



County of Albemarle  
COMMUNITY DEVELOPMENT DEPARTMENT

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**To:** Albemarle County Board of Supervisors  
**From:** Syd Shoaf, Senior Planner II  
**Date:** January 22, 2025  
**Re:** **SE202400030 Pantops Overlook Stepback Waiver**  
**Parcel ID:** 07800-00-00-013A0 and 07800-00-00-073A7  
**Magisterial District:** Scottsville  
**School Districts:** Stone Robinson E.S., Burley M.S., and Monticello H.S.  
**Zoning:** Highway Commercial and Planned Development Mixed Commercial

**Summary of Request for Special Exception:**

The applicant requests a special exception to waive the minimum 15-foot stepback required by County Code § 18-4.20(a) for a proposed four-story, 48-foot-tall hotel. Under County Code § 18-4.20, for each story that begins above 40 feet in height or for each story above the third story, whichever is less, the minimum stepback shall be 15 feet. The proposed special exception would waive the stepback requirement of 15 feet for the proposed hotel, which would be located approximately 150 feet from Richmond Road/Route 250.

Staff Analysis is provided as Attachment B.

**Staff Recommendation:**

Staff recommends that the Board adopt the attached Resolution (Attachment C) to approve a special exception to waive the 15-foot stepback requirement for the proposed hotel.

**Attachments:**

- A. Application Materials (Special Exception Request)
- B. Staff Analysis
- C. Resolution