUDES THE FOLLOWING DESIGN FEATURES:

## A. Neighborhood form.

1. Dwellings at the edge of the neighborhood are roughly a five-minute walk or less to the center of the neighborhood.
2. A great variety of housing types and price ranges is included in the neighborhood, with the highest density of housing located towards the center of the neighborhood.
3. Within the neighborhood a mix of land uses is arranged to serve the needs of the residents in a convenient walking environment: open space/recreational areas, civic buildings, low and high density residential, retail/commercial, business/workplace, institutional, educational, and parking.
4. The area of the overall master plan includes the existing core campus with the surrounding open areas divided into blocks, streets, lots, greenways, and open space.
5. Similar land uses generally front across each street. Dissimilar land uses generally abut at rear lot lines. Corner lots which front on streets of dissimilar use generally observe the setback established on each fronting street.
6. Along existing streets, new buildings are compatible with the general spacing of structures, building mass and scale, and street frontage relationships of existing buildings.
7. The appearance of the neighborhood blends in with existing surrounding neighborhoods and feature the use of similar materials in construction.

## B. Lots and buildings:

1. New lots share a frontage line with a street or public space; lots fronting on a public space shall have access to a rear alley.
2. Consistent build-to lines are established along all streets and public space frontages.
3. All buildings, except accessory structures, have their main entrance opening on a street or public space.
4. No structure exceeds 3 stories in height in the Edge zone, and 4 stories in the General and Center zones. Height of buildings shall be measured per the Salem code.

## C. Streets, alleys and pathways:

1. Designs permit comfortable use of the street by motorists, pedestrians and bicyclists. Pavement widths, design speeds, and number of motor travel lanes are minimized to enhance safety for motorists and non-motorists alike. The specific design of each street considers the building types which front on the street and the relationship of the street to the overall town street network. An extensive system of connected pathways is woven through the core campus extending to the perimeter.
2. A combination of perimeter public streets and internal private streets provide access to all tracts and lots
3. Streets and alleys connect where feasible at other streets within the neighborhood and connect to existing and projected streets outside the development. Cul-de-sac and dead-end streets are discouraged and should only occur where absolutely necessary due to natural conditions.
4. Block faces do not have a length greater than 500 feet without dedicated alleys or pathways providing through access.
5. To prevent the build-up of vehicular speed, disperse traffic flow, and create a sense of visual enclosure, long uninterrupted segments of straight streets are avoided.
6. A continuous network of rear alleys is provided for the majority of lots.
7. Existing and proposed utilities are underground and run along alleys wherever possible as well as some streets and greenways.
8. Streets are organized according to a hierarchy based on function, size, capacity and design speed. Streets and rights-of-ways are therefore expected to differ in dimension. The proposed hierarchy of streets is indicated on the submitted master plan and each street type is separately detailed in the master plan.
9. Every street, except alleys, has a sidewalk on at least one side that is at least five feet wide. In commercial areas, sidewalks shall be at least ten feet wide.

## D. Parking:

1. On-street parking is provided on all streets where feasible. Occasional on-street parking may be accommodated without additional pavement width. For streets which serve workplace and storefront buildings, on-street parking is required and should be marked as such. On-street parking is parallel to the street unless the street lends itself to other parking layouts.
2. Parking lots are generally located at the rear or at the side of buildings and screened from public rights-of-way and adjoining properties by land forms or evergreen vegetation so as to provide a barrier that will be at least three feet high and provide a 75 percent visual barrier within two years from building completion.
3. To the extent practicable, adjacent parking lots are interconnected.
4. Small and strategically placed parking areas are also provided.
5. Parking areas are paved as required and all parking areas and traffic lanes shall be clearly marked.
6. The number, width and location of curb cuts is such as to minimize traffic hazards, inconvenience and congestion.
7. Off-street parking and loading requirements as outlined in the city's parking regulations may be used as guidance but there are no minimum parking standards.
8. The master plan provides adequate parking and off-street loading areas for different areas of the development, based on the uses allowed and the density of development.
9. In addition to landscaping provided for screening above, trees are planted around the perimeter and interior of parking lots to provide shade.

## E. Landscaping:

1. Trees are planted within right-of-ways parallel to the street along all streets except alleys.
2. Tree spacing is determined by species type selected from the City list of approved trees. Large maturing trees are generally planted a minimum of 30 feet and a maximum of 50 feet on center. Small and medium maturing trees are planted a minimum of ten feet and a maximum of 30 feet on center.
3. Large maturing trees are generally planted along residential streets and along the street frontages and perimeter areas of parks, squares, greenbelts and civic structures.
4. Small maturing trees are generally planted along non-residential streets, interior portions of parks, squares, greenbelts and civic lots. Storefronts are not obstructed by the planting pattern.
5. The natural features of the landscape are incorporated into the landscaping plan.
6. All plantings are with native or appropriate species (refer to the City list).
7. Buffer requirements for property located on the perimeter of the neighborhood has setbacks and buffers that are consistent with the setbacks and buffers of the adjoining zoning district, including provisions for accessory buildings, but are a minimum of 10 feet.

## F. Sidewalks and Greenways:

1. Sidewalks or greenway easements are proposed in locations shown on the master plan or proposed to connect to pedestrian facilities shown on the master plan.
2. Existing sidewalks at the time of development or re-development in each phase are improved, repaired, or replaced as necessary.

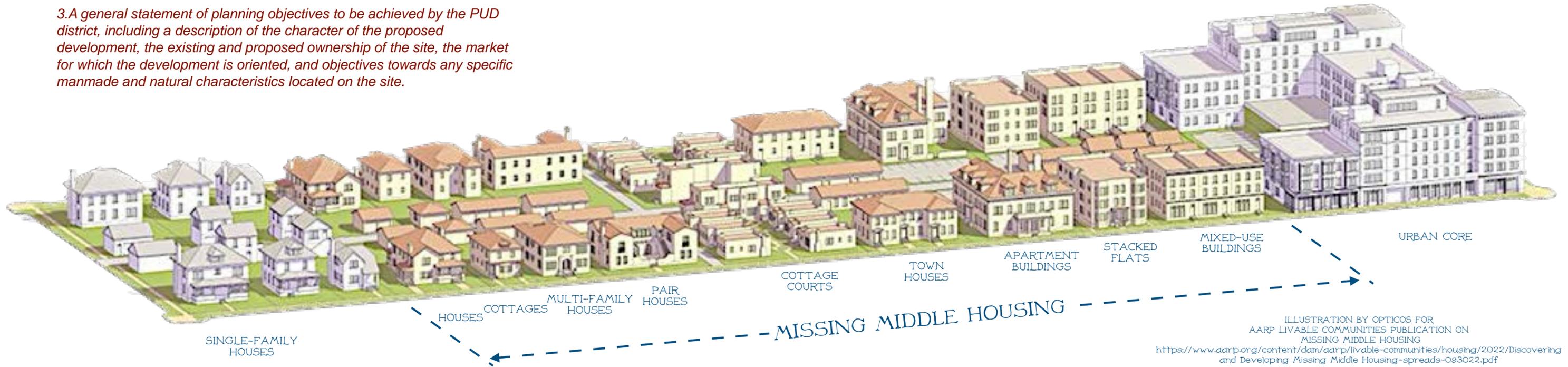
## G. Uses

Maximum permitted densities and total number of dwelling units shall be established during the master plan review process.

Permitted uses shall be based on the general category of use that has been established for a lot or group of lots as shown in the Use Table.

*3.A general statement of planning objectives to be achieved by the PUD district, including a description of the character of the proposed development, the existing and proposed ownership of the site, the market for which the development is oriented, and objectives towards any specific manmade and natural characteristics located on the site.*

3.A general statement of planning objectives to be achieved by the PUD district, including a description of the character of the proposed development, the existing and proposed ownership of the site, the market for which the development is oriented, and objectives towards any specific manmade and natural characteristics located on the site.



**LESS URBAN ← — — — — — TRANSECT ZONE DESCRIPTIONS — — — — — → MORE URBAN**

**EXISTING NEIGHBORHOODS**

The existing surrounding neighborhoods consist of primarily traditional single family homes. Home occupations and accessory buildings are evident. Setbacks and landscaping are generally front lawns and vary in character. General surrounding neighborhood houses front on streets facing similar scale homes on the opposite side. Some blocks include rear lanes, while others use front loaded driveways. Existing streets include curbs, planting strips, both with and without sidewalks. Most neighborhoods are arranged with traditional size blocks. In the case of homes immediately around Hopetree, the homes generally face the campus open space in the form of recreation fields, lawn, pasture, or natural vegetation. There are no sidewalks along Red Lane and sidewalks only on one side of one block for North Broad Street and Carrollton Avenue.

**General Character**

A mix of houses immediately around Hopetree include larger estate houses, smaller single-family houses. Nearby neighborhoods include a range of larger estate houses, smaller single-family houses, multi-family estates, cottages, duplexes, townhouses, stacked flats, multi-family houses, multi-family buildings, and mixed-use buildings. Nearby Wiley Court is a famous example of a pocket court.

**Building Placement**

Shallow to medium front and side yard setbacks. Outbuilding and parking are accessed from rear lanes.

**Frontage Type**

Porches, stoops, landscaped front yards

**Typical Building**

One to two-story, with some three story

**Types of Civic Space:**

Neighborhood streetscapes with on-street parking, walks, street trees, and linear green fingers with pathways.

**T-3 NEIGHBORHOOD EDGE**

T-3 The Neighborhood Edge Zone consists of residential scale urban fabric similar to existing neighborhoods and serves as a buffer and transition to higher internal zones that have more residential and other mixed use. Home occupations and accessory buildings are allowed. Setbacks and landscaping are also similar and may vary some. These houses front on existing streets facing similar scale existing homes on the opposite side. Streets include curbs, planting strips, and will include new sidewalks with on-street parking on the Hopetree side arranged with traditional size blocks including connected streets, rear lanes, and greenways.

**General Character**

A mix of houses with a range of neighborhood density building types including larger estate houses, smaller single-family houses, multi-family estates, cottages, pair houses, townhouses in a variety of configurations, tree houses on steep slopes, and cottage courts.

**Building Placement**

Shallow to medium front and side yard setbacks. Outbuilding and parking are accessed from rear lanes.

**Frontage Type**

Porches, stoops, landscaped front yards

**Typical Building**

One to two-story, with some three story

**Types of Civic Space:**

Neighborhood streetscapes with on-street parking, walks, street trees, and linear green fingers with pathways.

**T-4 NEIGHBORHOOD GENERAL**

T-4 The Neighborhood General Zone consists of higher-density scale urban fabric with predominately attached residential. Mixed-use is permitted and serves as a transition from neighborhood edge to the neighborhood center with the historic campus core. Home occupation and accessory buildings are allowed. Setbacks and landscaping are also similar and may vary some. These houses front on new streets, and greenways. Streets vary depending on location and may include curbs, planting strips, sidewalks arranged with traditional size blocks including side streets, rear lanes, and greenways.

**General Character**

A mix of houses with a range of medium to high density building types including a range of single-family urban houses, multi-family estates, cottages, townhouses in a variety of configurations, tree houses on steep slopes, cottage courts, stacked flats, loft houses, mews houses, multi-family houses, and multi-family buildings.

**Building Placement**

Shallow front and side yard setbacks. Accessory building and parking are accessed from rear lanes.

**Frontage Type**

Porches, stoops, terraces, light wells, forecourts, shopfronts, Galleries, and arcades.

**Typical Building**

Two to four-story

**Types of Civic Space:**

Urban streetscapes with on-street parking, walks, street trees, courtyards, plazas, terraces, mews, and linear green fingers with pathways.

**T-5 NEIGHBORHOOD CENTER**

T-5 The Neighborhood Center Zone consists of higher-density scale urban fabric with predominately attached residential and mixed-use building including infill in the historic campus core. These buildings front on squares, campus greens, plazas, parking courts, streets, and greenways. Street are limited in the core and vary depending on location and may include curbs, planting strips, sidewalks arranged with traditional size blocks including side streets, rear lanes, and greenways.

**General Character**

A mix of buildings with a range of medium to high density building types including townhouses in a variety of configurations, tree houses on steep slopes, stacked flats, loft houses, mews houses, multi-family estates, multi-family buildings, and mixed-use buildings.

**Building Placement**

No setbacks are required for buildings in the general campus parcel. Parking is accessed from on-street parking, rear lanes, in nearby perimeter areas adjacent to the core campus including the parking alley, and in small parking courts that also serve as civic gather space.

**Frontage Type**

Stoops, terraces, light wells, forecourts, shopfronts, Galleries, and arcades.

**Typical Building**

Two to four-story

**Types of Civic Space:**

Urban streetscapes with on-street parking, walks, street trees, courtyards, plazas, terraces, mews, and linear green fingers with pathways.

**HISTORIC EXISTING CAMPUS CORE**

The historic campus consists of a range of institutional buildings originally serving the orphanage as well as newer school buildings, a chapel, dormitories, and other related uses. Each historic building is to be retained where feasible for on going institutional uses, commercial, residential and mixed-use with additional infill mixed-use buildings, building additions, and spaces. These buildings front on squares, campus greens, plazas, parking courts, streets, and greenways. Streets are limited in the core and vary depending on location and may include curbs, planting strips, sidewalks arranged with traditional size blocks including side streets, rear lanes, and greenways.

**General Character**

A mix of buildings with a range of medium to high density building types including townhouses in a variety of configurations, tree houses on steep slopes, stacked flats, loft houses, mews houses, multi-family houses, multi-family buildings, and mixed-use buildings.

**Building Placement**

Minimum or no setback are required. Parking is accessed from on-street parking, rear lanes, in nearby perimeter areas adjacent to the core campus including the parking alley, and in small parking courts that also serve as civic gathering space.

**Frontage Type**

Stoops, terraces, light wells, forecourts, shopfronts, Galleries, and arcades.

**Typical Building**

Two to four-story

**Types of Civic Space:**

Urban streetscapes with on-street parking, walks, street trees, courtyards, plazas, terraces, mews, and linear green fingers with pathways.

**GENERAL NOTES:**

- Building Types generally provide parking from rear alleys and lanes screened from frontages on lots.
- On-street parking shall be provided along all streets where practical.
- Each Block Group includes a minimum of three (3) building types.
- Each Block Group shall have 20% minimum of each of the building types used.
- A minimum of six (6) building types shall be used for the overall project.
- A maximum of five (5) of the same building types are allowed in a row.
- Commercial, Mixed-Use, & Live-Works are allowed in T-4 and T-5. See Uses Table.
- Land may be subdivided into separate ownership.



**TRANSECT ZONES & BUILDING TYPES KEY (SEE SPECIFIC BUILDING TYPES FOR STANDARDS)**

	E - ESTATE
	H - HOUSE / ADU
	C - COTTAGE / ADU
	PH - PAIR HOUSE / ADU
	T - TOWNHOUSE / ADU
	PC - POCKET / COTTAGE COURT
	TH-PU - TOWNHOUSE PARK-UNDER
	3THE - 3-TOWNHOUSE ESTATE
	SF - STACKED FLAT
	LH - LOFT HOUSE
	MH- MEWS HOUSE
	TR - TREE HOUSE
	AH - MULTI-FAMILY HOUSE
	AB - MULTI-FAMILY BUILDING
	MXB - MIXED-USE BUILDING
	CV - CIVIC BUILDING SITE

**TRANSECT ZONES w/ FRONTAGE LINES**

	T5 - NEIGHBORHOOD CENTER
	T4 - NEIGHBORHOOD GENERAL
	T3 - NEIGHBORHOOD EDGE
	OPEN SPACE / NATURAL

STRUCTURE TO BE REMOVED

**CIVIC SPACE RESERVES**

	HISTORIC CORE BUILDINGS
	CIVIC BUILDINGS
	STREETS AND PARKING

**REQUIREMENTS & DETAILS**

	BLOCK GROUP
	RECOMMENDED GALLERY
	RECOMMENDED SHOPFRONT
	VISTA POINTS
	PEDESTRIAN SHED - 5 MINUTE WALK RADIUS

*5.A land use plan designating specific use types for the site, both residential and non-residential use types, and establishing site development regulations, including setback, height, building coverage, lot coverage, and density requirements.*



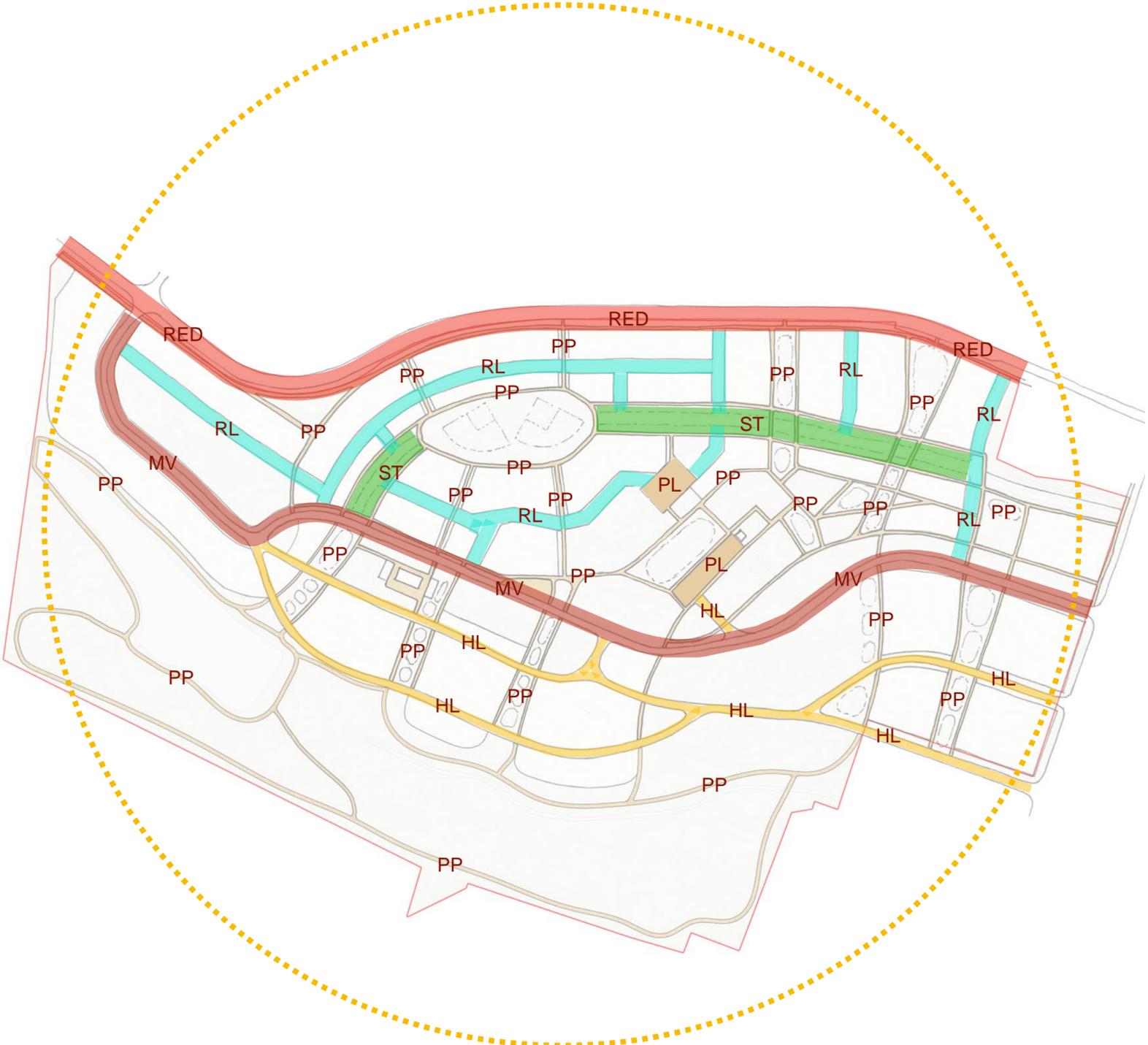
The Purpose of Streets designed within Hopetree is to create a network with managed motor vehicle driver speeds that are compatible with safe, comfortable walking and bicycle mobility. Target Speeds are 20 miles per hour. Lane widths of 10 feet maximum and street trees planted between certain parking spaces and between the curb and sidewalk help manage driver speeds via lateral views and provide shade for travelers in summer months. Wet utilities are typically placed in the front of buildings and dry utilities are in the rear. Solid waste is collected in the rear lanes enhancing walkability in front.

### HOPETREE THOROUGHFARE TYPES

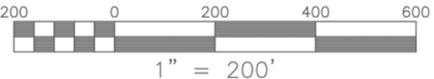
The first number is the estimated pavement width and second is the estimated R.O.W. width but dimensions may vary as the design is engineered in more detail.

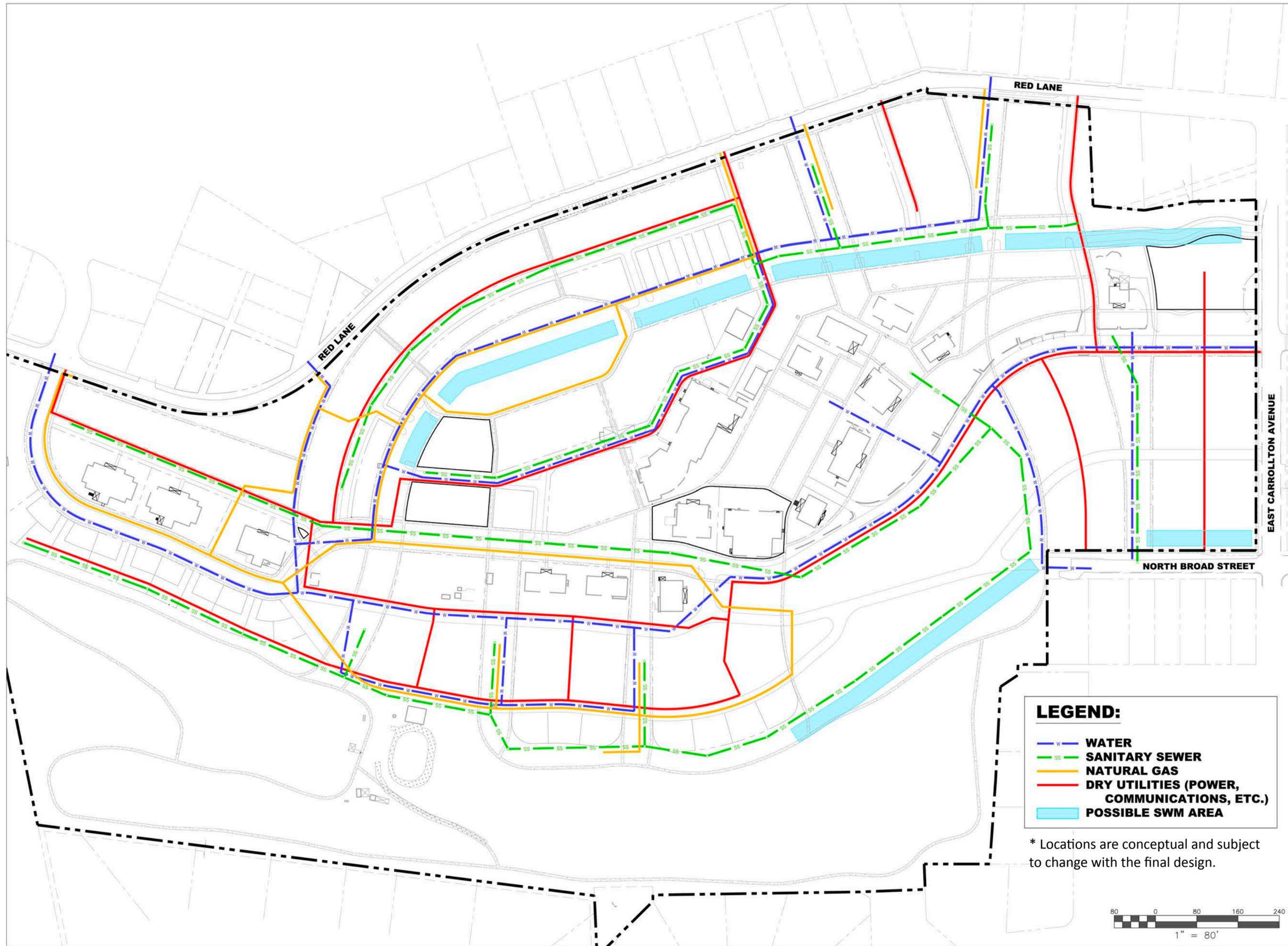
-  PARK ALLEE'  
ST 20-64
-  PLAZA  
PL VARIES
-  REAR LANE  
RL 14-30
-  PEDESTRIAN PATH\*  
PP 5/10
-  HILLSIDE LANE  
HL 20-20
-  MOUNT VERNON AVENUE IMPROVEMENTS\*  
MV 36-60
-  RED LANE IMPROVEMENTS\*  
RED - 28-60

\* On existing thoroughfares dimensions and details may vary based on existing conditions and site constraints.



6.A circulation plan, including location of existing and proposed vehicular, pedestrian, bicycle, and other circulation facilities and location and general design of parking and loading facilities. General information on the trip generation, ownership and maintenance and proposed construction standards for these facilities should be included. A traffic impact analysis may be required by the administrator.





*7.A public services and utilities plan providing requirements for and provision of all utilities, sewers, and other facilities to serve the site.*



*8. An open space plan, including areas proposed for passive and active recreational uses, natural and undisturbed areas, and proposed buffer areas proposed around the perimeter of the site. Information on the specific design and location of these areas and their ownership and maintenance should be included.*

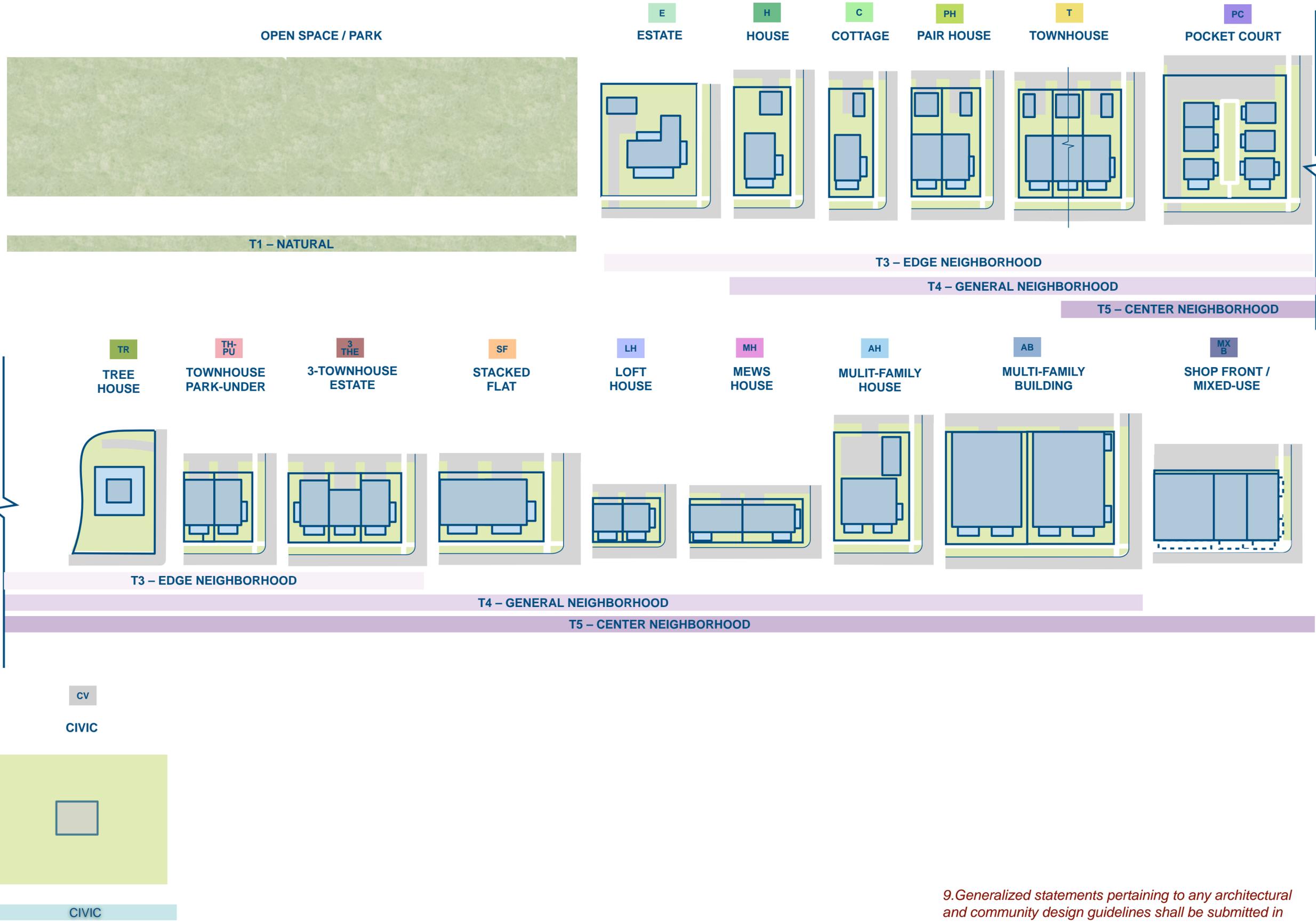
## OPEN SPACE PLAN

SHOWING PARKS, GREENWAYS, GREEN FINGERS, TREE CANOPY, TREE PLANTINGS,  
, WATER FEATURES, & THE QUADRANGLE

**TRANSECT ZONES & BUILDING TYPES KEY  
(SEE SPECIFIC BUILDING TYPES FOR STANDARDS)**

- E E - ESTATE
- H H - HOUSE / ADU
- C C - COTTAGE / ADU
- PH PH - PAIR HOUSE / ADU
- T T - TOWNHOUSE / ADU
- PC PC - POCKET / COTTAGE COURT
- TH-PU TH-PU - TOWNHOUSE PARK-UNDER
- 3THE 3THE - 3-TOWNHOUSE ESTATE
- SF SF - STACKED FLAT
- LH LH - LOFT HOUSE
- MH MH - MEWS HOUSE
- TR TR - TREE HOUSE
- AH AH - MULTI-FAMILY HOUSE
- AB AB - MULTI-FAMILY BUILDING
- MXB MXB - MIXED-USE BUILDING
- CV CV - CIVIC BUILDING SITE

T3  
T4  
T5



**HOUSING & BUILDING TYPES BY TRANSECT ZONES**

*9. Generalized statements pertaining to any architectural and community design guidelines shall be submitted in sufficient detail to provide information on building designs, orientations, styles, lighting plans, etc.*

# TOWNHOUSE

**NAME OF BUILDING TYPES**

## TOWNHOUSE

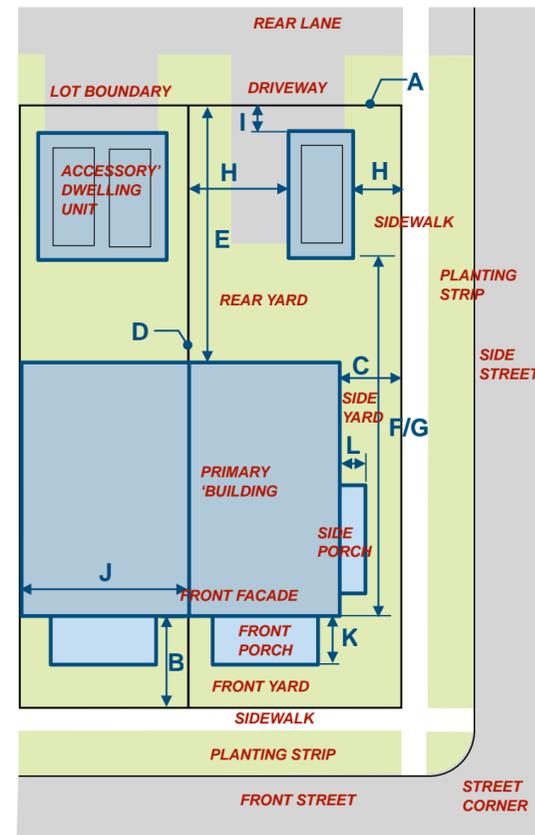
### DESCRIPTION

A Townhouse is a single-family residence that shares a party wall with another of the same type and occupies the full frontage line on its own lot. For Townhouses, garages and/or parking is provided from the rear lane frontages while the primary townhouse front faces a street or public greenway. Townhouses in the Strolling District are permitted to have ground floor mixed-use.

Lot width x depth	16' min. x 80' min. (A)	<b>LOT DIMENSIONS</b>
<b>Setbacks</b>		
Front	10' min. (B)	
Front Corner	10' min. (C)	
Side	0' min. (D)	
Rear	20' min. (E)	
Parking and Waste from Front Façade	20' min. (F)	
Accessory Buildings from Front	40' min. (G)	
Accessory Buildings Side	Align. (H)	
Accessory Buildings Rear	0' min. (I)	
Building Frontage at Setback	100 %' max. (J)	
Building Front Encroachments	5' max. (K)	
Building Side Encroachments	4' max. (L)	
<b>Height</b>		
Principle Building	3.5 Stories max.	
First Floor Above Grade	1.5' min.	
Outbuilding	2.5 Stories max.	

**DIMENSIONAL STANDARDS KEYED TO THE GRAPHIC PLAN**

# SAMPLE STANDARDS TEMPLATE KEY



**FORM-BASED GRAPHIC PLAN**

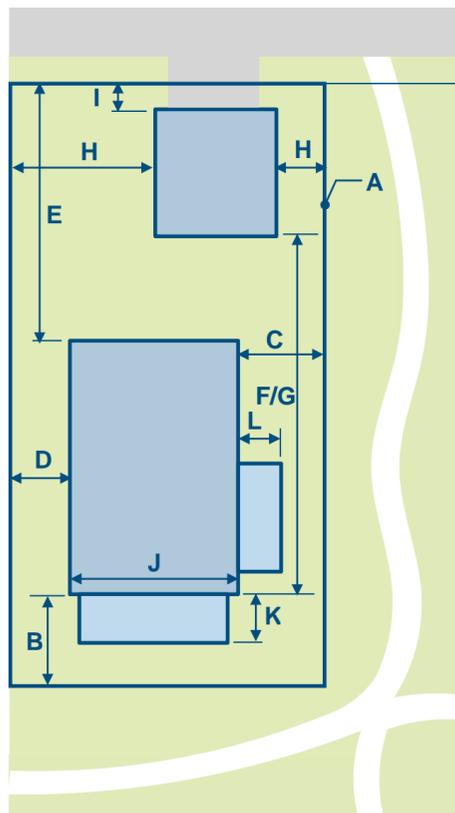
# GREENWAY OPTION

## GREENWAY OPTION — AVAILABLE OF ALL TYPES

A Greenway Option is for reference. Instead of fronting a street, the primary facade faces a public greenway connected to walks and trails while garages and/or parking is generally provided from a rear lane frontage. For each Type the Standards are the same.

### EXAMPLE of the HOUSE TYPE SHOWING the GREENWAY OPTION

Lot width x depth	50' min. x 100' min. (A)
Setbacks	
Front	20' min. (B)
Front Corner	15' min. (C)
Side	8' min. (D)
Rear	20' min. (E)
Parking and Waste from Front Façade	20' min. (F)
Accessory Buildings from Front	40' min. (G)
Accessory Buildings Side	5' min. (H)
Accessory Buildings Rear	5' min. (I)
Building Frontage at Setback	30' min. (J)
Building Front Encroachments	12' max.(K)
Building Side Encroachments	8' max. (L)
Height	
Principle Building	Varied Stories max.
First Floor Above Grade	1.5' min.
Outbuilding	2.5 Stories max.

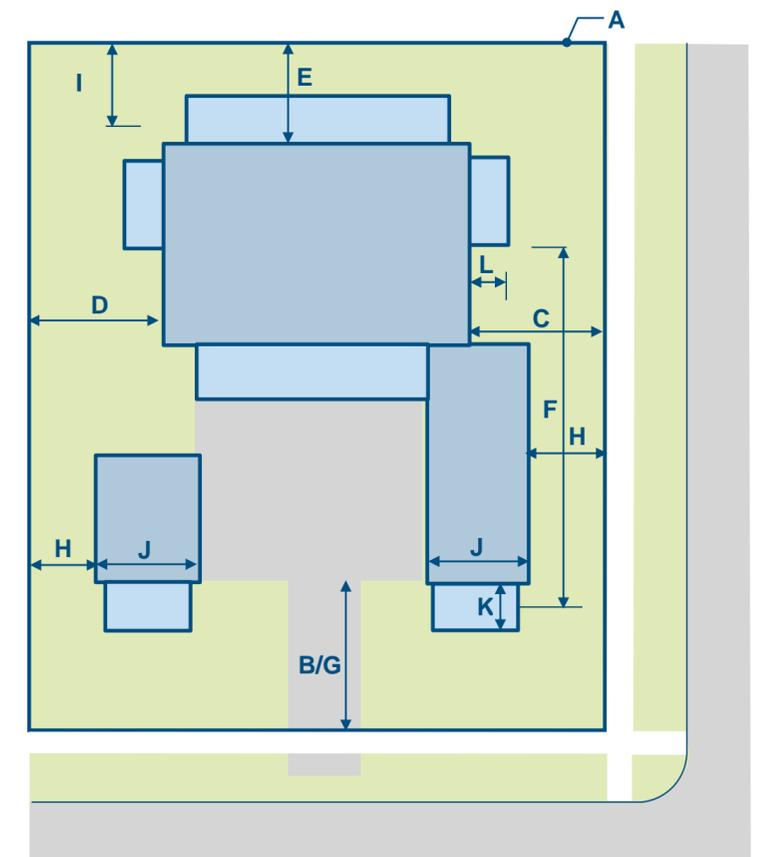
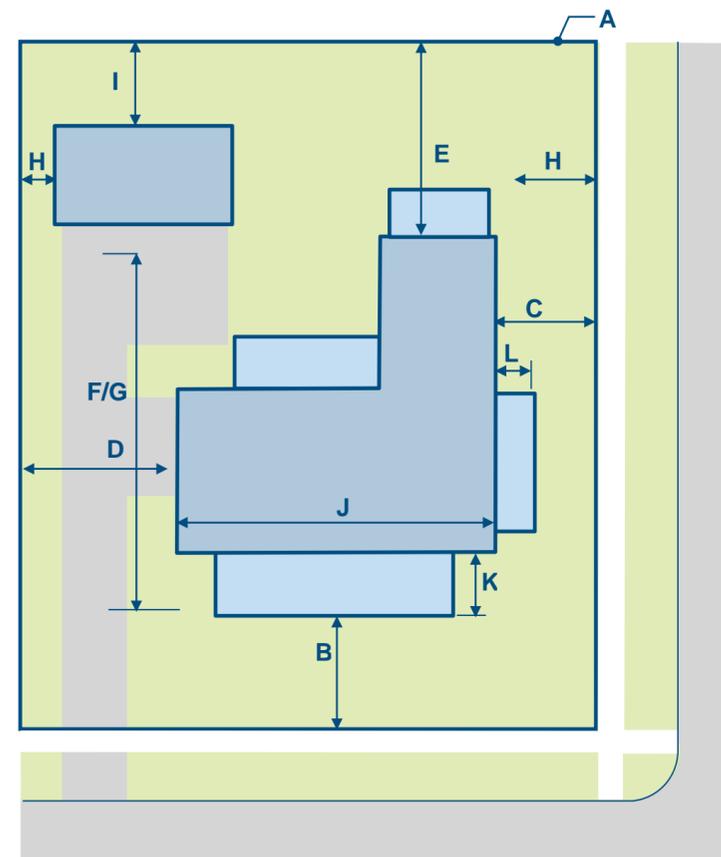


# ESTATE

## ESTATE

An Estate is a large single-family dwelling on a large lot of more suburban character, often shared by one or more ancillary buildings. The primary facade faces a street or public greenway where a porch and entry are prominent. Garages and/or parking is generally provided from the street frontage and is set back from the primary facade, side-loaded, or set forward side-loaded. Garage forward doors are not permitted to face the street.

Lot width x depth	80' min. x 100' min. (A)
Setbacks	
Front	25' min. (B)
Front Corner	20' min. (C)
Side	20' min. (D)
Rear	20' min. (E)
Parking and Waste from Front Façade	20' min. (F)
Accessory Buildings from Front	25' min. (G)
Accessory Buildings Side	10' min. (H)
Accessory Buildings Rear	6' min. (I)
Building Frontage at Setback	60 % max. (J)
Building Front Encroachments	15' max.(K)
Building Side Encroachments	12' max. (L)
Height	
Principle Building	3.5 Stories max.
First Floor Above Grade	1.5' min.
Outbuilding	2.5 Stories max.

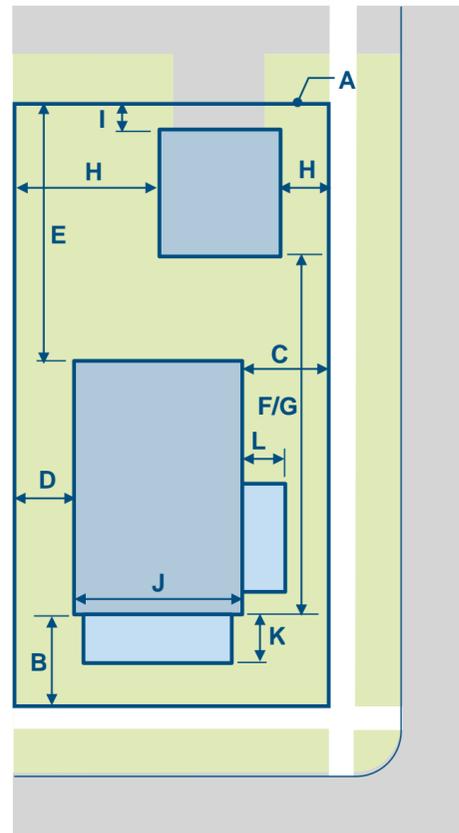


# HOUSE

## HOUSE

A House Type is a single-family residence on its own lot. For House 2 the primary facade faces a public street or a greenway where a porch and entry are prominent. Garages and/or parking is generally provided from a rear lane or from the street frontage set back from the primary façade.

Lot width x depth	50' min. x 100' min. (A)
<b>Setbacks</b>	
Front	20' min. (B)
Front Corner	15' min. (C)
Side	8' min. (D)
Rear	20' min. (E)
Parking and Waste from Front Façade	20' min. (F)
Accessory Buildings from Front	40' min. (G)
Accessory Buildings Side	6' min. (H)
Accessory Buildings Rear	6' min. (I)
Building Frontage at Setback	30' min. (J)
Building Front Encroachments	12' max. (K)
Building Side Encroachments	8' max. (L)
<b>Height</b>	
Principle Building	3.5 Stories max.
First Floor Above Grade	1.5' min.
Outbuilding	2.5 Stories max.

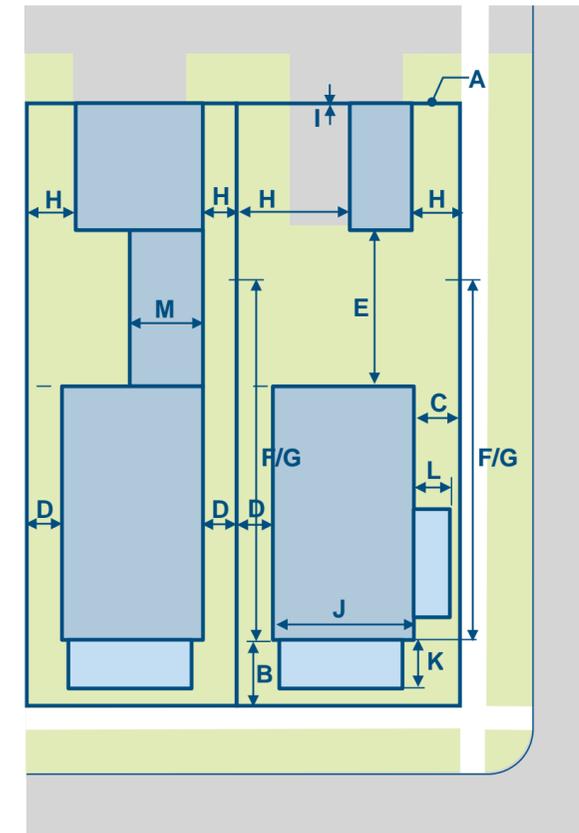


# COTTAGE

## COTTAGE

A Cottage is a smaller single-family residence on its own lot. For Cottages garages and/or parking is required to be provided from a rear lane while the primary house front faces a public street or greenway.

Lot width x depth	30' min. x 65' min. (A)
<b>Setbacks</b>	
Front	12' min. (B)
Front Corner	8' min. (C)
Side	5' min. (D)
Rear	30' min. (E)
Parking and Waste from Front Façade	40' min. (F)
Accessory Buildings from Front	40' min. (G)
Accessory Buildings Side	Align (H)
Accessory Buildings Rear	0' min. (I)
Building Frontage at Setback	20' min. (J)
Building Front Encroachments	10' max. (K)
Building Side Encroachments	6' max. (L)
Building Back Wing	15' max. (M)
<b>Height</b>	
Principle Building	3.0 Stories max.
First Floor Above Grade	1.5' min.
Outbuilding	2.0 Stories max.

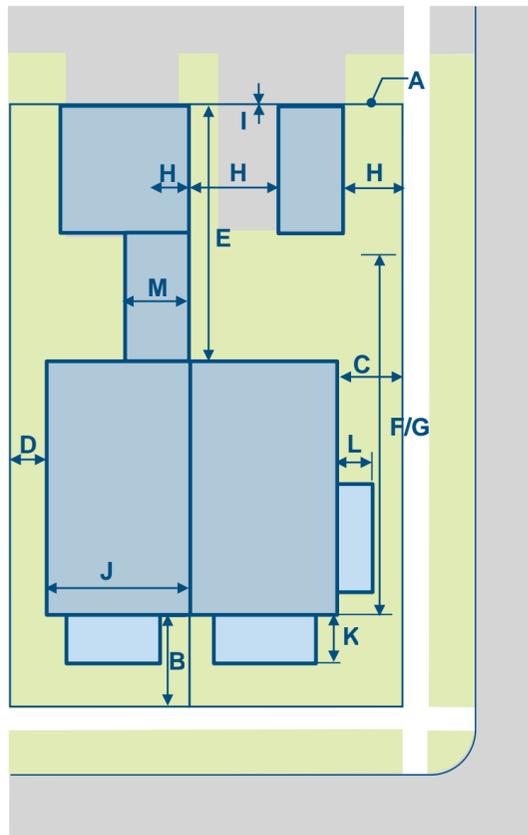


# PAIR HOUSE

## PAIR HOUSE

A Pair House is a single-family residence that shares a party wall with one other of the same type, each on their own lot. Garages, ADUs and/or parking is provided from the rear lane while the primary front faces a street or public greenway.

Lot width x depth	24' min. x 65' min. (A)
Setbacks	
Front	15' min. (B)
Front Corner	10' min. (C)
Side	6' min. (D)
Rear	30' min. (E)
Parking and Waste from Front Façade	35' min. (F)
Accessory Buildings from Front	40' min. (G)
Accessory Buildings Side	Align (H)
Accessory Buildings Rear	0' min. (I)
Building Frontage at Setback	20' min. (J)
Building Front Encroachments	12' max. (K)
Building Side Encroachments	6' max. (L)
Building Back Wing	15' max. (M)
Height	
Principle Building	3.5 Stories max.
First Floor Above Grade	1.5' min.
Outbuilding	2 Stories max.

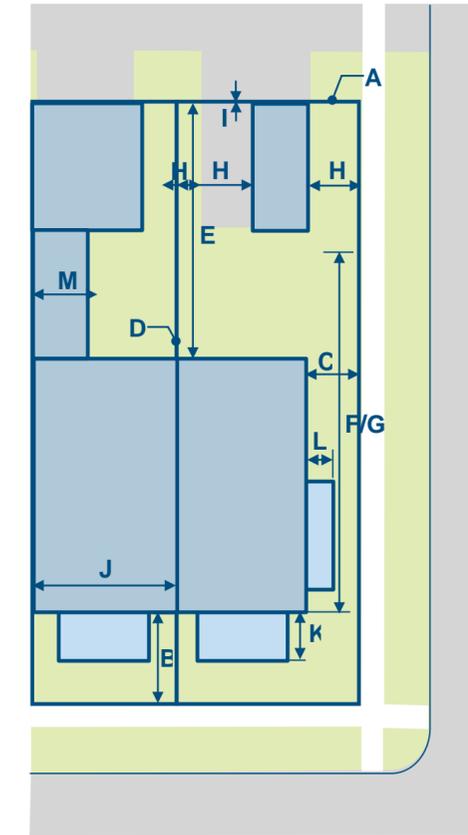


# TOWNHOUSE

## TOWNHOUSE

A Townhouse is a single-family residence that shares a party wall with another of the same type, with a minimum of three units in a row, and occupies the full frontage line on its own lot. For Townhouses, garages, ADUs, and/or parking is provided from the rear lane frontages while the primary townhouse front faces a street or public greenway. Townhouses in the T-5 Neighborhood Center Strolling District are permitted to have ground floor mixed-use.

Lot width x depth	16' min. x 80' min. (A)
Setbacks	
Front	10' min. (B)
Front Corner	8' min. (C)
Side	0' min. (D)
Rear	30' min. (E)
Parking and Waste from Front Façade	35' min. (F)
Accessory Buildings from Front	40' min. (G)
Accessory Buildings Side	Align. (H)
Accessory Buildings Rear	0' min. (I)
Building Frontage at Setback	100 %' max. (J)
Building Front Encroachments	8' max. (K)
Building Side Encroachments	6' max. (L)
Building Back Wing	15' max. (M)
Height	
Principle Building	3.5 Stories max.
First Floor Above Sidewalk Grade	1.5' min.
Outbuilding	2.5 Stories max.

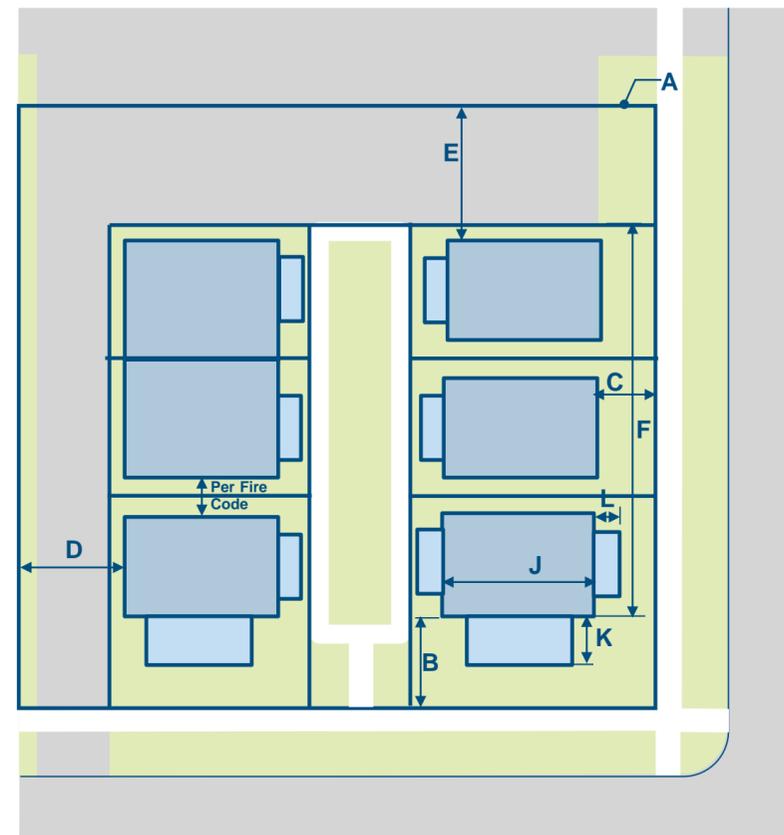


# POCKET COURT

## POCKET COURT

A Pocket Court are permitted with up to 8 units. Pocket Courts permit units that do not front a public vehicular right-of-way. Attached and detached houses can be grouped in pedestrian courts facing a mews, small common, green or garden, shared through an owners' association. A pocket court is often, but not always, arranged in a U-shape. The units are separated from the common area only by a sidewalk, path or other non-vehicular way. Parking is from rear lanes or alleys in attached or detached garages or open parking in a central location.

Lot width x depth (may rotate)	60' min. x 90' min. (A)
<b>Setbacks</b>	
Front	5' min. (B)
Front Corner	10' min. (C)
Side	5' min. (D)
Rear	20' min. (E)
Parking and Waste from Front Façade	20' min. (F)
<b>Building Frontage at Setback</b>	
Building Front Encroachments	5' max. (K)
Building Side Encroachments	5' max. (L)
<b>Height</b>	
Principle Building	2.5 Stories max.
First Floor Above Grade	1.5' min.

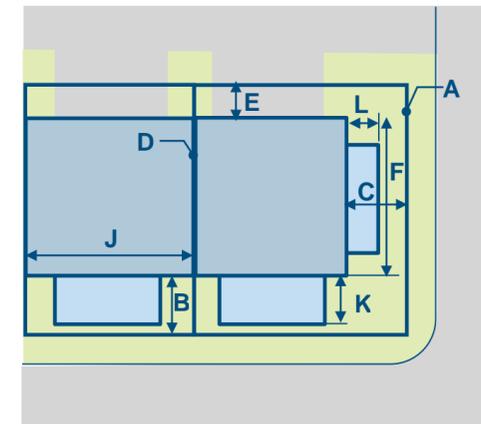


# LOFT

## LOFT

A Loft is a single-family residence that is detached or shares a party wall with another of the same type and occupies the full frontage line on its own lot. For Loft types, garages, and/or parking is provided adjacent or under the townhouse from the rear lane frontages while the primary townhouse front faces a lane, street, or public greenway. Lofts in the T-5 Neighborhood Center Strolling District are permitted to have ground floor mixed-use.

Lot width x depth	20' min. x 30' min. (A)
<b>Setbacks</b>	
Front	0' min. (B)
Front Corner	0' min. (C)
Side	0' min. (D)
Rear	0' min. (E)
Parking and Waste from Front Façade	20' min. (F)
<b>Building Frontage at Setback</b>	
Building Front Encroachments	8' max. (K)
Building Side Encroachments	6' max. (L)
<b>Height</b>	
Principle Building	3.5 Stories max.
First Floor Above Grade	1.5' min.
Outbuilding	2.5 Stories max.

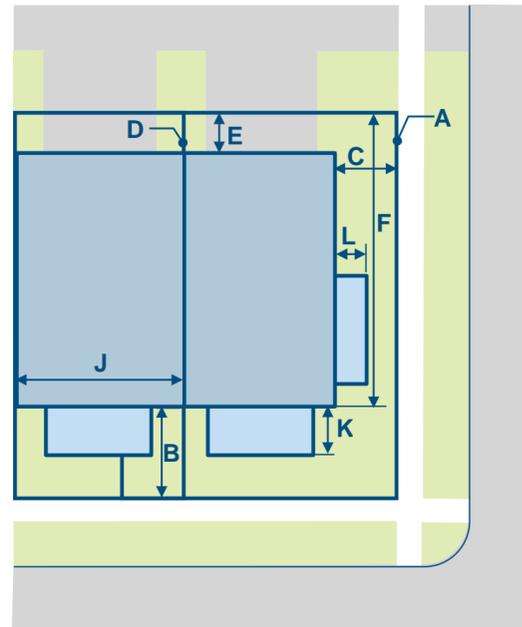


# TOWNHOUSE PARK-UNDER

## TOWNHOUSE PARK-UNDER

A Townhouse is a single-family residence that shares a party wall with another of the same type and occupies the full frontage line on its own lot. For Townhouse Park-Under types, garages, and/or parking is provided under the townhouse from the rear lane frontages while the primary townhouse front faces a street or public greenway. Townhouses in the T-5 Neighborhood Center Strolling District are permitted to have ground floor mixed-use.

Lot width x depth	20' min. x 50' min. (A)
<b>Setbacks</b>	
Front	10' min. (B)
Front Corner	8' min. (C)
Side	0' min. (D)
Rear	30' min. (E)
Parking and Waste from Front Façade	30' min. (F)
Building Frontage at Setback	100 %' max. (J)
Building Front Encroachments	8' max. (K)
Building Side Encroachments	6' max. (L)
<b>Height</b>	
Principle Building	3.5 Stories max.
First Floor Above Grade	1.5' min.
Outbuilding	2.5 Stories max.

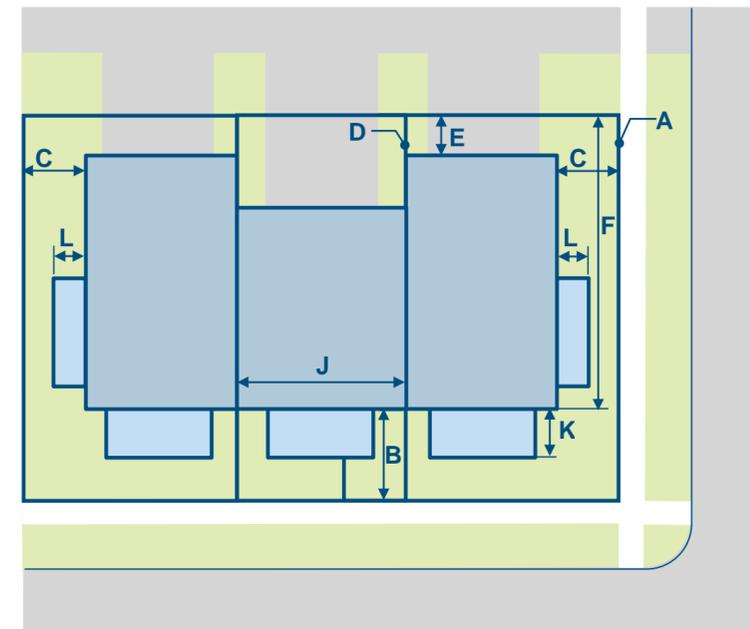


# 3-TOWNHOUSE ESTATE

## 3-TOWNHOUSE ESTATE

A 3-Townhouse Estate is a single-family residence that shares a party wall with two other of the same type with the building and architectural massing of a large house or estate. and occupies the full frontage line on its own lot. For 3-Townhouse Estate types, garages, and/or parking is provided under the townhouse from the rear lane frontages while the primary townhouse front faces a street or public greenway. Townhouses in the T-5 Neighborhood Center Strolling District are permitted to have ground floor mixed-use.

Lot width x depth	24' min. x 50' min. (A)
<b>Setbacks</b>	
Front	10' min. (B)
Front Corner	8' min. (C)
Side	0' min. (D)
Rear	30' min. (E)
Parking and Waste from Front Façade	30' min. (F)
Building Frontage at Setback	100 %' max. (J)
Building Front Encroachments	8' max. (K)
Building Side Encroachments	6' max. (L)
<b>Height</b>	
Principle Building	3.5 Stories max.
First Floor Above Grade	1.5' min.
Outbuilding	2.5 Stories max.

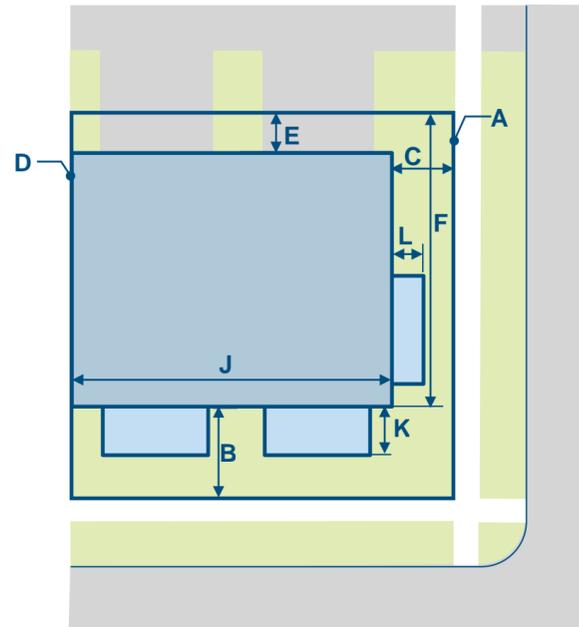


# STACKED-FLAT

## STACKED-FLAT

A Stacked-Flat is a single floor or town house residence that is stacked vertically with one above the other and occupies the full frontage line on a shared lot lot. For Staked-Flat types, garages, and/or parking is provided under or behind the building accessed from the rear lane frontages while the front faces a street or public greenway. Stacked-Flats in the T-5 Neighborhood Center Strolling District are permitted to have ground floor mixed-use.

Lot width x depth	60' min. x 50' min. (A)
<b>Setbacks</b>	
Front	10' min. (B)
Front Corner	8' min. (C)
Side	0' min. (D)
Rear	30' min. (E)
Parking and Waste from Front Façade	30' min. (F)
Building Frontage at Setback	80 % max. (J)
Building Front Encroachments	8' max. (K)
Building Side Encroachments	6' max. (L)
<b>Height</b>	
Principle Building	4 Stories max.
First Floor Above Grade	1.5' min.

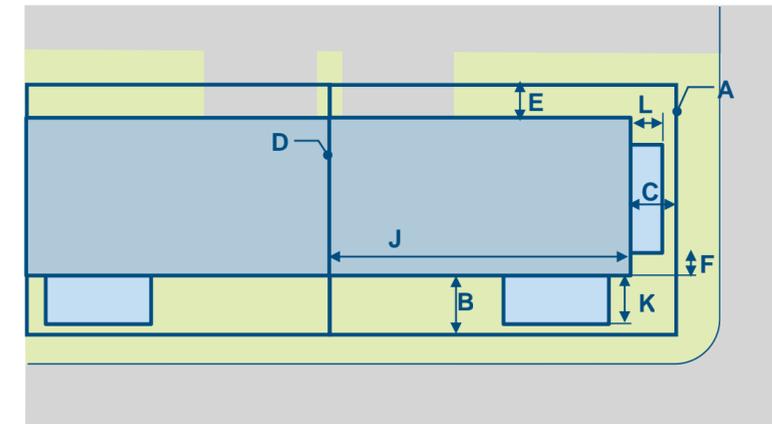


# MEWS HOUSE

## MEWS HOUSE

A Mews House is a single-family residence that is detached or shares a party wall with another of the same type and occupies the full frontage line on its own lot. Mews House types are generally wide and shallow. For Mews House types, garages, and/or parking is provided adjacent from the rear lane frontages screened from the frontage while the primary townhouse front faces a lane, street, or public greenway. Mews Houses in the T-5 Neighborhood Center Strolling District are permitted to have ground floor mixed-use.

Lot width x depth	50' min. x 30' min. (A)
<b>Setbacks</b>	
Front	5' min. (B)
Front Corner	5' min. (C)
Side	5' min. (D)
Rear	5' min. (E)
Parking and Waste from Front Façade	Screened (F)
Building Frontage at Setback	90 % max. (J)
Building Front Encroachments	8' max. (K)
Building Side Encroachments	6' max. (L)
<b>Height</b>	
Principle Building	3.5 Stories max.
First Floor Above Grade	1.5' min.
Outbuilding	2.5 Stories max.

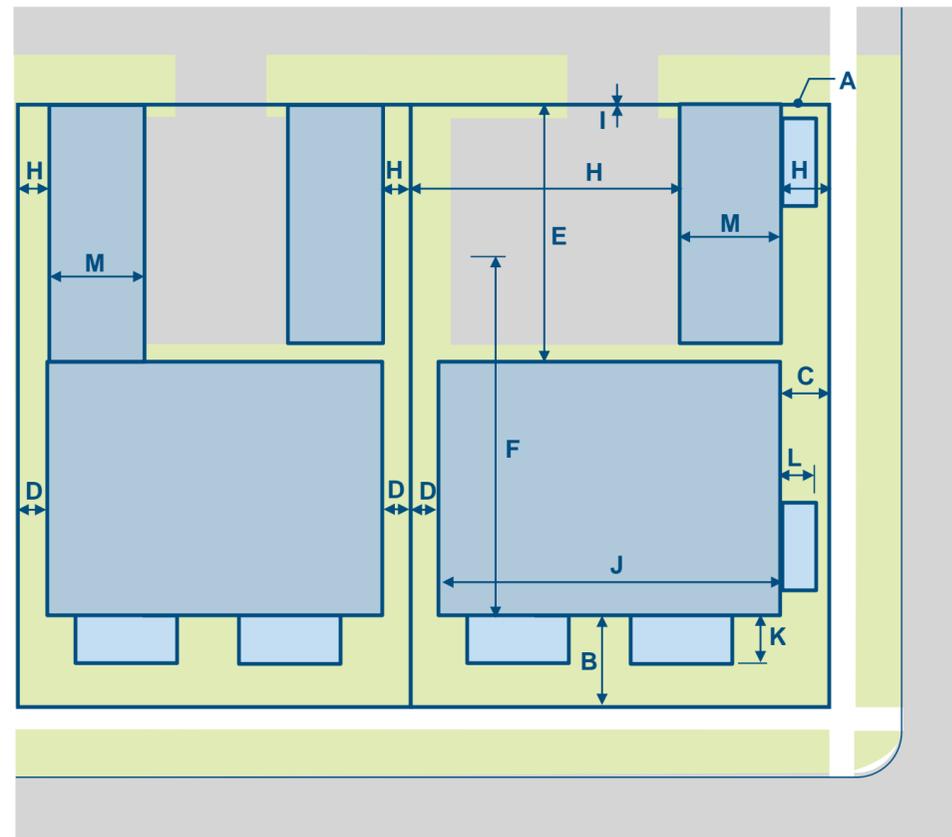


# MULTI-FAMILY HOUSE

## MULTI-FAMILY HOUSE

A Multi-Family House is a multi-family residence with up to 8 units that is similar in scale, massing, and character with a large single-family house and intended to be compatible in form and adjacency. For Multi-Family Houses, garages, ADUs and/or parking is provided from the street and lane frontages while the primary front faces a street or public greenway. Multi-Family Houses in the T-5 Neighborhood Center Strolling District are required or permitted to have ground floor mixed-use and galleries.

Lot width x depth	72' min. x 100' min. (A)
Setbacks	
Front	12' min. (B)
Front Corner	6' min. (C)
Side	8' min. (D)
Rear	30' min. (E)
Parking and Waste from Front Façade	45' min. (F)
Accessory Buildings from Front	60' min. (G)
Accessory Buildings Side	Align (H)
Accessory Buildings Rear	0' min. (I)
Building Frontage at Setback	90 % max. (J)
Building Front Encroachments	10' max. (K)
Building Side Encroachments	6' max. (L)
Height	
Principle Building	3.5 Stories max.
First Floor Above Grade	1.5' min.
Outbuilding	2.5 Stories max.

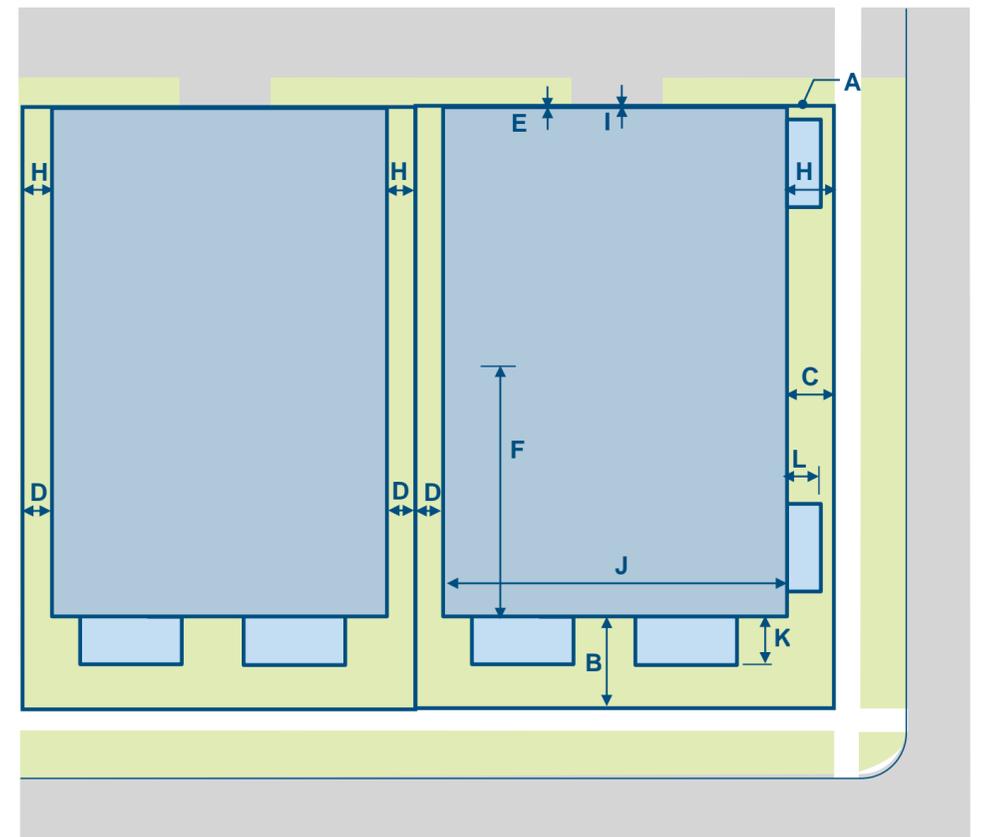


# MULTI-FAMILY BUILDING

## MULTI-FAMILY BUILDING

A Multi-Family Building is a multi-family residence with up to 16 units that is similar in scale, massing, and character with the frontage of a Multi-Family Building and intended to be compatible in form and adjacency. For Multi-Family Buildings, garages, ADUs and/or parking is provided in a rear common parking area and/or park-under garages screened from the street while the primary front faces a street or public greenway. Multi-Family Buildings in the T-5 Neighborhood Center are required or permitted to have ground floor mixed-use and galleries.

Lot width x depth	72' min. x 60' min. (A)
Setbacks	
Front	6' min. (B)
Front Corner	6' min. (C)
Side	6' min. (D)
Rear	0' min. (E)
Parking and Waste from Front Façade	45' min. (F)
Accessory Buildings from Front	40' min. (G)
Accessory Buildings Side	Align (H)
Accessory Buildings Rear	0' min. (I)
Building Frontage at Setback	90 % max. (J)
Building Front Encroachments	10' max. (K)
Building Side Encroachments	6' max. (L)
Height	
Principle Building	4 Stories max.
First Floor Above Grade	1.5' min.
Outbuilding	2.5 Stories max.

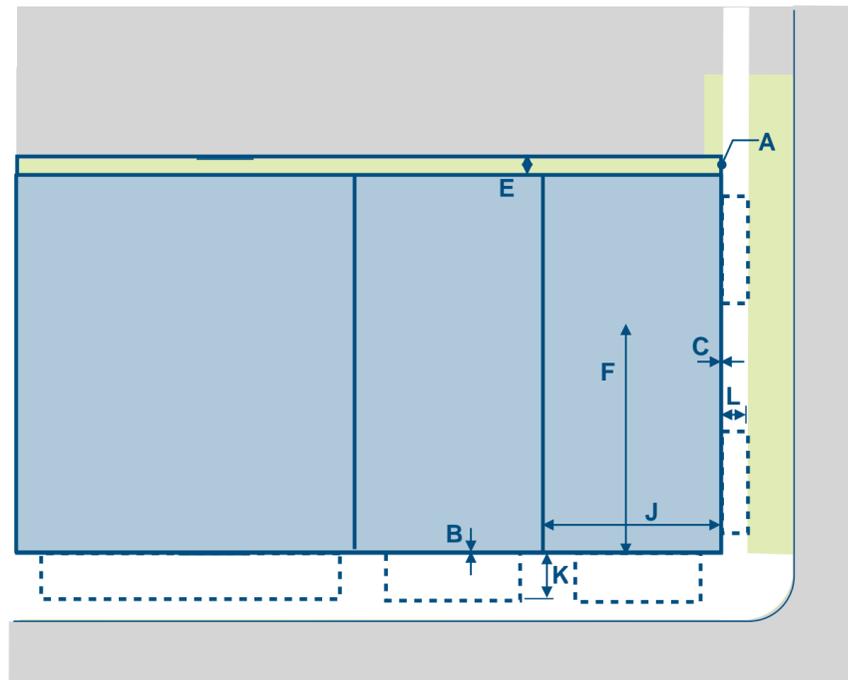


# SHOPFRONT / MIXED-USE

## SHOPFRONT / MIXED USE

Shopfront and Mixed-Use Buildings are small to medium size traditional building types typically following the platting patterns of the historic main street. Ground level uses typically include retail shops, restaurants and cafes, and commercial. Upper level uses typically include residential and/or commercial uses. Ground level facades are detailed with inviting storefronts with abundant windows and canopies, balconies, and/or awnings above. Parking is provided on-street and in shared screened parking areas or park-under accessed from a rear alley while the primary front faces the street or public green space. Refer to the Regulating Plan for required and permitted retail and galleries.

Lot width x depth	12' min. x 40' min. (A)
Setbacks	
Front	0' min. (B)
Front Corner	0' min. (C)
Side	0' min. (D)
Rear	0' min. (E)
Parking and Waste from Front Façade	20' min. (F)
Building Frontage at Setback	80 % min. (J)
Building Front Encroachments Above 1st Level	15' max. (K)
Building Side Encroachments Above 1st Level	8' max. (L)
Height	
Principle Building	4 Stories max.
First Floor Above Grade	0' min.

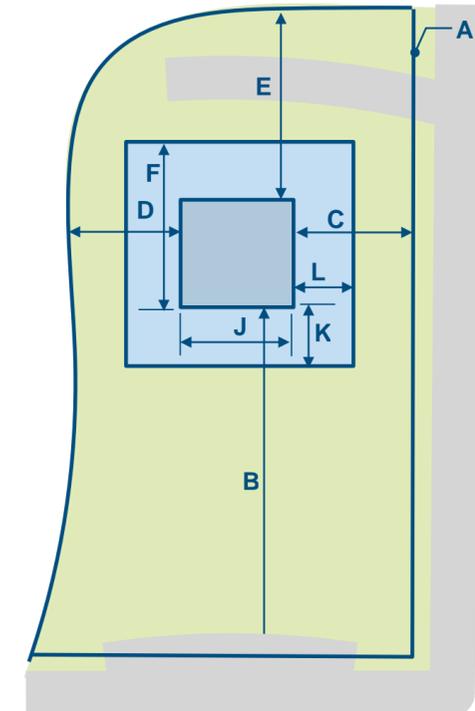


# TREEHOUSE

## TREEHOUSE

A Treehouse Type is a single-family dwelling on a large lot in the neighborhood edge. The small footprint is vertical in proportion and typically includes substantially deep cantilevered porches and balconies. Parking is generally provided along the street frontage or by driveways set back from the frontage.

Lot width x depth & max footprint	50' min. x 50' min. (A) 576 sq. ft. max. building footprint
Setbacks	
Front	5' min. (B)
Front Corner	12' min. (C)
Side	12' min. (D)
Rear	5' min. (E)
Parking and Waste from Front Façade	20' min. (F)
Accessory Buildings from Front	N/A (G)
Accessory Buildings Side	N/A (H)
Accessory Buildings Rear	N/A (I)
Building Frontage at Setback	40 % max. (J)
Building Front Encroachments	15' max. (K)
Building Side & Rear Encroachments	12' max. (L)
Height	
Principle Building	4 Stories max.
First Floor Above Grade	1.5' min.
Outbuilding	N/A



# ACCESSORY BUILDING

## ACCESSORY BUILDING

- Accessory Structures are permitted in districts with residential uses. In all cases, garages and storage buildings should be located behind or set back from the principal dwelling. When the housing type does not include a garage, a storage building is required.
- Garages: Garages should be located behind the principal dwelling. Construction of garages for houses should be optional; however, when homeowners elect to forego or delay garage construction, a storage building is required.
- Accessory Dwelling Unit: A secondary dwelling unit associated with a principal residence on a single lot is permitted. ADUs shall be a maximum of 50% of the square footage of the primary building footprint. An accessory unit is typically located over the detached garage of a townhouse or detached house. Refer to each Building Type for specific standards.
- See the Use Table for “accessory apartment” when attached to the principal residence.

## WALLS

Walls shall be in stone, brick, stucco, wood clapboard, board and batten, fiber cement, or vinyl, or polymeric.

Walls shall show no more than two materials above the foundation.

Materials shall change along a horizontal line, with the heavier material below the lighter.

Siding shall be of integral color, painted or stained.

Arches and Piers shall be brick, stone, or stucco.

Posts shall be pressure treated, wood, or protective wrapped with vinyl or PVC.

Foundations shall be enclosed with horizontal wood boards, wood louvers, stucco over block, stamped poured concrete, stone, or brick.

Trim shall be high grade lumber, pre-painted metal, polymeric, vinyl, or fiber cement board, and shall be 3.5 inches to 6 inches in width at corners and around corners.

Wood, if visible, shall be painted or stained with an opaque stain, except walking surfaces, which may be left natural.

Stucco shall be cement with smooth sand or pebble finish.

## OPENINGS

Doors shall provide a clear width of not less than 32". Exterior doors shall have a maximum nominal width of 36" for single doors. If double doors are used, one leaf shall provide a minimum 32" clearance. Local compliance for fire egress and ADA standards takes precedent.

Doors shall be side-hinged swinging type (no sliders) at frontages.

Doors shall be painted.

Windows shall be made of wood, extruded aluminum, vinyl, or hollow steel frame and glazed with clear glass.

Windows shall be with a vertical or square proportion,

Storm Windows and Screens, shall cover the entire window area.

Panes shall be of square or vertical proportion.

Shutters shall be operable w/ shutter dogs, sized, and shaped to meet the associated openings.

## ELEMENTS

Porches and Colonnades are generally covered and shall have their columns, and posts.

Porches shall have square or vertically proportioned intercolumniation. Porches may encroach into the setbacks.

Railings shall be made of metal, wood, or composite.

Railings shall have horizontal top and bottom rails centered on the balusters. The openings between balusters shall not exceed 4 inches. Bottom rails shall be raised above the level of the floor.

Equipment including HVAC and utility meters shall be screened and located away from the primary entries.

Vista Points where shown on the Land Use Plan are prominent locations including corners, deflections, and at the axial conclusion of a thoroughfare or public space. A building located at a Vista Point designated on a Regulating Plan is required to be designed in response to this location.

Galleries shall be aligned close to the frontage line with an attached cantilevered shed or lightweight colonnade overlapping the Sidewalk.

## SUSTAINABILITY GUIDELINES

Sites should be disturbed as little as possible during construction. Natural drainage patterns shall be kept wherever feasible. Excavated soil shall be used for required contour line modifications and onsite backfill.

Materials should be locally sourced where feasible.

Use of Recycled Materials is encouraged.

Building Shape is recommended to be rectangular to allow breezes inside, cross-ventilation, and provide natural cooling.

Landscaping should encourage deciduous trees next to buildings to provide them with shade in summer and solar heating in winter.

Building Shading should be used selectively to minimize unwanted solar heat gain in the summer and maximize heat gains in the winter.

Cross ventilation is recommended to be provided through narrow floor plans with large, operable windows, porches and breezes.

Paints are recommended to have Low-VOC emissions.

Stormwater Management for guidance on stormwater management and the application of tools for paving, channeling, storage, and filtration including maintenance and costs refer to the; Light Imprint Handbook; Integrating Sustainability and Community Design.

*9. Generalized statements pertaining to any architectural and community design guidelines shall be submitted in sufficient detail to provide information on building designs, orientations, styles, lighting plans, etc.*

## ROOFS

Roofs shall be clad in galvanized metal, fiberglass/asphalt shingles, or slate.

Roof Penetrations, including vent stacks, shall be placed on the rear slope of the roof where feasible. Roof penetrations shall be finished to match the color of the roof.

Mechanical equipment including solar panels shall be screened and located away from frontages.

Roof Slope shall be between 6:12 and 12:12. Porch Slope shall be a minimum of 3:12.

Gutters, Downspouts, and Projecting Drainpipes shall be made of galvanized metal, copper, or painted aluminum in white or same color as building.

Flashing shall be galvanized/pre-painted metal or copper.

Eaves shall be continuous.

Eaves shall be either exposed with custom cut rafter tails, partially exposed with square-cut rafter tails, or closed soffits and on the front facade shall project 12 to 36 inches from the exterior wall sheathing to the outer edge of gutter.

Rafter Tails shall not exceed 6 inches in depth at the tip.

## HEIGHT

Height of buildings shall be measured per the Salem code.

For residential dwellings the ground floor shall be a minimum of 18" above the back of curb measured at the front corners.

## SIGNAGE

A Master Signage Plan and Sign Standards may be submitted prior to specific site plan submissions.

General to all zones:

- There shall be no signage permitted additional to that specified in this section. Temporary signage for builders is excluded.

Edge zone

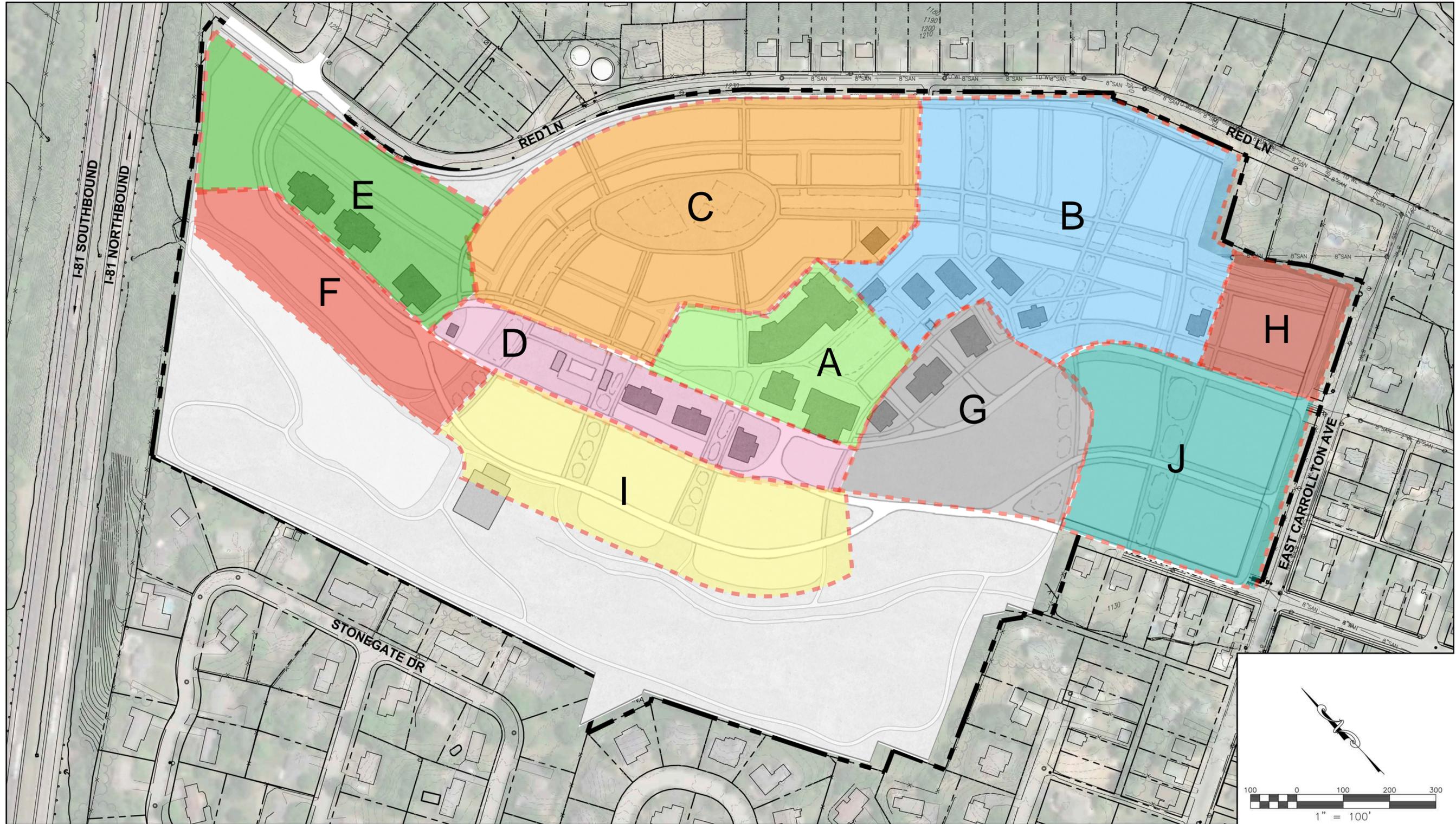
- The address number, no more than 6 inches measured vertically, shall be attached to the building in proximity to the Principal Entrance or at a mailbox.

General zone

- Signage shall be externally illuminated, except that signage within the Shopfront glazing may be neon lit.
- One blade sign for each business may be permanently installed perpendicular to the Facade within the front setback. Such a sign shall not exceed a total of 4 square feet and shall clear 8 feet above the Sidewalk.

Center zone

- Blade signs, not to exceed 6 square ft. for each separate business entrance, may be attached to and should be perpendicular to the Facade, and shall clear 8 feet above the Sidewalk.
- A single external permanent sign band may be applied to the Facade of each building, providing that such sign not exceed 3 feet in height by any length.



10. A development schedule indicating the location, extent and sequence of proposed development. Specific information on development of the open space, recreation areas, and non-residential uses should be included.

## PHASING PLAN

# The City of Salem Zoning Ordinance - Hopetree Uses & Definitions

Agriculture							
Use Type	Existing Buildings	Civic Buildings	T3	T4	T5	Open Space / Natural	Definition
Agriculture						√*	The use of land for the production of food and fiber, including farming, dairying, pasturage, agriculture, horticulture, viticulture, and animal and poultry husbandry. A garden accessory to a residence shall not be considered agriculture. The keeping of a cow, pig, sheep, goat, chicken or similar animal shall constitute agriculture regardless of the size of the animal and regardless of the purpose for which it is kept. <i>*Equine Assisted Psychotherapy</i>
Agritourism	√	√		√	√	√	Any activity carried out on a farm or ranch that allows members of the general public, for recreational, entertainment, or educational purposes, to view or enjoy rural activities, including farming, wineries, ranching, historical, cultural, harvest-your-own activities, or natural activities and attractions.
Farm stand	√	√		√	√	√	An establishment for the seasonal retail sale of agricultural goods and merchandise primarily produced by the operator on the site, or on nearby property. Agricultural goods produced on other properties owned or leased by the operator may also be allowed provided a majority of the produce comes from land surrounding the wayside stand. This use type shall include agricultural products picked by the consumer.
Forestry operations							The use of land for the raising and harvesting of timber, pulp woods and other forestry products for commercial purposes, including the temporary operation of a sawmill and/or chipper to process the timber cut from that parcel or contiguous parcels. Excluded from this definition shall be the cutting of timber associated with land development approved by the City of Salem, which shall be considered accessory to the development of the property.
Stable	√	√		√	√	√	The boarding, keeping, breeding, pasturing or raising of horses, ponies, mules, donkeys or llamas by the owner or occupant of the property and/or their paying or non-paying guests. Included in this definition are riding academies.
Residential							
Use Type	Existing Buildings	Civic Buildings	T3	T4	T5	Open Space / Natural	Definition
Accessory apartment	√*	√*	√*	√*	√*		A second dwelling unit within a detached single family dwelling which is clearly incidental and subordinate to the main dwelling unit. <i>*Detached Accessory Dwellings are also permitted - see specific Building Types.</i>
Family day care home	√	√		√	√		A single family dwelling in which more than five but less than ten individuals, are received for care, protection and guidance during only part of a 24 hour day. Individuals related by blood, legal adoption or marriage to the person who maintains the home shall not be counted towards this total. The care of five or less individuals for portions of a day shall be considered a home occupation.
Home occupation	√	√	√	√	√		An accessory use of a dwelling unit for gainful employment involving the production, provision, or sale of goods and/or services.
Manufactured home							A structure, transportable in one or more sections, which in the traveling mode is eight body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation. A manufactured home shall contain one dwelling unit. Some manufactured homes are also referred to as mobile homes.
Manufactured home, accessory							A manufactured home that is subordinate to a single family dwelling on a single lot and meets the additional criteria contained in this chapter.
Manufactured home, emergency							A manufactured home used temporarily for the period of reconstruction or replacement of an uninhabitable dwelling lost or destroyed by fire, flood, or other act of nature, or used temporarily as housing relief to victims of a federally declared disaster in accordance with the provisions of this chapter.
Manufactured home subdivision							A ten acre or larger community of manufactured home dwellings with lots that are subdivided for individual ownership.
Manufactured home park							A ten acre or larger tract of land intended to accommodate a manufactured home community of multiple spaces for lease or condominium ownership. A manufactured home park is also referred to as a mobile home park.
Multi-family dwelling	√	√		√	√		A building or portion thereof which contains three or more dwelling units for permanent occupancy, regardless of the method of ownership. Included in the use type would be garden apartments, low and high rise apartments, apartments for elderly housing and condominiums.
Residential human care facility	√	√		√	√		A building (1) used as a group home where not more than eight mentally ill, mentally retarded or other developmentally disabled persons, not related by blood or marriage, reside, with one or more resident counselors or other staff persons and for which the Virginia Department of Behavioral Health and Developmental Services is the licensing authority, pursuant to Virginia Code § 15.2-2291, or (2) used as a group home where not more than eight aged, infirm or disabled persons, not related by blood or marriage, reside with one or more resident counselors or other staff persons and for which the Department of Social Services is the licensing authority, pursuant to § Virginia Code § 15.2-2291(B). Excluded from this definition are drug or alcohol rehabilitation centers, half-way houses and similar uses. <i>*Adult Group Homes for individuals with Intellectual and Developmental Disabilities</i>

Single family dwelling detached	√		√	√	√		A site built or modular building designed for or used exclusively as one dwelling unit for permanent occupancy. A single family dwelling which is surrounded by open space or yards on all sides, is located on its own individual lot, and which is not attached to any other dwelling by any means.
Single family dwelling attached	√		√	√	√		A site built or modular building designed for or used exclusively as one dwelling unit for permanent occupancy. Two single family dwellings sharing a common wall area, each on its own individual lot.
Temporary family health care structure							A transportable residential structure providing an environment facilitating a caregiver's provision of care for mentally or physically impaired person that (i) is primarily assembled at a location other than its site of installation, (ii) is limited to one occupant who shall be the mentally or physically impaired person, (iii) has no more than 300 gross square feet, (iv) complies with the applicable provisions of the Industrialized Building Safety Law and the Uniform Statewide Building Code, and (v) is not placed on a permanent foundation. For purposes of this definition "caregiver" and "mentally or physically impaired person" are as defined in § 15.2-2292.1 of the Code of Virginia.
Townhouse			√	√	√		A grouping of three or more attached single family dwellings in a row in which each unit has its own front and rear access to the outside, no unit is located over another unit, and each unit is separated from any other unit by one or more common walls.
Two family dwelling	√	√	√	√	√		The use of an individual lot for two dwelling units which share at least one common wall, each occupied by one family.
<b>Civic</b>							
Use Type	Existing Buildings	Civic Buildings	T3	T4	T5	Open Space / Natural	Definition
Administrative services	√	√		√	√		Governmental offices providing administrative, clerical or public contact services that deal directly with the citizen. Typical uses include federal, state, county, and city offices.
Assisted care residence	√	√		√	√		An establishment that provides shelter and services which may include meals, housekeeping, and personal care assistance primarily for the elderly. Residents are able to maintain a semi-independent life style, not requiring the more extensive care of a nursing home. Residents will, at a minimum, need assistance with at least one of the following: medication management, meal preparation, housekeeping, money management, or personal hygiene. At least one nurse's aid is typically on duty, with medical staff available when needed.
Camps						√	A use which primarily provides recreational opportunities of an outdoor nature on a daily or overnight basis. Included in this use type would be scout camps, religious camps, children's camps, wilderness camps, and similar uses which are not otherwise specifically described in this chapter.
Cemetery						√*	Land used or dedicated to the burial of the dead, including columbariums, crematoriums, mausoleums, and necessary sales and maintenance facilities. Funeral Services use types shall be included when operated within the boundary of such cemetery. * There is small cemetery located on the edge of our pasture
Clubs	√	√		√	√		A use providing meeting, or social facilities for civic or social clubs, and similar organizations and associations, primarily for use by members and guests. Recreational facilities, unless otherwise specifically cited in this section, may be provided for members and guests as an accessory use. This definition shall not include fraternal or sororal organizations associated with colleges or universities. A Club does not include a building in which members reside.
Community recreation	√	√		√	√		A recreational facility for use solely by the residents and guests of a particular residential development, planned unit development, or residential neighborhood, including indoor and outdoor facilities. These facilities are usually proposed or planned in association with development and are usually located within or adjacent to such development.
Correction facilities							A public or privately operated use providing housing and care for individuals legally confined, designed to isolate those individuals from a surrounding community.
Crisis center	√	√			√		A facility providing temporary protective sanctuary for victims of crime or abuse including emergency housing during crisis intervention for individuals, such as victims of rape, child abuse, or physical beatings.
Cultural services	√	√			√		A library, museum, or similar public or quasi-public use displaying, preserving and exhibiting objects of community and cultural interest in one or more of the arts or sciences.
Educational facilities, college/university	√	√		√	√		An educational institution authorized by the Commonwealth of Virginia to award associate, baccalaureate or higher degrees.
Educational facilities, primary/secondary	√	√		√	√		A public, private or parochial school offering instruction at the elementary, junior and/or senior high school levels in the branches of learning and study required to be taught in the public schools of the Commonwealth of Virginia.
Guidance services	√	√		√	√		A use providing counseling, guidance, recuperative, or similar services for persons requiring rehabilitation assistance or therapy for only part of a 24 hour day. This use type shall not include facilities that dispense and/or administer controlled substances and/or pharmaceutical products for the treatment of drug addiction and substance abuse and/or mental health disorders. Non-medicinal counseling-based treatment of drug addiction and substance abuse and/or mental health disorders may be considered guidance services after review by the administrator. Facilities that do dispense and/or administer controlled substances and/or pharmaceutical products for the treatment of drug addiction and substance abuse and/or mental health disorders shall be considered an Outpatient mental health and substance abuse clinic.
Halfway House							An establishment providing residential accommodations, rehabilitation, counseling, and supervision to persons suffering from alcohol or drug addiction, to persons reentering society after being released from a correctional facility or other institution, or to persons suffering from similar disorders or circumstances.

USE TABLE

Life care facility	√	√		√	√			A residential facility primarily for the continuing care of the elderly, providing for transitional housing progressing from independent living in various dwelling units, with or without kitchen facilities, and culminating in nursing home type care where all related uses are located on the same lot. Such facility may include other services integral to the personal and therapeutic care of the residents.
Nursing home	√	√		√	√			A use providing bed care and in-patient services for persons requiring regular medical attention but excluding a facility providing surgical or emergency medical services and excluding a facility providing care for alcoholism, drug addiction, mental disease, or communicable disease. Nursing homes have doctors or licensed nurses on duty.
Park and ride facility								A publicly owned, short-term, parking facility for commuters.
Post office	√	√						Postal services directly available to the consumer operated by the United States Postal Service.
Public assembly	√	√						Facilities owned and operated by a public agency accommodating public assembly for sports, amusement, or entertainment purposes. Typical uses include auditoriums, sports stadiums, convention facilities, fairgrounds, and sales and exhibition facilities.
Public maintenance and service facilities	√	√				√		A public facility supporting maintenance, repair, vehicular or equipment servicing, material storage, and similar activities including street or sewer yards, equipment services centers, and similar uses having characteristics of commercial services or contracting or industrial activities.
Public parks and recreational areas	√	√					√	Publicly-owned and operated parks, picnic areas, playgrounds, indoor or outdoor athletic facilities, greenways and open spaces.
Religious assembly	√	√						A use located in a permanent building and providing regular organized religious worship and related incidental activities, except primary or secondary schools and day care facilities.
Safety services	√	√						Facilities for the conduct of safety and emergency services for the primary benefit of the public, whether publicly or privately owned and operated, including police and fire protection services and emergency medical and ambulance services.
<b>Office</b>								
Use Type	Existing Buildings	Civic Buildings	T3	T4	T5	Open Space / Natural		Definition
Financial institutions	√	√			√*			Provision of financial and banking services to consumers or clients. Walk-in and drive-in services to consumers are generally provided on site. Typical uses include banks, savings and loan associations, savings banks, credit unions, lending establishments and free-standing automatic teller machines. • <i>Walk-In Only</i>
General office	√	√			√			Use of a site for business, professional, or administrative offices, excluding medical offices/clinic. Typical uses include real estate, insurance, management, travel, computer software or information systems research and development, or other business offices; organization and association offices; or law, architectural, engineering, accounting or other professional offices. Retail sales do not comprise more than an accessory aspect of the primary activity of a General Office.
Medical Office/clinic	√	√			√	√		A facility used for human health care of the body, such as medical, dental, therapeutic, chiropractic or similar consultation, diagnosis, and treatment by one or more practitioners licensed by the Commonwealth of Virginia. Medical offices/clinics provide outpatient care on a routine basis, and may offer minor surgical care, but do not provide overnight care or serve as a base for an ambulance service.
Outpatient mental health and substance abuse clinic	√	√			√			An establishment which provides outpatient services primarily related to the diagnosis and treatment of mental health disorders, alcohol, or other drug or substance abuse disorders. Services include the dispensing and administering of controlled substances and pharmaceutical products by professional medical practitioners licensed by the Commonwealth of Virginia.
Laboratories	√	√			√			Establishments primarily engaged in performing research or testing activities into technological matters. Typical uses include engineering and environmental laboratories, medical, optical, dental and forensic laboratories, x-ray services, and pharmaceutical laboratories only involved in research and development. Excluded are any laboratories which mass produce one or more products directly for the consumer market.
<b>Commercial</b>								
Use Type	Existing Buildings	Civic Buildings	T3	T4	T5	Open Space / Natural		Definition
Adult business								Any adult bookstore, adult video store, adult model studio, adult motel, adult movie theater, adult nightclub, adult store, business providing adult entertainment, or any other establishment that regularly exploits an interest in matters relating to specified sexual activities or specified anatomical areas or regularly features live entertainment intended for the sexual stimulation or titillation of patrons, and as such terms are defined in Chapter 58 of this Code.
Agricultural services	√	√						An establishment primarily engaged in providing services specifically for the agricultural community which is not directly associated with a farm operation. Included in this use type would be servicing of agricultural equipment, independent equipment operators, and other related agricultural services.
Antique shops	√	√			√			A place offering primarily antiques for sale. An antique for the purposes of this chapter shall be a work of art, piece of furniture, decorative object, or the like, of or belonging to the past, at least 30 years old.

Assembly hall	√	√			√		A building, designed and used primarily for the meeting or assembly of a large group of people for a common purpose. Typical uses include meeting halls, union halls, bingo parlors, and catering or banquet facilities.
Athletic instruction services	√	√			√		Establishments primarily engaged in providing indoor instruction and training in athletic sports that require high ceiling heights for the activity. Typical uses include gymnastics academies, baseball and softball training centers, tennis centers and golf centers.
Automobile dealership, new							The use of any building, land area or other premise for the display of new and used automobiles, trucks, vans, or motorcycles for sale or rent, including any warranty repair work and other major and minor repair service conducted as an accessory use.
Automobile dealership, used							Any lot or establishment where three or more used motor vehicles, including automobiles, trucks, and motorcycles are displayed at one time for sale.
Automobile repair services, major							Repair of construction equipment, commercial trucks, agricultural implements and similar heavy equipment, including automobiles, where major engine and transmission repairs are conducted. This includes minor automobile repairs in conjunction with major automobile repairs. Typical uses include automobile and truck repair garages, transmission shops, radiator shops, body and fender shops, equipment service centers, machine shops and other similar uses where major repair activities are conducted.
Automobile repair services, minor	√	√					Repair of automobiles, noncommercial trucks, motorcycles, motor homes, recreational vehicles, or boats, including the sale, installation, and servicing of equipment and parts. Typical uses include tire sales and installation, wheel and brake shops, oil and lubrication services and similar repair and service activities where minor repairs and routine maintenance are conducted.
Automobile rental/leasing	√	√			√		Rental of automobiles and light trucks and vans, including incidental parking and servicing of vehicles for rent or lease. Typical uses include auto rental agencies and taxicab dispatch areas.
Automobile parts/supply, retail							Retail sales of automobile parts and accessories. Typical uses include automobile parts and supply stores which offer new and factory rebuilt parts and accessories, and include establishments which offer minor automobile repair services.
Business support services	√	√			√		Establishments or places of business engaged in the sale, rental or repair of office equipment, supplies and materials, or the provision of services used by office, professional and service establishments. Typical uses include office equipment and supply firms, small business machine repair shops, convenience printing and copying establishments, as well as temporary labor services.
Business or trade schools	√	√			√		A use providing education or training in business, commerce, language, or other similar activity or occupational pursuit, and not otherwise defined as an educational facility, either primary and secondary, or college and university.
Campgrounds							Facilities providing camping or parking areas and incidental services for travelers in recreational vehicles and/or tents.
Car wash							Washing and cleaning of vehicles. Typical uses include automatic conveyor machines and self-service car washes.
Commercial indoor amusement	√	√			√		Establishments which provide multiple coin operated amusement or entertainment devices or machines as other than an incidental use of the premises. Such devices would include pinball machines, video games, and other games of skill or scoring, and would include pool and/or billiard tables, whether or not they are coin operated. Typical uses include game rooms, billiard and pool halls, and video arcades.
Commercial indoor entertainment	√	√			√		Predominantly spectator uses conducted within an enclosed building. Typical uses include motion picture theaters, and concert or music halls.
Commercial indoor sports and recreation	√	√			√		Predominantly non-instructional participant-based uses conducted within an enclosed building. Typical uses include bowling alleys, ice and roller skating rinks, indoor racquetball, swimming, and/or tennis facilities.
Commercial outdoor entertainment							Predominantly spectator uses conducted in open or partially enclosed or screened facilities. Typical uses include sports arenas, motor vehicle or animal racing facilities, and outdoor amusement parks.
Commercial outdoor sports and recreation	√	√				√	Predominantly participant uses conducted in open or partially enclosed or screened facilities. Typical uses include driving ranges, miniature golf, swimming pools, tennis courts, outdoor racquetball courts, motorized cart and motorcycle tracks, and motorized model airplane flying facilities.
Communications services	√	√			√		Establishments primarily engaged in the provision of broadcasting and other information relay services accomplished through the use of electronic and telephonic mechanisms. Excluded from this use type are facilities classified as Utility Services - Major or Towers. Typical uses include television studios, telecommunication service centers, telegraph service offices or film and sound recording facilities.
Construction sales and services							Establishments or places of business primarily engaged in retail or wholesale sale, from the premises, of materials used in the construction of buildings or other structures, but specifically excluding automobile or equipment supplies otherwise classified herein. Typical uses include building material stores and home supply establishments.
Consumer repair services	√	√			√		Establishments primarily engaged in the provision of repair services to individuals and households, rather than businesses, but excluding automotive and equipment repair use types. Typical uses include appliance repair shops, shoe repair, watch or jewelry repair shops, or repair of musical instruments.
Convenience store	√	√			√		Establishments primarily engaged in the provision of frequently or recurrently needed goods for household consumption, such as prepackaged food and beverages, and limited household supplies and hardware. Convenience stores shall not include fuel pumps or the selling of fuel for motor vehicles. Typical uses include neighborhood markets and country stores.
Dance hall	√	√			√		Establishments in which more than ten percent of the total floor area is designed or used as a dance floor, or where an admission fee is directly collected, or some other form of compensation is obtained for dancing.
Day care center	√	√		√	√		Any facility operated for the purpose of providing care, protection and guidance to ten or more individuals during only part of a 24 hour day. This term includes nursery schools, preschools, day care centers for individuals, and other similar uses but excludes public and private educational facilities or any facility offering care to individuals for a full 24 hour period.

## USE TABLE

Equipment sales and rental							Establishments primarily engaged in the sale or rental of tools, trucks, tractors, construction equipment, agricultural implements, and similar industrial equipment, and the rental of mobile homes. Included in this use type is the incidental storage, maintenance, and servicing of such equipment.
Flea market	√	√				√	Businesses engaged in the outdoor sale of used or new items, involving regular or periodic display of merchandise for sale.
Funeral services							Establishments engaged in undertaking services such as preparing the dead for burial, and arranging and managing funerals. Typical uses include mortuaries and crematories.
Garden center	√	√			√	√	Establishments or places of business primarily engaged in retail or wholesale (bulk) sale, from the premises, of trees, shrubs, seeds, fertilizers, pesticides, plants and plant materials primarily for agricultural, residential and commercial consumers. Such establishments typically sell products purchased from others, but may sell some material which they grow themselves. Typical uses include nurseries, plant stores and lawn and garden centers.
Gasoline station							Any place of business with fuel pumps and gasoline storage tanks which provides fuels and oil for motor vehicles.
Golf course							A tract of land for playing golf, improved with tees, greens, fairways, hazards, and which may include clubhouses and shelters. Included would be executive or par 3 golf courses. Specifically excluded would be independent driving ranges and any miniature golf course.
Homestay inn	√	√		√	√		A dwelling in which not more than five bedrooms are provided for overnight guests for compensation, on a daily or weekly basis, with or without meals. The owner or the owner's agent shall reside on the same parcel occupied by the homestay inn. A homestay inn may also be known as a bed and breakfast.
Hospital	√	√					A facility providing medical, psychiatric, or surgical service for sick or injured persons primarily on an in-patient basis and including ancillary facilities for outpatient and emergency treatment diagnostic services, training, research, administration, and services to patients, employees, or visitors.
Hotel/motel/motor lodge	√	√			√		A building or group of attached or detached buildings containing lodging units intended primarily for rental or lease to transients by the day, week or month. Such uses generally provide additional services such as daily maid service, restaurants, meeting rooms and/or recreation facilities.
Kennel, commercial							The boarding, breeding, raising, grooming or training of dogs, cats, or other household pets of any age not owned by the owner or occupant of the premises, and/or for commercial gain.
Laundry	√	√			√		Establishments primarily engaged in the provision of laundering, cleaning or dyeing services other than those classified as Personal Services. Typical uses include bulk laundry and cleaning plants, diaper services, or linen supply services.
Manufactured home sales							Establishments primarily engaged in the display, retail sale, rental, and minor repair of new and used manufactured homes, parts, and equipment.
Massage parlor							Establishments having a fixed place of business where any person other than a massage therapist, as licensed by the Virginia Board of Nursing, administers or gives any kind or character of massage, manipulation of the body or other similar procedure. Massage therapy as licensed by the Virginia Board of Nursing shall be considered a personal service. This definition shall not be construed to include a hospital, nursing home, medical clinic, or the office of a duly licensed physician, surgeon, physical therapist, chiropractor, osteopath, or a barber shop or beauty salon in which massages are administered only to the scalp, the face, the neck, or the shoulders, or an exercise club where massage is performed by a person of the same sex as the subject of the massage.
Microbrewery	√	√			√		An establishment engaged in the production of beer with a significant commercial component, such as a restaurant or retail store.
Microdistillery	√	√			√		An establishment engaged in the production of spirits with a significant commercial component, such as a restaurant or retail store.
Owner's agent	√	√		√	√		A person who manages a homestay inn and whose primary residence and domicile shall be on the same parcel as the homestay inn.
Personal storage	√	√			√		A building designed to provide rental storage space in cubicles where each cubicle has a maximum floor area of 400 square feet. Each cubicle shall be enclosed by walls and ceiling and have a separate entrance for the loading and unloading of stored goods.
Pawn shop							A use engaged in the loaning of money on the security of property pledged in the keeping of the pawnbroker and the incidental sale of such property.
Personal improvement services	√	√			√		Establishments primarily engaged in the provision of informational, instructional, personal improvements and similar services. Typical uses include driving schools, health or physical fitness centers (excluding athletic instruction services), reducing salons, dance studios, handicraft and hobby instruction.
Personal services	√	√			√		Establishments or places of business engaged in the provision of frequently or recurrently needed services of a personal nature. Typical uses include beauty and barber shops; grooming of pets; seamstresses, tailors, or shoe repairs; florists; and Laundromats and dry cleaning stations serving individuals and households.
Recreational vehicle sales and service							Retail sales of recreational vehicles and boats, including service and storage of vehicles and parts and related accessories.
Restaurant*	√*	√*			√*		An establishment engaged in the preparation and sale of food and beverages. Service to customers may be by counter or table service, or by take-out or delivery. * Walk-In Only.
Retail Sales	√	√			√		Sale or rental with incidental service of commonly used goods and merchandise for personal or household use but excludes those classified more specifically by these use type classifications.
Short-term lender							Establishments primarily engaged in short-term lending such as payday loans, car title loans, and refund anticipation loans.

## USE TABLE

Studio, fine arts	√	√		√	√		A building, or portion thereof, used as a place of work by a sculptor, artist, or photographer.
Truck stop							An establishment containing a mixture of uses which cater to the traveling public and in particular motor freight operators. A truck stop might include such uses as fuel pumps, restaurants, overnight accommodations, retail sales related to the motor freight industry, and similar uses.
Veterinary hospital/clinic	√	√			√		Any establishment rendering surgical and medical treatment of animals. Boarding of animals shall only be conducted indoors, on a short term basis, and shall only be incidental to such hospital/clinic use, unless also authorized and approved as a commercial kennel.
<b>Industrial</b>							
Use Type	Existing Buildings	Civic Buildings	T3	T4	T5	Open Space / Natural	Definition
Asphalt plant							An establishment engaged in manufacturing or mixing of paving materials derived from asphaltic mixtures or tar.
Brewery	√	√			√		An establishment primarily engaged in the production of beer for distribution.
Construction yards							Establishments housing facilities of businesses primarily engaged in construction activities, including outside storage of materials and equipment. Typical uses are building contractor's yards.
Custom manufacturing	√	√		√	√		Establishments primarily engaged in the on-site production of goods by hand manufacturing, within enclosed structures, involving the use of hand tools, or the use of mechanical equipment commonly associated with residential or commercial uses.
Distillery	√	√			√		An establishment primarily engaged in the production of spirits for distribution.
Industry, type I	√	√			√		Establishments engaged in the processing, manufacturing, compounding, assembly, packaging, treatment or fabrication of materials and products, from processed or previously manufactured materials. Type I Industry is capable of operation in such a manner as to control the external effects of the manufacturing process, such as smoke, noise, soot, dirt, vibration, odor, etc. A machine shop is included in this category. Also included is the manufacturing of apparel, electrical appliances, electronic equipment, camera and photographic equipment, ceramic products, cosmetics and toiletries, business machines, food, paper products (but not the manufacture of paper from pulpwood), musical instruments, medical appliances, tools or hardware, plastic products (but not the processing of raw materials), pharmaceuticals or optical goods, bicycles, and any other product of a similar nature or requiring similar production characteristics.
Industry, type II							Enterprises in which goods are generally mass produced from raw materials on a large scale through use of an assembly line or similar process, usually for sale to wholesalers or other industrial or manufacturing uses. Included in this use type are industries involved in processing and/or refining raw materials such as chemicals, rubber, wood or wood pulp, forging, casting, melting, refining, extruding, rolling, drawing, and/or alloying ferrous metals, and the production of large durable goods such as automobiles, manufactured homes, or other motor vehicles.
Industry, type III							An establishment which has the potential to be dangerous or extremely obnoxious. Included are those in which explosives are stored, petroleum is refined, natural and liquid gas and other petroleum derivatives are stored and/or distributed in bulk, radioactive materials are compounded, pesticides and certain acids are manufactured, and hazardous waste is treated or stored as the establishment's principal activity.
Landfill, construction debris							The use of land for the legal disposal of construction and demolition wastes consisting of lumber, wire, sheet rock, broken brick, shingles, glass, pipes, concrete, and metals and plastic associated with construction and wastes from land clearing operations consisting of stumps, wood, brush, and leaves.
Landfill, rubble							The use of land for the legal disposal of only inert waste. Inert waste is physically, chemically and biologically stable from further degradation and considered to be non-reactive, and includes rubble, concrete, broken bricks, and block.
Landfill, sanitary							The use of land for the legal disposal of municipal solid waste derived from households, business and institutional establishments, including garbage, trash, and rubbish, and from industrial establishments, other than hazardous wastes as described by the Virginia Hazardous Waste Regulations.
Meat packing and related industries							The processing of meat products and byproducts directly from live animals or offal from dead animals.
Railroad facilities							Railroad yards, equipment servicing facilities, and terminal facilities.
Recycling centers and stations	√	√			√		A receptacle or facility used for the collection and storage of recyclable materials designed and labeled for citizens to voluntarily take source separated materials for recycling.
Resource extraction							A use involving on-site extraction of surface or subsurface mineral products or natural resources. Typical uses are quarries, borrow pits, sand and gravel operation, mining, and soil mining. Specifically excluded from this use type shall be grading and removal of dirt associated with an approved site plan or subdivision, or excavations associated with, and for the improvement of, a bona fide agricultural use.
Scrap and salvage services							Places of business primarily engaged in the storage, sale, dismantling or other processing of uses or waste materials which are not intended for reuse in their original forms. Typical uses include paper and metal salvage yards, automotive wrecking yards, junk yards, used tire storage yards, or retail and/or wholesale sales of used automobile parts and supplies.
Transfer station							Any storage or collection facility which is operated as a relay point for municipal solid waste which ultimately is to be transferred to a landfill.

USE TABLE

Transportation terminal							A facility for loading, unloading, and interchange of passengers, baggage, and incidental freight or package express between modes of ground transportation, including bus terminals, railroad stations, and public transit facilities.
Truck terminal							A facility for the receipt, transfer, short term storage, and dispatching of goods transported by truck. Included in the use type would be express and other mail and package distribution facilities, including such facilities operated by the U.S. post office.
Warehousing and distribution	√	√				√	Uses including storage, warehousing and dispatching of goods within enclosed structures, or outdoors. Typical uses include wholesale distributors, storage warehouses, moving/storage firms.
<b>Miscellaneous</b>							
Use Type	Existing Buildings	Civic Buildings	T3	T4	T5	Open Space / Natural	Definition
Amateur radio tower	√	√				√	A structure on which an antenna is installed for the purpose of transmitting and receiving amateur radio signals erected and operated by an amateur radio operator licensed by the Federal Communications Commission.
Aviation facilities							Private or public land areas used or intended to be used for the take-off and landing of aircraft. Aviation facilities may include facilities for the operation, service, fueling, repair and/or storage of the aircraft.
Mixed use	√	√		√	√		Mixed use is a single building or parcel wherein multiple uses such as residential and commercial share space.
Outdoor gathering	√	√				√	Any temporary organized gathering expected to attract 500 or more people at one time in open spaces outside an enclosed structure. Included in this use type would be music festivals, church revivals, carnivals and fairs, and similar transient amusement and recreational activities not otherwise listed in this section. Such activities held on publicly owned land shall not be included within this use type.
Parking facility, surface/structure							Use of a site for surface parking or a parking structure unrelated to a specific use which provides one or more parking spaces together with driveways, aisles, turning and maneuvering areas, incorporated landscaped areas, and similar features meeting the requirements established by this chapter. This use type shall not include parking facilities accessory to a permitted principal use.
Shooting range, outdoor							The use of land for archery and the discharging of firearms for the purposes of target practice, skeet and trap shooting, mock war games, or temporary competitions, such as a turkey shoot. Excluded from this use type shall be general hunting, and the unstructured and nonrecurring discharging of firearms on private property with the property owner's permission if in compliance with the Code of the City of Salem.
Tower	√	√					Any structure that is designed and constructed primarily for the purpose of supporting one or more antennas. The term includes but need not be limited to radio and television transmission towers, microwave towers, common-carrier towers, and cellular telephone and wireless communication towers. Tower types include, but are not limited to monopoles, lattice towers, wooden poles, and guyed towers. Excluded from this definition are amateur radio towers, which are otherwise defined.
Utility services, minor	√	√	√	√	√	√	Services which are necessary to support existing and future development within the immediate vicinity and involve only minor structures. Including in this use type are distribution lines and small facilities that are underground or overhead, such as transformers, relay and booster devices, and well, water and sewer pump stations. Also included are all major utility services owned and/or operated by the City of Salem, or any major utility services which were in existence prior to the adoption of this chapter.
Utility services, major							Services of a regional nature which normally entail the construction of new buildings or structures such as generating plants and sources, electrical switching facilities and stations or substations, water towers and tanks, community waste water treatment plants, and similar facilities. Included in this definition are also electric, gas, and other utility transmission lines of a regional nature which are not otherwise reviewed and approved by the Virginia State Corporation Commission.

**Sec. 106-228. - Planned Unit district.**

**Sec. 106-228.1. - Statement of intent.**

- (A) *The intent of the Planned Unit District (PUD) is to encourage maximum flexibility in the design and development of land. PUD developments facilitate the adequate and economical provision of streets, utilities and other improvements, and allow for the management of the natural and scenic qualities of vacant land that is proposed for development. The PUD district allows a variety of housing options, as well as commercial, civic and office use types of a number and scale sufficient to serve the needs of the PUD residents.*

*(Ord. of 3-14-05(2))*

**Sec. 106-228.2. - Permitted uses.**

- (A) *Applications for planned unit districts may propose any residential, civic, and/or commercial use type as part of a planned unit district. All land uses proposed shall be shown on the preliminary and final master plans. as required by this chapter.*
- (B) *All use types proposed shall be reviewed by the Commission and Council pursuant to the provisions of this chapter. No use type may be allowed within the planned unit district unless approved by Council as part of the final master plan.*

*(Ord. of 3-14-05(2))*

**Sec. 106-228.3. - Development regulations.**

- (A) *Each planned unit development shall be subject to the following development standards.*
1. *Maximum gross density: Maximum gross density allowable in the planned unit district shall be established by Council by approval of the final master plan.*
  2. *Minimum common open space and/or recreational areas: 15 percent of the gross area of the planned unit district.*
  3. *Criteria for all required open space:*
    - a. *Minimum countable open space: 5,000 contiguous square feet*
    - b. *Minimum horizontal dimension: 50 feet, except that areas with a horizontal distance of not less than 20 feet shall be counted as open space provided such areas contain facilities such as, but not limited to, bikeways, exercise trails, tot lots, gazebos, picnic tables, etc.*
    - c. *Common open space shall not include proposed street rights-of-way, open parking areas, or driveways.*
    - d. *All common open space and/or recreational areas shall be of an appropriate nature and location to serve the residents of the planned unit district.*
  4. *The maximum area devoted to civic, office and commercial use types shall be established by Council by approval of the final master plan.*
    - a. *Commercial and office uses types shall be located, and shall be of a scale and location suitable to serve the needs of the residents of the planned unit district convenience.*
    - b. *Commercial, office, and civic use types shall be screened and landscaped so as to be compatible with adjoining residences.*
    - c. *Construction of commercial, office and civic use types shall not begin until 20 percent of the residential units of the total planned unit district have been completed.*
  5. *Minimum setback requirements shall be specifically established during the review and approval of the preliminary and final master plans. The following guidelines shall be used in establishing the building spacing and setbacks:*
    - a. *Building spacing shall provide privacy within each dwelling unit;*
    - b. *Building spacing shall ensure that each room has adequate light and air;*
    - c. *Areas between buildings used as service yards, storage of trash, or other utilitarian purposes should be designed so as to be compatible with adjoining dwellings;*
    - d. *Building spacing and design shall provide privacy for outdoor activity areas (patios, decks, etc.) associated with individual dwelling units.*
  6. *Streets in the planned unit district may be public in accordance with VDOT and city standards or may be private. In reviewing the planned unit development preliminary master plan, the commission may recommend, and the Council may approve, one or more private streets within the proposed district*

**Not Applicable due to existing commercial uses.** ★

**Not Applicable due to campus arrangements of multiple buildings.** ★

*(Ord. of 3-14-05(2))*

**Sec. 106-228.4. - Application process.**

- (A) *Prior to submitting a formal application for review and approval under these provisions, the applicant shall meet with city staff to discuss the requirements of the planned unit district. The purpose of the meeting is to obtain a mutual understanding of the application requirements and process. The applicant is encouraged to submit information on the scope and nature of the proposal to allow staff to become familiar with the proposal in advance of this meeting.*
- (B) *Any application to rezone land to the PUD designation, shall constitute an amendment to the zoning ordinance. The written and graphic information submitted by the applicant as part of the application process shall constitute conditional zoning proffers. Once the Council has approved the final master plan, all accepted proffers shall constitute conditions pursuant to the provisions of this chapter.*
- (C) *To initiate an amendment, the applicant shall complete a rezoning application. This information shall be accompanied by graphic and written information, which shall constitute a preliminary master plan. All information submitted shall be of sufficient clarity and scale to clearly and accurately identify the location, nature, and character of the proposed district. At a minimum this information shall include:*
  - 1. *A legal description and plat showing the site boundaries, and existing street lines, lot lines, and easements.*
  - 2. *Existing zoning, land use and ownership of each parcel proposed for the district.*
  - 3. *A general statement of planning objectives to be achieved by the PUD district, including a description of the character of the proposed development, the existing and proposed ownership of the site, the market for which the development is oriented, and objectives towards any specific manmade and natural characteristics located on the site.*
  - 4. *A description and analysis of existing site conditions, including information on topography, natural water courses, floodplains, unique natural features, tree cover areas, etc.*
  - 5. *A land use plan designating specific use types for the site, both residential and non-residential use types, and establishing site development regulations, including setback, height, building coverage, lot coverage, and density requirements.*
  - 6. *A circulation plan, including location of existing and proposed vehicular, pedestrian, bicycle, and other circulation facilities and location and general design of parking and loading facilities. General information on the trip generation, ownership and maintenance and proposed construction standards for these facilities should be included. A traffic impact analysis may be required by the administrator.*
  - 7. *A public services and utilities plan providing requirements for and provision of all utilities, sewers, and other facilities to serve the site.*
  - 8. *An open space plan, including areas proposed for passive and active recreational uses, natural and undisturbed areas, and proposed buffer areas proposed around the perimeter of the site. Information on the specific design and location of these areas and their ownership and maintenance should be included.*
  - 9. *Generalized statements pertaining to any architectural and community design guidelines shall be submitted in sufficient detail to provide information on building designs, orientations, styles, lighting plans, etc.*
  - 10. *A development schedule indicating the location, extent and sequence of proposed development. Specific information on development of the open space, recreational areas, and non-residential uses should be included.*
- (D) *The completed rezoning application and supporting preliminary master plan materials shall be submitted to the planning commission for review and analysis. The commission shall review this information and make a report of its findings to the Council. The commission shall as part of its review hold a public hearing pursuant to § 15.2-2204 of the Code of Virginia, as amended.*
- (E) *The commission shall make a report of its findings to the Council within 90 days of the receipt of the materials, unless the applicant requests, or agrees to an extension of this time frame. The commission's report shall recommend approval, approval with modifications, or disapproval of the preliminary master plan. Failure of the commission to make a report of its findings to the Council within this period shall constitute a commission recommendation of approval.*
- (F) *If the commission recommends denial of the preliminary master plan, or approval with modification, the applicant shall, if requested, have 60 days to make any modifications. If the applicant desires to make any modifications to the preliminary master plan, the council's review and action shall be delayed until such changes are made and submitted for review.*
- (G) *The Council shall review the preliminary master plan, and act to approve or deny the plan within 90 days. Approval of the preliminary master plan shall constitute acceptance of the plan's provisions and concepts as proffers pursuant to the provisions of this chapter. The plan approved by the Council shall constitute the final master plan for the PUD.*

*(Ord. of 3-14-05(2))*

**Sec. 106-228.5. - Revisions to final master plan.**

- (A) Major revisions to the final master plan shall be reviewed and approved following the procedures and requirements for zoning map amendments contained in [section 106-520](#) of this chapter. Major revisions include, but are not limited to changes such as:
  - 1. Any increase in the density of the development;
  - 2. Substantial change in circulation or access;
  - 3. Substantial change in the mixture of dwelling unit types included in the project;
  - 4. Substantial changes in the mixture of land uses or an increase in the amount of land devoted to non-residential purposes;
  - 5. Reduction in the approved open space, landscaping or buffering;
  - 6. Substantial change in architectural or site design features of the development;
  - 7. Any other change that the administrator finds is a major divergence from the approved final master plan
- (B) All other changes in the final master plan shall be considered minor amendments. The administrator, upon receipt of a written request of the owner, may approve such minor amendments.
  - 1. A request which is disapproved by the administrator shall be considered a major amendment and shall be subject to the approval process outlined above for such amendments.

**Sec. 106-228.6. - Approval of preliminary and final site development plans.**

- (A) Following the approval of the final master plan, the applicant or its authorized agent, shall be required to submit preliminary and final site plans for approval.
- (B) It is the intent of this section that subdivision review under the subdivision regulations be carried out simultaneously with the review of a PUD under this section. The plans required under this section shall be submitted in a form which will satisfy the requirements of the subdivision regulations, as determined by the administrator.
- (C) Preliminary and final site plans submitted for review shall in compliance with the final master plan approved by the Council. The city shall review and approve or disapprove any final site plan within 60 days of its submittal.
- (D) No PUD shall be approved and no work shall be authorized on construction until all property included in the Final Master Plan is in common ownership.

(Ord. of 3-14-05(2))

**Sec. 106-228.6. - Approval of preliminary and final site development plans.**

- (A) Following the approval of the final master plan, the applicant or its authorized agent, shall be required to submit preliminary and final site plans for approval.
- (B) It is the intent of this section that subdivision review under the subdivision regulations be carried out simultaneously with the review of a PUD under this section. The plans required under this section shall be submitted in a form which will satisfy the requirements of the subdivision regulations, as determined by the administrator.
- (C) Preliminary and final site plans submitted for review shall in compliance with the final master plan approved by the Council. The city shall review and approve or disapprove any final site plan within 60 days of its submittal.
- (D) No PUD shall be approved and no work shall be authorized on construction until all property included in the Final Master Plan is in common ownership.



# HOPE TREE

SALEM, VIRGINIA

## PUD REZONING APPLICATION

# HOPETREE PLANNED UNIT DEVELOPMENT

## Traffic Impact Study

**B&A Project #04220029.00**

**Date: December 1, 2023**

**Planners | Architects | Engineers | Surveyors**

**1208 Corporate Circle, Roanoke, VA 24018**

**[www.balzer.cc](http://www.balzer.cc)**

TRAFFIC STUDY  
FOR

# HOPETREE PLANNED UNIT DEVELOPMENT

TAX MAP #: 44-3-10

860 MOUNT VERNON LANE  
CITY OF SALEM, VIRGINIA

B&A PROJECT #04220029.00

DATE: December 1, 2023



PLANNERS ARCHITECTS ENGINEERS SURVEYORS

1208 Corporate Circle Roanoke, Virginia 24018 Phone: (540) 772-9580



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## **1. Introduction**

HopeTree Family Services is proposing to rezone 62.318 acres of land located along Red Lane in the City of Salem (see Appendix A for vicinity map). The property is proposed to be rezoned from RSF, Residential Single Family, to PUD, Planned Unit Development. The P.U.D. Land Use Plan, prepared by Civic by Design, is included in Appendix B. The development will have a mix of residential and commercial use types. The maximum number of residential units allowed for this development is 340 and these are assumed to be broken down by type as outlined in the list below. Commercial uses will be determined by market conditions and opportunities available at the time of development. The list below outlines the uses that have been assumed for the purposes of this traffic study.

- 115 Single-Family Detached Dwelling Units
- 140 Single-Family Attached Dwelling Units
- 85 Multi-Family Dwelling Units
- 60 Total Hotel Rooms
- 15,000 s.f. of Total General Office Space
- 7,500 s.f. of Total Restaurant Space

The breakdown of uses above is based on what is considered to be a reasonable and conservative expectation for the development based on the P.U.D. Land Use Plan. The actual breakdown may differ from these assumptions. It is recommended that projected trip generation be tracked as the development progresses for comparison to the traffic study. If the actual development results in significantly more traffic than what has been assumed, then it may be necessary to update this study.

The site is located on the west side of Red Lane with East Carrollton Avenue to the south and Interstate 81 to the north. The property is described as City of Salem Tax Parcel #44-3-10. The development has several proposed existing and proposed entrances on Red Lane, East Carrollton Avenue, and North Broad Street.

As discussed with the City of Salem, the following intersections will be analyzed to determine levels of service with the proposed development:

- Red Lane and East Carrollton Avenue (Unsignalized)
- East Carrollton Avenue and North Broad Street (Unsignalized)

All roads in the direct vicinity of the project are two-lane local roads that provide access between mostly residential areas. A mix of residential building types is present in this area, including single-family, two-family, townhome, and multi-family units. Roanoke College is located approximately 0.25 miles from the site to the southeast. The Main Street and downtown Salem commercial corridor is located approximately 0.7 miles south of the site. There are also two golf courses located in this area, Hanging Rock Golf Course to the north and Salem Municipal Golf Course to the west. Red Lane is utilized as a connection between downtown Salem, Hanging Rock Golf Course, and existing residential developments to the north. The speed limit on all of the local roads in the direct vicinity of the project is 25 mph.

Three scenarios will be considered: Existing Condition 2023, Background Condition 2028, and Buildout Condition 2028 to determine the effects of the background traffic growth and the proposed development on the levels of service at the existing intersections.

Level of service (LOS) for unsignalized intersections is evaluated based on control delay per vehicle and the driver’s perception of those conditions. Control delay is the portion of the total delay attributed to the control at the intersection. Table 1 depicts the LOS scale with corresponding control delay per vehicle, with LOS “A” representing the best operating conditions and LOS “F” representing the worst.

<b>Level of Service Criteria for Unsignalized Intersections</b>	
<b>Level Of Service</b>	<b>Avg. Control Delay (Sec./Veh)</b>
<b>A</b>	<b>≤ 10</b>
<b>B</b>	<b>&gt; 10 – 15</b>
<b>C</b>	<b>&gt; 15 – 25</b>
<b>D</b>	<b>&gt; 25 – 35</b>
<b>E</b>	<b>&gt; 35 – 50</b>
<b>F</b>	<b>≥ 50</b>

Table 1: LOS Criteria for Unsignalized Intersections (HCM)

The *Synchro 11* software was used for traffic modeling and analysis. This study was undertaken by Balzer and Associates, Inc. to:

- determine the total number of vehicle trips generated by the potential development to be added to the adjacent street network;

- determine the impacts to level of service and queue lengths at the existing intersections as a result of the background traffic growth and from the proposed development;
- determine if any roadway or intersection improvements are warranted as a result of the proposed development;
- and to determine turn lane/taper requirements at the proposed entrances to the site.

## **2. Analysis of Existing Conditions**

The site is currently owned and operated by HopeTree Family Services and has been for many years. Changing regulations over the last several decades have greatly decreased the number of permanent residents that are allowed to be housed at the site at any one time. There are many existing buildings, some of which are still in use by HopeTree, and others that are no longer in use. Among other things, the site includes a school, group homes for children and adults, and offices where staff members work on-site.

Other improvements on-site include access drives and parking areas, pool and athletic courts, two existing baseball fields near Red Lane, and other miscellaneous improvements. There is an existing pond and two existing creeks located on the site as well and these will be preserved to the extent practical.

All intersections in the vicinity of the site are unsignalized. 2021 VDOT traffic count data is available for Red Lane just to the north of the site in Roanoke County, and this data is provided below as general background information.

### 2021 VDOT Traffic Count Data:

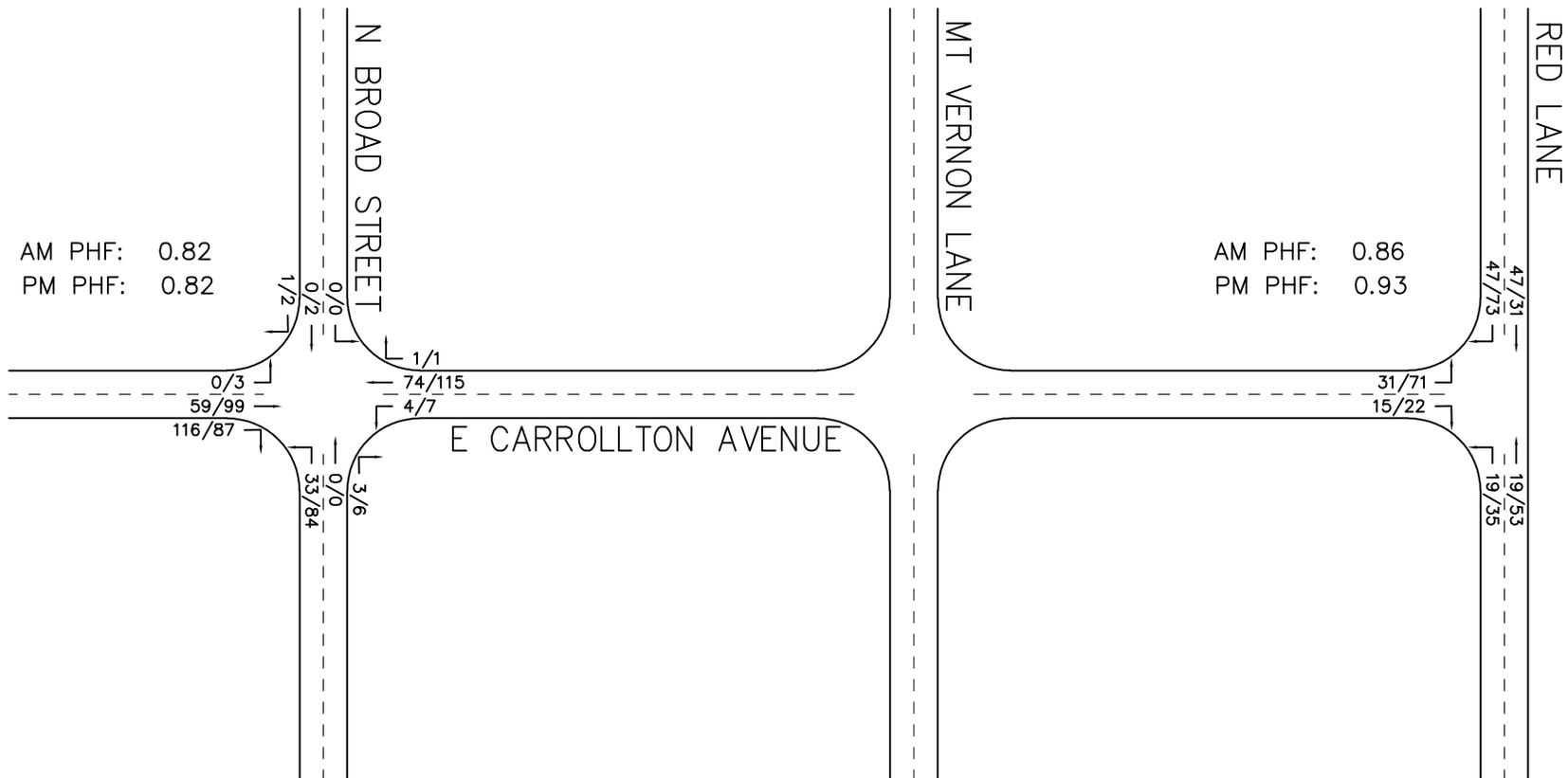
Red Lane, Rte. 705 (from Salem/Roanoke County line to North Road)  
AADT = 1,100 vpd  
Directional Factor = not provided  
K Factor = not provided

In addition to the VDOT published traffic count data, manual traffic counts were performed for each of the study intersections. The counts were performed on Tuesday, October 3, 2023 from 7:00 AM – 9:00 AM and 4:00 PM – 6:00 PM to capture the AM and PM peak hours. All turning and through movements were counted to facilitate analysis of the intersections. The manual traffic count data is provided in Appendix C. Figure 1 graphically depicts the existing peak hour traffic volumes.

The *Synchro 11* software was used to analyze delay and level of service for existing weekday AM and PM peak hours. The *Synchro 11* results are included in Appendix E.

FIGURE 1: 2023 EXISTING TURNING MOVEMENTS

SITE



LEGEND

xx/xx: AM/PM Peak Hour Traffic

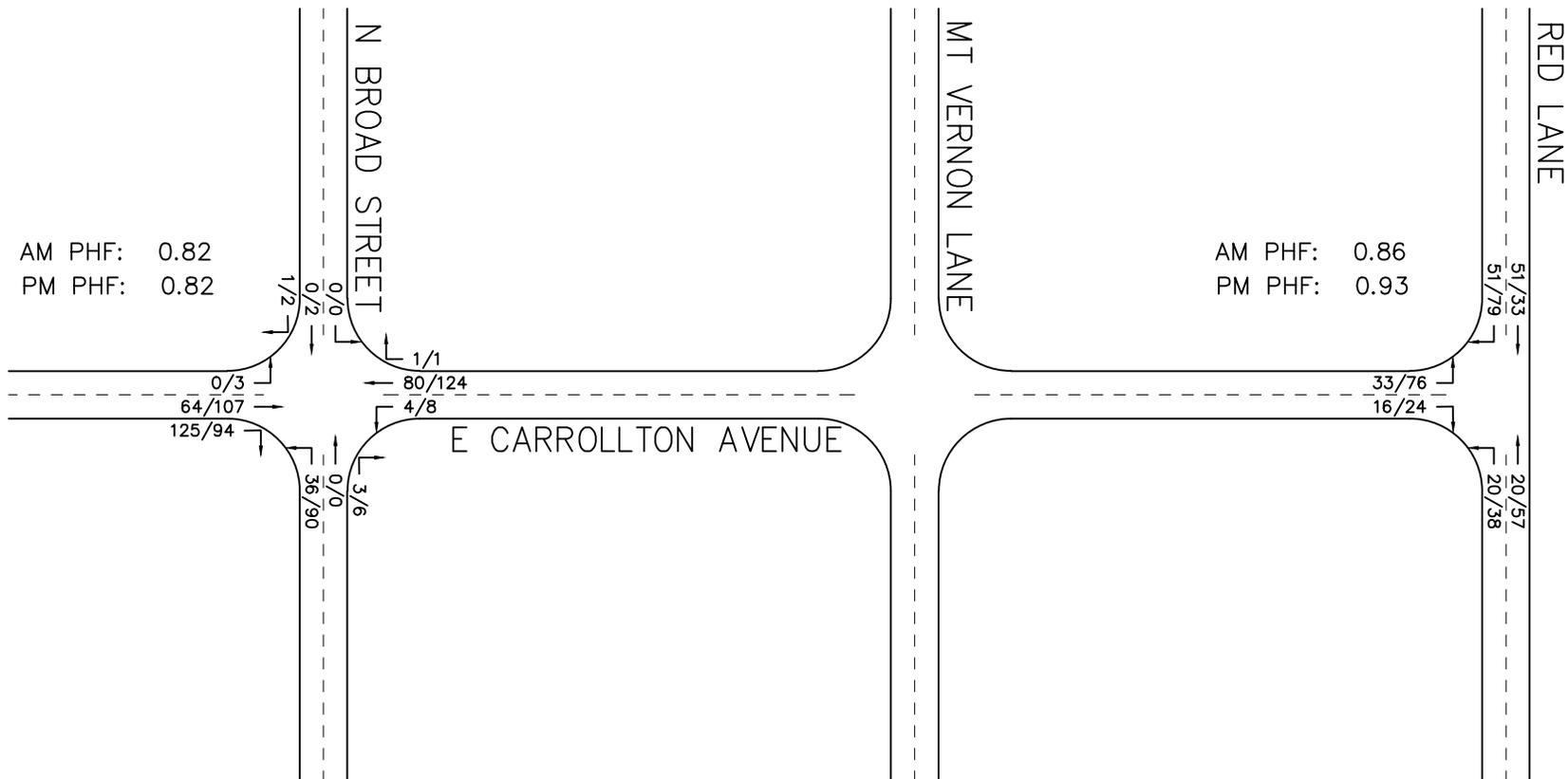
### **3. Analysis of Future Conditions Without Development**

It is anticipated that the proposed development will be constructed and in use by the year 2028. To analyze the future conditions and obtain the projected background traffic volumes, an annual growth factor was applied to the existing traffic volumes. Based on historical VDOT traffic data, the average growth rate over the last 10 years or so has been approximately 1% on Red Lane and there has actually been a reduction in traffic volume over the last 5 years. To provide a conservative analysis, a 1.5% annual growth rate was applied to bring the existing traffic volumes from the current year of 2023 to the buildout year of 2028. Figure 2 graphically depicts the projected background traffic in the year 2028 with the growth rate applied.

The *Synchro 11* software was used to analyze delay and level of service for background weekday AM and PM peak hours. The *Synchro 11* results are included in Appendix E.

FIGURE 2: 2028 PROJECTED TURNING MOVEMENTS

SITE



LEGEND

xx/xx: AM/PM Peak Hour Traffic

#### 4. Trip Generation

Trip generation for this study was based on the anticipated and assumed uses outlined in the Introduction and information provided by the developer regarding the possible uses of the property. The policies and procedures found in the Institute of Transportation Engineers (ITE) *Trip Generation Manual, 11<sup>th</sup> Edition*, were employed to determine the potential site generated traffic volumes for the proposed development for the average weekday and AM and PM peak hours. Trip generation calculations were performed using the equations provided in the ITE manual. Table 2 shows the potential site-generated traffic for this development.

Land Use			Trip Generation						
			AM Peak Hour			PM Peak Hour			Weekday
Proposed Development	ITE Code	Independent Variable	Enter	Exit	Total	Enter	Exit	Total	Total
Single-Family Detached Housing	210	115 Dwelling Units	21	64	85	71	42	113	1,147
Single-Family Attached Housing	215	140 Dwelling Units	17	50	67	47	33	80	1,016
Multi-Family Housing (Low-Rise)	220	85 Dwelling Units	12	37	49	36	21	57	620
Hotel	310	60 Rooms	13	10	23	8	9	17	227
General Office	710	15,000 s.f.	29	4	33	6	28	34	223
Sit-Down Restaurants	932	7,500 s.f.	39	33	72	41	27	68	804
		Total	120	166	286	175	137	312	4,114

Table 2: Site-Generated Traffic

Please note that the table above does not include traffic volumes for the HopeTree school or office uses. These specific uses are already taking place on the site and will not be trips that are “added” to the street network. The addition of the other use types on-site may actually reduce some of the existing trips due to the fact that some of the existing trips could be redirected to or from the new facilities that are developed within the site.

The intent of the proposed development is to provide a cohesive, connected, walkable community where pedestrian connectivity is a primary focus and vehicular trips are secondary. Due to the nature of the development and the mix of residential, commercial, institutional, and other uses, a portion of the site-generated trips will be pedestrian trips and/or “internally

captured”. Internal capture reductions consider site trips “captured” within a mixed-use development, recognizing that trips from one land use can access another land use within a development without having to access the adjacent street system. It is well-documented that this type of pedestrian-friendly, mixed-use development will result in less traffic to the adjacent street network than what is calculated using traditional trip generation methods. Walkable mixed-use developments have been documented to reduce trip generation by as much as 60% during the peak hours dependent on factors such as location, density, mix of uses, etc. Based on the characteristics and initiatives of this P.U.D. development, a 25% reduction was deemed to be reasonable for this project. Table 3 below shows the potential site-generated traffic for this development with the internal capture reduction applied.

Land Use			Trip Generation						
			AM Peak Hour			PM Peak Hour			Weekday
Proposed Development	ITE Code	Independent Variable	Enter	Exit	Total	Enter	Exit	Total	Total
Single-Family Detached Housing	210	115 Dwelling Units	16	48	64	53	32	85	860
Single-Family Attached Housing	215	140 Dwelling Units	13	37	50	35	25	60	762
Multi-Family Housing (Low-Rise)	220	85 Dwelling Units	9	28	37	27	16	43	465
Hotel	310	60 Rooms	10	8	18	6	7	13	170
General Office	710	15,000 s.f.	22	3	25	4	21	25	167
High-Turnover Sit-Down Restaurant	932	7,500 s.f.	29	25	54	31	20	51	603
		Total	99	149	248	156	121	277	3,027

Table 3: Site-Generated Traffic w/ 25% Reduction

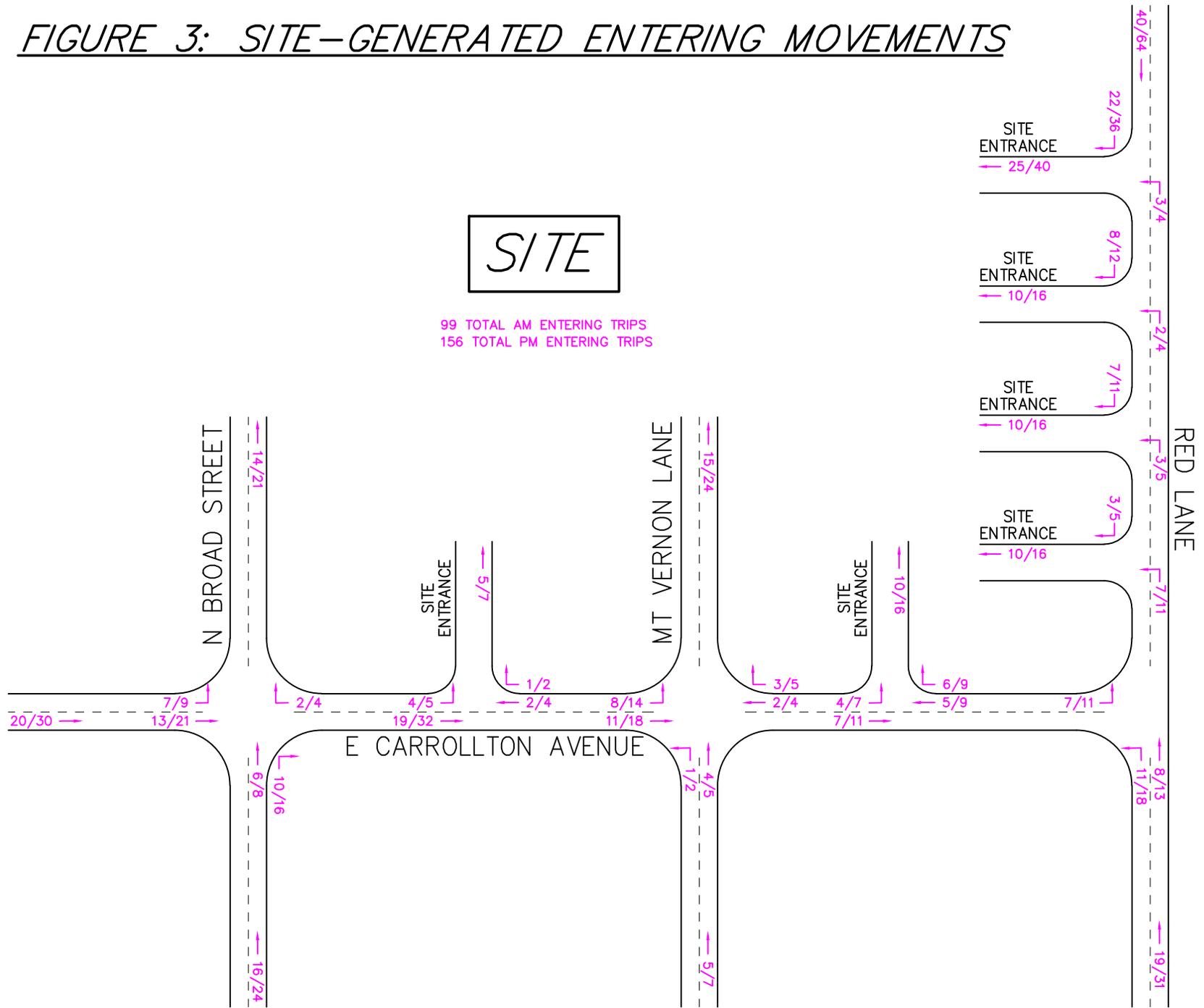
## **5. Site Traffic Distribution and Assignment**

The distribution of potential site generated traffic was completed by applying engineering judgement based on knowledge of the proposed uses, as well as the surrounding area. These assumptions were then applied to the site generated traffic to determine the ingress/egress movements at each entrance and in each direction. Traffic will enter to and exit from the site to the north toward I-81 or to the south or west to go toward downtown Salem. There are several entrances planned for the site in strategic locations to disperse traffic and efficiently distribute vehicles to the adjacent road system in an interconnected grid-type network that is similar to what already exists to the north of Main Street.

This development is proposed to have four access points on Red Lane, three access points on East Carrollton Avenue, and one access point on North Broad Street. The roadway network creates a network of streets within the development with a high level of interconnectivity both internally and externally to the existing streets.

After distribution of trips to the roadway, trips were distributed to each road and intersection based on the assumptions described above. Traffic assignment for traffic entering the development is shown graphically in Figure 3 and for traffic exiting the development is shown graphically in Figure 4.

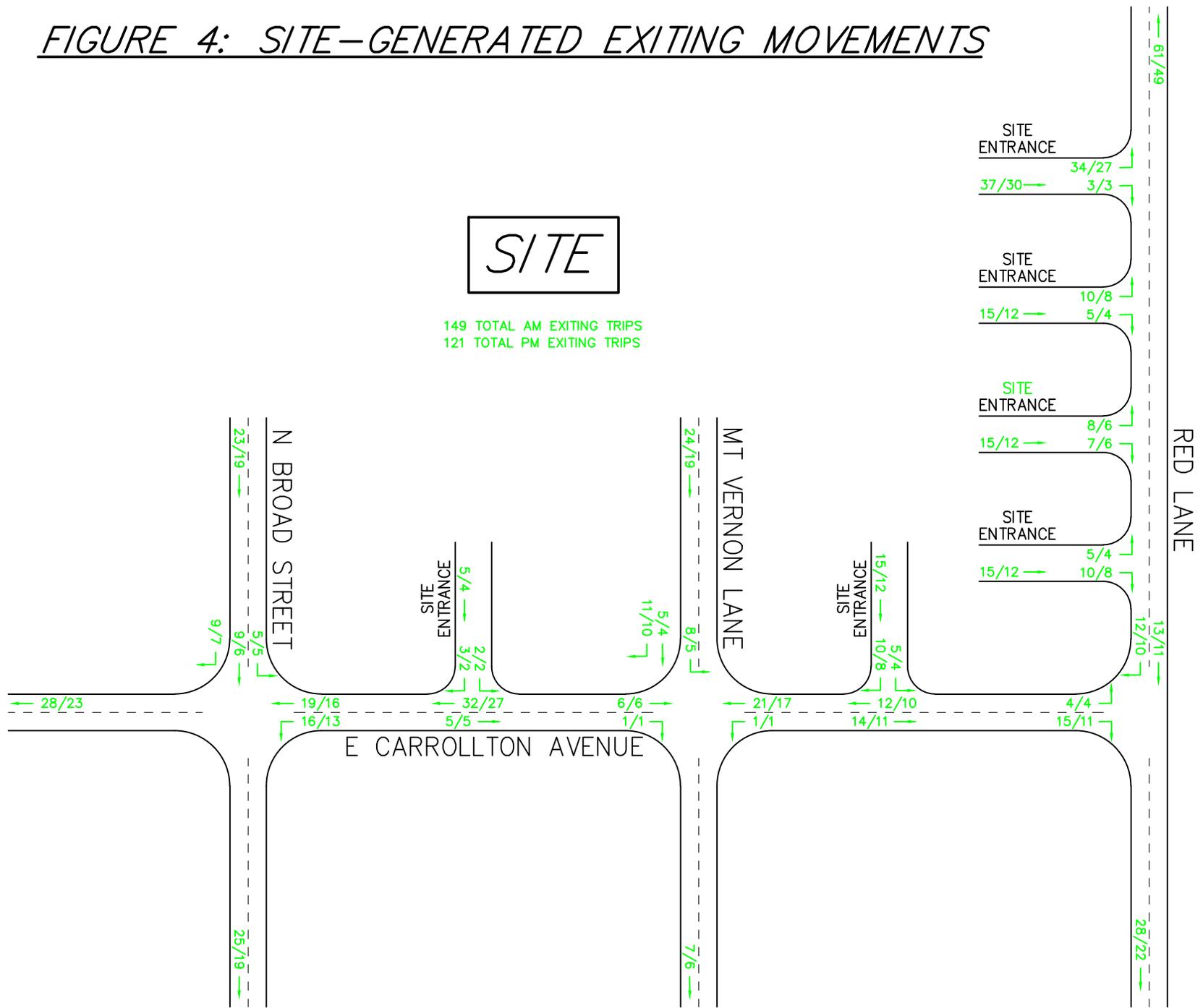
FIGURE 3: SITE-GENERATED ENTERING MOVEMENTS



LEGEND

xx/xx: AM/PM Peak Hour Traffic

FIGURE 4: SITE-GENERATED EXITING MOVEMENTS



LEGEND

xx/xx: AM/PM Peak Hour Traffic

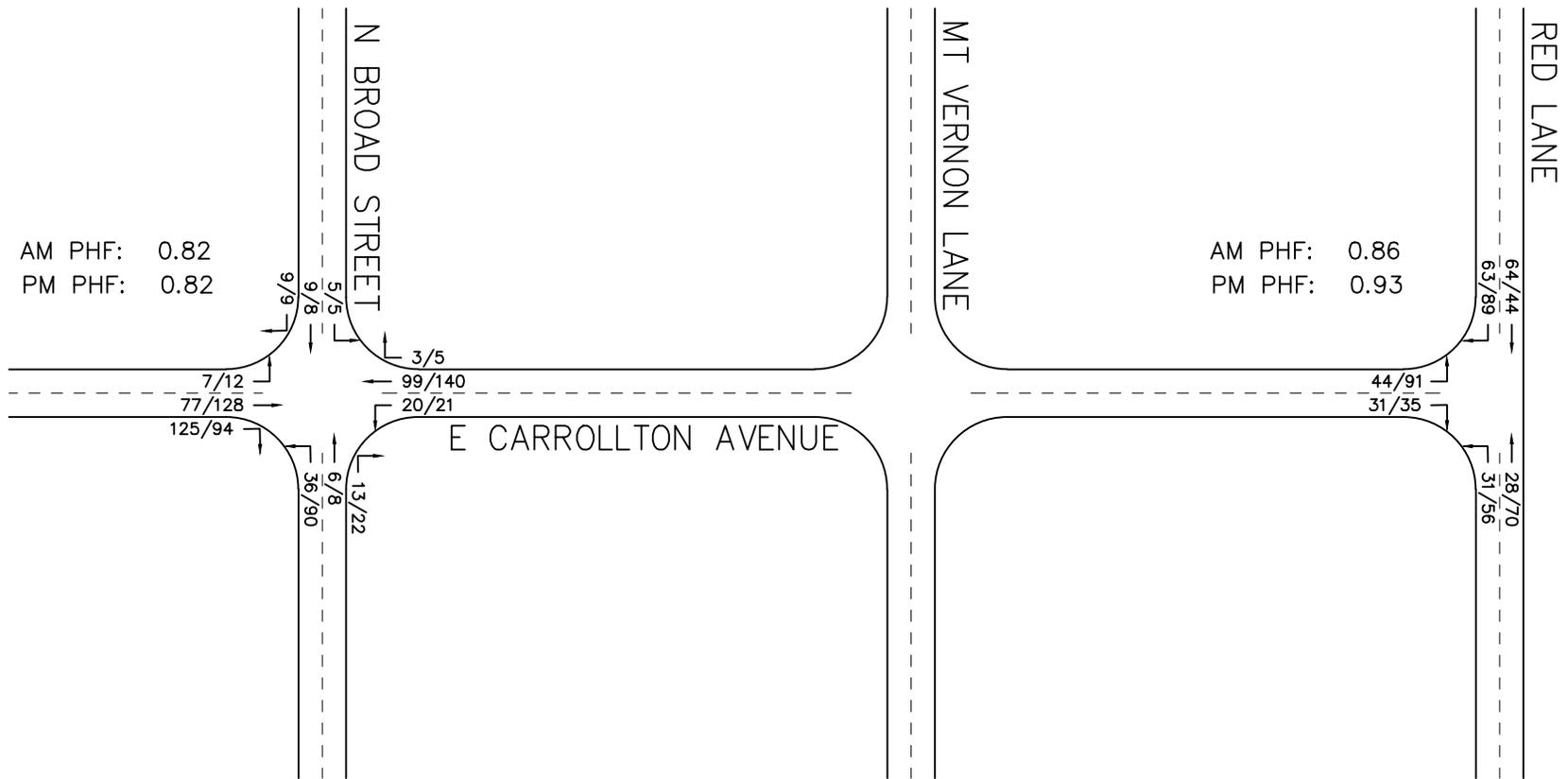
## **6. Analysis of Future Conditions With Development**

The buildout traffic was calculated by adding the 2028 background traffic (Figure 2) to the site-generated traffic (Figures 3 and 4). The 2028 buildout traffic for each of the study intersections is shown in Figure 5. The intersections were then modeled and evaluated using the *Synchro 11* software. Tables 4 and 5 provide a summary of the levels of service and delays calculated at each intersection for the 2023 Existing, 2028 Background, and 2028 Buildout conditions. The detailed *Synchro 11* reports are included in Appendix E.

As shown in the data, all approaches at the two study intersections will function at the same level of service in the Buildout condition as they do in the Existing and Background conditions, with minimal increases in delay. No further improvements are warranted or recommended as a result of the development traffic.

FIGURE 5: 2028 BUILDOUT TURNING MOVEMENTS

SITE



LEGEND

xx/xx: AM/PM Peak Hour Traffic

### Red Lane and East Carrollton Avenue

CONDITION	LANE GROUP	AM PEAK HOUR	PM PEAK HOUR
		LANE LOS (delay)	LANE LOS (delay)
<b>Existing 2023 Condition</b>	NBLT	A (7.4)	A (7.9)
	EBLR	A (7.4)	A (7.9)
	SBTR	A (7.2)	A (7.3)
<b>Background 2028 Condition</b>	NBLT	A (7.5)	A (7.9)
	EBLR	A (7.5)	A (8.0)
	SBTR	A (7.3)	A (7.4)
<b>Buildout 2028 Condition</b>	NBLT	A (7.7)	A (8.4)
	EBLR	A (7.7)	A (8.4)
	SBTR	A (7.6)	A (7.7)

Table 4: Red Lane & East Carrollton Avenue LOS Analysis

### North Broad Street and East Carrollton Avenue

CONDITION	LANE GROUP	AM PEAK HOUR	PM PEAK HOUR
		LANE LOS (delay)	LANE LOS (delay)
<b>Existing 2023 Condition</b>	NBLTR	B (10.3)	B (12.1)
	EBL	--	A (7.5)
	WBL	A (7.6)	A (7.7)
	SBLTR	A (8.7)	B (10.3)
<b>Background 2028 Condition</b>	NBLTR	B (10.5)	B (12.6)
	EBL	--	A (7.5)
	WBL	A (7.7)	A (7.7)
	SBLTR	A (8.7)	B (10.5)
<b>Buildout 2028 Condition</b>	NBLTR	B (11.6)	B (14.8)
	EBL	A (7.5)	A (7.6)
	WBL	A (7.8)	A (7.8)
	SBLTR	B (10.9)	B (11.8)

Table 5: North Broad Street & East Carrollton Avenue LOS Analysis

## **7. Turn Lane Warrants**

The analyses to determine turn lane requirements for the new development were completed by following the procedures and methodologies found in the *VDOT Road Design Manual, Volume I, Appendix F*. Turn lane warrants were analyzed based on the highest volumes for each roadway (Red Lane and East Carrollton Avenue) to show that the warrants are not met and will not be met for any of the intersections.

### ***Right-Turn Lane into Site from Red Lane***

#### **AM Peak Hour Analysis:**

- 22 Vehicles per Hour Turning Right into site from Red Lane
- Approach Volume =  $127 + 22 = 149$  VPH Red Lane
  
- Right-Turn Lane Requirement, as per *VDOT Road Design Manual, Appendix F: **Radius Required*** (please see Appendix D).

#### **PM Peak Hour Analysis:**

- 36 Vehicles per Hour Turning Right into site from Red Lane
- Approach Volume =  $133 + 36 = 169$  VPH Red Lane
  
- Right-Turn Lane Requirement, as per *VDOT Road Design Manual, Appendix F: **Radius Required*** (please see Appendix D).

### ***Left-Turn Lane into Site from Red Lane***

#### **AM Peak Hour Analysis:**

- 7 (9.7%) Vehicles per Hour Turning Left into site from Red Lane  
Posted Speed Limit = 25 mph
- Advancing Volume = 72 VPH
- Opposing Volume = 127 VPH
  
- Left-Turn Lane Requirement, as per *VDOT Road Design Manual, Appendix F: **None Required*** (please see Appendix D).

#### **PM Peak Hour Analysis:**

- 11 (6.8%) Vehicles per Hour Turning Left into site from Red Lane  
Posted Speed Limit = 25 mph
- Advancing Volume = 161 VPH
- Opposing Volume = 133 VPH
  
- Left-Turn Lane Requirement, as per *VDOT Road Design Manual, Appendix F: **None Required*** (please see Appendix D).

### ***Right-Turn Lane into Site from East Carrollton Avenue***

#### **AM Peak Hour Analysis:**

- 6 Vehicles per Hour Turning Right into site from East Carrollton Avenue
- Approach Volume = 122 VPH East Carrollton Avenue
  
- Right-Turn Lane Requirement, as per *VDOT Road Design Manual, Appendix F: Radius Required* (please see Appendix D).

#### **PM Peak Hour Analysis:**

- 9 Vehicles per Hour Turning Right into site from East Carrollton Avenue
- Approach Volume = 166 VPH East Carrollton Avenue
  
- Right-Turn Lane Requirement, as per *VDOT Road Design Manual, Appendix F: Radius Required* (please see Appendix D).

### ***Left-Turn Lane into Site from East Carrollton Avenue***

#### **AM Peak Hour Analysis:**

- 8 (8.4%) Vehicles per Hour Turning Left into site from East Carrollton Avenue  
Posted Speed Limit = 25 mph
- Advancing Volume = 95 VPH
- Opposing Volume = 122 VPH
  
- Left-Turn Lane Requirement, as per *VDOT Road Design Manual, Appendix F: None Required* (please see Appendix D).

#### **PM Peak Hour Analysis:**

- 14 (9.0%) Vehicles per Hour Turning Left into site from East Carrollton Avenue  
Posted Speed Limit = 25 mph
- Advancing Volume = 155 VPH
- Opposing Volume = 166 VPH
  
- Left-Turn Lane Requirement, as per *VDOT Road Design Manual, Appendix F: None Required* (please see Appendix D).

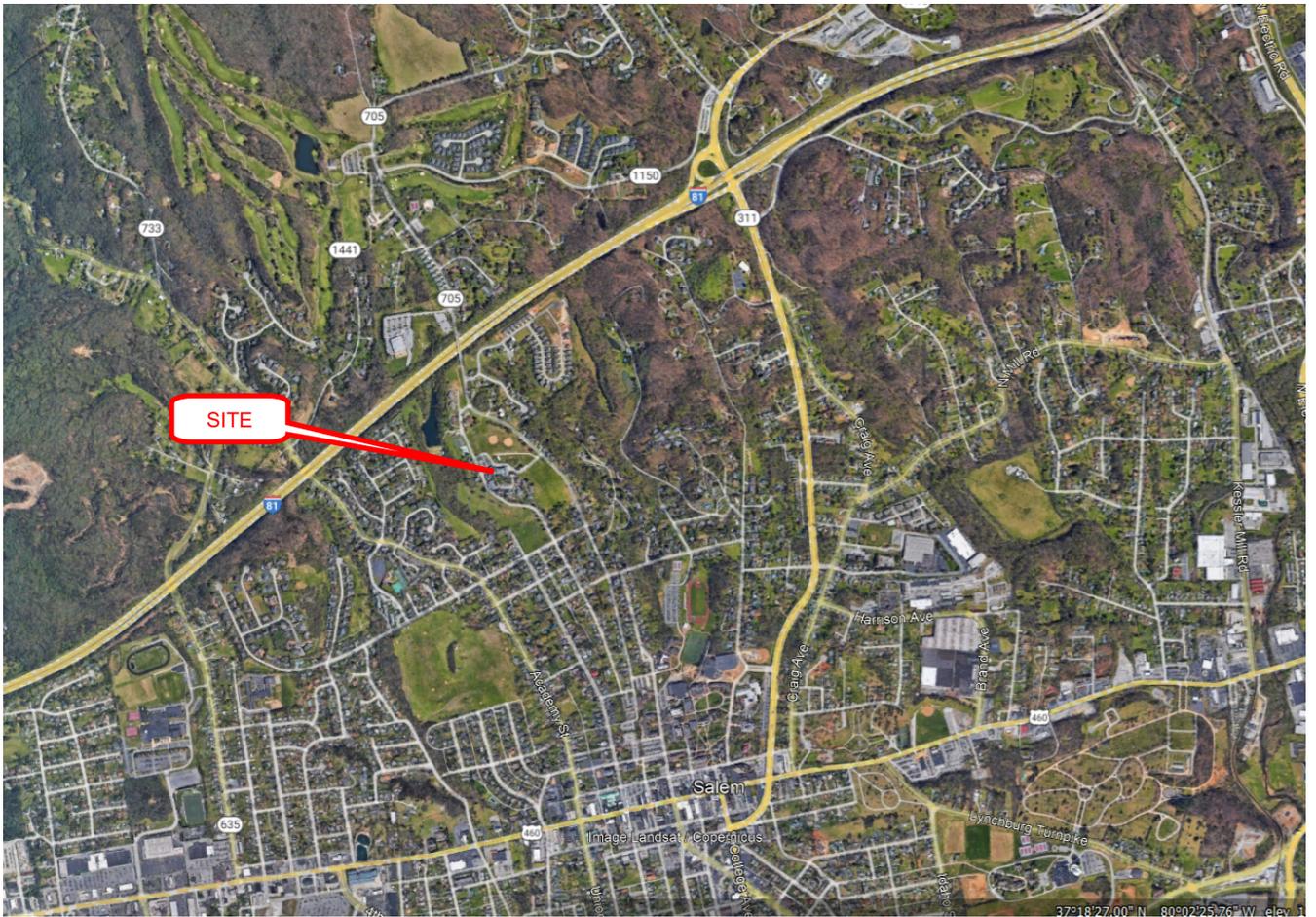
## **8. Conclusions**

Based on the data collected, the assumptions made, and the projected site-generated traffic, the results of the analysis are outlined below.

- The proposed development will generate additional traffic to the existing road network.
- The proposed development results in very minimal increases in delay at the study intersections and all approaches function at the same level of service in the Existing, Background, and Buildout scenarios.
- No turn lanes or tapers are warranted by the proposed development.

# **Appendix A**

## **Vicinity Map**



# **Appendix B**

## **P.U.D. Master Plan**

**GENERAL NOTES:**

- Building Types generally provide parking from rear alleys and lanes screened from frontages on lots.
- On-street parking shall be provided along all streets where practical.
- Each Block Group includes a minimum of three (3) building types.
- Each Block Group shall have 20% minimum of each of the building types used.
- A minimum of six (6) building types shall be used for the overall project.
- A maximum of five (5) of the same building types are allowed in a row.
- Commercial, Mixed-Use, & Live-Works are allowed in T-4 and T-5. See Uses Table.
- Land may be subdivided into separate ownership.



**TRANSECT ZONES & BUILDING TYPES KEY  
(SEE SPECIFIC BUILDING TYPES FOR STANDARDS)**

- E - ESTATE
- H - HOUSE / ADU
- C - COTTAGE / ADU
- PH - PAIR HOUSE / ADU
- T - TOWNHOUSE / ADU
- PC - POCKET / COTTAGE COURT
- TH-PU - TOWNHOUSE PARK-UNDER
- 3THE - 3-TOWNHOUSE ESTATE
- SF - STACKED FLAT
- LH - LOFT HOUSE
- MH - MEWS HOUSE
- TR - TREE HOUSE
- AH - MULTI-FAMILY HOUSE
- AB - MULTI-FAMILY BUILDING
- MXB - MIXED-USE BUILDING
- CV - CIVIC BUILDING SITE

**TRANSECT ZONES  
w/ FRONTAGE LINES**

- T5 - NEIGHBORHOOD CENTER
- T4 - NEIGHBORHOOD GENERAL
- T3 - NEIGHBORHOOD EDGE
- OPEN SPACE / NATURAL
- STRUCTURE TO BE REMOVED

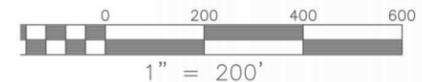
**CIVIC SPACE RESERVES**

- HISTORIC CORE BUILDINGS
- CIVIC BUILDINGS
- STREETS AND PARKING

**REQUIREMENTS & DETAILS**

- BLOCK GROUP
- RECOMMENDED GALLERY
- RECOMMENDED SHOPFRONT
- VISTA POINTS
- PEDESTRIAN SHED - 5 MINUTE WALK RADIUS

*5.A land use plan designating specific use types for the site, both residential and non-residential use types, and establishing site development regulations, including setback, height, building coverage, lot coverage, and density requirements.*



# **Appendix C**

## **Existing Traffic Data**

**TOTALS TURNING MOVEMENT COUNT - SUMMARY**

Intersection of: North Broad Street  
and: Carrollton Avenue  
Location: Salem, Virginia

Counted by: VCU  
Date: October 03, 2023  
Weather: Sunny/Warm  
Entered by: SN

Tuesday  
Star Rating: 4



TIME	TRAFFIC FROM NORTH on: North Broad Street					TRAFFIC FROM SOUTH on: North Broad Street					TRAFFIC FROM EAST on: Carrollton Avenue					TRAFFIC FROM WEST on: Carrollton Avenue					TOTAL N + S + E + W
	RIGHT	THRU	LEFT	U-TN	TOTAL	RIGHT	THRU	LEFT	U-TN	TOTAL	RIGHT	THRU	LEFT	U-TN	TOTAL	RIGHT	THRU	LEFT	U-TN	TOTAL	
<b>AM</b>																					
7:00 - 7:15	1	2	0	0	3	0	0	3	0	3	0	11	2	0	13	20	5	0	0	25	44
7:15 - 7:30	0	0	0	0	0	0	0	8	0	8	0	13	2	0	15	21	10	0	0	31	54
7:30 - 7:45	0	0	0	0	0	1	0	4	0	5	1	18	2	0	21	50	13	0	0	63	89
7:45 - 8:00	0	0	0	0	0	1	0	7	0	8	0	15	2	0	17	32	20	0	0	52	77
8:00 - 8:15	0	0	0	0	0	0	0	13	0	13	0	25	0	0	25	15	18	0	0	33	71
8:15 - 8:30	1	0	0	0	1	1	0	9	0	10	0	16	0	0	16	19	8	0	0	27	54
8:30 - 8:45	0	1	0	0	1	1	0	7	0	8	0	7	0	0	7	25	11	0	0	36	52
8:45 - 9:00	1	0	0	0	1	2	3	5	0	10	0	13	0	0	13	16	9	0	0	25	49
<b>2 Hr Totals</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>3</b>	<b>56</b>	<b>0</b>	<b>65</b>	<b>1</b>	<b>118</b>	<b>8</b>	<b>0</b>	<b>127</b>	<b>198</b>	<b>94</b>	<b>0</b>	<b>0</b>	<b>292</b>	<b>490</b>
<b>1 Hr Totals</b>																					
7:00 - 8:00	1	2	0	0	3	2	0	22	0	24	1	57	8	0	66	123	48	0	0	171	264
7:15 - 8:15	0	0	0	0	0	2	0	32	0	34	1	71	6	0	78	118	61	0	0	179	291
7:30 - 8:30	1	0	0	0	1	3	0	33	0	36	1	74	4	0	79	116	59	0	0	175	291
7:45 - 8:45	1	1	0	0	2	3	0	36	0	39	0	63	2	0	65	91	57	0	0	148	254
8:00 - 9:00	2	1	0	0	3	4	3	34	0	41	0	61	0	0	61	75	46	0	0	121	226
<b>PEAK HOUR</b>																					
<b>7:30 - 8:30</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>33</b>	<b>0</b>	<b>36</b>	<b>1</b>	<b>74</b>	<b>4</b>	<b>0</b>	<b>79</b>	<b>116</b>	<b>59</b>	<b>0</b>	<b>0</b>	<b>175</b>	<b>291</b>
<b>PM</b>																					
4:00 - 4:15	0	1	0	0	1	2	0	8	0	10	0	24	0	0	24	19	17	0	0	36	71
4:15 - 4:30	1	0	0	0	1	0	0	20	0	20	0	20	1	0	21	18	19	0	0	37	79
4:30 - 4:45	0	0	0	0	0	0	1	12	0	13	0	34	1	0	35	15	20	0	0	35	83
4:45 - 5:00	0	1	0	0	1	0	0	18	0	18	0	28	3	0	31	12	18	1	0	31	81
5:00 - 5:15	1	1	0	0	2	2	0	25	0	27	0	35	0	0	35	19	25	1	0	45	109
5:15 - 5:30	0	0	0	0	0	2	0	23	0	25	0	36	4	0	40	32	26	1	0	59	124
5:30 - 5:45	1	1	0	0	2	0	0	16	0	16	1	20	1	0	22	17	23	0	0	40	80
5:45 - 6:00	0	0	0	0	0	2	0	20	0	22	0	24	2	0	26	19	25	1	0	45	93
<b>2 Hr Totals</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>8</b>	<b>1</b>	<b>142</b>	<b>0</b>	<b>151</b>	<b>1</b>	<b>221</b>	<b>12</b>	<b>0</b>	<b>234</b>	<b>151</b>	<b>173</b>	<b>4</b>	<b>0</b>	<b>328</b>	<b>720</b>
<b>1 Hr Totals</b>																					
4:00 - 5:00	1	2	0	0	3	2	1	58	0	61	0	106	5	0	111	64	74	1	0	139	314
4:15 - 5:15	2	2	0	0	4	2	1	75	0	78	0	117	5	0	122	64	82	2	0	148	352
4:30 - 5:30	1	2	0	0	3	4	1	78	0	83	0	133	8	0	141	78	89	3	0	170	397
4:45 - 5:45	2	3	0	0	5	4	0	82	0	86	1	119	8	0	128	80	92	3	0	175	394
5:00 - 6:00	2	2	0	0	4	6	0	84	0	90	1	115	7	0	123	87	99	3	0	189	406
<b>PEAK HOUR</b>																					
<b>5:00 - 6:00</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>84</b>	<b>0</b>	<b>90</b>	<b>1</b>	<b>115</b>	<b>7</b>	<b>0</b>	<b>123</b>	<b>87</b>	<b>99</b>	<b>3</b>	<b>0</b>	<b>189</b>	<b>406</b>

**TOTALS TURNING MOVEMENT COUNT - SUMMARY**

Intersection of: Red Lane  
and: Carrollton Avenue  
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Counted by: VCU  
Date: October 03, 2023  
Weather: Sunny/Warm  
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Tuesday  
Star Rating: 4

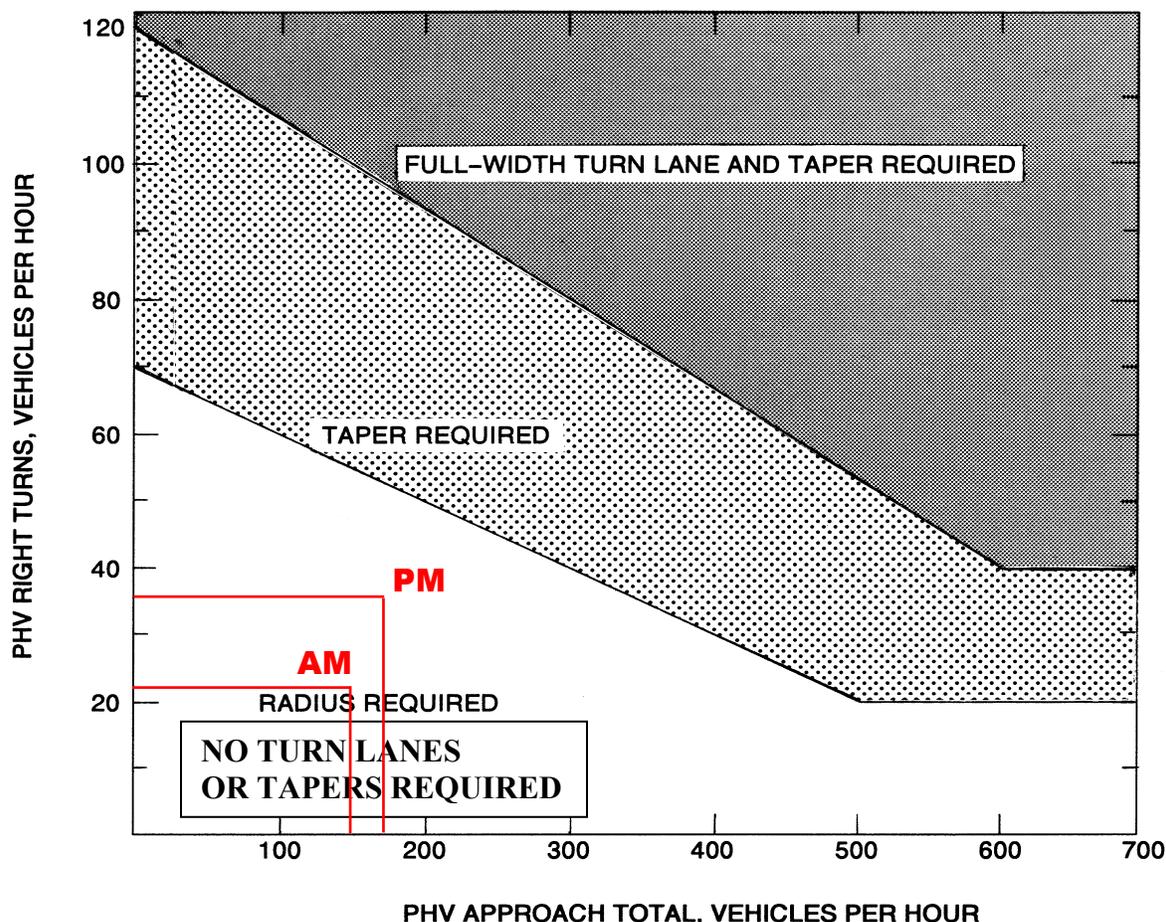


TIME	TRAFFIC FROM NORTH on: Red Lane					TRAFFIC FROM SOUTH on: Red Lane					TRAFFIC FROM EAST on:					TRAFFIC FROM WEST on: Carrollton Avenue					TOTAL N + S + E + W
	RIGHT	THRU	LEFT	U-TN	TOTAL	RIGHT	THRU	LEFT	U-TN	TOTAL	RIGHT	THRU	LEFT	U-TN	TOTAL	RIGHT	THRU	LEFT	U-TN	TOTAL	
<b>AM</b>																					
7:00 - 7:15	12	6	0	0	18	0	3	2	0	5	0	0	0	0	0	3	0	2	0	5	28
7:15 - 7:30	9	7	0	0	16	0	1	4	0	5	0	0	0	0	0	2	0	9	0	11	32
7:30 - 7:45	10	18	0	0	28	0	3	6	0	9	0	0	0	0	0	3	0	8	0	11	48
7:45 - 8:00	13	9	0	0	22	0	4	3	0	7	0	0	0	0	0	6	0	7	0	13	42
8:00 - 8:15	14	9	0	0	23	0	6	6	0	12	0	0	0	0	0	4	0	13	0	17	52
8:15 - 8:30	10	11	0	0	21	0	6	4	0	10	0	0	0	0	0	2	0	3	0	5	36
8:30 - 8:45	5	2	0	0	7	0	8	1	0	9	0	0	0	0	0	3	0	9	0	12	28
8:45 - 9:00	10	3	0	0	13	0	6	2	0	8	0	0	0	0	0	2	0	10	0	12	33
<b>2 Hr Totals</b>	<b>83</b>	<b>65</b>	<b>0</b>	<b>0</b>	<b>148</b>	<b>0</b>	<b>37</b>	<b>28</b>	<b>0</b>	<b>65</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>61</b>	<b>0</b>	<b>86</b>	<b>299</b>
<b>1 Hr Totals</b>																					
7:00 - 8:00	44	40	0	0	84	0	11	15	0	26	0	0	0	0	0	14	0	26	0	40	150
7:15 - 8:15	46	43	0	0	89	0	14	19	0	33	0	0	0	0	0	15	0	37	0	52	174
7:30 - 8:30	47	47	0	0	94	0	19	19	0	38	0	0	0	0	0	15	0	31	0	46	178
7:45 - 8:45	42	31	0	0	73	0	24	14	0	38	0	0	0	0	0	15	0	32	0	47	158
8:00 - 9:00	39	25	0	0	64	0	26	13	0	39	0	0	0	0	0	11	0	35	0	46	149
<b>PEAK HOUR</b>																					
<b>7:30 - 8:30</b>	<b>47</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>94</b>	<b>0</b>	<b>19</b>	<b>19</b>	<b>0</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>31</b>	<b>0</b>	<b>46</b>	<b>178</b>
<b>PM</b>																					
4:00 - 4:15	18	12	0	0	30	0	13	5	0	18	0	0	0	0	0	7	0	13	0	20	68
4:15 - 4:30	16	2	0	0	18	0	9	1	0	10	0	0	0	0	0	5	0	15	0	20	48
4:30 - 4:45	21	7	0	0	28	0	12	7	0	19	0	0	0	0	0	5	0	18	0	23	70
4:45 - 5:00	21	10	0	0	31	0	12	4	0	16	0	0	0	0	0	3	0	15	0	18	65
5:00 - 5:15	12	8	0	0	20	0	17	11	1	29	0	0	0	0	0	7	0	18	0	25	74
5:15 - 5:30	19	6	0	0	25	0	12	13	0	25	0	0	0	0	0	7	0	20	0	27	77
5:30 - 5:45	13	7	0	0	20	0	10	3	0	13	0	0	0	0	0	2	0	14	0	16	49
5:45 - 6:00	19	9	0	0	28	0	7	4	0	11	0	0	0	0	0	7	0	13	0	20	59
<b>2 Hr Totals</b>	<b>139</b>	<b>61</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>92</b>	<b>48</b>	<b>1</b>	<b>141</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43</b>	<b>0</b>	<b>126</b>	<b>0</b>	<b>169</b>	<b>510</b>
<b>1 Hr Totals</b>																					
4:00 - 5:00	76	31	0	0	107	0	46	17	0	63	0	0	0	0	0	20	0	61	0	81	251
4:15 - 5:15	70	27	0	0	97	0	50	23	1	74	0	0	0	0	0	20	0	66	0	86	257
4:30 - 5:30	73	31	0	0	104	0	53	35	1	89	0	0	0	0	0	22	0	71	0	93	286
4:45 - 5:45	65	31	0	0	96	0	51	31	1	83	0	0	0	0	0	19	0	67	0	86	265
5:00 - 6:00	63	30	0	0	93	0	46	31	1	78	0	0	0	0	0	23	0	65	0	88	259
<b>PEAK HOUR</b>																					
<b>4:30 - 5:30</b>	<b>73</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>104</b>	<b>0</b>	<b>53</b>	<b>35</b>	<b>1</b>	<b>89</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>71</b>	<b>0</b>	<b>93</b>	<b>286</b>

# **Appendix D**

## **VDOT Turn Lane Worksheets**

### RED LANE RIGHT TURN WARRANT



**FIGURE 3-26 WARRANTS FOR RIGHT TURN TREATMENT (2-LANE HIGHWAY)**

Appropriate Radius required at all Intersections and Entrances (Commercial or Private).

#### LEGEND

**PHV** - Peak Hour Volume (also Design Hourly Volume equivalent)

#### Adjustment for Right Turns

For posted speeds at or under 45 mph, PHV right turns > 40, and PHV total < 300.

Adjusted right turns = PHV Right Turns - 20

If PHV is not known use formula:  $PHV = ADT \times K \times D$

K = the percent of AADT occurring in the peak hour

D = the percent of traffic in the peak direction of flow

Note: An average of 11% for K x D will suffice.

When right turn facilities are warranted, see [Figure 3-1](#) for design criteria.\*

\* Rev. 1/15

### RED LANE LEFT TURN WARRANT

#### WARRANT FOR LEFT-TURN STORAGE LANES ON TWO-LANE HIGHWAY

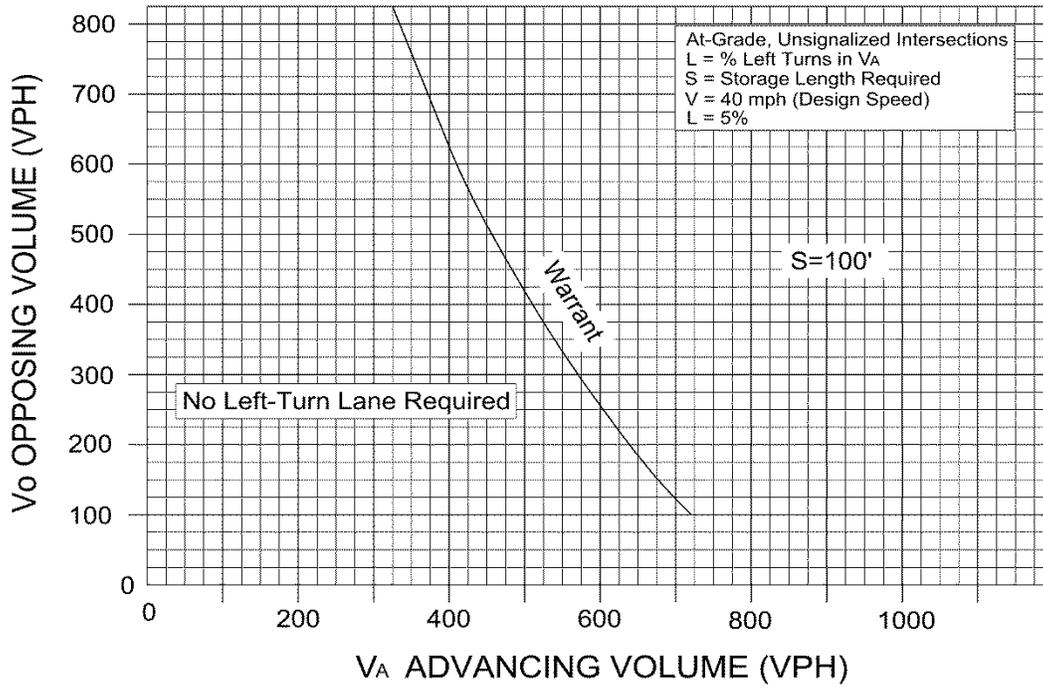


FIGURE 3-4 WARRANT FOR LEFT TURN STORAGE LANES ON TWO LANE HIGHWAY

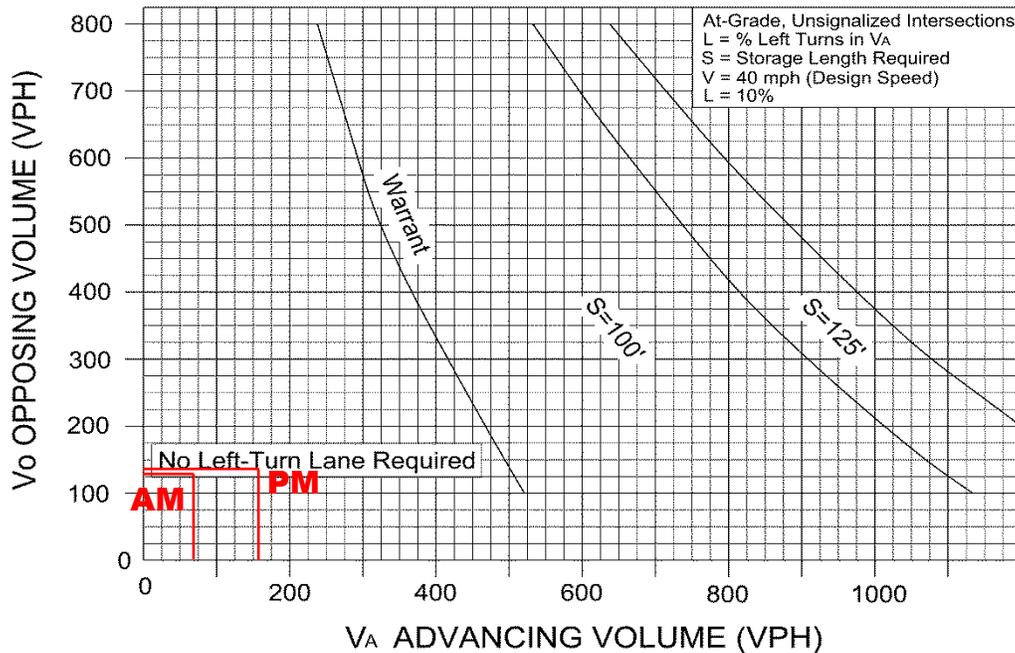
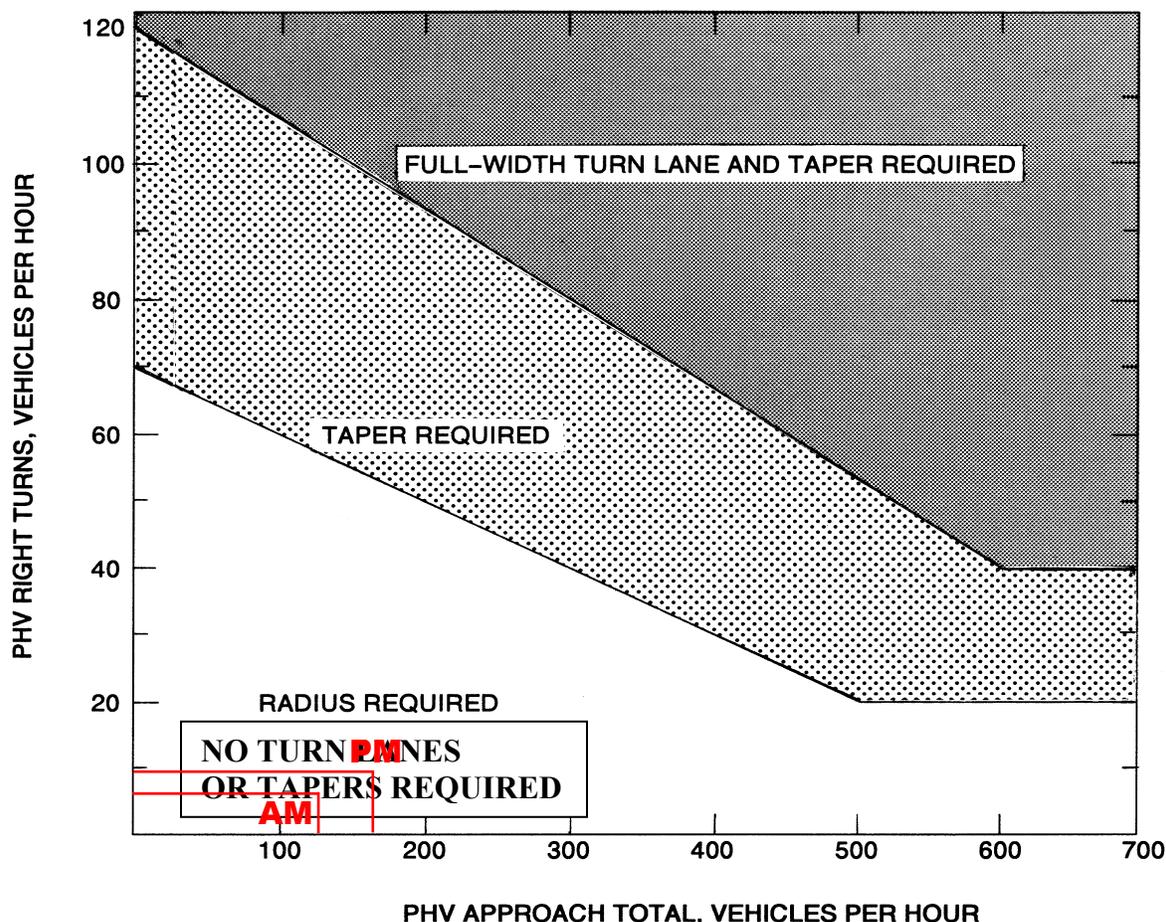


FIGURE 3-5 WARRANT FOR LEFT TURN STORAGE LANES ON TWO LANE HIGHWAY

### EAST CARROLLTON AVENUE RIGHT TURN WARRANT



**FIGURE 3-26 WARRANTS FOR RIGHT TURN TREATMENT (2-LANE HIGHWAY)**

Appropriate Radius required at all Intersections and Entrances (Commercial or Private).

#### LEGEND

**PHV** - Peak Hour Volume (also Design Hourly Volume equivalent)

#### Adjustment for Right Turns

For posted speeds at or under 45 mph, PHV right turns > 40, and PHV total < 300.

Adjusted right turns = PHV Right Turns - 20

If PHV is not known use formula:  $PHV = ADT \times K \times D$

K = the percent of AADT occurring in the peak hour

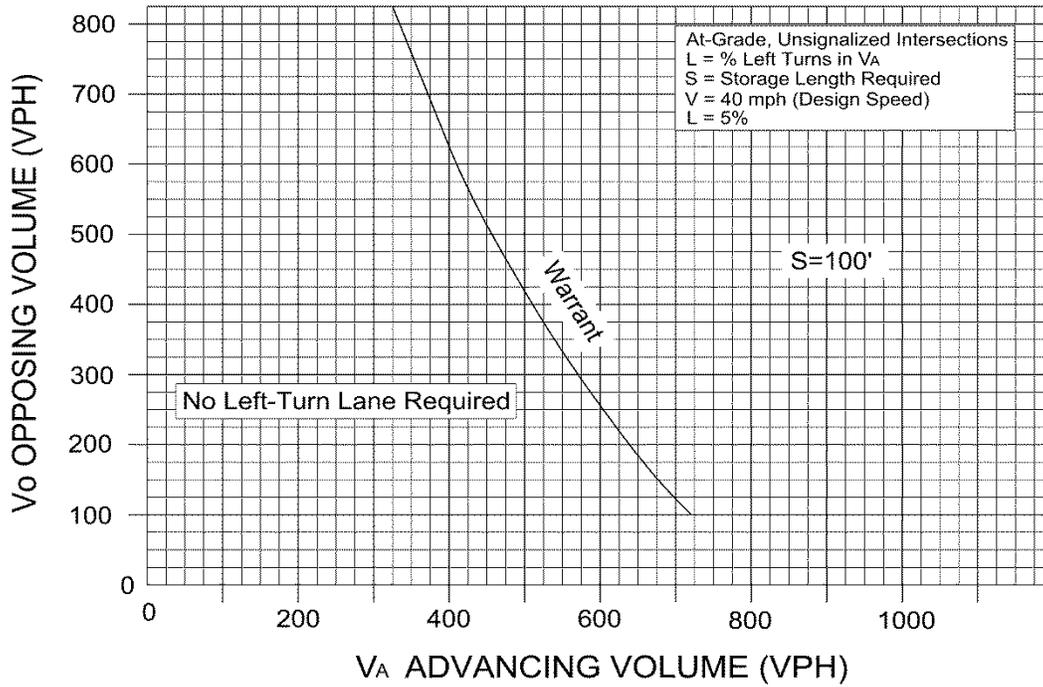
D = the percent of traffic in the peak direction of flow

Note: An average of 11% for K x D will suffice.

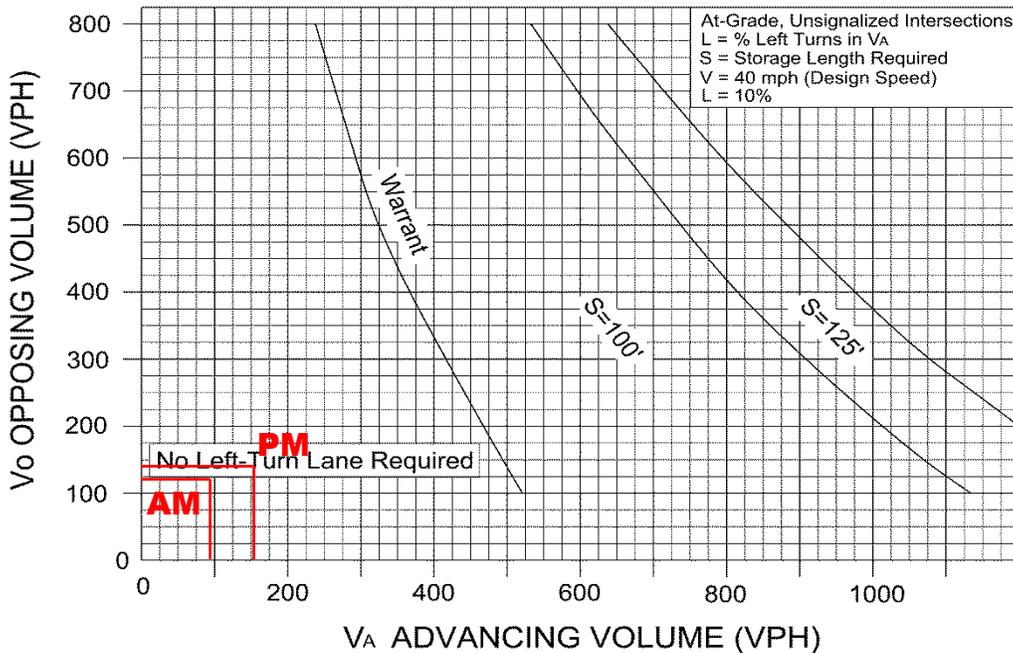
When right turn facilities are warranted, see [Figure 3-1](#) for design criteria.\*

\* Rev. 1/15

### EAST CARROLLTON AVENUE LEFT TURN WARRANT WARRANT FOR LEFT-TURN STORAGE LANES ON TWO-LANE HIGHWAY



**FIGURE 3-4 WARRANT FOR LEFT TURN STORAGE LANES ON TWO LANE HIGHWAY**



**FIGURE 3-5 WARRANT FOR LEFT TURN STORAGE LANES ON TWO LANE HIGHWAY**

# **Appendix E**

## **Synchro 11 Intersection Analysis Data**

Intersection	
Intersection Delay, s/veh	7.3
Intersection LOS	A

Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	W			↑	↑	
Traffic Vol, veh/h	31	15	19	19	47	47
Future Vol, veh/h	31	15	19	19	47	47
Peak Hour Factor	0.86	0.86	0.86	0.86	0.86	0.86
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	36	17	22	22	55	55
Number of Lanes	1	0	0	1	1	0

Approach	EB	NB	SB
Opposing Approach		SB	NB
Opposing Lanes	0	1	1
Conflicting Approach Left	SB	EB	
Conflicting Lanes Left	1	1	0
Conflicting Approach Right	NB		EB
Conflicting Lanes Right	1	0	1
HCM Control Delay	7.4	7.4	7.2
HCM LOS	A	A	A

Lane	NBLn1	EBLn1	SBLn1
Vol Left, %	50%	67%	0%
Vol Thru, %	50%	0%	50%
Vol Right, %	0%	33%	50%
Sign Control	Stop	Stop	Stop
Traffic Vol by Lane	38	46	94
LT Vol	19	31	0
Through Vol	19	0	47
RT Vol	0	15	47
Lane Flow Rate	44	53	109
Geometry Grp	1	1	1
Degree of Util (X)	0.051	0.061	0.113
Departure Headway (Hd)	4.178	4.102	3.728
Convergence, Y/N	Yes	Yes	Yes
Cap	854	867	959
Service Time	2.218	2.155	1.764
HCM Lane V/C Ratio	0.052	0.061	0.114
HCM Control Delay	7.4	7.4	7.2
HCM Lane LOS	A	A	A
HCM 95th-tile Q	0.2	0.2	0.4

Intersection												
Int Delay, s/veh	1.4											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	0	59	116	4	74	1	33	0	1	0	0	1
Future Vol, veh/h	0	59	116	4	74	1	33	0	1	0	0	1
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None									
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	82	82	82	82	82	82	82	82	82	82	82	82
Heavy Vehicles, %	0	0	0	0	0	0	0	0	0	0	0	0
Mvmt Flow	0	72	141	5	90	1	40	0	1	0	0	1

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	91	0	0	213	0	0	244	244	143	244	314	91
Stage 1	-	-	-	-	-	-	143	143	-	101	101	-
Stage 2	-	-	-	-	-	-	101	101	-	143	213	-
Critical Hdwy	4.1	-	-	4.1	-	-	7.1	6.5	6.2	7.1	6.5	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Follow-up Hdwy	2.2	-	-	2.2	-	-	3.5	4	3.3	3.5	4	3.3
Pot Cap-1 Maneuver	1517	-	-	1369	-	-	714	661	910	714	605	972
Stage 1	-	-	-	-	-	-	865	782	-	910	815	-
Stage 2	-	-	-	-	-	-	910	815	-	865	730	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1517	-	-	1369	-	-	711	658	910	711	603	972
Mov Cap-2 Maneuver	-	-	-	-	-	-	711	658	-	711	603	-
Stage 1	-	-	-	-	-	-	865	782	-	910	812	-
Stage 2	-	-	-	-	-	-	905	812	-	864	730	-

Approach	EB			WB			NB			SB		
HCM Control Delay, s	0			0.4			10.3			8.7		
HCM LOS							B			A		

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	716	1517	-	-	1369	-	-	972
HCM Lane V/C Ratio	0.058	-	-	-	0.004	-	-	0.001
HCM Control Delay (s)	10.3	0	-	-	7.6	0	-	8.7
HCM Lane LOS	B	A	-	-	A	A	-	A
HCM 95th %tile Q(veh)	0.2	0	-	-	0	-	-	0

Intersection	
Intersection Delay, s/veh	7.7
Intersection LOS	A

Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Vol, veh/h	71	22	36	53	31	73
Future Vol, veh/h	71	22	36	53	31	73
Peak Hour Factor	0.93	0.93	0.93	0.93	0.93	0.93
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	76	24	39	57	33	78
Number of Lanes	1	0	0	1	1	0

Approach	EB	NB	SB
Opposing Approach		SB	NB
Opposing Lanes	0	1	1
Conflicting Approach Left	SB	EB	
Conflicting Lanes Left	1	1	0
Conflicting Approach Right	NB		EB
Conflicting Lanes Right	1	0	1
HCM Control Delay	7.9	7.9	7.3
HCM LOS	A	A	A

Lane	NBLn1	EBLn1	SBLn1
Vol Left, %	40%	76%	0%
Vol Thru, %	60%	0%	30%
Vol Right, %	0%	24%	70%
Sign Control	Stop	Stop	Stop
Traffic Vol by Lane	89	93	104
LT Vol	36	71	0
Through Vol	53	0	31
RT Vol	0	22	73
Lane Flow Rate	96	100	112
Geometry Grp	1	1	1
Degree of Util (X)	0.113	0.118	0.116
Departure Headway (Hd)	4.243	4.264	3.727
Convergence, Y/N	Yes	Yes	Yes
Cap	835	829	946
Service Time	2.316	2.349	1.81
HCM Lane V/C Ratio	0.115	0.121	0.118
HCM Control Delay	7.9	7.9	7.3
HCM Lane LOS	A	A	A
HCM 95th-tile Q	0.4	0.4	0.4

Intersection												
Int Delay, s/veh	3											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	3	99	87	7	115	1	84	0	6	0	2	2
Future Vol, veh/h	3	99	87	7	115	1	84	0	6	0	2	2
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None									
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	82	82	82	82	82	82	82	82	82	82	82	82
Heavy Vehicles, %	0	0	0	0	0	0	0	0	0	0	0	0
Mvmt Flow	4	121	106	9	140	1	102	0	7	0	2	2

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	141	0	0	227	0	0	343	341	174	345	394	141
Stage 1	-	-	-	-	-	-	182	182	-	159	159	-
Stage 2	-	-	-	-	-	-	161	159	-	186	235	-
Critical Hdwy	4.1	-	-	4.1	-	-	7.1	6.5	6.2	7.1	6.5	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Follow-up Hdwy	2.2	-	-	2.2	-	-	3.5	4	3.3	3.5	4	3.3
Pot Cap-1 Maneuver	1455	-	-	1353	-	-	615	584	875	613	546	912
Stage 1	-	-	-	-	-	-	824	753	-	848	770	-
Stage 2	-	-	-	-	-	-	846	770	-	820	714	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1455	-	-	1353	-	-	606	578	875	603	541	912
Mov Cap-2 Maneuver	-	-	-	-	-	-	606	578	-	603	541	-
Stage 1	-	-	-	-	-	-	822	751	-	845	765	-
Stage 2	-	-	-	-	-	-	835	765	-	811	712	-

Approach	EB			WB			NB			SB		
HCM Control Delay, s	0.1			0.4			12.1			10.3		
HCM LOS							B			B		

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	619	1455	-	-	1353	-	-	679
HCM Lane V/C Ratio	0.177	0.003	-	-	0.006	-	-	0.007
HCM Control Delay (s)	12.1	7.5	0	-	7.7	0	-	10.3
HCM Lane LOS	B	A	A	-	A	A	-	B
HCM 95th %tile Q(veh)	0.6	0	-	-	0	-	-	0

Intersection	
Intersection Delay, s/veh	7.4
Intersection LOS	A

Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Vol, veh/h	33	16	20	20	51	51
Future Vol, veh/h	33	16	20	20	51	51
Peak Hour Factor	0.86	0.86	0.86	0.86	0.86	0.86
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	38	19	23	23	59	59
Number of Lanes	1	0	0	1	1	0

Approach	EB	NB	SB
Opposing Approach		SB	NB
Opposing Lanes	0	1	1
Conflicting Approach Left	SB	EB	
Conflicting Lanes Left	1	1	0
Conflicting Approach Right	NB		EB
Conflicting Lanes Right	1	0	1
HCM Control Delay	7.5	7.5	7.3
HCM LOS	A	A	A

Lane	NBLn1	EBLn1	SBLn1
Vol Left, %	50%	67%	0%
Vol Thru, %	50%	0%	50%
Vol Right, %	0%	33%	50%
Sign Control	Stop	Stop	Stop
Traffic Vol by Lane	40	49	102
LT Vol	20	33	0
Through Vol	20	0	51
RT Vol	0	16	51
Lane Flow Rate	47	57	119
Geometry Grp	1	1	1
Degree of Util (X)	0.054	0.065	0.123
Departure Headway (Hd)	4.19	4.121	3.735
Convergence, Y/N	Yes	Yes	Yes
Cap	851	862	956
Service Time	2.234	2.18	1.774
HCM Lane V/C Ratio	0.055	0.066	0.124
HCM Control Delay	7.5	7.5	7.3
HCM Lane LOS	A	A	A
HCM 95th-tile Q	0.2	0.2	0.4

Intersection												
Int Delay, s/veh	1.4											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	0	64	125	4	80	1	36	0	3	0	0	1
Future Vol, veh/h	0	64	125	4	80	1	36	0	3	0	0	1
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None									
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	82	82	82	82	82	82	82	82	82	82	82	82
Heavy Vehicles, %	0	0	0	0	0	0	0	0	0	0	0	0
Mvmt Flow	0	78	152	5	98	1	44	0	4	0	0	1

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	99	0	0	230	0	0	263	263	154	265	339	99
Stage 1	-	-	-	-	-	-	154	154	-	109	109	-
Stage 2	-	-	-	-	-	-	109	109	-	156	230	-
Critical Hdwy	4.1	-	-	4.1	-	-	7.1	6.5	6.2	7.1	6.5	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Follow-up Hdwy	2.2	-	-	2.2	-	-	3.5	4	3.3	3.5	4	3.3
Pot Cap-1 Maneuver	1507	-	-	1350	-	-	694	646	897	692	586	962
Stage 1	-	-	-	-	-	-	853	774	-	901	809	-
Stage 2	-	-	-	-	-	-	901	809	-	851	718	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1507	-	-	1350	-	-	691	643	897	687	584	962
Mov Cap-2 Maneuver	-	-	-	-	-	-	691	643	-	687	584	-
Stage 1	-	-	-	-	-	-	853	774	-	901	806	-
Stage 2	-	-	-	-	-	-	896	806	-	848	718	-

Approach	EB			WB			NB			SB		
HCM Control Delay, s	0			0.4			10.5			8.7		
HCM LOS							B			A		

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	703	1507	-	-	1350	-	-	962
HCM Lane V/C Ratio	0.068	-	-	-	0.004	-	-	0.001
HCM Control Delay (s)	10.5	0	-	-	7.7	0	-	8.7
HCM Lane LOS	B	A	-	-	A	A	-	A
HCM 95th %tile Q(veh)	0.2	0	-	-	0	-	-	0

Intersection	
Intersection Delay, s/veh	7.8
Intersection LOS	A

Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Vol, veh/h	76	24	38	57	33	79
Future Vol, veh/h	76	24	38	57	33	79
Peak Hour Factor	0.93	0.93	0.93	0.93	0.93	0.93
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	82	26	41	61	35	85
Number of Lanes	1	0	0	1	1	0

Approach	EB	NB	SB
Opposing Approach		SB	NB
Opposing Lanes	0	1	1
Conflicting Approach Left	SB	EB	
Conflicting Lanes Left	1	1	0
Conflicting Approach Right	NB		EB
Conflicting Lanes Right	1	0	1
HCM Control Delay	8	7.9	7.4
HCM LOS	A	A	A

Lane	NBLn1	EBLn1	SBLn1
Vol Left, %	40%	76%	0%
Vol Thru, %	60%	0%	29%
Vol Right, %	0%	24%	71%
Sign Control	Stop	Stop	Stop
Traffic Vol by Lane	95	100	112
LT Vol	38	76	0
Through Vol	57	0	33
RT Vol	0	24	79
Lane Flow Rate	102	108	120
Geometry Grp	1	1	1
Degree of Util (X)	0.121	0.128	0.125
Departure Headway (Hd)	4.263	4.288	3.744
Convergence, Y/N	Yes	Yes	Yes
Cap	830	824	941
Service Time	2.344	2.378	1.835
HCM Lane V/C Ratio	0.123	0.131	0.128
HCM Control Delay	7.9	8	7.4
HCM Lane LOS	A	A	A
HCM 95th-tile Q	0.4	0.4	0.4

Intersection												
Int Delay, s/veh	3.1											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	3	107	94	8	124	1	90	0	6	0	2	2
Future Vol, veh/h	3	107	94	8	124	1	90	0	6	0	2	2
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None									
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	82	82	82	82	82	82	82	82	82	82	82	82
Heavy Vehicles, %	0	0	0	0	0	0	0	0	0	0	0	0
Mvmt Flow	4	130	115	10	151	1	110	0	7	0	2	2

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	152	0	0	245	0	0	370	368	188	371	425	152
Stage 1	-	-	-	-	-	-	196	196	-	172	172	-
Stage 2	-	-	-	-	-	-	174	172	-	199	253	-
Critical Hdwy	4.1	-	-	4.1	-	-	7.1	6.5	6.2	7.1	6.5	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Follow-up Hdwy	2.2	-	-	2.2	-	-	3.5	4	3.3	3.5	4	3.3
Pot Cap-1 Maneuver	1441	-	-	1333	-	-	590	564	859	589	524	900
Stage 1	-	-	-	-	-	-	810	742	-	835	760	-
Stage 2	-	-	-	-	-	-	833	760	-	807	701	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1441	-	-	1333	-	-	581	558	859	579	518	900
Mov Cap-2 Maneuver	-	-	-	-	-	-	581	558	-	579	518	-
Stage 1	-	-	-	-	-	-	808	740	-	832	754	-
Stage 2	-	-	-	-	-	-	821	754	-	798	699	-

Approach	EB			WB			NB			SB		
HCM Control Delay, s	0.1			0.5			12.6			10.5		
HCM LOS							B			B		

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	593	1441	-	-	1333	-	-	658
HCM Lane V/C Ratio	0.197	0.003	-	-	0.007	-	-	0.007
HCM Control Delay (s)	12.6	7.5	0	-	7.7	0	-	10.5
HCM Lane LOS	B	A	A	-	A	A	-	B
HCM 95th %tile Q(veh)	0.7	0	-	-	0	-	-	0

Intersection	
Intersection Delay, s/veh	7.7
Intersection LOS	A

Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Vol, veh/h	44	31	31	28	64	63
Future Vol, veh/h	44	31	31	28	64	63
Peak Hour Factor	0.86	0.86	0.86	0.86	0.86	0.86
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	51	36	36	33	74	73
Number of Lanes	1	0	0	1	1	0

Approach	EB	NB	SB
Opposing Approach		SB	NB
Opposing Lanes	0	1	1
Conflicting Approach Left	SB	EB	
Conflicting Lanes Left	1	1	0
Conflicting Approach Right	NB		EB
Conflicting Lanes Right	1	0	1
HCM Control Delay	7.7	7.7	7.6
HCM LOS	A	A	A

Lane	NBLn1	EBLn1	SBLn1
Vol Left, %	53%	59%	0%
Vol Thru, %	47%	0%	50%
Vol Right, %	0%	41%	50%
Sign Control	Stop	Stop	Stop
Traffic Vol by Lane	59	75	127
LT Vol	31	44	0
Through Vol	28	0	64
RT Vol	0	31	63
Lane Flow Rate	69	87	148
Geometry Grp	1	1	1
Degree of Util (X)	0.081	0.1	0.156
Departure Headway (Hd)	4.273	4.138	3.808
Convergence, Y/N	Yes	Yes	Yes
Cap	831	854	932
Service Time	2.339	2.223	1.87
HCM Lane V/C Ratio	0.083	0.102	0.159
HCM Control Delay	7.7	7.7	7.6
HCM Lane LOS	A	A	A
HCM 95th-tile Q	0.3	0.3	0.6

Intersection												
Int Delay, s/veh	2.6											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	7	77	125	20	99	3	36	6	13	5	8	9
Future Vol, veh/h	7	77	125	20	99	3	36	6	13	5	8	9
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None									
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	82	82	82	82	82	82	82	82	82	82	82	82
Heavy Vehicles, %	0	0	0	0	0	0	0	0	0	0	0	0
Mvmt Flow	9	94	152	24	121	4	44	7	16	6	10	11

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	125	0	0	246	0	0	370	361	170	371	435	123
Stage 1	-	-	-	-	-	-	188	188	-	171	171	-
Stage 2	-	-	-	-	-	-	182	173	-	200	264	-
Critical Hdwy	4.1	-	-	4.1	-	-	7.1	6.5	6.2	7.1	6.5	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Follow-up Hdwy	2.2	-	-	2.2	-	-	3.5	4	3.3	3.5	4	3.3
Pot Cap-1 Maneuver	1474	-	-	1332	-	-	590	569	879	589	517	933
Stage 1	-	-	-	-	-	-	818	748	-	836	761	-
Stage 2	-	-	-	-	-	-	824	760	-	806	694	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1474	-	-	1332	-	-	563	554	879	561	504	933
Mov Cap-2 Maneuver	-	-	-	-	-	-	563	554	-	561	504	-
Stage 1	-	-	-	-	-	-	812	743	-	830	747	-
Stage 2	-	-	-	-	-	-	788	746	-	778	689	-

Approach	EB			WB			NB			SB		
HCM Control Delay, s	0.2			1.3			11.6			10.9		
HCM LOS							B			B		

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	614	1474	-	-	1332	-	-	639
HCM Lane V/C Ratio	0.109	0.006	-	-	0.018	-	-	0.042
HCM Control Delay (s)	11.6	7.5	0	-	7.8	0	-	10.9
HCM Lane LOS	B	A	A	-	A	A	-	B
HCM 95th %tile Q(veh)	0.4	0	-	-	0.1	-	-	0.1

Intersection	
Intersection Delay, s/veh	8.2
Intersection LOS	A

Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	W			↑	↑	
Traffic Vol, veh/h	91	35	56	70	44	89
Future Vol, veh/h	91	35	56	70	44	89
Peak Hour Factor	0.93	0.93	0.93	0.93	0.93	0.93
Heavy Vehicles, %	0	0	0	0	0	0
Mvmt Flow	98	38	60	75	47	96
Number of Lanes	1	0	0	1	1	0

Approach	EB	NB	SB
Opposing Approach		SB	NB
Opposing Lanes	0	1	1
Conflicting Approach Left	SB	EB	
Conflicting Lanes Left	1	1	0
Conflicting Approach Right	NB		EB
Conflicting Lanes Right	1	0	1
HCM Control Delay	8.4	8.4	7.7
HCM LOS	A	A	A

Lane	NBLn1	EBLn1	SBLn1
Vol Left, %	44%	72%	0%
Vol Thru, %	56%	0%	33%
Vol Right, %	0%	28%	67%
Sign Control	Stop	Stop	Stop
Traffic Vol by Lane	126	126	133
LT Vol	56	91	0
Through Vol	70	0	44
RT Vol	0	35	89
Lane Flow Rate	135	135	143
Geometry Grp	1	1	1
Degree of Util (X)	0.168	0.169	0.158
Departure Headway (Hd)	4.451	4.478	3.967
Convergence, Y/N	Yes	Yes	Yes
Cap	807	803	907
Service Time	2.466	2.496	1.982
HCM Lane V/C Ratio	0.167	0.168	0.158
HCM Control Delay	8.4	8.4	7.7
HCM Lane LOS	A	A	A
HCM 95th-tile Q	0.6	0.6	0.6

Intersection												
Int Delay, s/veh	4.2											
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Vol, veh/h	12	128	94	21	140	5	90	8	22	5	9	9
Future Vol, veh/h	12	128	94	21	140	5	90	8	22	5	9	9
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None									
Storage Length	-	-	-	-	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	82	82	82	82	82	82	82	82	82	82	82	82
Heavy Vehicles, %	0	0	0	0	0	0	0	0	0	0	0	0
Mvmt Flow	15	156	115	26	171	6	110	10	27	6	11	11

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	177	0	0	271	0	0	481	473	214	488	527	174
Stage 1	-	-	-	-	-	-	244	244	-	226	226	-
Stage 2	-	-	-	-	-	-	237	229	-	262	301	-
Critical Hdwy	4.1	-	-	4.1	-	-	7.1	6.5	6.2	7.1	6.5	6.2
Critical Hdwy Stg 1	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Critical Hdwy Stg 2	-	-	-	-	-	-	6.1	5.5	-	6.1	5.5	-
Follow-up Hdwy	2.2	-	-	2.2	-	-	3.5	4	3.3	3.5	4	3.3
Pot Cap-1 Maneuver	1411	-	-	1304	-	-	499	493	831	493	459	875
Stage 1	-	-	-	-	-	-	764	708	-	781	721	-
Stage 2	-	-	-	-	-	-	771	718	-	747	669	-
Platoon blocked, %	-	-	-	-	-	-	-	-	-	-	-	-
Mov Cap-1 Maneuver	1411	-	-	1304	-	-	471	476	831	457	443	875
Mov Cap-2 Maneuver	-	-	-	-	-	-	471	476	-	457	443	-
Stage 1	-	-	-	-	-	-	754	699	-	771	705	-
Stage 2	-	-	-	-	-	-	733	702	-	704	660	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	0.4	1	14.8	11.8
HCM LOS			B	B

Minor Lane/Major Mvmt	NBLn1	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	512	1411	-	-	1304	-	-	554
HCM Lane V/C Ratio	0.286	0.01	-	-	0.02	-	-	0.051
HCM Control Delay (s)	14.8	7.6	0	-	7.8	0	-	11.8
HCM Lane LOS	B	A	A	-	A	A	-	B
HCM 95th %tile Q(veh)	1.2	0	-	-	0.1	-	-	0.2

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December 20, 2023

Mr. William Simpson, Jr., PE  
Assistant Director/City Engineer  
City of Salem  
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Salem, Virginia, 24153  
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Re: Traffic Study Review  
HopeTree Planned Unit Development  
M&C Commission No. 4197-H  
GESC Contract No. 2021-018

Dear Mr. Simpson,

The purpose of this letter is to summarize Mattern & Craig's (M&C) findings of an independent review of a traffic impact statement/study (TIS) prepared by Balzar & Associates dated December 1, 2023 for the HopeTree Planned Unit Development project proposed within the boundaries of Salem, Virginia. The scope of the review was to determine general conformance with Virginia Department of Transportation (VDOT) and industry standard practices in the preparation of the subject TIS.

The Institute of Transportation Engineers (ITE) publishes many manuals, books, guidelines and methodologies including (but not limited to) the *Trip Generation Manual*, the *Trip Generation Handbook*, and the *Traffic Engineering Handbook* which all contain information on how traffic impact analyses/studies/statements should be conducted and prepared. The information presented by ITE is considered the "industry standard" in the development of TIS's. VDOT provides traffic impact analysis regulations (24 VAC 30-155) to enhance land planning and development review within the state of Virginia. 24 VAC 30-155-60 contains specific information regarding a VDOT Traffic Impact Study/Statement (VTIS). The *VDOT Administrative Guidelines for the Traffic Impact Analysis Regulations* provides guidance on the application of the traffic analysis regulations and is attached to this letter report for reference as Exhibit A. The *VDOT Checklist for the Evaluation of Submitted Traffic Impact Analyses* was used to summarize what elements of the TIS were deemed necessary and whether or not the TIS provided those necessary elements. A copy of the completed *Checklist* is attached to this letter as Exhibit B. During the review of the HopeTree TIS prepared by Balzar & Associates, M&C referred to their general knowledge of the "ITE industry standard methodology" and the "specific criteria required by VDOT" in determining whether or not the TIS was in general conformance with these industry standard and VDOT practices. A tabulated summary of our Comments is listed below in *italics*. When the comment identifies a concern or deficiency, a Recommended Action is included in **bold** text:

*Comment 1: The proposed development is a rezoning of approximately 62 acres of land located along Red Lane in the City of Salem and is proposed as a mixed-use development consisting of single family detached housing, multi-family housing, hotel use, general office use, and retail (restaurant) use. Since the proposed development is a mixed-use development, the study does not qualify as a low volume road submission as defined in the **VDOT Traffic Impact Analysis Regulations** (must be residential only). The “Required Elements of a Traffic Impact Analysis” table as depicted on pages 46 -49 of the **Administrative Guidelines** (see Exhibit A) was used in determining conformity with VDOT and standard practices. The unadjusted trip generation contained in the TIS prepared by Balzar & Associates identifies 286 site-generated AM peak hours trips and 312 site-generated PM peak hour trips for the proposed development. As such, the “Less than 500” column in the above-referenced table was used to define the necessary elements of the study.*

**Recommended Action: None.**

*Comment 2: Page 1 of the Balzar-prepared TIS identifies the study area intersections (indicated as discussed with the City of Salem) as Red Lane at East Carrollton Avenue and East Carrollton Avenue at North Broad Street.*

**Recommended Action: Documentation should be provided that shows what conversations were had and what decisions were agreed upon with the City. The defined study area of only two intersections seems insufficient considering the scope of the proposed development, the location of the proposed development, the multiple access points to the development, and the existing transportation infrastructure surrounding the development. At a minimum, along with the two intersections identified above, all existing access points should be included in the study area as well as the intersection of East Carrollton Avenue at Mt. Vernon Lane since this intersection is located in-between the two identified study intersections and serves as an access point to the development. Further intersections for consideration include Mt. Vernon Lane at Red Lane and Printer’s Lane at Red Lane. The applicant should provide documentation justifying the limited study area or revise the TIS to include an expanded study area as described above.**

*Comment 3: Page 3 of the Balzar-prepared TIS indicates that, among other things, the study was undertaken to determine the impacts to level of service and **queue lengths** at the existing intersections. Page 15 of the study includes tabular results of level of service (LOS) and delay (control delay) for the two study intersections but does not include any queue length results.*

**Recommended Action: The summarized capacity analyses results should include tabulated results of the Synchro 95<sup>th</sup> percentile queue as well as the SimTraffic max queue or discussion should be included as to the results of the queue length analyses.**

*Comment 4: The traffic volumes on Figure 1 (existing peak hour turning movement counts) match the raw turning movement count data included in Appendix C of the Balzar-prepared TIS. The use of a 1.5% growth rate over a period of 5 years (to achieve the background year of 2028) seems reasonable and the traffic volumes on Figure 2 (2028 turning movement counts) appear to be correctly calculated.*

**Recommended Action: None.**

*Comment 5: Section 4. Trip Generation of the Balzar-prepared TIS provides information related to the trips expected to be generated by the development as well as information on potential trip reduction due to the mixed-use nature of the development (internal capture) and due to the walkable aspect of the proposed development. The unadjusted trips presented in Table 2: Site Generated Traffic on page 8 of the TIS seem reasonable. The **ITE Trip Generation Manual and Handbook** contains methodology for the application of trip reductions for multi-use developments. In addition, VDOT provides an alternative trip generation methodology for mixed use developments (see page 43 of the*

**VDOT Administrative Guidelines for Traffic Impact Analysis Regulations** in Exhibit A attached to this letter report). Page 9 of the Balzar-prepared TIS applies a flat 25% reduction to the trip generated values presented in Table 1. While this may or may not be a reasonable reduction to apply, it is unclear how this 25% number was realized.

**Recommended Action:** The TIA should employ the use of either the ITE internal capture trip reduction methodology or the VDOT alternative trip generation methodology to achieve the appropriate trip reduction and document how the reduction numbers are obtained.

*Comment 6: Section 5. Site Traffic Distribution and Assignment describes how traffic was distributed to the various existing and proposed access points for the development. Figures 3 and 4 identify 8 different access points which seems excessive for a development of this magnitude.*

**Recommended Action:** The applicant should have discussions with the City of Salem and VDOT regarding the locations of proposed access points to serve the development. If those discussions have already taken place, documentation of those discussions and decisions agreed upon should be provided. While it is true that the multiple access points will “disperse traffic and efficiently distribute vehicles to the adjacent road system” as stated on page 10 of the Balzar-prepared TIS, having multiple access points introduces additional potential conflict points on the existing transportation infrastructure and is counter-productive to modern access management techniques. Generally, proposed access points should be kept to the minimum required to adequately serve the proposed development in an efficient and safe manner. The applicant should consider consolidation of some of the proposed access points or provide documentation as to why this is not feasible.

*Comment 7: Section 7. Turn Lane Warrants of the Balzar-prepared TIS contains a summary of the results for analyses of left and right turn lanes at the study intersections. However, analyses were not provided for the left and right turn lanes at the intersection of East Carrollton Avenue at Red Lane (currently a study intersection) or at the intersection of East Carrollton Avenue at Mt. Vernon Lane.*

**Recommended Action:** Additional analyses should be performed at the above-mentioned intersections at a minimum and potentially more intersections if the access points to the development are consolidated and/or if either the City or VDOT expand the study area.

*Comment 8: Section 8. Conclusions of the Balzar-prepared TIS concludes that no improvements are recommended to the existing transportation infrastructure as a result of this proposed development.*

**Recommended Action:** Pending the answers provided to the above comments and the further discussions the applicant may need to have with the City and/or VDOT, the Conclusions Section may need to be rewritten to include recommended mitigation improvements.

Mr. William Simpson, Jr., PE  
HopeTree Traffic Study Review  
12/20/23  
Page 4 of 4

If any additional information is needed on this subject at this time, please feel free to contact me directly via email at [jbvoso@matternandcraig.com](mailto:jbvoso@matternandcraig.com) or by telephone at 828-254-2201. Thank you for the opportunity to be of assistance to the City of Salem.

Sincerely,  
Mattern & Craig



James B. Voso, PE  
Traffic Engineer

Attachments

**CHAPTER 155**  
**TRAFFIC IMPACT ANALYSIS REGULATIONS**

**24VAC30-155-10. Definitions.**

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

**"Floor area ratio"** means the ratio of the total floor area of a building or buildings on a parcel to the size of the parcel where the building or buildings are located.

**"Local traffic impact statement"** means a traffic impact statement accepted or prepared by a locality pursuant to its land development approval process and whose requirements regarding content are set out in the locality's ordinances or published policies, if such ordinances or policies have been reviewed and certified by VDOT as requiring acceptable standards of preparation and providing sufficient information to determine the current and future impacts of development proposals.

**"Locality"** means any local government, pursuant to § 15.2-2223 of the Code of Virginia, that must prepare and recommend a comprehensive plan for the physical development of the territory within its jurisdiction.

**"Network addition"** means a group of interconnected street segments and intersections shown in a plan of development that is connected to the state highway system and meets the requirements of the Secondary Street Acceptance Requirements (24VAC30-92).

**"Pedestrian facility coverage"** means the ratio of: (length of pedestrian facilities, such as sidewalks, foot paths, and multiuse trails, along both sides of a roadway) divided by (length of roadway multiplied by two).

**"Receipt"** means the date on which a proposal or request for a meeting is first in the possession of VDOT or a locality or an agent thereof, as applicable.

**"Redevelopment site"** means any existing use that generates traffic and is intended to be developed as a different or denser land use.

**"Service level"** means a measure of the quality, level or comfort of a service calculated using methodologies approved by VDOT.

**"Small area plan"** means a plan of development for multiple contiguous properties that guides land use, zoning, transportation, urban design, open space, and capital improvements at a high level of detail within an urban development area or for a transit-oriented development that is at least 1/2 square mile in size unless otherwise approved by VDOT due to proximity to existing moderate to high density developments. A small area plan shall include the following: (i) densities of at least four residential units per acre and at least a floor area ratio of 0.4 or some proportional combination thereof; (ii) mixed-use neighborhoods, including mixed housing types and integration of residential, office, and retail development; (iii) reduction of front and side yard building setbacks; and (iv) pedestrian-friendly road design and connectivity of road and pedestrian networks.

**"State-controlled highway"** means a highway in Virginia that is part of the interstate, primary, or secondary systems of state highways and that is maintained by the state under the direction and supervision of the Commonwealth Transportation Commissioner. Highways for which localities receive maintenance payments pursuant to §§ 33.1-23.5:1 and 33.1-41.1 of the Code of Virginia and highways maintained by VDOT in accordance with §§ 33.1-31, 33.1-32, 33.1-33, and 33.1-68 of the Code of Virginia are not considered state-controlled highways for the purposes of determining whether a specific land development proposal package must be submitted to meet the requirements of this regulation.

**"Traffic impact statement"** means the document prepared in accordance with best professional practice and standards that assess the impact of a proposed development on the transportation system and recommends improvements to lessen or negate those impacts.

**"Transit-oriented development"** means an area of commercial and residential development at moderate to high densities within 1/2 mile of a station for heavy rail, light rail, commuter rail, or bus rapid transit transportation and includes the following: (i) densities of at least four residential units per acre and at least a floor area ratio of 0.4 or some proportional combination thereof; (ii) mixed-use neighborhoods, including mixed housing types and integration of residential, office, and retail development; (iii) reduction of front and side yard building setbacks; and (iv) pedestrian-friendly road design and connectivity of road and pedestrian networks.

**"Transportation demand management"** means a combination of measures that reduce vehicle trip generation and improve transportation system efficiency by altering demand, including but not limited to the following: expanded transit service, employer-provided transit benefits, bicycle

and pedestrian investments, ridesharing, staggered work hours, telecommuting, and parking management including parking pricing.

**"Urban development area"** means an area designated on a local comprehensive plan pursuant to § 15.2-2223.1 of the Code of Virginia that includes the following: (i) densities of at least four residential units per acre and at least a floor area ratio of 0.4 or some proportional combination thereof; (ii) mixed-use neighborhoods, including mixed housing types and integration of residential, office, and retail development; (iii) reduction of front and side yard building setbacks; and (iv) pedestrian-friendly road design and connectivity of road and pedestrian networks.

**"VDOT"** means the Virginia Department of Transportation, the Commissioner of Highways, or a designee.

**"VDOT traffic impact statement"** means a traffic impact statement prepared pursuant to 24VAC30-155-60.

**24VAC30-155-20. Authority.**

Section 15.2-2222.1 of the Code of Virginia requires localities to submit comprehensive plans and amendments to comprehensive plans that will substantially affect transportation on state-controlled highways to VDOT in order for the agency to review and provide comments on the impact of the item submitted. This section also requires localities to submit traffic impact statements along with proposed rezonings that will substantially affect transportation on state-controlled highways to VDOT for comment by the agency. Chapter 527 of the 2006 Acts of Assembly directs VDOT to promulgate regulations for the implementation of these requirements.

**24VAC30-155-30. Comprehensive plan and comprehensive plan amendment.**

**A. Plan and amendment submittal.** Prior to adoption of any comprehensive plan pursuant to § 15.2-2223 of the Code of Virginia, any part of a comprehensive plan pursuant to § 15.2-2228 of the Code of Virginia, or any amendment to any comprehensive plan as described in § 15.2-2229 of the Code of Virginia, including small area plans, if required by this section of this chapter, the locality shall submit such plan or amendment to VDOT for review and comment, such submission should take place at least 100 days prior to anticipated final action by the locality. The Virginia Department of Transportation shall, upon request, provide localities with technical assistance in preparing the transportation plan of the comprehensive plan. The

comprehensive plan or comprehensive plan amendment package shall be submitted to VDOT if it is reasonably anticipated to substantially affect transportation on state controlled highways. Substantially affect, for the purposes of comprehensive plans, includes substantial changes or impacts to the existing transportation network. For the purposes of this section, a substantial impact shall be defined as a change that would allow the generation of 5,000 additional vehicle trips per day on state-controlled highways compared to the existing comprehensive plan, assuming the highest density of permissible use in accordance with the Institute of Transportation Engineers Trip Generation Handbook (see 24VAC30-155-100) or, subject to the approval of VDOT, the regional model as adopted by the local Metropolitan Planning Organization, and substantial change shall include those changes that materially alter future transportation infrastructure, travel patterns, or the ability to improve future transportation facilities on state-controlled highways.

**B. Required elements.** The submission by the locality to VDOT shall contain sufficient information so that VDOT may evaluate the system of new and expanded transportation facilities, outlined in the transportation plan, that are needed to support the current and planned development of the territory covered by the plan. In order to conduct this evaluation, the package submitted to VDOT shall contain the following items:

1. For a comprehensive plan or a transportation plan, the locality shall provide one paper and one electronic copy of the following:

a. A cover sheet, containing:

(1) Contact information for the locality, and

(2) Summary of major changes made to the comprehensive plan or transportation plan;

b. The proposed comprehensive plan or transportation plan, and the following elements:

(1) Inventory – an inventory (written or graphic) of the existing transportation network, which shall include at a minimum all roadways within the Federal Aid system.

(2) Assumptions – planning assumptions shall be detailed, since these assumptions directly influence the demand placed on the transportation system. Population growth, employment growth, location of critical infrastructure such as water and sewer facilities, among others, are examples of planning assumptions that may be addressed.

(3) Needs assessment – written or graphic evaluation of the transportation system's current and projected performance and conditions. The needs assessment identifies specific deficiencies.

(4) Recommendations – proposed improvements or additions to the transportation infrastructure. Recommendations should be specific so that the need, location and nature of the proposed improvements are clear and understandable. Localities are encouraged to include pedestrian, bicycle, transit, rail and other multimodal recommendations as they deem appropriate. The transportation plan shall include a map showing road and transportation improvements, taking into account the current and future needs of residents in the locality while considering the current and future needs of the planning district within which the locality is situated. Recommended improvements shall include cost estimates as available from VDOT.

2. For an amendment to a comprehensive plan or transportation plan, the locality shall provide one paper and one electronic copy of the following:

a. A cover sheet, containing:

(1) Contact information for the locality;

(2) Summary of proposed amendment or amendments to the comprehensive plan or transportation plan; and

(3) Overview of reasoning and purpose for amendments.

b. Application forms and documentation presented to or prepared by the local jurisdiction,

c. Associated maps or narratives that depict and detail the amendment under consideration,

d. Any changes to the planning assumptions associated with the amendment,

e. Local assessment of the potential impacts the amendment may have on the transportation system, and

f. Those elements identified in subdivision 1 b of this subsection that VDOT determines are needed in order to review and comment on impacts to state-controlled highways.

**C. Small area plans for urban development areas and transit oriented developments. A**

locality that develops a small area plan for all or a portion of an urban development area or

transit-oriented development and corresponding amendments to their comprehensive plan, as described in § 15.2-2229 of the Code of Virginia, that will have a substantial affect on the state transportation network pursuant to this section of the regulation, may in lieu of submitting a comprehensive plan amendment package as required under subsection B of this section submit a small area plan package.

The small area plan package submitted by the locality to VDOT shall contain sufficient information and data so that VDOT may determine the location of the area impacted by the small area plan, its size, its impact on state-controlled highways, and the methodology and assumptions used in the analysis of the impact. Submittal of an incomplete small area plan package shall be considered deficient in meeting the submission requirements of § 15.2-2222.1 of the Code of Virginia and shall be returned to the locality and the applicant, if applicable, identifying the deficiencies noted. A small area plan package submitted to VDOT shall contain the following items:

1. A cover sheet containing:
  - a. Contact information for locality;
  - b. Small area plan location, highways and transit facilities adjacent to site, and parcel number or numbers;
  - c. Proposal summary with development names, size, and proposed zoning;
2. A VDOT traffic impact statement prepared in accordance with 24VAC30-155-60; and
3. A plan of development for the area encompassed by the small area plan.

**D. Review process.** VDOT may pursuant to § 15.2-2222.1 of the Code of Virginia request a meeting with the locality to discuss the plan or amendment. The request must be made within 30 days of receipt of the proposal. VDOT must provide written comments to the locality within 90 days of the receipt of the plan or plan amendment or by such later deadline as may be agreed to by the parties. VDOT will conduct its review and provide official comments to the locality for inclusion in the official public record of the locality. VDOT shall also make such comments available to the public. Nothing in this section shall prohibit a locality from acting on a comprehensive plan or plan amendment if VDOT's comments on the submission have not been received within the timelines in this section.

**E. Concurrent consideration.** For the purposes of this regulation, when a related comprehensive plan or comprehensive plan amendment and a rezoning proposal that cover the same geographical area are being considered concurrently by a locality, only a rezoning package as required under 24VAC30-155-40 shall be prepared and provided to VDOT for review.

**24VAC30-155-40. Rezoning.**

**A. Proposal submittal.** The locality shall submit a package to VDOT within 10 business days of receipt of a complete application for a rezoning proposal if the proposal substantially affects transportation on state-controlled highways. All trip generation calculations used for the purposes of determining if a proposal meets the criteria shall be based upon the rates or equations published in the Institute of Transportation Engineers Trip Generation (see 24VAC30-155-100), and shall not be reduced through internal capture rates. For redevelopment sites, trips currently generated by existing development that will be removed may be deducted from the total site trips that are generated by the proposed land use. However, no submission shall be required under this section if the rezoning proposal consists of no changes in allowable land use. Furthermore, no submission shall be required if the rezoning proposal results in lower maximum daily trip generation and no increase in maximum trip generation for AM Peak Hour of the adjacent street, PM Peak Hour of the adjacent street, and Weekend Peak Hour when compared to the hourly trip generation of land uses allowed by right under the current zoning, excepting governmental uses such as schools and libraries.

For the purposes of this section, a rezoning proposal shall substantially affect transportation on state-controlled highways if it meets or exceeds one or more of the following trip generation criteria:

1. Within a jurisdiction in which VDOT has maintenance responsibility for the secondary highway system, if the proposal generates more than 5,000 vehicle trips per day at the site's connection to a state-controlled highway. For a site that does not have an entrance onto a state-controlled highway, the site's connection is assumed to be wherever the road network that the site connects with attaches to a state-controlled highway. In cases where the site has multiple entrances to highways, volumes on all entrances shall be combined for the purposes of this determination;

2. Within a jurisdiction in which VDOT does not have maintenance responsibility for the local highway system, if the proposal generates more than 5,000 vehicle trips per day and whose nearest property line is within 3,000 feet, measured along public roads or streets, of a connection to a state-controlled highway; or
3. The proposal for residential rezoning generates more than 400 daily vehicle trips on a state-controlled highway and, once the site generated trips are distributed to the receiving highway, the proposal's vehicle trips on the highway exceed the daily traffic volume such highway presently carries. For the purposes of determining whether a proposal must be submitted to VDOT, the traffic carried on the state-controlled highway shall be assumed to be the most recently published amount measured in the last traffic count conducted by VDOT or the locality on that highway. In cases where the site has access to multiple highways, each receiving highway shall be evaluated individually for the purposes of this determination.

**B. Required proposal elements.** The package submitted by the locality to VDOT shall contain sufficient information and data so that VDOT may determine the location of the rezoning, its size, its affect on state-controlled highways, and methodology and assumptions used in the analysis of the affect. Submittal of an incomplete package shall be considered deficient in meeting the submission requirements of § 15.2-2222.1 of the Code of Virginia and shall be returned to the locality and the applicant, if applicable, identifying the deficiencies noted. A package submitted to VDOT shall consist of one paper copy and one electronic copy and include the following items:

1. A cover sheet containing:
  - a. Contact information for locality and developer (or owner) if applicable;
  - b. Rezoning location, highways adjacent to site, and parcel number or numbers;
  - c. Proposal summary with development name, size, and proposed zoning; and
  - d. A statement regarding the proposal's compliance with the comprehensive plan.
2. A local traffic impact statement or, if the local requirements for traffic statements contained in ordinances or policies have not been certified by VDOT, a VDOT traffic impact statement.
3. A concept plan of the proposed development.

**C. Rezoning proposals associated with small area plans.**

1. A traffic impact statement prepared for a small area plan pursuant to 24VAC30-155-30 C, or initiated for a small area plan at the request of a locality prior to the effective date of that subsection and that study contains substantially the same elements as those of a VDOT traffic impact statement, shall serve as the traffic impact statement required pursuant to this section for any rezoning proposals developed in furtherance of the adopted small area plan and related comprehensive plan amendments provided the following:

a. That the small area plan package is accompanied by a cover letter that includes a statement that the assumptions made in the traffic impact statement prepared for the small area plan remain generally valid.

b. That the following are accurate:

(1) The rezoning proposal is in substantial conformance with the adopted small area plan. A deviation in density must be greater than 10% to be considered no longer in substantial conformance with the adopted small area plan.

(2) The character and volume of the trip generation by the proposed uses are similar to those proposed by the small area plan.

(3) All other assumptions made in the traffic impact statement prepared for the small area plan remain generally valid.

2. In instances where the assumptions made in the traffic impact statement prepared for the small area plan are no longer valid, the traffic impact statement may be updated. If the traffic impact statement is updated, it shall serve as the traffic impact statement required pursuant to this section for any rezoning proposals developed in furtherance of the adopted small area plan and related comprehensive plan amendments.

**D. Review process.** After formal submission of a rezoning proposal for review, VDOT may, pursuant to § 15.2-2222.1 of the Code of Virginia, request a meeting with the locality and rezoning applicant to discuss potential modifications to the proposal to address any concerns or deficiencies. The request must be made within 45 days of receipt by VDOT of the proposal. VDOT must provide written comments to the locality and the rezoning applicant within 45 days of VDOT's receipt of the proposal if no meeting is scheduled or has been requested or within 120

days of the receipt of the proposal otherwise. VDOT shall not reject or require resubmission, if the package has been prepared in accordance with best professional practice and substantially documents the expected impacts of the proposal. If VDOT determines that the package has not been prepared in accordance with best professional practice, fails to substantially document the expected impacts of the proposal, or if the submission is substantially incomplete, VDOT may request of the applicant, in writing or at the above mentioned meeting, modifications to address concerns. If the concerns are not adequately addressed within 30 days of the transmission of such concerns, VDOT may require resubmission. VDOT shall conduct its review and provide official comments to the locality for inclusion in the official public record. The Department's comments on the proposed rezoning shall be based upon the comprehensive plan, regulations and guidelines of the Department, engineering and design considerations, adopted regional or statewide plans, and short and long term traffic impacts on and off site. VDOT shall also make such comments available to the public. Nothing in this section shall prohibit a locality from acting on a rezoning proposal if VDOT's comments on the submission have not been received within the timelines in this section.

**24VAC30-155-50. (Repealed.)**

**24VAC30-155-60. VDOT traffic impact statement.**

**A. A VDOT traffic impact statement (VTIS)** assesses the impact of a proposed development on the transportation system and recommends improvements to lessen or negate those impacts. It shall (i) identify any traffic issues associated with access from the site to the existing transportation network, (ii) outline solutions to potential problems, (iii) address the sufficiency of the future transportation network, and (iv) present improvements to be incorporated into the proposed development.

If a VTIS is required, data collection shall be by the locality, developer, or owner, as determined by the locality and the locality shall prepare or have the developer or owner prepare the VTIS. If the locality prepares the VTIS it shall provide a copy of the complete VTIS to the applicant when one is provided to VDOT. The completed VTIS shall be submitted to VDOT.

The data and analysis contained in the VTIS shall be organized and presented in a manner acceptable to VDOT and consistent with this regulation.

**B. Scope of work meeting.**

1. For proposals that generate less than 1,000 vehicle trips per peak hour of the generator representatives of the locality, the applicant, or the locality and the applicant may request a scope of work meeting with VDOT to discuss the required elements of a VTIS for any project and VDOT shall reply to such request within 30 days of its receipt of such a request and provide a date that is no more than 60 days from such receipt, time and location for such a scope of work meeting to both the locality and the applicant, if applicable.

2. For proposals that generate 1,000 or more vehicle trips per peak hour of the generator representatives of the locality and applicant, if applicable, shall hold a scope of work meeting with VDOT to discuss the required elements of a VTIS. Once a locality or applicant has contacted VDOT regarding the scheduling of a scope of work meeting, VDOT shall reply to both the locality and the applicant, if applicable, within 30 days of such contact and provide a date that is no more than 60 days from such contact, time and location for such a meeting.

At a scope of work meeting pursuant to this section, the locality, the applicant and VDOT shall review the elements, methodology and assumptions to be used in the preparation of the VTIS, and identify any other related local requirements adopted pursuant to law. The results of the initial scoping meeting may be adjusted in accordance with sound professional judgment and the requirements of this regulation if agreed upon by VDOT, the locality, and applicant, if applicable.

**C. Required elements.** The required elements and scope of a VTIS are dependent upon the scale and potential impact of the specific development proposal being addressed by the VTIS as determined by VDOT in its sole discretion.

1. At a minimum, the VTIS shall include the elements shown in the table below. The site generated peak hour trips in the table below shall be based upon the gross vehicle trip generation of the site less internal capture and reductions, if applicable. When the type of development proposed would indicate significant potential for walking, bike or transit trips either on- or off-site, the VTIS shall estimate multimodal trips. All distances in the table below shall be measured along roads or streets.

Item	Site Generated Peak Hour Trips		
	Less than 500	500 to 999	1,000 or more
<b>Background information</b>			
List of all nonexistent transportation improvements assumed in the analysis	Required	Required	Required
Map of site location, description of the parcel, general terrain features, and location within the jurisdiction and region.	Required	Required	Required
Description of geographic scope/ limits of study area.	Within 2,000 feet of site and any roadway on which 50 or more of the new peak hour vehicle trips generated by the proposal are distributed – not to exceed one mile	Within 2,000 feet of site and any roadway on which 10% or more of the new vehicle trips generated by the proposal are distributed – not to exceed two miles	To be determined by VDOT in consultation with the locality
Plan at an engineering scale of the existing and proposed site uses.	Required	Required	Required
Description and map or diagram of nearby uses, including parcel zoning.	Required	Required	Required
Description and map or diagram of existing roadways.	Required	Required	Required
Description and map or diagram of programmed improvements to roadways, intersections, and other transportation facilities within the study area.	Required	Required	Required
<b>Analysis of Existing Conditions</b>			
Collected daily and peak hour of the generator traffic volumes, tabulated and presented on diagrams with counts provided in an appendix.	Required	Required	Required
Analyses for intersections and roadways identified by VDOT. Delay and Level of Service (LOS) are tabulated and LOS is presented on diagrams for each lane group.	Required	Required	Required

When the type of development proposed would indicate significant potential for walking, bike or transit trips either on - or off - site, analyses of pedestrian and bicycle facilities, and bus route or routes and segment or segments, tabulated and presented on diagrams, if facilities or routes exist.	Within 2,000 feet of site	Within 2,000 feet of site	To be determined by VDOT in consultation with the locality
Speed Study	If requested by VDOT	If requested by VDOT	If requested by VDOT
Crash history near site	If requested by VDOT	If requested by VDOT	If requested by VDOT
Sight distance	If requested by VDOT	If requested by VDOT	If requested by VDOT
<b>Analysis of Future Conditions without Development</b>			
Description of and justification for the method and assumptions used to forecast future traffic volumes.	Required	Required	Required
Analyses for intersections and roadways as identified by VDOT. Delay and Level of Service (LOS) are tabulated and LOS is presented on diagrams for each lane group.	Required	Required	Required
When the type of development proposed would indicate significant potential for walking, bike or transit trips either on - or off - site, analyses of pedestrian and bicycle facilities, and bus route or routes and segment or segments tabulated and presented on diagrams, if facilities or routes exist or are planned.	Within 2,000 feet of site	Within 2,000 feet of site	To be determined by VDOT in consultation with the locality at the scope of work meeting
<b>Trip Generation</b>			
Site trip generation, with tabulated data, broken out by analysis year for multi-phase developments, and including justification for deviations from ITE rates, if appropriate.	Required	Required	Required
Description and justification of internal capture reductions for mixed use developments and pass-by trip reductions, if appropriate, including table of calculations used.	Required	Required	Required

<b>Site Traffic Distribution and Assignment</b>			
Description of methodology used to distribute trips, with supporting data.	Required	Required	Required
Description of the direction of approach for site generated traffic and diagrams showing the traffic assignment to the road network serving the site for the appropriate time periods.	Required	Required	Required
<b>Analysis of Future Conditions With Development</b>			
Forecast daily and peak hour of the generator traffic volumes on the highway network in the study area, site entrances and internal roadways, tabulated and presented on diagrams.	Future background + site generated traffic, at each expected phase and at build - out or six years after start, whichever is later	Future background + site generated traffic, at each expected phase, at build - out, and six years after build - out, which may be extended or reduced by VDOT in consultation with the locality	At a minimum the future background + site generated traffic, at each expected phase, at build - out, and six years after build - out; may be extended by VDOT in consultation with the locality
Analyses for intersections and roadways identified by VDOT. Delay and Level of Service (LOS) are tabulated and LOS presented on diagrams for each lane group.	Required	Required	Required
When the type of development proposed would indicate significant potential for walking, bike or transit trips either on - or off - site, analyses of pedestrian and bicycle facilities, and bus route or routes and segment or segments tabulated and presented on diagrams, if facilities or routes exist or are planned.	Within 2,000 feet of site	Within 2,000 feet of site	To be determined by VDOT in consultation with the locality
<b>Recommended Improvements</b>			
Description and diagram of the location, nature, and extent of proposed improvements, with preliminary cost estimates as available from VDOT.	Required	Required	Required

Description of methodology used to calculate the effects of travel demand management (TDM) measures, if proposed, with supporting data.	Required if TDM proposed	Required if TDM proposed	Required if TDM proposed
Analyses for all proposed and modified intersections in the study area under the forecast and site traffic. Delay, and Level of Service (LOS) are tabulated and LOS presented on diagrams for each lane group. For intersections expected to be signalized, MUTCD Signal Warrant analysis or ITE Manual for Traffic Signal Design, as determined by VDOT, presented in tabular form.	Required	Required	Required
When the type of development proposed would indicate significant potential for walking, bike or transit trips either on - or off - site, analyses of pedestrian and bicycle facilities, and bus route or routes and segment or segments tabulated and presented on diagrams, if facilities or routes exist or are planned.	Within 2,000 feet of site	Within 2,000 feet of site	To be determined by VDOT in consultation with the locality
<b>Conclusions</b>			
Clear, concise description of the study findings.	Required	Required	Required

Notwithstanding the geographic scope noted above, the geographic scope of the study noted above may be reduced or enlarged based upon layout of the local transportation network, the geographical size of the development, and the traffic volume on the existing network, as determined by VDOT in consultation with the locality and the applicant, if applicable.

Typically, analysis will be conducted for any roadway on which the additional trips generated by the proposal have a materially detrimental impact on traffic conditions. The analysis presented in the VTIS need not include all roadway and roadway segments located within the geographic scope of the study as determined by VDOT.

2. A VTIS for a development proposal that only meets the low volume road submission criterion (24VAC30-155-40 A 1 c and 24VAC30-155-50 A 1 c 3) shall, at a minimum, consist of the following elements, unless otherwise directed by VDOT.

- a. All elements contained in the Background Information portion of the above table, except the geographic scope/limits of study area is limited to the highway fronting the proposed development and the closest intersection, in each direction if applicable, of that highway with a highway that has an average daily traffic volume higher than the fronting highway.
  - b. A roadway safety inventory study of the roadway segment or segments between the site entrance to the nearest intersections with the higher traffic volume highways, to include such elements as, but not limited to, speed limit, existing warning signs, pavement and shoulder type, pavement and shoulder width, intersection sight distances, and safe horizontal curve speeds.
  - c. Daily and peak hour traffic volumes presented on diagrams, with counts provided in an appendix, for the fronting highway at the site, at the highway's intersections with the higher volume highway, and for the higher volume highways at their intersection with the fronting highway.
  - d. All relevant elements contained in the Trip Generation portion of the above table.
  - e. Projected daily and peak hour of the generator traffic volumes assuming build-out of the proposal, presented on diagrams for the receiving highway at the site, at the highway's intersection with the higher volume highways, and for the higher volume highways at their intersections with the receiving highway.
  - f. Delay and level of service analysis for the intersections of the receiving highway with the higher volume highways.
  - g. A comparison of the existing geometrics of the fronting highway under proposed build-out traffic conditions with the geometric standards, based upon functional classification and volume, contained in the Road Design Manual (see 24VAC30-155-100).
3. A VTIS for a rezoning proposal may be prepared in accordance with the “Less than 500 Site Generated Peak Hour Trips” category in the table above, regardless of actual projected trip generation, provided that:
- a. The rezoning proposal is in conformance with a locality’s adopted comprehensive plan that was reviewed in accordance with 24VAC30-155-30; and

b. The review of the comprehensive plan included the submission to VDOT of a technical evaluation of the traffic impacts for anticipated development based on the future land use policies and map.

**D. Methodology and standard assumptions.** A VTIS shall be prepared based upon methodology and assumptions noted below or as may be agreed upon by VDOT based upon the results of a scope of work meeting held by VDOT pursuant to this section.

**1. Data collection.** Preparers shall collect traffic data in accordance with the identified study area. The count data shall include at a minimum, weekday 24-hour counts, and directional turning movement counts during AM and PM peak times of the day. The 24-hour counts shall include vehicle classification counts. With approval of VDOT, data collected by the transportation professional preparer within the last 24 months may be used, likewise for data from the VDOT count program.

The preparer shall monitor traffic operations during data collection to ensure extraneous events such as vehicle crashes or special event traffic do not affect integrity of count data. Preparers collecting data for utilization in traffic impact studies shall normally avoid data collection during the following instances:

- a. Holidays or times of the year when the traffic patterns are deemed to be unrepresentative of typical conditions, unless required by VDOT or the locality, or both.
- b. Summer months if school or schools in proximity.
- c. Fridays and weekends unless required by VDOT or the locality, or both.
- d. Other times of the year contingent upon existing adjacent land use activities.
- e. During times of inclement weather.

**2. Trip generation.** Estimates of trip generation by a proposed development shall be prepared using the Institute of Transportation Engineers Trip Generation (see 24VAC30-155-100), unless VDOT agrees to allow the use of alternate trip generation rates based upon alternate published guides or local trip generation studies. VDOT shall at all times after July 1, 2011, have at least one non-ITE trip generation methodology or alternative rate approved for the use in preparation of small area plan traffic impact statements pursuant to 24VAC30-155-30 C that recognizes the benefits of reduced vehicle trip generation and vehicle miles traveled from developments that

meet the criteria for a small area plan pursuant to this regulation. Such alternate methodology or rate can be modified based upon local factors if agreed to at a scoping meeting. Rezoning proposals shall assume the highest vehicle trip generating use allowable under the proposed zoning classification. In determining which trip generation process (equation or rate) may be used, the preparer shall follow the guidance presented in the Trip Generation Handbook – an ITE Proposed Recommended Practice (see 24VAC30-155-100), which is summarized here, except rates may be utilized if the criteria for the use of regression equations are not met. Regression equations to calculate trips as a result of development shall be utilized, provided the following is true:

- a. Independent variable falls within range of data; and
- b. Either the data plot has at least 20 points; or
- c.  $R^2$  is greater than 0.75, equation falls within data cluster in plot and standard deviation greater than 110% of weighted average rate.

If the above criteria are not met, then the preparer can use average trip rates, though if the following do not apply a rate based upon the study of similar local sites should be considered:

- d. At least three data points exist;
- e. Standard deviation less than 110% of weighted average rate; and
- f. Weighted average rate falls within data cluster in plot.

### **3. Internal capture and pass-by trips.**

a. Internal capture rates consider site trips "captured" within a mixed use development, recognizing that trips from one land use can access another land use within a development without having to access the adjacent street system. Mixed use developments include a combination of residential and nonresidential uses or a combination of nonresidential uses only. Internal capture allows reduction of site trips from adjacent intersections and roadways. For traffic impact statements prepared for small area plans pursuant to 24VAC30-155-30 C the internal capture rate or rates may be based on the non-ITE trip generation methodology approved by VDOT. For ITE-based methodologies, unless otherwise approved by VDOT, the following internal capture rates should be used if appropriate:

- (1) Residential with a mix of nonresidential components - use the smaller of 15% of residential or 15% nonresidential trips generated.
- (2) Residential with office use - use the smaller of 5.0% of residential or 5.0% of office trips generated.
- (3) Residential with retail use - for AM peak hour, use the smaller of 5.0% residential or 5.0% retail trips generated; for PM peak hour, use the smaller of 10% residential or 10% retail trips generated; for 24-hour traffic, use the smaller of 15% residential or 15% retail trips generated.
- (4) Hotel/motel with office use - use 15% of hotel/motel trips, unless the overall volume of the office traffic is more than the overall volume of hotel/motel traffic use in which case use the smaller of 10% of the hotel/motel traffic or the office traffic.
- (5) Multiuse development with more than five million square feet of office and retail - internal capture rate should be determined in consultation with and approval of VDOT.
- (6) Office with retail use – use the smaller of 5% office or retail trips generated.
- (7) Some combination of the above, if approved by VDOT.

b. Pass-by trip reductions consider site trips drawn from the existing traffic stream on an adjacent street, recognizing that trips drawn to a site would otherwise already traverse the adjacent street regardless of existence of the site. Pass-by trip reductions allow a percentage reduction in the forecast of trips otherwise added to the adjacent street from the proposed development. The reduction applies only to volumes on adjacent streets, not to ingress or egress volumes at entrances serving the proposed site. Unless otherwise approved by VDOT, the pass-by rates utilized shall be those reported in Trip Generation Handbook, Second Edition – an ITE Proposed Recommended Practice (see 24VAC30-155-100). For traffic impact statements prepared for small area plans pursuant to 24VAC30-155-30 C, the pass-by trip reductions may be based on the non-ITE trip generation methodology approved by VDOT.

**4. Trip distribution.** In the absence of more detailed information, trip distribution shall be in accordance with logical regional travel patterns as suggested by existing highway directional split and intersection movements or population and destination site distribution and shall

recognize the effects of increased street connectivity if such streets meet the requirements of the Secondary Street Acceptance Requirements (see 24VAC30-155-100). If more detailed information is available from trip origin/destination studies, marketing studies, or regional planning models, this may be used to distribute trips upon approval of VDOT.

**5. Planning horizon.** In general, the analysis years shall be related to (i) the opening date of the proposed development, (ii) build-out of major phases of a multiyear development, (iii) long-range transportation plans, and (iv) other significant transportation network changes. The preparer should establish the planning horizon in consultation with and subject to the acceptance of VDOT.

**6. Background traffic growth.** Unless directed by VDOT, geometric growth (or compound growth), based upon historical growth rates, shall generally be used for determining future background traffic levels where extensive traffic-count history is available and capacity constraint is not appropriate. This growth rate replicates "natural growth" and is typical for projecting urban growth. Natural growth of traffic can be adjusted consistent with traffic forecasts associated with previously submitted local land development projects within the study area.

**7. Future conditions.** For the purpose of the VTIS, future conditions shall include background traffic and additional vehicle trips anticipated to be generated by approved but not yet constructed or improved projects.

**8. Level of service calculation.** Level of service (LOS) analysis for highways shall utilize the techniques described in the Highway Capacity Manual (see 24VAC30-155-100). Neither the intersection capacity utilization method nor the percentile delay method may be used in the traffic impact calculations of delay and level of service. Preparers shall consult with VDOT on which traffic analysis software package is to be used to conduct the LOS calculations. The results shall be tabulated and displayed graphically, with levels of service provided for each lane group for each peak period. All data used in the calculations must be provided along with the results of the capacity analysis. Any assumptions made that deviate from the programmed defaults must be documented and an explanation provided as to why there was a deviation. Electronic files used for the analysis shall be provided to VDOT as a digital submission (e.g. .hcs, .sy6, .inp, .trf files), along with the printed report. If intersections analyzed are in close proximity to each other so that queuing may be a factor, VDOT may require the inclusion of

an analysis with a micro simulation model. Unless actual on-ground conditions dictate otherwise, preparers should use the following defaults when utilizing the Highway Capacity Software (HCS) or other approved programs when evaluating roadway components:

- a. Terrain – choose the appropriate terrain type. Most of the state will be level or rolling, but some areas may qualify for consideration as mountainous.
- b. Twelve-foot wide lanes.
- c. No parking or bus activity unless field conditions include such parking or bus activity or unless the locality has provided VDOT with a written statement of intent for the services to be provided.
- d. Peak hour factor by approach – calculate from collected traffic counts (requires at least a peak hour count in 15-minute increments). However, the use of peak hour factors lower than 0.85 shall only be allowed if based upon the average of more than three peak hour counts. For future conditions analysis, unless specific site conditions can be expected to create extreme peak hour factors, default peak hour factors between 0.92 and 1.00 should be used.
- e. Heavy vehicle factor – calculate from collected traffic (classification) counts or obtain from VDOT count publications. For future conditions analysis with development traffic, the existing heavy vehicle factor should be adjusted based upon the nature of the traffic being generated by the development.
- f. Area type – non-center of business district.

The VTIS shall identify any existing or proposed bicycle and pedestrian accommodation that would be affected by the proposal. For the purposes of this subsection, a bicycle accommodation is defined as on-street bike lanes, paved shoulders of roadways that are not part of the designated traveled way for vehicles, or exclusive and shared off-street bicycle paths.

For the purposes of this subsection, a pedestrian accommodation is defined as sidewalks, intersection treatments and exclusive or shared off-street trails or paths. If significant potential for bicycle or pedestrian trips exists, the VTIS shall include current and future service level analyses at build-out for existing or proposed bicycle and pedestrian accommodations. When the proposal requires or includes improvements or modifications to the roadway, bicycle or pedestrian accommodations, the VTIS shall analyze the impacts of such improvements and

modifications on bicycle and pedestrian accommodations and service levels, and provide recommendations for mitigation of adverse impacts.

The VTIS shall provide analysis for all bus service with routes that have, or will have a station or stop within 2,000 feet of the proposal. The VTIS shall evaluate and discuss potential for increased demand for bus use due to the proposal, addressing whether such increases will result in longer dwell time at stops or increase the need for buses on a route. The quality of service analysis for bus service shall be determined in accordance with the Transit Capacity and Quality of Service Manual (see 24VAC30-155-100). The VTIS shall provide both route and segment quality of service. The VTIS may consider the benefits of dedicated bus lanes for more frequent and rapid service. The VTIS shall provide recommendations for mitigation of adverse impacts where adverse impacts are expected to the quality of service to bus service. If an analysis of pedestrian quality or level of service is required for calculation of the bus quality of service, the preparer shall use a methodology approved by VDOT.

**9. Trip reduction, and pedestrian and bicycle accommodations.** When a proposal meets the criteria listed below, the preparer of the VTIS may reduce the number of vehicle trips generated by the proposal in the VTIS analysis in accordance with this subsection.

Notwithstanding the percentages below, the total number of reductions used by a preparer in accordance with this subsection shall not exceed 500 vehicle trips per peak hour of the generator unless otherwise approved by VDOT. The trip reductions for traffic impact statements prepared for small area plans pursuant to 24VAC30-155-30 C may be based on the non-ITE trip generation methodology approved by VDOT and are not subject to limitations or requirements of this subdivision.

- a. Pedestrian accommodations. For the purposes of this subsection, a pedestrian accommodation is defined as a sidewalk, pedestrian path, or multiuse trail. Where a pedestrian service level of A exists, vehicle trips per peak hour of the generator may be reduced by 4.0% for those portions of the development within a 2,000-foot radius of the connections between the proposed development and the adjoining network. Where a pedestrian service level of B exists, vehicle trips per peak hour of the generator may be reduced by 3.0%; where a pedestrian service level of C exists, vehicle trips per peak hour of the generator may be reduced by 1.5% for the portion of the development noted above. These reductions may only be taken if:

- (1) Pedestrian facility coverage in a 2,000-foot radius of the connections to the proposed development is on or along at least 80% of the road network;
- (2) The pedestrian facilities inside and outside the development provide reasonably direct access to traffic generators; and
- (3) There are at least two of the 10 major land use classifications, as defined in ITE Trip Generation (see 24VAC30-155-100), within the 2,000-foot radius.

b. Bicycle accommodations. For the purposes of this subsection, a bicycle accommodation is defined as a street with a design speed of 25 MPH or less that carries 400 vehicles per day or less, on-street bike lanes, a pedestrian accommodation, paved shoulders of roadways that are not part of the designated traveled way for vehicles and are at least two feet wide, or exclusive and shared off-street bicycle paths. Where a bicycle service level of A exists, vehicle trips per day may be reduced by 3.0%. Where a bicycle service level of B exists, vehicle trips per day may be reduced by 2.0%. Where a bicycle service level of C exists, vehicle trips per day may be reduced by 1.0%. These reductions may only be taken if:

- (1) Bicycle accommodations within a 2,000-foot radius of the connections to the proposed development exist on or along at least 80% of the road network;
- (2) The bicycle accommodations inside and outside the development provide reasonably direct access to traffic generators; and
- (3) There are at least two of the 10 major land use classifications as defined in ITE Trip Generation (see 24VAC30-155-100), within the 2,000-foot radius.

**10. Modal split and trip reduction.** All vehicle trip reductions used in the VTIS pursuant to this subsection are subject to the approval of VDOT.

a. If a proposal is located within 1/2 mile along roadways, pedestrian or bicycle accommodations of a transit station, excluding bus stops and stations, reasonable vehicle trip reductions of vehicle trips generated by the proposal may be made with approval of VDOT. The preparer shall submit documentation to justify any such vehicle trip reductions used with the VTIS. When a proposal is located more than 1/2 mile but less than two miles from a transit stop, excluding bus stops and stations, with bicycle parking accommodations,

additional bicycle modal split reductions may be utilized. The analysis of capacity of the parking accommodations shall be included in the VTIS when such trip reductions are used.

b. If a proposal is located within 1/4 mile along roadways, pedestrian or bicycle accommodations of a bus stop or station where the segment and route service levels are C or higher, reasonable vehicle trip reductions of vehicle trips generated by the proposal may be made with the approval of VDOT. The preparer shall submit documentation to justify any such vehicle trip reductions used with the VTIS.

c. Transit and bus modal split data from similar developments within the geographic scope of the VTIS or one mile of the proposal, whichever is greater, shall be collected if the VTIS vehicle trip reductions are used pursuant to this subsection and similar developments exist within the geographic scope of the VTIS or one mile of the proposal, whichever is greater.

**11. Signal warrant analysis.** Traffic signal warrant analysis shall be performed in accordance with the procedures set out in the Manual on Uniform Traffic Control Devices (see 24VAC30-155-100) or ITE Manual of Traffic Signal Design as determined by VDOT.

**12. Recommended improvements.** Recommendations made in the VTIS for improvements to transportation facilities shall be in accordance with the geometric standards contained within the Road Design Manual (see 24VAC30-155-100).

**24VAC30-155-70. Departmental analysis.**

After concluding its review of a proposed comprehensive plan or transportation plan or plan amendment, or rezoning, VDOT shall provide the locality and applicant, if applicable, with a written report detailing its analysis and when appropriate recommending transportation improvements to mitigate any potential adverse impacts on state-controlled highways. VDOT shall provide recommendations for facilitating other modes of transportation including but not limited to transit, bus, bicycle and pedestrian facilities or accommodations where such facilities or accommodations are planned or exist, or where such facilities have a significant potential for use. In addition, VDOT shall provide the locality and the applicant, if applicable, with preliminary recommendations regarding compliance with other VDOT regulations such as the Secondary Street Acceptance Requirements (see 24VAC30-155-100), the Access Management Regulations: Principal Arterials (see 24VAC30-155-100), and the Access Management Regulations: Minor Arterials, Collectors, and Local Streets (see 24VAC30-155-100).

**24VAC30-155-80. Fees.**

**A. Locality initiated proposals.** No fee shall be charged for review of any comprehensive plan, comprehensive plan amendment, or rezoning proposal initiated by a locality or other public agency.

**B. Proposals containing a traffic impact statement as described in subdivision C 1 of**

**24VAC30-155-40.** No fee shall be charged for the review of a rezoning submission that properly includes a traffic impact statement submitted under subdivision C 1 of 24VAC30-155-40.

**C. All other proposals.** Any package submitted to a locality by an applicant that will be subject to VDOT review pursuant to this chapter shall include any required payment in a form payable directly to VDOT.

1. For initial or second review of all comprehensive plans, comprehensive plan amendments, and transportation plans submitted to VDOT for review, not initiated on behalf of the locality, there shall be a fee of \$1,000 charged to the applicant. This fee shall be paid upon submission of a plan to VDOT for review.

2. For initial or second review of rezoning proposals accompanied by a traffic impact statement not initiated on behalf of the locality, there shall be a single fee for both reviews determined by the number of adjusted vehicle trips generated per peak hour, as follows:

Submission made due to 24VAC30-155-40 A 3 (Low volume road criterion) - \$250

All other submissions - \$1,000

The fee shall be paid upon submission of a package to VDOT for review.

3. For a third or subsequent submission pursuant to subdivisions 1 or 2 of this subsection, that is requested by VDOT on the basis of the failure of the applicant to address deficiencies previously identified by VDOT, the applicant shall be required to pay an additional fee as though the third or subsequent submission were an initial submission and requiring the fees identified above. An applicant or locality may appeal to the district administrator a determination by VDOT that a submitted package failed to address deficiencies previously identified by VDOT.

**24VAC30-155-90. (Repealed.)**

**24VAC30-155-100. Listing of documents incorporated by reference.**

Requests for information pertaining to the availability and cost of any of these publications should be directed to the address indicated below the specific document. Requests for documents available from VDOT may be obtained from VDOT's division and representative indicated; however, VDOT documents may be available over the Internet at [www.vdot.virginia.gov](http://www.vdot.virginia.gov).

1. Access Management: Minor Arterials, Collectors, and Local Streets (24VAC30-73)

VDOT  
1401 E. Broad Street  
Richmond, Virginia 23219

2. Access Management: Principal Arterials (24VAC30-72)

VDOT  
1401 E. Broad Street  
Richmond, Virginia 23219

3. Highway Capacity Manual, 2010

Transportation Research Board  
500 Fifth Street NW  
Washington, DC 20001

4. ITE Manual of Traffic Signal Design, 1998

Institute of Transportation Engineers  
1099 14th Street NW  
Suite 300 West  
Washington, DC 20005

5. Manual on Uniform Traffic Control Devices, effective 2003, revised 2004

Federal Highway Administration  
Superintendent of Documents  
U.S. Government Printing Office  
P.O. Box 371954  
Pittsburgh, Pennsylvania 15250

6. Road Design Manual, 2011

VDOT  
1401 E. Broad Street  
Richmond, Virginia 23219

7. Secondary Street Acceptance Requirements (24VAC30-92)

Commonwealth Transportation Board  
1401 E. Broad Street  
Richmond, Virginia 23219

8. Transit Capacity and Quality of Service Manual, 2nd Edition, 2003

Transportation Research Board of the National Academies  
Keck Center of the National Academies  
Transportation Research Board  
500 Fifth Street, NW  
Washington, DC 20001

9. Trip Generation, 2008

Institute of Transportation Engineers  
1099 14th Street NW  
Suite 300 West  
Washington, DC 20005

10. Trip Generation Handbook, Second Edition – an ITE Recommended Practice, 2004

Institute of Transportation Engineers  
1099 14th Street NW  
Suite 300 West  
Washington, DC 20005

## Organization of a Traffic Impact Analysis Report

### 1) Introduction and Summary

- a) Purpose of report and study objectives
- b) Executive Summary
  - i) Site location and study area
  - ii) Description of the proposed development
  - iii) Principal findings
  - iv) Conclusions
  - v) Recommendations

### 2) Background Information: Proposed Development (Site and Nearby)

- a) List of all non-existent transportation improvements assumed in the analysis
- b) Description of on-site development
  - i) Map of site location
  - ii) Description of the parcel
  - iii) General terrain features
  - iv) Location within the jurisdiction and region
  - v) Comprehensive Plan recommendations for the subject property
  - vi) Current or proposed zoning of the subject property
- c) Description of geographic scope and limits of study area \*
- d) Plan at an engineering scale of the existing and proposed site uses
- e) Description and map or diagram of nearby uses, including parcel zoning
- f) Description and map or diagram of existing roadways
- g) Description and map or diagram of programmed improvements to roadways, intersections, and other transportation facilities within the study area

### 3) Analysis of Existing Conditions

- a) Collected daily and peak hour of the generator traffic volumes, tabulated and presented on diagrams with counts provided in an appendix \*
- b) Analyses for intersections and roadways identified by VDOT \*
  - i) Delay and Level of Service (LOS) are tabulated and LOS is presented on diagrams for each lane group
- c) When the type of development proposed would indicate significant potential for walking, bike or transit trips either on- or off-site, analyses of pedestrian and bicycle facilities, and bus route(s) and segment(s), tabulated and presented on diagrams, if facilities or routes exist \*
- d) Speed Study (if requested by VDOT)
- e) Crash history near site (if requested by VDOT)
- f) Sight distance (if requested by VDOT)

### 4) Analysis of Future Conditions Without Development

- a) Description of and the justification for the method and assumptions used to forecast future traffic volumes \*
- b) Analyses for intersections and roadways as identified by VDOT \*

- i) Delay and Level of Service (LOS) are tabulated and LOS is presented on diagrams for each lane group
- c) When the type of development proposed would indicate significant potential for walking, bike or transit trips either on- or off-site, analyses of pedestrian and bicycle facilities, and bus route(s) and segment(s) tabulated and presented on diagrams, if facilities or routes exist or are planned \*

#### **5) Trip Generation**

- a) Site trip generation, with tabulated data, broken out by analysis year for multi-phase developments, and including justification for deviations from ITE rates, if appropriate
- b) Description and justification of internal capture reductions for mixed use developments and pass-by trip reductions, if appropriate, including table of calculations used

#### **6) Site Traffic Distribution and Assignment**

- a) Description of methodology used to distribute trips, with supporting data
- b) Description of the direction of approach for site generated traffic and diagrams showing the traffic assignment to the road network serving the site for the appropriate time periods

#### **7) Analysis of Future Conditions With Development**

- a) Forecast daily and peak hour of the generator traffic volumes on the highway network in the study area, site entrances and internal roadways, tabulated and presented on diagrams \*
- b) Analyses for intersections and roadways identified by VDOT \*
  - i) Delay and Level of Service (LOS) are tabulated and LOS is presented on diagrams for each lane group
- c) When the type of development proposed would indicate significant potential for walking, bike or transit trips either on- or off-site, analyses of pedestrian and bicycle facilities, and bus route(s) and segment(s) tabulated and presented on diagrams, if facilities exist or are planned \*

#### **8) Recommended Improvements**

- a) Description and diagram of the location, nature, and extent of the proposed improvements, with preliminary cost estimates as available from VDOT
- b) If travel demand management (TDM) measures are proposed, description of methodology used to calculate the effects of TDM measures with supporting data
- c) Analyses for all proposed and modified intersections in the study area under the forecast and site traffic \*
  - i) Delay and Level of Service (LOS) are tabulated and LOS presented on diagrams for each lane group
  - ii) For intersections expected to be signalized, MUTCD Signal Warrant analysis or ITE Manual for Traffic Signal Design, as determined by VDOT, presented in tabular form
- d) When the type of development proposed would indicate significant potential for walking, bike or transit trips either on- or off-site, analyses of pedestrian and bicycle facilities, and bus route(s) and segment(s) tabulated and presented on diagrams, if facilities or routes exist or are planned \*

#### **9) Conclusions**

- a) Clear, concise description of the study findings

\* *The level of analysis and information provided depends on site generated peak hour traffic. See page 2 of these forms; 24 VAC 30-155-60.C. Required Elements table..*

## VDOT CHECKLIST

### EVALUATION of the SUBMITTED TRAFFIC IMPACT ANALYSIS

<input checked="" type="checkbox"/>	<b>ITEM PROVIDED OR NOT APPLICABLE (NA)</b>
	<b>Verify Use of Methodology and Standard Assumptions in Regulations (or Changes Approved at Scope of Work Meeting)</b>
	<b>Verify any Additions to Required Elements Approved at Scope of Work Meeting</b>
<input type="checkbox"/>	Was a Scope of Work Meeting held with the City and/or VDOT?
	<b>Introduction and Summary</b>
<input checked="" type="checkbox"/>	Purpose of report and study objectives
<input type="checkbox"/>	Executive Summary: Site location and study area; description of the proposed development; conclusions; recommendations.
	<b>Background Information</b>
<input type="checkbox"/>	List of all non-existent transportation improvements assumed in the analysis <span style="color: red;">Not Applicable</span>
<input checked="" type="checkbox"/>	Map of site location, description of the parcel, general terrain features, and location within the jurisdiction and region.
<input checked="" type="checkbox"/>	Comprehensive plan recommendations for the subject property
<input checked="" type="checkbox"/>	Current and proposed zoning of the subject property
<input checked="" type="checkbox"/>	Description of geographic scope / limits of study area.
<input checked="" type="checkbox"/>	Plan at an engineering scale of the existing and proposed site uses.
<input checked="" type="checkbox"/>	Description and map or diagram of nearby uses, including parcel zoning.
<input checked="" type="checkbox"/>	Description and map or diagram of existing roadways.
<input type="checkbox"/>	Description and map or diagram of programmed improvements to roadways, intersections, and other transportation facilities within the study area. <span style="color: red;">Not Applicable</span>
	<b>Analysis of Existing Conditions</b>
<input checked="" type="checkbox"/>	Collected daily and peak hour of the generator traffic volumes, tabulated and presented on diagrams with counts provided in an appendix.
<input checked="" type="checkbox"/>	Analyses for intersections and roadways identified by VDOT. Delay and Level of Service (LOS) are tabulated and LOS is presented on diagrams for each lane group.

Not  
Provided

<input checked="" type="checkbox"/>	<b>ITEM PROVIDED OR NOT APPLICABLE (NA)</b>
<input type="checkbox"/>	When the type of development proposed would indicate significant potential for walking, bike or transit trips either on- or off-site, analyses of pedestrian and bicycle facilities, and bus route(s) and segment(s), tabulated and presented on diagrams, if facilities or routes exist.
<input type="checkbox"/>	Speed Study <b>Not Applicable</b>
<input type="checkbox"/>	Crash history near site <b>Not Applicable</b>
<input type="checkbox"/>	Sight distance <b>Not Applicable</b>
<b>Analysis of Future Conditions Without Development</b>	
<input checked="" type="checkbox"/>	Description of and justification for the method and assumptions used to forecast future traffic volumes.
<input checked="" type="checkbox"/>	Analyses for intersections and roadways as identified by VDOT. Delay and Level of Service (LOS) are tabulated and LOS is presented on diagrams for each lane group.
<input type="checkbox"/>	When the type of development proposed would indicate significant potential for walking, bike or transit trips either on- or off-site, analyses of pedestrian and bicycle facilities, and bus route(s) and segment(s) tabulated and presented on diagrams, if facilities or routes exist or are planned.
<b>Trip Generation</b>	
<input checked="" type="checkbox"/>	Site trip generation, with tabulated data, broken out by analysis year for multi-phase developments, and including justification for deviations from ITE rates, if appropriate.
<input type="checkbox"/>	Description and justification of internal capture reductions for mixed use developments and pass-by trip reductions, if appropriate, including table of calculations used.
<b>Site Traffic Distribution and Assignment</b>	
<input checked="" type="checkbox"/>	Description of methodology used to distribute trips, with supporting data.
<input checked="" type="checkbox"/>	Description of the direction of approach for site generated traffic and diagrams showing the traffic assignment to the road network serving the site for the appropriate time periods.
<b>Analysis of Future Conditions With Development</b>	
<input checked="" type="checkbox"/>	Forecast daily and peak hour of the generator traffic volumes on the highway network in the study area, site entrances and internal roadways, tabulated and presented on diagrams.
<input checked="" type="checkbox"/>	Analyses for intersections and roadways identified by VDOT. Delay and Level of Service (LOS) are tabulated and LOS presented on diagrams for each lane group.
<input type="checkbox"/>	When the type of development proposed would indicate significant potential for walking, bike or transit trips either on- or off-site, analyses of pedestrian and bicycle facilities, and bus route(s) and segment(s) tabulated and presented on diagrams, if facilities exist or are planned.

Not Provided

Not Provided

Not Provided

Not Provided

<input checked="" type="checkbox"/>	<b>ITEM PROVIDED OR NOT APPLICABLE (NA)</b>
	<b>Recommended Improvements</b>
<input type="checkbox"/>	Description and diagram of the location, nature, and extent of proposed improvements, with preliminary cost estimates as available from VDOT. <b>Not Applicable</b>
<input type="checkbox"/>	Description of methodology used to calculate the effects of travel demand management (TDM) measures, if proposed, with supporting data. <b>Not Applicable</b>
<input checked="" type="checkbox"/>	Analyses for all proposed and modified intersections in the study area under the forecast and site traffic. Delay, and Level of Service (LOS) are tabulated and LOS presented on diagrams for each lane group. For intersections expected to be signalized, MUTCD Signal Warrant analysis or ITE Manual for Traffic Signal Design, as determined by VDOT, presented in tabular form.
<input type="checkbox"/>	When the type of development proposed would indicate significant potential for walking, bike or transit trips either on- or off-site, analyses of pedestrian and bicycle facilities, and bus route(s) and segment(s) tabulated and presented on diagrams, if facilities or routes exist or are planned.
	<b>Conclusions</b>
<input checked="" type="checkbox"/>	Clear, concise description of the study findings.

Not  
Provided

NOTES: \_\_\_\_\_

\_\_\_\_\_

SIGNED: \_\_\_\_\_

~~VDOT Representative~~

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

~~VDOT Representative~~

**PAYMENT DATE**  
12/01/2023

**COLLECTION STATION**  
Engineering/Inspections

**RECEIVED FROM**  
Hope Tree Family Services

**DESCRIPTION**

**City of Salem**  
P.O. Box 869  
Salem, VA 24153

**BATCH NO.**  
2024-00002961

**RECEIPT NO.**  
2024-00057909

**CASHIER**  
Krystal Graves

PAYMENT CODE	RECEIPT DESCRIPTION	TRANSACTION AMOUNT																
CD LAND USE	Land Use Application Fees rezoning - 860 Mount Vernon Lane - Hope Tree	\$1,000.00																
<table border="0"> <tr><td>Total Cash</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Check</td><td style="text-align: right;">\$1,000.00</td></tr> <tr><td>Total Charge</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Wire</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Other</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Total Remitted</td><td style="text-align: right; border-top: 1px solid black;">\$1,000.00</td></tr> <tr><td>Change</td><td style="text-align: right; border-top: 1px solid black;">\$0.00</td></tr> <tr><td>Total Received</td><td style="text-align: right; border-top: 1px solid black;">\$1,000.00</td></tr> </table>		Total Cash	\$0.00	Total Check	\$1,000.00	Total Charge	\$0.00	Total Wire	\$0.00	Total Other	\$0.00	Total Remitted	\$1,000.00	Change	\$0.00	Total Received	\$1,000.00	
Total Cash	\$0.00																	
Total Check	\$1,000.00																	
Total Charge	\$0.00																	
Total Wire	\$0.00																	
Total Other	\$0.00																	
Total Remitted	\$1,000.00																	
Change	\$0.00																	
Total Received	\$1,000.00																	
<b>Total Amount:</b>		<b>\$1,000.00</b>																

Customer Copy

## **LEGAL DESCRIPTION OF PROPERTY TO BE REZONED**

Beginning at a point at the intersection of the North line of West Carrollton Avenue and the East line of North Broad Street,  
thence along the East line of North Broad Street N 27°07'26" W a distance of 405.00' to a point at the terminus of North Broad Street;  
thence S 62°50'44" W a distance of 220.00' to a point;  
thence N 27°07'26" W a distance of 56.58' to a point;  
thence S 65°21'08" W a distance of 20.97' to a point;  
thence N 60°42'55" W a distance of 39.80' to a point;  
thence S 65°51'41" W a distance of 177.30' to a point;  
thence S 66°49'50" W a distance of 165.36' to a point;  
thence N 27°06'48" W a distance of 127.34' to a point;  
thence S 60°36'41" W a distance of 49.06' to a point;  
thence N 29°18'28" W a distance of 127.22' to a point;  
thence N 27°59'13" W a distance of 401.04' to a point;  
thence S 61°59'55" W a distance of 12.00' to a point;  
thence N 71°49'41" W a distance of 152.51' to a point;  
thence N 60°22'31" E a distance of 118.03' to a point;  
thence N 19°56'17" W a distance of 1088.42' to a point on the South line of Interstate 81;  
thence along the South line of Interstate 81 N 51°21'30" E a distance of 390.06' to a point;  
thence N 59°46'44" E a distance of 100.89' to a point;  
thence N 42°21'32" E a distance of 100.52' to a point;  
thence N 52°01'06" E a distance of 380.85' to a point at the intersection of the South line of Interstate 81 and the West line of Red Lane;  
thence along the West line of Red Lane S 08°26'28" E a distance of 365.95' to a point;  
thence S 08°55'13" E a distance of 83.12' to a point;  
thence with a curve turning to the left with an arc length of 353.82', with a radius of 320.00', with a chord bearing of S 40°35'45" E, with a chord length of 336.07', to a point;  
thence S 72°16'18" E a distance of 141.44' to a point;  
thence with a non-tangent curve turning to the right with an arc length of 318.24', with a radius of 710.00', with a chord bearing of S 58°42'30" E, with a chord length of 315.58', to a point;  
thence S 45°54'08" E a distance of 839.41' to a point ;  
thence S 67°53'11" W a distance of 9.99' to a point;  
thence S 22°06'49" E a distance of 315.70' to a point;  
thence leaving the West line of Red Lane S 60°35'11" W a distance of 190.10' to a point;  
thence S 22°06'49" E a distance of 100.00' to a point;  
thence S 37°19'34" E a distance of 95.13' to a point;  
thence S 28°44'42" E a distance of 122.90' to a point on the North line of West Carrollton Avenue;  
thence along the North line of West Carrollton Avenue S 62°51'48" W a distance of 676.02' to a point;  
which is the point of beginning,  
having an area of 2,714,568 square feet, 62.318 acres, being known as part of tax map number 44-3-10 and lying in the City of Salem, Virginia.

**AFFIDAVIT OF MAILING PURSUANT TO S15.2-2204  
CODE OF VIRGINIA**

**PLANNING COMMISSION  
JANUARY 10, 2024**

**ITEM #**

This is to certify that I mailed letters in reference to the rezoning request of Virginia Baptist Children's Home (dba HopeTree Family Services), property owner for rezoning the properties located at 1000 blk Red Ln and a portion of 860 Mount Vernon Lane (Tax Map #'s 41-1-1, 41-1-2, 41-1-3, 41-1-4, 41-1-5, 41-1-6, and a portion of 44-3-10), from RSF Residential Single Family to PUD Planned Unit District, to the following property owners and adjacent property owners on December 22, 2023, in the 2:00 p.m. mail:

Location	Owner Name	Co-Owner Name	Address 1	City, State, Zip
204 BENTWOOD CT	LESTER, MARY FRANCES-LIFE ESTATE		204 BENTWOOD CT	SALEM, VA 24153
206 BENTWOOD CT	HERNDON, PATRICK A	HERNDON, EMILY Z	206 BENTWOOD CT	SALEM, VA 24153
208 BENTWOOD CT	COWLING, RAYMOND J III		208 BENTWOOD CT	SALEM, VA 24153
210 BENTWOOD CT	PEASLEE ROBERT B		210 BENTWOOD CT	SALEM, VA 24153
217 BENTWOOD CT	STADER, WILLIAM B	SECRIST, APRIL L HINRICHS, SANDRA JO	217 BENTWOOD CT	SALEM, VA 24153
211 BENTWOOD CT	HINRICHS, MARC CHARLES		211 BENTWOOD CT	SALEM, VA 24153
209 BENTWOOD CT	STOVALL STUART W	JANOSCHKA, MACEL H	209 BENTWOOD CT	SALEM, VA 24153
200 BENTWOOD CT	JANOSCHKA, STEPHEN P		200 BENTWOOD CT	SALEM, VA 24153
202 BENTWOOD CT	VALUE HOUSING PARTNERS LLC		5211 S CONCOURSE DR	ROANOKE, VA 24019
1002 RED LN	FELL, LUKE E HOLMES LETHA ELLA EARLY-ESTATE	BRIMER, ALLYSON R	1002 RED LN	SALEM, VA 24153
1000 RED LN BLK			410 VANDERWALL	PEACHTREE CITY, GA 30269
984 RED LN	LONG REGINALD ALAN HOLMES LETHA ELLA EARLY-ESTATE		338 WARWICK AVE	SOUTH ORANGE, NJ 07079
900 RED LN BLK			410 VANDERWALL	PEACHTREE CITY, GA 30269
900 RED LN BLK	EDWARDS ALMA HOLMES		410 VANDERWALL	PEACHTREE CITY, GA 30269
102 NORTH OAKS DR	COPLAND, JAMES HENRY	COPLAND, BRENDA SUE	102 NORTH OAKS DR	SALEM, VA 24153
104 NORTH OAKS DR	KENNY, OTIS	KENNY, BARBARA	104 NORTH OAKS DR	SALEM, VA 24153
107 NORTH OAKS DR	OLDE SALEM CONTRACTING INC		PO BOX 2492	SALEM, VA 24153
105 NORTH OAKS DR	OLDE SALEM CONTRACTING INC		PO BOX 2492	SALEM, VA 24153
103 NORTH OAKS DR	SURRATT RICK		103 NORTH OAKS DR	SALEM, VA 24153
108 NORTH OAKS DR	HUTCHISON, KATHERINE GUIDRY	HUTCHISON, RICHARD RYAN HARRISON, TRACEY LEA	108 NORTH OAKS DR	SALEM, VA 24153
1024 STONEGATE DR	HARRISON, JAMES EDWARD		1024 STONEGATE DR	SALEM, VA 24153
1015 STONEGATE DR	ESTILL LLOYD H		1015 STONEGATE DR	SALEM, VA 24153
1009 STONEGATE DR	SNOW RICHARD M		1009 STONEGATE DR	SALEM, VA 24153
107 BARTLEY DR	BRUSSEAU WESLEY		107 BARTLEY DR	SALEM, VA 24153
108 BARTLEY DR	PERRY, KEVIN J JEAN O WHEELING REVOCABLE DECLARATION OF TRUST	PERRY, WENDY L	108 BARTLEY DR	SALEM, VA 24153
987 STONEGATE DR			987 STONEGATE DR	SALEM, VA 24153
971 STONEGATE DR	LOWE CARL J		971 STONEGATE DR	SALEM, VA 24153
955 STONEGATE DR	YOUNG, HOLLIE		955 STONEGATE DR	SALEM, VA 24153
1020 STONEGATE DR	WILLIAMS, BARBARA WERTZ		1020 STONEGATE DR 1617 STRAWBERRY MOUNTAIN DRIVE	SALEM, VA 24153 ROANOKE, VA 24018
1016 STONEGATE DR	CRAIGHEAD ROBERT A			
1010 STONEGATE DR	LOVING, JASON R	LOVING, TRACY L	1010 STONEGATE DR	SALEM, VA 24153
1006 STONEGATE DR	KING CHRISTOPHER M		1006 STONEGATE DR	SALEM, VA 24153
996 STONEGATE DR	HAAS MICHAEL S		996 STONEGATE DR	SALEM, VA 24153
988 STONEGATE DR	MINUCIE DEBORAH B		1914 OLD MILL DR	SALEM, VA 24153
972 STONEGATE DR	SIMMONS GARY E		972 STONEGATE DR	SALEM, VA 24153
900 STONEGATE DR BLK	ETHERIDGE LIONEL L		956 STONEGATE DR	SALEM, VA 24153
916 RED LN	KUMMER MICHAEL BROWN		916 RED LN	SALEM, VA 24153
910 RED LN	MILBRODT, TERESA	PALMGREN, TRISTAN	910 RED LN	SALEM, VA 24153
904 RED LN	KERR, MITCHELL D		904 RED LN	SALEM, VA 24153
844 RED LN	BRANSON, BOBBY HAROLD		PO BOX 976	SALEM, VA 24153
840 RED LN	BEEDLE ANDREW SCOTT		840 RED LANE	SALEM, VA 24153

834 RED LN	WILLIAMS SAMUEL J		834 RED LN	SALEM, VA 24153
826 RED LN	BELOUS, RICHARD S		826 RED LN	SALEM, VA 24153
958 RED LN	BAILEY, DEITRA D		958 RED LN	SALEM, VA 24153
954 RED LN	VALUE HOUSING PARTNERS LLC		5211 SOUTH CONCOURSE DR	ROANOKE, VA 24019
950 RED LN	VALUE HOUSING PARTNERS LLC		5211 SOUTH CONCOURSE DR	ROANOKE, VA 24019
946 RED LN	TUCK, DONALD S		946 RED LN	SALEM, VA 24153
942 RED LN	PRUSA, FRANK W JR	PRUSA, MELINDA A BROWN, KAYLA DANIELLE	942 RED LN	SALEM, VA 24153
936 RED LN	ST PIERRE, ADAM THOMAS MARY FRANCES BOWEN IRREVOCABLE TRUST		936 RED LANE	SALEM, VA 24153
934 RED LN			5406 SNOW OWL DR	ROANOKE, VA 24018-0000
932 RED LN	OWEN JONATHAN C		227 TAYLOR AVE	SALEM, VA 24153
930 RED LN	LOWE, DAVID	LOWE, DEBORAH	106 ROSELAND DR	CHRISTIANSBURG, VA 24073
928 RED LN	SAKALAS, ALEXANDER J		928 RED LN	SALEM, VA 24153
922 RED LN	HUNT, RONALD E		922 RED LN	SALEM, VA 24153
805 HONEYSUCKLE RD	MUSGRAVE DONNA L		805 HONEYSUCKLE RD	SALEM, VA 24153
819 HONEYSUCKLE RD	ENGLAND, ROBERT KENNETH II		819 HONEYSUCKLE RD	SALEM, VA 24153
851 HONEYSUCKLE RD	WALLACE, NATHAN W	WALLACE, JESSICA E	851 HONEYSUCKLE RD	SALEM, VA 24153
900 HONEYSUCKLE RD BLK	THE BLISS PROPERTY TRUST		8960 RIDGEMONT DR	SANDY SPRINGS, GA 30350
821 RED LN	TUELL, STEVEN	NEIGHBORS, JESSICA GLASBY, DEBORAH R	821 RED LN	SALEM, VA 24153
803 RED LN	GLASBY, LEON K		803 RED LN	SALEM, VA 24153
801 RED LN	GOLDSTEIN ANDREW S		801 RED LN	SALEM, VA 24153
818 RED LN	DEMPSEY, TRACEY L	DEMPSEY, JACOB A	818 RED LN	SALEM, VA 24153
808 RED LN	CHAMBERLAND SETH R		808 RED LN	SALEM, VA 24153
800 RED LN	MCGEEVER, MICHAEL	MCGEEVER, MARGARET	800 RED LANE	SALEM, VA 24153
718 RED LN	MAY ROBERT L		718 RED LN	SALEM, VA 24153-0553
721 RED LN	WOHLFORD, DAVID A	WOHLFORD, WHITNEY S	721 RED LANE	SALEM, VA 24153
702 MOUNT VERNON AVE	PFEIFFER JULIE KRISTINE		702 MT VERNON AVE	SALEM, VA 24153
710 MOUNT VERNON AVE	COX MICHAEL F		710 MT VERNON AVE	SALEM, VA 24153
720 MOUNT VERNON AVE	CARLOS B HART JR REVOCABLE TRUST		720 MT VERNON AVE	SALEM, VA 24153
707 RED LN	TAYLOR, ALLEN WAYNE		707 RED LN	SALEM, VA 24153
721 MOUNT VERNON AVE	MURPHY, KARLA		721 MT VERNON AVE	SALEM, VA 24153
18 E CARROLLTON AVE	PICARD JASON R		18 E CARROLLTON AVE	SALEM, VA 24153
715 MOUNT VERNON AVE	MICHAEL E HALL REVOCABLE DECLARATION OF	SUSAN E HALL REVOCABLE DECLARATION OF TRUST	1383 WALDHEIM RD	SALEM, VA 24153
709 MOUNT VERNON AVE	JOHNSON, RENITA ANNE		709 MT VERNON AVE	SALEM, VA 24153
701 MOUNT VERNON AVE	WHEELING MATTHEW P		701 MT VERNON AVE	SALEM, VA 24153
710 N BROAD ST	HAKKENBERG, MICHAEL	HAKKENBERG, DAWN	710 N BROAD ST	SALEM, VA 24153
706 N BROAD ST	NANCY ELLEN UTZ LIVING TRUST		706 N BROAD ST	SALEM, VA 24153
714 N BROAD ST	COFFMAN, STEPHEN	COFFMAN, BONNIE MOULSE	320 W MAIN ST UNIT 74	SALEM, VA 24153
718 N BROAD ST	SHREEMAN, MADELAINE ROSE		718 N BROAD ST	SALEM, VA 24153
14 E CARROLLTON AVE	HALL ELIZABETH A		1814 BELLEVILLE RD SW	ROANOKE, VA 24015-2708
14 W CARROLLTON AVE	WEEKS, JAMES R JR		5938 VIEWPOINT AVE	SALEM, VA 24153
10 W CARROLLTON AVE	GREGORY MATTHEW H		10 W CARROLLTON AVE	SALEM, VA 24153
717 N BROAD ST	WARRINER, BRYAN K	WARRINER, MARY G	717 N BROAD ST	SALEM, VA 24153
823 N BROAD ST	GRESHAM, JAMES L	GRESHAM, JUDY S	433 DEER RUN CIR	SALEM, VA 24153
819 N BROAD ST	MUSNUG FRED A		819 N BROAD ST	SALEM, VA 24153
815 N BROAD ST	MILLIGAN BRUCE P		815 N BROAD ST	SALEM, VA 24153
809 N BROAD ST	HARRIS, MELVIN LEE		809 N BROAD ST	SALEM, VA 24153

805 N BROAD ST	DUFFY LIVING TRUST		409 STONEWALL CIR	SALEM, VA 24153
801 N BROAD ST	HENRY GEORGE M		801 N BROAD ST	SALEM, VA 24153
956 STONEGATE DR	ETHERIDGE LIONEL L		956 STONEGATE DR	SALEM, VA 24153
29 CORBETT ST	CRAWFORD, ROBERT C III		29 CORBETT ST	SALEM, VA 24153
19 CORBETT ST	STEEN, MARK QUINN	STEEN, ANNA TRIVETTE	19 CORBETT ST	SALEM, VA 24153
901 N BROAD ST	CRAFT, SUSAN T		132 W CARROLLTON AVE	SALEM, VA 24153
944 STONEGATE DR	MARTIN THOMAS J		PO BOX 628	SALEM, VA 24153-0628
927 SADDLE DR	DOTSON PAUL R		927 SADDLE DR	SALEM, VA 24153
929 SADDLE DR	SHANER, JOHN P R		929 SADDLE DR	SALEM, VA 24153
931 SADDLE DR	SMITH, ROBERT C III	SMITH, KRISTEN KAY	931 SADDLE DR	SALEM, VA 24153
932 SADDLE DR	DELAPP VICTOR B		932 SADDLE DR	SALEM, VA 24153
928 SADDLE DR	WILEY, DARLENE C		928 SADDLE DR	SALEM, VA 24153
924 SADDLE DR	VAUGHAN ESTHER S-TRUSTEE OF VAUGHAN LIVING TRUST		924 SADDLE DR	SALEM, VA 24153
920 SADDLE DR	CROWGEY, TERENCE H	CROWGEY, MAEVE N	920 SADDLE DR	SALEM, VA 24153
916 SADDLE DR	DAVID AND RICHIA GREGSTON REVOCABLE TRUST		916 SADDLE DR	SALEM, VA 24153
915 SADDLE DR	ADVANTAGE BUILDERS LLC		1618 CASCADE COURT	SALEM, VA 24153
917 SADDLE DR	BAKER, KEVIN WARREN		917 SADDLE DR	SALEM, VA 24153
921 SADDLE DR	RYAN, DANIEL R		921 SADDLE DR	SALEM, VA 24153
923 SADDLE DR	LANGFITT, TERRY JR	LANGFITT, ASHLEIGH	923 SADDLE DR	SALEM, VA 24153
925 SADDLE DR	REYNOLDS NANCY F		925 SADDLE DR	SALEM, VA 24153
808 SCOTT CIR	CHRISTOPHER, YEAKEL S	MARY, YEAKEL	808 SCOTT CIR	SALEM, VA 24153
836 ACADEMY ST	FLETCHER, KEVIN L	CATHERINE FLETCHER, MELISSA H	836 ACADEMY ST	SALEM, VA 24153
842 ACADEMY ST	WRIGHT, CASEY WALLACE	WRIGHT, AMANDA GURLEY	842 ACADEMY ST	SALEM, VA 24153
810 SCOTT CIR	YERTON JOSHUA D		810 SCOTT CIR	SALEM, VA 24153
812 SCOTT CIR	POLLARD RICHARD H		812 SCOTT CIR	SALEM, VA 24153
814 SCOTT CIR	EDWARDS, GARY	EDWARDS, NANCY FELDENZER, KAREN C	814 SCOTT CIR	SALEM, VA 24153
811 SCOTT CIR	FELDENZER, JOHN A		811 SCOTT CIRCLE	SALEM, VA 24153
809 SCOTT CIR	EVANS, MICHAEL D	EVANS, LISA DAWN	809 SCOTT CIR	SALEM, VA 24153
806 SCOTT CIR	GETSI MICHAEL N		806 SCOTT CIR	SALEM, VA 24153
20 CORBETT ST BLK 19 W CARROLLTON AVE	STEEN RICHARD D-TRST ELBERT R STEEN (ESTATE) IRREV		34 CORBETT ST	SALEM, VA 24153
40 CORBETT ST	HUGHES STEVEN M		19 W CARROLLTON AVE	SALEM, VA 24153
38 CORBETT ST	BARTON, TIMMY D	BARTON, ANITA B	40 CORBETT ST	SALEM, VA 24153
34 CORBETT ST	RIGANTI ROCCO		38 CORBETT ST	SALEM, VA 24153-2629
30 CORBETT ST	STEEN, RICHARD D		34 CORBETT ST	SALEM, VA 24153
26 CORBETT ST	MORRIS, LAURA W		30 CORBETT ST	SALEM, VA 24153
22 CORBETT ST	MONNETT, BRENDA L		26 CORBETT ST	SALEM, VA 24153
20 CORBETT ST BLK 18 W CARROLLTON AVE	STEEN RICHARD D-TRST ALBERT R STEEN (ESTATE) IRREV		34 CORBETT ST	SALEM, VA 24153
711 N BROAD ST	STEEN RICHARD D-TRST ELBERT R STEEN (ESTATE) IRREV		34 CORBETT ST	SALEM, VA 24153
707 N BROAD ST	CORBETT, BRIAN J		18 W CARROLLTON AVE	SALEM, VA 24153
	TWO LANE HOLDINGS LLC		409 N BROAD ST	SALEM, VA 24153
	PEDIGO, MARVIN L		1901 MAIN ST SW	ROANOKE, VA 24015-3019
	VDOT		731 HARRISON AVE	SALEM VA 24153
	COUNTY OF ROANOKE		PO BOX 29800	ROANOKE VA 24018

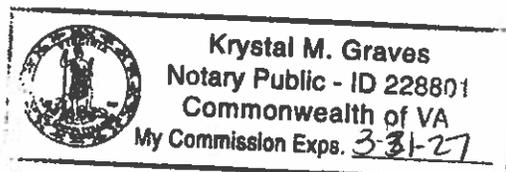
Signed *Goretha L. Prillaman*

Date *12/22/2023*

City of Salem  
Commonwealth of Virginia

The foregoing instrument was acknowledged before me this *22<sup>nd</sup>* day of *December*, 20*23*, by

*Goretha L. Prillaman*  
*Krystal M. Graves*  
Notary Public  
My commission expires: *March, 31, 2027*





December 22, 2023

Mr. Jon Morris  
HopeTree Family Services  
860 Mount Vernon Lane  
Salem, VA 24153

RE: Petition For Zoning Amendment (Rezoning)  
1000 block Red Lane and a portion of 860 Mount Vernon Lane  
Tax Map #'s 41-1-1, 41-1-2, 41-1-3, 41-1-4, 41-1-5, 41-1-6 and a portion of  
44-3-10)

To Whom It May Concern:

You and/or your agent shall appear before the Planning Commission on:

**Wednesday, January 10, 2024**  
**at 7:00 p.m.** in the

**Community Room, Salem Civic Center**  
**1001 Roanoke Boulevard**

**AND**

Salem City Council on:

**Monday, January 22, 2024**  
**at 6:30 p.m.** in the

**Community Room, Salem Civic Center**  
**1001 Roanoke Boulevard, Salem, Virginia**

for consideration of your request for rezoning the above referenced property.

If you have any questions regarding this matter, please contact our office at  
(540) 375-3032.

Sincerely,

Mary Ellen H. Wines, CZA CFM  
Planning and Zoning Administrator



**IMPORTANT NOTICE OF PUBLIC HEARINGS  
PROPOSAL TO CHANGE ZONING**

Notice is hereby given that a request has been filed with the City of Salem by the property owner/petitioner of the property described below. The Planning Commission of the City of Salem will consider this request at its meeting listed below and make a recommendation to the City Council. The City Council of the City of Salem will also consider this request, and the recommendation of the Planning Commission at its meeting listed below. City Council will make the final decision in this matter.

**Property Owner/Petitioner:**

Virginia Baptist Children's Home (dba HopeTree Family Services)

**Location of Property:**

1000 block Red Ln and a portion of 860 Mount Vernon Lane (Tax Map #'s 41-1-1, 41-1-2, 41-1-3, 41-1-4, 41-1-5, 41-1-6, and a portion of 44-3-10)

**Purpose of Request:**

To rezone the property located at 1000 Block of Red Ln and a portion of 860 Mount Vernon Lane (Tax Map #'s 41-1-1, 41-1-2, 41-1-3, 41-1-4, 41-1-5, 41-1-6, and a portion of 44-3-10) from RSF Residential Single Family to PUD Planned Unit District.

The date, time, and place of the public hearing scheduled by the Planning Commission on this request are as follows:

**WEDNESDAY, JANUARY 10, 2024 – 7 P.M.  
COMMUNITY ROOM, SALEM CIVIC CENTER  
1001 ROANOKE BOULEVARD, SALEM, VIRGINIA**

The date, time, and place of the public hearing scheduled by City Council on this request are as follows:

**MONDAY, JANUARY 22, 2024 – 6:30PM  
COMMUNITY ROOM, SALEM CIVIC CENTER  
1001 ROANOKE BOULEVARD, SALEM, VIRGINIA**

Additional information on this request may be obtained in the Community Development Department, 21 South Bruffey Street, Salem, Virginia or at (540) 375-3032.

H. Robert Light  
Deputy Executive Secretary  
Planning Commission

Item # 6E  
Date: 1/22/2024

AT A REGULAR MEETING OF CITY COUNCIL OF THE CITY OF SALEM, VIRGINIA HELD IN THE COMMUNITY ROOM AT THE SALEM CIVIC CENTER, 1001 ROANOKE BOULEVARD, SALEM, VIRGINIA 24153

**MEETING DATE:** January 22, 2024

**AGENDA ITEM:** Consider a request authorizing the City Manager to finalize and execute a Performance Agreement between Graham White Manufacturing Company, a subsidiary of Wabtec, the City of Salem, and the Economic Development Authority of the City of Salem.

**SUBMITTED BY:** Rob Light, Assistant City Manager

**SUMMARY OF INFORMATION:**

Graham White Manufacturing (a subsidiary of Wabtec) will be expanding operations in Salem with a minimum of two million dollars in investment and 38 new jobs. The City and City's Economic Development Authority (EDA) have worked with Graham White to provide support enabling this opportunity.

The EDA has approved the attached performance agreement. Council must similarly approve.

**STAFF RECOMMENDATION:**

Staff recommends Council authorize the City Manager to finalize and execute this performance agreement.

**LOCAL ECONOMIC DEVELOPMENT  
PERFORMANCE AGREEMENT**

This Performance Agreement is made and entered into as of the \_\_\_ day of \_\_\_\_\_, 2023, by, between, and among CITY OF SALEM, VIRGINIA, a municipal corporation of the Commonwealth of Virginia (the “City”), the ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF SALEM, a political subdivision of the Commonwealth of Virginia (the “Authority”), and GRAHAM WHITE MANUFACTURING COMPANY, a Virginia Corporation (the “Company”; collectively, the “Parties”).

**RECITALS:**

WHEREAS, the Company owns and operates a manufacturing facility at 1242 Colorado Street, Salem VA 24153 (the “Facility”), and will make a Capital Investment in taxable machinery and tools; and

WHEREAS, the Company expects to add 38 new jobs to its existing work force in conjunction with the Capital Investment; and

WHEREAS, the Company has requested economic development grants and assistance through the Authority to assist with financing the costs of the expansion of its Facility; and

WHEREAS, the City and the Authority recognize that the Company’s expansion will promote economic development in the City and provide additional tax revenue, employment opportunities, and contribute to the vitality of the region; and

WHEREAS, the stimulation of additional tax revenue and economic activity to be generated by the Capital Investment and creation of new jobs constitute valid public purposes for the expenditure of public funds and is the animating purpose for the Grant:

**WITNESSETH:**

NOW THEREFORE, in consideration of the foregoing premises, the mutual benefits, promises, and undertakings of the parties to this Agreement as set forth below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties covenant and agree as follows:

**I. Definitions.**

For the purposes of this Agreement, the following terms have the following meanings, unless the context or manifest purpose of this Agreement indicate otherwise:

*Capital Investment* means a new capital expenditure by the Company that results in an increase in the value of taxable machinery and tools at the Facility, as compared to the base year 2023, in the target amount set forth below, net of machinery and tools taken out of service as part of the new investment.

*Performance Date* is October 12, 2026.

**II. Target Amount.**

The Company will operate the Facility in the City and make a Capital Investment of not less than \$2,000,000 as of the Performance Date.

**III. Incentive Grant.**

*A. Amounts*

The Authority will make grants to the Company in the following amounts:

For the taxable year after the Capital Investment is made, a machine and tool tax grant in the amount of \$25,000.

For the next taxable year, a machine and tool tax grant in the amount of \$25,000.

*B. Mechanics*

Not later than September 30<sup>th</sup> of the year following payment of the tax on the Capital Investment, the Company will request the funds using a form provided by the City (see Exhibit A). The City will then make an appropriation to the Authority in the amount of the grant due under subsection III.A above. The Authority will appropriate and pay over all such funds to the Company not later than December 31 of the same year.

*C. Disqualifying Factors*

- (1) If any tax due and payable to the City becomes delinquent, unless the delinquency is determined not to be the fault of the Company, as authorized by Section 58.1-3916 of the Code of Virginia, 1950, as amended the Company will be disqualified from receiving further grants.
- (2) If the Company does not make the Capital Investment by the Performance Date, at the Authority’s option, (i) the Company will refund the full amount of any tax grants received, or (ii) the Authority may extend the Performance Date. Upon payment of a refund, the Company will have no further obligations under this Agreement.

**IV. Reporting.**

For the purposes of verifying the accuracy of reports of taxable investment, and for no other purpose, the Company hereby waives its protections under Section 58.1-3 of the Code of Virginia, 1950, as amended, and authorizes the Commissioner of the Revenue for the City of Salem, Virginia, to provide verification to the City and the Authority from her records; provided, however, that such disclosure shall not waive the protections of § 58.1-3 as to any other person, nor authorize the City or the Authority to disclose such information to any other person.

**V. Notices.**

Any notices required or permitted to be given under this Agreement shall be given in writing, and shall be deemed to be received upon receipt or refusal after mailing of same in the United States by First-Class U.S. Mail, certified, postage prepaid, or by customary commercial overnight courier (refusal shall mean return of certified mail or overnight courier package not accepted by addressee):

If to Company, to:

Graham White Manufacturing Company  
1242 Colorado Street  
Salem, VA 24153

With a copy to:

Wabtec Corporation  
30 Isabella Street, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15212  
Attn: Legal Department

Attn: Douglas Agner, VP and General  
Manager

If to the Authority, to:

Economic Development Authority  
of the City of Salem  
114 North Broad Street  
Salem, Virginia 24153  
Attn: David Robbins, Chair

With a copy to:

Authority Counsel  
Guynn Waddell, P.C.  
415 S. College Ave  
Salem, VA 24153  
Attn: Jim H. Guynn, Jr., Esq.

If to the City, to:

City of Salem, VA  
114 North Broad Street  
Salem, Virginia 24153  
Attn: City Manager

With a copy to:

City Attorney  
Guynn Waddell, P.C.  
415 South College Avenue  
Salem, Virginia 24153  
Attn: Jim H. Guynn, Jr., Esq.

The addresses set forth in this section may only be amended by sending written notice to all other parties of a change of address, without need of signed amendment to this Agreement.

#### **VI. Miscellaneous.**

*Indemnity.* The Company agrees to indemnify and hold the Authority, the City, and their officers, directors, and employees free and harmless for and from any and all claims, causes of action, damages or any liability of any type, including reasonable attorney's fees, on account of any claims by or any injury or damage to any persons or property to the extent resulting from any actions, omissions, or activities of the Company or its agents, employees or representatives arising out of or connected in any way to any of the matters involved in this Agreement or its performance.

*Integration.* This Agreement, including the exhibits hereto, constitutes the full and complete agreement of the Parties respecting its subject matter, and any prior or contemporaneous agreements or understandings, written or oral, are hereby merged into and superseded by the provisions of this Agreement. This Agreement may only be amended or supplemented by a subsequent writing of equal dignity except where expressly set forth herein. This Agreement may not be assigned by a Party without the prior written consent of the other Parties.

*No covenants of officials.* No covenant, agreement or obligation contained in this Agreement shall be deemed to be a covenant, agreement or obligation of any present or future director, officer, employee or agent of the Authority or the City in his or her individual capacity, and neither City officials nor the directors of the Authority nor any officer, employee or agent thereof executing this Agreement or any related instrument shall be liable personally on this Agreement or such instrument or be subject to any personal liability or accountability by reason of the execution and delivery thereof. No director, officer, employee or agent of the Authority or the City shall incur any personal liability with respect to any other action taken by him or her pursuant to this Agreement or the Industrial Development and Revenue Bond Act or any of the transactions contemplated hereby or thereby, provided he acts in good faith.

*Not a pledge of full faith and credit.* Any obligation of the City to pay, set aside, or otherwise appropriate funds for performance of this Agreement shall be construed to be subject to appropriation, and shall not be construed to be in derogation of Article VII § 10 of the Virginia Constitution. THE OBLIGATIONS OF THE AUTHORITY UNDER THIS AGREEMENT ARE NOT GENERAL OBLIGATIONS OF THE AUTHORITY BUT ARE LIMITED OBLIGATIONS PAYABLE SOLELY FROM THE REVENUES AND RECEIPTS DERIVED BY THE AUTHORITY FROM THE CITY PURSUANT TO THIS AGREEMENT. THE OBLIGATIONS OF THE AUTHORITY AND THE CITY HEREUNDER SHALL NOT BE DEEMED TO CONSTITUTE A DEBT OR A PLEDGE OF THE FAITH AND CREDIT OF THE COMMONWEALTH OF VIRGINIA OR ANY POLITICAL SUBDIVISION THEREOF, INCLUDING THE AUTHORITY AND THE CITY.

*Rule of construction for dates.* If any action is required to be performed, or if any notice, consent or other communication is given, on a day that is a Saturday or Sunday or a legal holiday in the Commonwealth of Virginia, such performance shall be deemed to be required, and such notice, consent or other communication shall be deemed to be given, on the first business day following such Saturday, Sunday or legal holiday. Unless otherwise specified herein, all references in this Agreement to a “day” or “days” shall refer to calendar days and not business days.

*Choice of law.* This Agreement shall be construed according to the laws of the Commonwealth of Virginia without regard to its principles of conflicts of laws. The Parties consent to exclusive venue and jurisdiction in any state or federal court of competent jurisdiction within the Commonwealth of Virginia.

*Attorneys’ fees.* The Parties agree that, except as specifically provided in this Agreement, if any Party pursues legal action to enforce the terms of this Agreement, the American Rule shall apply and each Party shall bear its own attorneys’ fees and expert costs and no fee shifting shall occur.

*Drafter & Severability.* This Agreement has been jointly drafted by the Parties, and is to be construed as jointly drafted and not be construed against any of the Parties as the drafter. This Agreement is severable, and if any provision is found to be invalid by any court of competent jurisdiction, the remainder shall survive. The section and paragraph headings in this Agreement are for convenience of reference only and do not modify or restrict any provisions hereof and shall not be used to construe any provisions of this Agreement.

*Covenant of Authority.* All Parties warrant that the signatories below have full authority, and have undertaken such legal actions as may be necessary to ensure such authority, to bind the entities of which they are representatives to the full extent permitted by law. Company agrees that, during the term of this Agreement, it shall not allow its corporate existence to lapse or its certificate of authority in the Commonwealth of Virginia to be revoked or cancelled at any time. This Agreement may be executed by facsimile, electronic or original signature of the parties and in counterparts which, assuming no modification or alteration, shall constitute an original and when taken together, shall constitute one and the same instrument.

*Time of the Essence.* Time is of the essence of all obligations set forth herein for which a time is stated.

*Waiver.* The failure of any Party to this Agreement to insist upon strict compliance with any term herein shall not be construed to be a waiver of that requirement.

*Assignment of Agreement.* Any obligation under this Agreement may be assigned to a third party with the prior written consent of all Parties and upon such terms as may be set forth in such consents. Any such assignment, however, shall not relieve the Company from any of its obligations under this Agreement.

*Counterparts.* This Agreement may be executed in one or more counterparts, each of which shall be construed to be an original and production of all of which shall not be necessary to prove the contents of this Agreement.

IN WITNESS WHEREOF, see the following signatures, of even date herewith:

*[SIGNATURES ON FOLLOWING PAGE]*

**CITY OF SALEM, VIRGINIA:**

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City Manager

Approved as to legal form:

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City Attorney

**ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF SALEM, VIRGINIA**

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Chairman

**GRAHAM WHITE MANUFACTURING COMPANY**

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Douglas C. Agner  
VP and General Manager

Item # 6F  
Date: 1/22/2024

AT A REGULAR MEETING OF CITY COUNCIL OF THE CITY OF SALEM, VIRGINIA HELD IN THE COMMUNITY ROOM AT THE SALEM CIVIC CENTER, 1001 ROANOKE BOULEVARD, SALEM, VIRGINIA 24153

**MEETING DATE:** January 22, 2024

**AGENDA ITEM:** Authorize the City Manager to enter into an agreement with Norfolk Southern related to the removal of railroad track crossings at three locations in the City for a line that is no longer in service.

**SUBMITTED BY:** Chris Dorsey, City Manager

**SUMMARY OF INFORMATION:**

Norfolk Southern owns a rail line section that is no longer in service. This section includes rail crossings of City streets. Norfolk Southern is amenable to removal of the tracks crossing East Main Street at the intersection with Kessler Mill Road, Texas Street near the intersection with Electric Road, and Roanoke Boulevard near the intersection of Electric Road. However, in order to move forward, they have requested that the City agree:

1. Norfolk Southern will remove the rails from the intersection and the City will patch/pave the streets as necessary.
2. At any time in the future that the railroad deems this section to be viable for use, the City will mill the pavement at the intersection and Norfolk Southern will be responsible for reinstalling the tracks.

Removing the tracks at these crossings will improve the condition of the streets for vehicular traffic. While the potential exists for reactivation of the lines in the future, this is not a through rail line section and has limited viability based on their costs to upgrade/maintain the section.

**STAFF RECOMMENDATION:**

Staff recommends Council authorize the City Manager to provide a written agreement with Norfolk Southern for removal of the tracks at these intersections.

Item # 6G  
Date: 1/22/2024

AT A REGULAR MEETING OF CITY COUNCIL OF THE CITY OF SALEM, VIRGINIA HELD IN THE COMMUNITY ROOM AT THE SALEM CIVIC CENTER, 1001 ROANOKE BOULEVARD, SALEM, VIRGINIA 24153

**MEETING DATE:** January 22, 2024

**AGENDA ITEM:** Authorize the City Manager or his designee to execute a Memorandum of Understanding (MOU) with Roanoke County to provide transportation services to citizens and visitors in Salem to utilize the McAfee Knob Trailhead Shuttle.

**SUBMITTED BY:** Rob Light, Assistant City Manager

**SUMMARY OF INFORMATION:**

Roanoke County currently contracts a third-party to operate a shuttle service to McAfee Knob from the Park & Ride located at I-81 exit 140.

In order to expand opportunities for Salem citizens and visitors to access this shuttle from the downtown area, City and County staff have developed an MOU by which designated shuttle pickup locations would be established at 601 East Main Street (Longwood Park) and parking lot owned by the City at 101 South Broad Street.

This service will be provided on demand with pickup and drop off provided at these locations. There is no cost to the City for the shuttle.

Providing easy accessibility to regional outdoor amenities such as McAfee Knob enhances the existing opportunities for citizens and visitors to experience the vibrancy of the downtown area and outdoor recreational amenities.

The City Attorney has reviewed and approved this MOU.

**STAFF RECOMMENDATION:**

Staff recommends Council authorize the City Manager or his designee to execute this agreement.

**Memorandum of Understanding  
Between the City of Salem and Roanoke County for use of the  
McAfee Knob Trailhead Shuttle**

On this \_\_\_\_ day of January, 2024, in accord with the authority set forth in Section 15.2-1300 of the *Code of Virginia*, Roanoke County, Virginia (“County”), a political subdivision of the Commonwealth of Virginia, and the City of Salem (“Salem”), Virginia, a municipal corporation organized and existing under the laws of the Commonwealth of Virginia, have collaborated to provide transportation services to citizens and visitors in Salem to utilize the McAfee Knob Trailhead Shuttle (“Shuttle”). Riders will use the Shuttle in an on-demand capacity for transport from defined locations in the City of Salem to the McAfee Knob Trailhead parking lot located in Roanoke County or identified shuttle stops only.

The County and Salem agree to the following terms for use of the McAfee Knob Trailhead Shuttle in Salem:

1. Shuttle will be operated by a third-party vendor under a contractual agreement with the County.
2. County assumes no responsibility for riders who board or disembark in Salem.
3. Salem shall not bear any cost for the Shuttle.
4. All fares collected from Shuttle riders will be the property of the County to offset the operational costs of the service not covered by grant funding.
5. Shuttle service will be provided on Fridays, Saturdays, and Sundays with occasional Mondays for holidays (“Service Days”) for the periods March 1 through December 1, 2024, and March 7 through June 30, 2025.
6. The Shuttle will operate on Service Days from 7 a.m. to 7 p.m. (“Service Hours”). Service Hours may vary due to Daylight Savings time and available daylight hours.
7. County reserves the right to modify Service Hours and Service Days as conditions warrant.
8. The Shuttle will pick up and discharge riders at the following locations in Salem: 601 East Main Street (Longwood Park) and 101 South Broad Street, Salem, VA 24153.
9. Salem will allow for the installation of shuttle stop signs at each location and will be responsible for any cost associated with the installation. Roanoke County will provide the shuttle stop signs at no charge to Salem.
10. This agreement shall remain in effect until June 30, 2025, unless either party terminates the Agreement prior to its expiration in writing with a 30-day notice.
11. The terms of this Agreement shall only be modified with the mutual, written agreement of County and Salem.
12. Notices under this Agreement shall be sent to:

Paula Benke, Transit Planner  
County of Roanoke  
5204 Bernard Drive  
Roanoke, Virginia 24018  
pbenke@roanokecountyva.gov  
(540) 283-8931

Max Dillon, Planner I  
City of Salem  
21 S. Bruffey Street  
Salem, Virginia 24153  
msdillon@salemva.gov  
(540) 375-3032

**ROANOKE COUNTY, VIRGINIA**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Assistant County Administrator

**CITY OF SALEM, VIRGINIA**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Assistant City Manager

Item #6H  
1/22/2024

January 22, 2024

Council of the City of Salem  
Salem, Virginia 24153

Dear Council Members:

For your information, I am listing appointments and vacancies on various boards and commissions:

<b><u>Board or Commission</u></b>	<b><u>Recommendation</u></b>
<b>Blue Ridge Behavioral Healthcare</b>	Recommend appointing Denise King to replace Ann Tripp for the remainder of a three-year term ending December 31, 2024.
<b>Real Estate Tax Relief Review Board</b>	Recommend re-appointing Daniel Hart for a three-year term ending February 14, 2027.
<b>Western Virginia Regional Industrial Facility Authority (WVRIFA)</b>	Recommend appointing Chris Dorsey to replace H. Robert Light as a full member for a four-year term ending February 3, 2028, and appointing H. Robert Light as an alternate for a four-year term ending February 3, 2028.
<b><u>Vacancies</u></b>	
<b>Blue Ridge Behavioral Healthcare</b>	Need one member to complete remainder of three-year term ending December 31, 2024.
<b>Roanoke River Blueway Advisory Committee</b>	Need one member, two-year term

Sincerely,

*Laura Lea Harris*

Laura Lea Harris  
Deputy Clerk of Council



MEMBER                      EXPIRATION OF TERM

FINE ARTS COMMISSION (INACTIVE)

Term of Office: 4 years

Cameron Vest	5-01-15
Julie E. Bailey Hamilton	5-01-15
Brenda B. Bower	7-26-12
Vicki Daulton	10-26-12
Hamp Maxwell	10-26-12
Fred Campbell	5-01-13
Rosemary A. Saul	10-26-13
Rhonda M. Hale	10-12-14
Brandi B. Bailey	10-12-14

STUDENT REPRESENTATIVES

LOCAL OFFICE ON AGING

Term of Office: 3 years

John P. Shaner	3-01-24
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Partnership for a Livable Roanoke Valley(INACTIVE)

Term of Office: Unlimited

PERSONNEL BOARD

Term of Office: 2 years

William R. Shepherd	6-09-25
J. Chris Conner	8-12-25
Margaret Humphrey	8-12-25
Garry Lautenschlager	11-23-24
Teresa Sizemore-Hernandez	4-26-25

PLANNING COMMISSION AND  
NPDES CITIZENS' COMMITTEE

Term of Office: 4 years

Neil Conner	7-31-26
Denise "Dee" King	7-31-26
Vicki Daulton	7-26-27
Reid Garst	7-31-26
N. Jackson Beamer	8-28-27

REAL ESTATE TAX RELIEF REVIEW BOARD

Term of Office: 3 years

David G. Brittain	2-14-25
Wendel Ingram	6-11-24
Daniel L. Hart	2-14-24

ROANOKE REGIONAL AIRPORT COMMISSION

Term of Office: 4 years

Dale T. Guidry	7-1-24
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ROANOKE RIVER BLUEWAY ADVISORY COMMITTEE

Term of Office: 2 years

Jeff Ceasar	6-30-24
Vacant	6-30-25

MEMBER                      EXPIRATION OF TERM

ROANOKE VALLEY-ALLEGHANY REGIONAL  
COMMISSION

Term of Office: 3 years

H. Hunter Holliday	6-30-24
Dee King	6-30-26
James W. Wallace, III	6-30-24

ROANOKE VALLEY BROADBAND AUTHORITY

Term of Office: 4 years

H. Robert Light	12-14-27
Mike McEvoy (Citizen At-large)	12-13-25

ROANOKE VALLEY DETENTION COMMISSION

No Terms

Member	Alternate
Vacant	Rosemarie Jordan

ROANOKE VALLEY GREENWAY COMMISSION

Term of Office: 3 years

Dr. Steven L. Powers	11-08-24
Russ Craighead	7-25-25
Skip Lautenschlager	9-26-26

ROANOKE VALLEY RESOURCE AUTHORITY

Term of Office: 4 years

Rob Light	12-31-27
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ROANOKE VALLEY TRANSPORTATION PLANNING  
ORGANIZATION (TPO) POLICY BOARD

Term of Office: 3 years

Renee F. Turk	6-30-26
H. Hunter Holliday	6-30-26
Alternate: Byron R. Foley	6-30-26

SCHOOL BOARD OF THE CITY OF SALEM

Term of Office: 3 years

Nancy Bradley	12-31-24
Teresa Sizemore-Hernandez	12-31-24
Andy Raines	12-31-25
Stacey Danstrom	12-31-25
Rachel Thompson	12-31-26

SOCIAL SERVICES ADVISORY BOARD

Term of Office: 4 years, 2 term limit

Heath Rickmond	12-01-26
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TOTAL ACTION FOR PROGRESS

Term of Office: 2 years

Byron Randolph Foley	11-13-25
(vacant - full-time alternate)	

MEMBER

EXPIRATION OF TERM

TRANSPORTATION TECHNICAL COMMITTEE (TTC)

Term of office: 3 years

Crystal Williams	6-30-26
Josh Pratt	6-30-26
Alternate: Vacant	6-30-26
Alternate: Max Dillon	6-30-26

VIRGINIA WESTERN COMMUNITY COLLEGE LOCAL  
ADVISORY

Term of Office: 4 years (2 terms only)

Dr. Forest I. Jones, Jr.	6-30-26
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VIRGINIA'S BLUE RIDGE BOARD

Term of Office:

H. Robert Light

WESTERN VIRGINIA EMERGENCY MEDICAL  
SERVICES COUNCIL

Term of office: 3 years

Deputy Chief Matt Rickman	12-31-25
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WESTERN VIRGINIA REGIONAL INDUSTRIAL  
FACILITY AUTHORITY

Term of Office: 4 years **(Requires Oath of Office)**

Tommy Miller	2-3-26
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H. Robert Light	2-3-24
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Crystal Williams (Alternate)	2-3-26
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Vacant (Alternate)	2-3-24
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WESTERN VIRGINIA REGIONAL JAIL AUTHORITY

Term of Office: 1 year – Expires 12-31-24

**(Requires Oath of Office)**

William D. Jones

Alternate: Byron R. Foley

Vacant

Alternate: Rosemarie Jordan

April M. Staton

Alternate: Chief Deputy-Major Steve Garber