

**CITY OF FREDERICKSBURG**  
**SPECIAL USE PERMIT ZONING NARRATIVE**

Project Name: “Saint Mary of the Immaculate Conception Parish”

Applicant: Saint Mary of the Immaculate Conception  
1009 Stafford Avenue  
Fredericksburg, Virginia 22401  
540-373-6491  
[clanzarone@stmaryfred.org](mailto:clanzarone@stmaryfred.org)

Owner: Most Reverend Michael F. Burbidge, Bishop of the Catholic Diocese of Arlington, Virginia, and his successors in office

Counsel: Charles W. Payne, Jr., Esq.,  
Hirschler  
725 Jackson Street, Suite 200  
Fredericksburg, Virginia 22401  
(540) 604-2108 | Fax (540) 604-2101  
[cpayne@hirschlerlaw.com](mailto:cpayne@hirschlerlaw.com)

Engineer: Legacy Engineering  
419 Chatham Square Office Park  
Fredericksburg, Virginia 22405

Property: Multiple properties consisting collectively of approximately 7.132 acres, located in the 1301 block of William Street enclosed by Stafford Avenue, Royston Street and Augustine Avenue, all as shown on the GDP and listed via attached **Exhibit A** (collectively, the “Property”)

GDP: Generalized Development Plan prepared by Legacy Engineering and titled “SPECIAL USE PERMIT/ GENERALIZED DEVELOPMENT PLAN SAINT MARY OF THE IMMACULATE CONCEPTION PARISH”, dated January 11, 2023 (the “GDP”), attached as **Exhibit B**

Requests: Special Use Permit in accordance with section 72-22.6, et al., of the City’s Uniform Development Code (“UDO”), to allow for the expansion of a religious institution and supporting accessory uses, all as generally depicted on the GDP

City Case No.: SE FY23-\_\_\_\_\_

Date: February 9, 2023

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## OVERVIEW

The primary purpose of this special use permit application (this “Special Use Permit”) is to request, pursuant to Section 72-22.6, et al. of the City of Fredericksburg’s UDO, a Special Use Permit to allow the expansion of the current religious institution and supporting accessory uses for the Saint Mary of the Immaculate Conception Church (the “Church”), located on the Property. Secondly, this Special Use Permit is intended to consolidate and incorporate all prior, existing special use permits granted to the Church by the City, for purposes of promoting efficient chronicling and identification of such permits (collectively, the “Prior Approved SUPs”). Accordingly, this Special Use Permit will replace and supersede all Prior Approved SUPs. The Prior Approved SUPs are described in the attached memorandum from the City marked as Exhibit C.

In relevant part and as provided under the UDO, the purpose of a special use permit is:

“[T]o provide for certain uses which, because of their unique characteristics or potential impacts on neighboring properties or the public, are not generally permitted in certain zoning districts as a matter of right, but which may, under the right set of circumstances and conditions, be acceptable in certain specific locations.”<sup>1</sup>

As mentioned above, the Property is located within the block of 1301 William Street enclosed by Stafford Avenue, Royston Street, and Augustine Avenue. The Property is currently zoned R-4, which is established to provide for single-family detached dwellings in both developed and undeveloped areas of the City at densities of up to four units per acre.<sup>2</sup> The R-4 district also allows selected uses which are compatible with the medium density residential character of the district and to implement the stated purposes and intent of the Comp Plan.<sup>3</sup>

The Property currently includes eight (8) single-family detached homes and vacant land that are currently used as accessory uses to the Church. As listed on Sheet 1 of 3 on the GDP, the Property’s current uses are:

- The Church facility at 1301 William Street (GPIN 7779-62-6888);
- JP II House at 1104 Augustine Avenue (GPIN 7779-62-6888);
- Principal’s House at 1117 Stafford Avenue (GPIN 7779-63-3047);
- Vacant Lot at 1115 Stafford Avenue (GPIN 7779-63-3062);
- Preschool at 1109 Stafford Avenue (GPIN 7779-62-3987);
- Catholic Charities at 1101 Stafford Avenue (GPIN 7779-62-4921);
- Vacant Lot/Parking at 1321 Buckner Street (GPIN 7779-62-5914);
- Vacant Lot/Parking at 1317 Buckner Street (GPIN 7779-62-5968);
- Vacant Lot/Parking at 1313 Buckner Street (GPIN 7779-62-5090);
- Rectory at 1102 Augustine Avenue (GPIN 7779-63-6190);
- Vacant Lot at 1110 Augustine Avenue (GPIN 7779-63-6128);

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<sup>1</sup> Fredericksburg Unified Development Code Section 72-22.6.

<sup>2</sup> Fredericksburg Unified Development Code Section 72-31.3.

<sup>3</sup> *Id.*

- Music House at 1300 Royston Street (GPIN 7779-63-6201);
- Vacant Lot at 1308 Royston Street (GPIN 7779-63-5175);
- St. Joseph’s House at 1312 Royston Street (GPIN 7779-63-5150); and
- Convent at 1316 Royston Street (GPIN 7779-63-4087).

The Property is also bounded by single-family detached homes, Edifice BIM Praxis LLC, Hanover Recreation Field, UMW Track and Field Facility, and V. Earl Dickinson Stadium to the further south of the site; single-family detached homes, Fredericksburg Animal Hospital, Crown Trophy, Promised Land and Worship Center, and a State Farm Insurance office to the west; single-family detached homes, Jelly Craft Candles, Trinity Episcopal Church, UMW Apartments to the east; and single-family detached homes, a doctor’s office, University of Mary Washington, and Christ Lutheran Church to the north. Accordingly, we believe that the Property is supportive of and compatible with surrounding residential, commercial, and institutional uses in this area.

Religious institutions and accessory uses to the same are not a by-right use under the R-4 district and require a SUP. Religious institutions are defined as “[a] structure or place in which worship, ceremonies, rituals, and religious education are held, together with its accessory buildings and uses (including buildings used for educational and recreational activities), operated, maintained, and controlled under the direction of a religious group. Religious institutions include churches, mosques, synagogues, and temples. Accessory uses may include religious school facilities, parking, or caretaker’s quarters.”<sup>4</sup> Accordingly, this Special Use Permit is being requested to allow for the expansion of the Church’s religious institutional uses and its supporting accessory uses to the Property, as depicted on the GDP.

The Church has been operating as a religious institution with accessory uses in Downtown Fredericksburg since 1858, and at the Property since 1971. Currently, the Church is operating under the Prior Approved SUPs. This Special Use Permit application is intended to consolidate all of the Prior Approved SUPs, and to add additional accessory uses for the benefit of the Church, all as described more specifically on the GDP.

Overall, the Church is a long-standing, good neighbor in this area, and considered compatible with the R-4 district and Comp Plan of the City, as evidenced by the Prior Approved SUPs. This Special Use Permit is intended to consolidate the Prior Approved SUPs while also permitting the Church to expand its existing, and compatible accessory uses to continue to serve within the surrounding neighborhood.

### **CRITERIA FOR SPECIAL USE**

For the reasons described herein, we believe that the Project is compatible with the R-4 district and Comp Plan, and it also meets the special use permit required criteria, to include the following:

#### **1. Whether the request is consistent with the City’s Comprehensive Plan:<sup>5</sup>**

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<sup>4</sup> Fredericksburg Unified Development Code Section 72-84.0.

<sup>5</sup> Fredericksburg Comprehensive Plan 11(5)-1.

The City's Comprehensive Plan, dated September 8, 2015, as last amended January 25, 2022 ("Comp Plan"), is a guide for future planning and growth within the City in a manner that embraces its values and community vision. The Comp Plan identifies the Property as within "Land Use Planning Area 5: University/Route 1 (Central)." Planning Area 5 is located to the west of the older sections of Downtown Fredericksburg. The area includes a significant portion of the U.S. Route 1 and William Street corridors, with a mixture of commercial and residential uses.

The Project meets certain "Opportunities" listed for Planning Area 5 in the Comp Plan, including:

- *Protect established residential neighborhoods from existing and proposed commercial development, through transitional uses and design standards that minimize adverse impacts.*

The Property currently consists of single-family detached homes and vacant land. The Applicant is not razing any portion of the Property, and intends to make minor improvements to and consolidate lot lines within the Property all of which will continue to align with the existing neighborhood's aesthetics, and improve Church operations (all as generally shown on the GDP). Accordingly, the Project is expected to continue to serve as a transitional use between the surrounding single-family detached homes and William Street, and more intense uses, including but not limited to the Hanover Recreation Field and the V. Earl Dickinson Stadium to the further south of the site.

The Applicant intends to largely maintain the existing aesthetic appearance of the existing neighborhood and to reduce any impact that the Church may have on the surrounding residential uses. As noted above, there are minor changes proposed to the homes on the Property, including a proposed building addition to one home on Augustine Avenue and a water feature, with the addition of sidewalks between the existing structures and the Church parking lot to provide adequate pedestrian travel throughout the Project, all as generally shown on the GDP. Additionally, the existing driveways on the Property along Stafford Avenue and Royston Street will be gated to discourage additional parking and access to the Church and its accessory uses via such driveways from Royston Street, all as shown on the GDP. These improvements are intended to decrease the Project's impact on the surrounding neighborhood by restricting access and parking to the existing parking lot for the Church along William Street.

Overall, the Project will complement the existing neighborhood, increase internal walkability, and serve as a transition between the neighborhood and surrounding commercial and educational institution uses at the University of Mary Washington ("UMW").

- *Continue to work with the UMW to reduce adverse impacts to surrounding neighborhoods such as under-age drinking, parking impacts, and overcrowded rental units.*

The Project is planned to be located within the block of 1301 William Street--enclosed by William Street, Stafford Avenue, Royston Street and Augustine Avenue, all as shown on the GDP. The Property is immediately bound by residential uses with the UMW and several

commercial uses located less than a mile away. Accordingly, the Project is conveniently located to provide walkable access to students that attend UMW, and the community members that live and work in the surrounding area.

As discussed below, this Project is not expected to increase the amount of traffic generated by the Church. The Project includes new proposed sidewalks throughout the Property to the Church parking lot to increase onsite walkability, all as generally depicted on the GDP. Overall, the surrounding infrastructure is expected to continue to be sufficient to accommodate parking and traffic impacts for the Church and surrounding neighborhood while increasing the Property's pedestrian mobility.

**2. Whether the special use is in harmony with the purpose and intent of the zoning district regulations:**

The purpose of the R-4 district is “to provide for single-family detached dwellings in both developed and undeveloped areas of the City at densities of up to four (4) units per acre. The district also allows selected uses which are compatible with the medium density residential character of the district and to implement the stated purposes and intent of the Comprehensive Plan.”<sup>6</sup>

The religious institution use is permitted via the special use permit process as a compatible use, and the Church is currently operating with Prior Approved SUPs. As mentioned above, the Project and Church will continue to serve as a compatible, transitional use in the neighborhood. The Project is aesthetically similar to and seamlessly blends with the medium density residential character of the district and is consistent with the purposes and intent of the Comp Plan. The Church has been a pillar of the Downtown Fredericksburg community for 165 years, and a neighbor at this particular location in Fredericksburg for 52 years. This Project is expected to continue the compatible use of the Church in this area.

**3. Whether there is harmony with the existing uses or planned use of neighboring properties:**

The Church is a long-standing member of the neighborhood. The proposed Project is not expected to have any adverse impact to surrounding uses. As mentioned above, the Project is expected to seamlessly blend with the surrounding neighborhood and Church. A list of adjoining properties is attached hereto as **Exhibit D**. The Project will be designed, landscaped, and otherwise configured such that the uses will neither hinder nor discourage the appropriate development or use of the area.

The days and times of operation and the number of parishioners at the Church are not expected to be materially affected by these improvements, as discussed below. The architectural features of the existing structures will remain the same nature and style with a few additions that will complement the surrounding neighborhood, such as sidewalks and a water feature (all as shown on the GDP). To the greatest extent, these new structures will match the existing structures.

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<sup>6</sup> Fredericksburg Unified Development Ordinance Section 72-31.3.

**4. Whether the request is consistent with the principles of zoning and good zoning practice, including the purposes of the zoning district, the characteristics of the property involved, and whether there are adverse impacts of the proposed use:**

As mentioned above, the Applicant is an existing church, and has been at this location for 52 years in Downtown Fredericksburg. In considering this Special Use Permit, the following are consistent with the principals of zoning and good zoning practice:

Traffic & Parking. The Property is situated to the north of William Street, enclosed by Stafford Avenue, Royston Street and Augustine Avenue. The Church's hours of operation are from 7:00 AM EST to 10 PM EST, seven days a week with the maximum number of daily employees totaling four (4). The maximum number of anticipated daily patrons of the Church's accessory uses is 40, and the maximum occupancy of the Church is 762. Note that the Church's Sunday and major holiday services host approximately 3,500 people throughout the day; however, the existing infrastructure is adequate to continue accommodating these uses. This Project is not anticipated to change any of the above listed numbers.

The Property will be served by the Church's existing parking lot located on Stafford Avenue and William Street. No additional parking is proposed with this Special Use Permit, and all parking needs will be served within the existing Church parking lot on William Street.

This Special Use Permit to allow an expansion of the religious institution and accessory uses is not expected to generate any additional volume of traffic that is not otherwise currently being accommodated by the road network surrounding the Project. Accordingly, as mentioned above, the current transportation infrastructure is adequate to support the Project and there should be no further degradation to the level of services at key intersections near the site.

Site Access. The Property will be primarily accessed via the Church's parking lot, which may be entered via Stafford Avenue and William Street. There are seven (7) existing, additional driveways on the Property; however, the driveways will be gated at all entrances on the Property, and such driveways will not serve as primary access to the Church or the Property, all as generally shown on the GDP.

Historic Structures. The existing structures on the Property are and have been owned by the Catholic Diocese of Arlington, Virginia since as early as the 1960s, with the most recent acquisition being in April of 2021. There are no known historically significant features relating to the use of the structures on the site, or the underlying land. Further, the Property was previously developed as residential dwellings.

Environmental Impact. There are also no environmentally sensitive areas located on the Property. The existing land use is primarily impervious with a slight increase in impervious areas with the proposed use (due to the construction of sidewalks). Accordingly, the Project is not expected to have a material environmental impact.

Public Safety. The proposed use is not expected to have an adverse impact on current fire and rescue measures in place. The Church has, and will continue to, employ off-duty police officers to direct traffic on William Street for Sunday and major holiday services. Additionally, although there will be necessary policing of the site, this application is not expected to increase the level of services needed for this SUP.

Public Utilities. The existing structures are currently being serviced by the City water and sewer system. There are no proposed new buildings with this Special Use Permit and, therefore, no additional significant usage is anticipated.

We respectfully request the City's approval of this Special Use Permit, and believe the foregoing information provided and all attached exhibits meet or exceed the required criteria for approval.

**EXHIBIT A**  
List of Properties

GPIN	Owner	Current Zone	Proposed Use	Area (Acres)
7779-62-6888	Catholic Diocese of Arlington	R-4	Religious Institution	3.1
7779-63-3047	Catholic Diocese of Arlington	R-4	Religious Institution	0.134
7779-63-3062	Catholic Diocese of Arlington	R-4	Religious Institution	0.149
7779-62-3987	Catholic Diocese of Arlington	R-4	Religious Institution	0.149
7779-62-4921	Catholic Diocese of Arlington	R-4	Religious Institution	0.313
7779-62-5914	Catholic Diocese of Arlington	R-4	Religious Institution	0.72
7779-62-5968	Catholic Diocese of Arlington	R-4	Religious Institution	0.65
7779-62-5090	Catholic Diocese of Arlington	R-4	Religious Institution	0.56
7779-63-6190	Catholic Diocese of Arlington	R-4	Religious Institution	0.217
7779-63-6128	Catholic Diocese of Arlington	R-4	Religious Institution	0.149
7779-63-6201	Catholic Diocese of Arlington	R-4	Religious Institution	0.149
7779-63-5175	Catholic Diocese of Arlington	R-4	Religious Institution	0.104
7779-63-5150	Catholic Diocese of Arlington	R-4	Religious Institution	0.279
7779-63-4087	Catholic Diocese of Arlington	R-4	Religious Institution	0.459
			<b>Total</b>	7.132



**EXHIBIT B**  
GDP

**EXHIBIT C**

Special Use Permit Memorandum from the City

**EXHIBIT D**

List of Adjoining Properties

<b>GPIN</b>	<b>Property Address</b>
7779-62-8948	0 William Street, Fredericksburg, VA 22401
7779-62-3672	0 Stafford Avenue, Fredericksburg, VA 22401
7779-62-3690	0 Stafford Avenue, Fredericksburg, VA 22401
7779-62-4507	1004 Stafford Avenue, Fredericksburg, VA 22401
7779-63-8253	1101 Augustine Avenue, Fredericksburg, VA 22401
7779-63-7393	1111 Augustine Avenue, Fredericksburg, VA 22401
7779-63-7432	1201 Augustine Avenue, Fredericksburg, VA 22401
7779-63-5363	1200 Augustine Avenue, Fredericksburg, VA 22401
7779-63-4362	1309 Royston Street, Fredericksburg, VA 22401
7779-63-4320	1313 Royston Street, Fredericksburg, VA 22401
7779-63-3278	1317 Royston Street, Fredericksburg, VA 22401
7779-63-3245	1321 Royston Street, Fredericksburg, VA 22401
7779-63-2198	1325 Royston Street, Fredericksburg, VA 22401
7779-63-1018	1200 Stafford Avenue, Fredericksburg, VA 22401
7779-62-1995	1114 Stafford Avenue, Fredericksburg, VA 22401
7779-62-2837	1106 Stafford Avenue, Fredericksburg, VA 22401
7779-62-2872	1100 Stafford Avenue, Fredericksburg, VA 22401
7779-62-3639	1014 Stafford Avenue, Fredericksburg, VA 22401
7779-62-4542	1002 Stafford Avenue, Fredericksburg, VA 22401
7779-62-5493	1400 William Street, Fredericksburg, VA 22401
7779-62-7501	1330 William Street, Fredericksburg, VA 22401
7779-62-7533	1326 William Street, Fredericksburg, VA 22401
7779-62-7555	1324 William Street, Fredericksburg, VA 22401
7779-62-7598	1322 William Street, Fredericksburg, VA 22401
7779-62-8620	1318 William Street, Fredericksburg, VA 22401
7779-62-9608	1314 William Street, Fredericksburg, VA 22401
7779-62-9731	1312 William Street, Fredericksburg, VA 22401
7779-62-9783	1308 William Street, Fredericksburg, VA 22401

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April 19, 2023

**VIA HAND DELIVERY**  
**AND E-MAIL(kmachen@fredericksburgva.gov)**

Ms. Kelly Machen  
Zoning Administrator  
601 Caroline Street, Suite 400  
Fredericksburg, Virginia 22404

**RE: SUP 23-01, Saint Mary of the Immaculate Conception Catholic Church**

Kelly,

I hope this finds you well. Please find enclosed the following revised documents for the above referenced matter:

- Revised Generalized Development Plan (“GDP”)

Below is our response to Staff Comments dated March 29, 2023, regarding the above-referenced matters. Please consider this response as a supplement to the pending application referenced above. Feel free to contact me if you have any questions regarding our responses.

**Technical Review Committee Comments**

**I. Religious Institutional Use and ancillary uses** – To provide flexibility, the General Development Plan (GDP) notes the entire site as to be a Religious Institution. Since this site is a transitional use, the intensity of Church operations should decrease as you move farther away from William Street and deeper into the residential neighborhood. The more intense church activities should remain on southern half of the property. As the GDP does not currently delineate use areas, staff has drafted a set of conditions to help ensure a smoother transition. If clarity is not provided on the GDP, then these uses and descriptions will be proposed as conditions of approval for the Special Use permit.

**A. Permitted Uses and Associated Performance Standards.** Page 3 of the GDP includes a “Property Use Tabulation” that simply lists “Religious Institution” as the proposed use on all properties. The GDP should better define what uses will be permitted within the block. Further, some specifics about the use should be included with their description. It is unclear what uses are

proposed. Based on our review, here are the uses that are currently proposed and some appropriate use standards for each:

1. Religious Institution – The main church assembly use shall be contained within GPINS 7779-62-6888 (minus lot 12), 7779-62-5914, 7779-62-5968, and 7779-63-5090, as shown on the GDP. These lots combined shall herein be known as the 'Primary Church Use Area'.

2. School (preschool / elementary school) – In total, all school uses on the property shall be limited to 66 students. School uses shall be contained within the Primary Church Use Area. Any outdoor playground installed in conjunction with the preschool or any other church activities shall be located on the main grounds of Saint Mary's Church, not on separate lots located within the overall College Heights subdivision area. Any playground installed shall be screened from adjacent residential uses.

3. Office (ministry use / counseling).

4. Caretaker/Single Family Detached Dwellings – The church indicates that caretakers live onsite in multiple buildings.

5. Assembly (meeting space).

6. Day Care – Any day care use for more than 12 children shall meet the standards in § 72-41.2.B Child Care Center. Parking, access, and drop off for a day care with more than 12 children shall be provided from the Primary Church Use Area.

**Applicant Response: Please see revised GDP – Sheet 3.**

**B. *Additional Use Standards for Uses outside the Primary Church Use Area.*** Any of the uses defined above not required to be within the Primary Church Use Area may shift throughout the SUP area with the following conditions when located off the Primary Church Use Area:

7. Hours of operation shall be limited to 8:00AM to 9:00PM, seven days a week, unless a Special Event Permit or Temporary Use Permit is issued. The daycare use may start operations at 6:00AM.

8. Church properties shall utilize the main parking lot to the greatest extent possible, except for handicapped parking where needed and for residents of Church properties.

9. Parking or drop off shall be provided in the existing Church parking lot.

**Applicant Response: Acknowledged. Note that the Church is amenable to the hours of operation with the note that set-up and clean-up may occur outside of the same.**

**II. Substantial Conformance with the General Development Plan** - The GDP shows minor modifications to the buildings and grounds covered by the SUP. The modifications include a small

addition to 1102 Augustine Avenue, some sidewalks connecting the main church grounds to the outparcels, the addition of a “water feature”, and “proposed driveway gates” at the entrances to the individual buildings along Stafford, Royston, and Augustine. The following additional notes should be added to the GDP to add clarity to what is proposed:

10. The Special Use Permit is applied to the 5.414-acres shown on General Development Plan for Saint Mary of the Immaculate Conception Parish, by Legacy Engineering, signed and sealed on 2/27/2023. The religious institution must be developed and maintained in accordance with the Special Use Permit General Development Plan.

11. The improvements use shall commence within 24 months of the date of adoption of this resolution. The use is permitted only so long as it continues and is not discontinued for more than 24 months (per City Code section 72-22.6).

12. Church properties shall utilize the main parking lot to the greatest extent possible, except for handicapped parking where needed and for residents of Church properties.

13. The structures outside of GPINS 7779-62-6888 (minus lot 12), 7779-62-5914, 7779-625968, and 7779-63-5090 (or the Primary Church Use Area) shall be maintained in appearance as single-family detached dwelling units.

**Applicant Response: Please see revised GDP – Cover Sheet Notes 11-14.**

**III. Residential Lot Pattern** – The GDP concept plan shows changes to the existing property lines and includes note 5 on page 3 that indicates several of the properties are to be consolidated as shown. Maintaining a single-family lot pattern between the church and the surrounding neighborhood will ensure the uses remain appropriate transitional uses. You should simplify the lot pattern preserve the neighborhood fabric as follows:

14. Consolidate Lots 6, 7, 18A, and 17A into GPIN 7779-63-4087.

15. Confirm that Lot 12 is a separate lot of record. If it is not, then it should be subdivided as a separate lot with sufficient lot area to ensure the existing structure conforms to the non-residential FAR of 0.30.

16. GPIN 7779-63-5150 and Lot 16A should be combined into one lot if found to be separate lots of record.

17. Combine GPIN 7779-63-5157, GPIN 7779-63-5150, and Lot 16A into one lot. It may also be appropriate to include a portion of Lot 15B into this lot.

18. Combine 18B, 17B, 16B, and a portion of 15B into GPIN 7779-62-6888.

19. Combine Lot 1 and 2 into GPIN 7779-62-4921.

**Applicant Response: The requested lots have been consolidated and lot lines clarified. Please see revised GDP – Sheet 3 Notes 5-10.**

#### **IV. Additional Technical Comments**

20. The driveway gates shown on the GDP appear to be in the right-of-way.

**Applicant Response: Please see revised GDP – Sheet 3.**

21. The GDP says that 1316 Royston Street is currently being utilized as a Convent. The memo from James Newman, included in the application, notes this property as containing a single-family detached dwelling. Please provide additional information regarding the history of this property and general occupancy. Occupancy in a Single-Family Detached Dwelling is limited to one family, which is defined as: One person or two or more persons related by blood, adoption or marriage, living and cooking together as a single housekeeping unit, with no more than two boarders; or a group of not more than three unrelated persons living together as a single housekeeping unit.

**Applicant Response: Please see revised GDP – Sheets 1 and 3. The current use is not a convent. The building is primarily vacant and occasionally as a temporary meeting space. The proposed use has been changed to single family/caretaker.**

22. 1109 Stafford is noted as containing the preschool under the “current use” Chart column. However, the SUP for the preschool is for 1009 Stafford. Clarify the location for the preschool use on the GDP.

**Applicant Response: Please see revised GDP – Sheets 1 and 3. The current use at 1009 Stafford Ave is a preschool and 1109 is currently vacant.**

23. As GPINS and parcel boundaries change, delineate a Primary Church Use Area and Ancillary Church Use Area on the GDP.

**Applicant Response: Please see revised GDP – Sheet 4.**

#### **V. Informative Reminders**

24. For future reference, any existing non-commercial structures that will require an occupancy change, will require that permits be obtained through Building Services.

**Applicant Response: Acknowledged.**

25. Just a reminder that change of use of the residences to any other use group (educational, assembly, etc.) may require extensive renovation to bring the affected buildings up to the applicable code.

**Applicant Response: Acknowledged.**

26. Events or uses within ancillary buildings is limited to the building's Certificate of Occupancy.

**Applicant Response: Acknowledged.**

27. All properties are subject to the noise standards found Section 38-36 of the City Code.

**Applicant Response: Acknowledged.**

28. It is possible that this project may result in land disturbance greater than 2500 sqft. The amount of total land disturbance associated with the installation of the sidewalks, the building addition, and the water feature should be provided in order to determine whether this project would require a land disturbance permit.

**Applicant Response: Acknowledged.**

If you have any questions regarding the above response, please feel free to contact me directly.

Respectfully,



(CWP)

Charles W. Payne, Jr.

CWP/klh

Enclosures