italics text is zoning ordinance language

Attachment 5 - Special Exception Matrix with Staff Comments and Reccomendations

regular text is comments by the applicant

bold font is staff comments and recommendations

Number	Requested Waiver	Regulation	Existing Lots (Lots Not Meeting Regulation)	Proposed Lots (Lots Not Meeting Regulations)	Staff Recommendation
1	Sec. 5.3.3(a) Minimum Lot Sizes	*Manufactured home lots shall consist of at least 4,500 square feet, and shall have a width of at least 45 feet.*	Lots under 4,500 SF & less than 45' in width: 19-22, 24-28, 33, 34, 36, 38, 39, 41, 42, 44, 46-48, 50, 52, 55, 57-66, 68-70 Lots over 4,500 SF & less than 45' in width: 32, 35, 37, 40, 45, 49, 54, 71 Because the manufactured home park precedes the 1980 Zoning Ordinance, the homes were placed without lot delineation. Drafting of schematic lot area today indicates 36 'lots' that are both under 4,500 SF in area and less than 45' in width and 8 'lots' that exceed 4,500 SF, but are less than 45' in width. Adjustments of these lots would require moving the manufactured homes, which can cost $5,000 per unit. **Staff has no objections to this special exception for existing lots as long as building code and fire rescue requirements can be met.**	**All proposed lots meet these regulations**	**Staff recommends approval as proposed.**
2	Sec. 5.3.4(d)Location of Manufactured Homes	*The minimum distance between manufactured homes shall be 30 feet. The Albemarle County Fire Marshal may require additional space between manufactured homes if public water is not available or is inadequate for fire protection.*	Lot 8-11, 18-29, 32-65, 67-71 (total 55 lots) There are 55 existing structures that do not have 30' of separation on all sides. **Staff has no objection to this special exception provided Fire-Rescue and Building Inspections approval.**	Lot 5N. The structure on Lot 5N is approximately 21' from the existing structure on Lot 11. The existing fire hydrant on Park Road is located within an ACSA easement on Lot 5N. **Staff has no objection to the building separation on Lot 5N being 21'.**	**Staff recommends approval as proposed.**
3	Sec. 5.3.5(a) Setbacks and Yards	*Manufactured homes and other structures shall be set back at least 50 feet from the right-of-way of an existing public street.*	Lot 12. The existing structure on Lot 12 is positioned approximately 33' from the existing Park Road right-of-way. **Staff has no objections to this special exception. Lot 12 is existing and there is no reasonable location to move this home in order to meet this regulation.**	**All proposed lots meet these regulations**	**Staff recommends approval with the condition that any manufactured home on lots 1 – 73 that are replaced must, to the greatest extent possible, be placed to meet the lot setbacks**

4	Sec. 5.3.5(b) Setbacks and Yards	*Manufactured homes and other structures shall be set back at least 50 feet from the manufactured home park property line when it is adjacent to a residential or rural areas district.*	Lot 12-17, 30, 67-73 (total 14 lots). There are 14 existing structures that are set back less than 50 feet from the property line, where the property line is adjacent to a residential or rural areas district. Lots 67-73 contain structures that are very close to the adjacent property, with the existing structure on lot 67 located 1.1' from the property line with tax map parcel 56-51. The location of these structures are pre-existing and would not create an additional detriment on the neighboring parcel. Lots 12-17 are adjacent to the Westhall subdivision, constructed in 2008. The location of these structures are pre-existing to the creation of the adjacent subdivision and would not create an additional detriment on the neighboring parcel. Furthermore, both the subject property and the adjacent Westhall subdivision are zoned R-6; where a conventional R-6 development is required to maintain a 20' rear setback, the 50' setback would require 70' of separation between two structures of the same zoning. 70' of separation is not warranted between two R-6 communities. **Staff generally has no objections to this request given the lots less than 50 feet are all existing and have no reasonable area to be moved to on their existing "lot".**	**All proposed lots meet these regulations**	**Staff recommends approval with the condition that any manufactured home on lots 1 – 73 that are replaced must, to the greatest extent possible, be placed to meet the lot setbacks**
5	Sec. 5.3.5(c) Setbacks and Yards	*Manufactured homes and other structures shall be set back at least 15 feet from the right-of-way of internal private streets, common walkways and common recreational or service areas. This distance may be increased to 25 feet for manufactured homes or structures at roadway intersections and along internal public streets.*	Lot 15-20, 22, 23, 30, 33, 44, 57, 60-65, 67, 68 (total 20 lots) The existing private road right-of-way is shown as 30' from the existing centerline. With a 30' private ROW, there are a total of 20 existing lots that are set back less than 15' from the ROW. No lot encroaches into the ROW and location of an existing structure less than 15' from the ROW has not and will not inhibit safe and adequate access throughout the development. **Staff has no objections to existing manufactured homes that do not meet this regulation.**	**All proposed lots meet these regulations**	**Staff recommends approval with the condition that any manufactured home on lots 1 – 73 that are replaced must, to the greatest extent possible, be placed to meet the lot setbacks**

6	Sec. 5.3.5(d) Setbacks and Yards	*Manufactured homes and other structures shall be set back at least six feet from any manufactured home space lot line.*	Lot 48. Due to the existing distances between the existing structures on Lots 48, 61, and 62, the structure on Lot 48 encroaches into the 6' setback.	**All proposed lots meet these regulations**	**Staff recommends approval with the condition that any manufactured home on lots 1 – 73 that are replaced must, to the greatest extent possible, be placed to meet the lot setbacks**
			Since the home on Lot 48 is existing, Staff has no objection to this request.		
7	5.3.7(b) Improvements Required - Manufactured Home Lots	*Markers for manufactured home lots. Each manufactured home lot shall be clearly defined on the ground by permanent markers. There shall be posted and maintained in a conspicuous place on each lot a number corresponding to the number of each lot as shown on the site plan.*	All existing lots	All proposed lots	**Staff recommends approval with the condition that all new lots will contain markers for the manufactured home lots.**
			All existing lots have an E911 number associated with each structure and each new lot will similarly have a new E911 number assigned.		
			Staff has no objections to waiving this requirement for existing lots and homes that will remain.	**Staff recommends providing markers for all news lots that are proposed. Surveying stakes or markers shall mark the corners of all new proposed lots. Markers are used to help determine compliance with applicable yards in the field.**	
8	5.3.7(b) Improvements Required - Manufactured Home Lots	*Outdoor living and storage areas. An outdoor living area shall be provided on each manufactured home lot. At least 100 square feet shall be hard surfaced. Storage buildings not to exceed 150 square feet shall be permitted in a designated area on each lot. Additional storage facilities may be provided in common areas.*	There are some lots that do not have a paved outdoor living area. Some existing lots have a hardscaped outdoor living area, such as attached porches or deck areas. These areas have been added by the discretion of the tenant, if desired. Existing residents may not want a newly paved area within their lot.	All proposed lots. The hardscaped outdoor living area is requested to be waived. Similar to the existing lots, if desired by the resident, outdoor living space may be added at the discretion of the tenant.	**Staff reccommends approval as propsoed.**
			Six existing storage buildings exceed 150 square feet. These existing storage buildings are owned by the residents and are requested to remain.	Any new storage buildings associated with the creation of the 14 new lots shall not exceed 150 square feet.	
			Staff has no objections to waiving the outdoor living area requirement.		
			Staff agrees that all existing storage buildings that are over 150 square feet can remain, however, all proposed storage buildings for new lots or existing lots should meet this regulation.		

9	5.3.8(a) Improvements Required - Manufactured Home Park	*Off-street parking. Off-street parking for manufactured homes, recreational uses and service areas shall be provided in accordance with section 4.12 of this ordinance. Parking for manufactured homes may be provided on individual lots, or in convenient bays, in accordance with section 4.12.16 . Additional parking area for recreational vehicles shall be provided in a common area at a rate of one space per ten units.*	All existing lots.	All proposed lots are proposed with gravel parking areas.	**Staff recommends approval as propsoed.**
			While some existing lots have gravel parking areas, most residents park on the street. The manufactured home park has been established since the 1970s and has successfully managed parking without issue for decades.	Proposed lots shall have off-street parking areas within their designated lots, however, the material of these parking areas are proposed as gravel.	
			Staff has no objections to waiving this requirements for the existing lots. Parking will be analyzed during the site planning stage to ensure there is adequate parking, whether on street or off-street.	**All proposed lots will have off-street parking.**	
			Staff has no objections to the proposed gravel parking areas.		
			Staff has no objections to waiving the parking requirement for recreational vehicles.		
10	5.3.8(b) Improvements Required - Manufactured Home Park	*Internal Street. A minimum right-of-way width of 40 feet shall be established on internal private streets for the purpose of measuring setbacks. The right-of-way shall be maintained clear of all obstructions.*	All existing streets (Adele Street, Claudia Street, Alfred Street, Agatha Street)	No new streets proposed	**Staff recommends approval as proposed.**
			The existing private roads are shown with a 30’ ROW. The existing private roads are pre-existing and proposed to remain.		
			Engineering Staff has provided that the existing 30' right of way is sufficient and has no objections to this special exception request.		

11	Sec. 5.3.8(b) Improvements Required - Manufactured Home Park - General Design Notes	*Minimum typical section for all park streets that abut manufactured home sites where the lot frontage (measured at the manufactured home setback line) is an average of less than 85 feet.*	All existing streets (Adele Street, Claudia Street, Alfred Street, Agatha Street)	No new streets proposed	**Staff recommends approval as proposed.**
			The private roads are pre-existing and proposed to remain. The minimum typical section indicates that the streets must be 20' in width with 3' of rolltop curb on both sides. Requiring nearly 2,800 LF of existing private roads to be improved, these standards would significantly increase construction costs for an existing property that provides affordable housing for 73 households, as well as requiring several structures to be moved; moving a manufactured home can cost thousands of dollar per unit. The median mortgage in Crozet is $432,6001, household incomes need to be well over $100,000 to afford such a mortgage, and additional costs such as property taxes and insurance further makes homes unaffordable. As these estimates are from 2020, the median mortgage is to have likely increased in 2022. Substantial construction costs for a property with an established affordable housing community would further exclude households that continue to be priced out of Crozet, as well as the County. While non-single-family detached housing is steadily emerging in Crozet, many households greatly value the community, yard space, and privacy that a manufactured home park can provide. Much of the community includes retired neighbors and many of the residents have lived within the park for at least a few years.		
			Staff has no objections. The Applicant has provided typical street sections on both the Concept Plan and the Site Plan Exhbits sheets.		
12	Sec. 5.3.8(b)(3)(a) Improvements Required - Manufactured Home Park - General Design Notes	*Streets with no on-street parking serving up to 50 manufactured home sites shall have a minimum width of 20 feet. Streets with no on-street parking serving more than 50 manufactured home sites shall have a minimum width of 24 feet. Streets with on-street parking shall have a minimum clear width of at least 22 feet, excluding parking space requirements.*	All existing streets (Adele Street, Claudia Street, Alfred Street, Agatha Street)	No new streets proposed	**Staff recommends approval as proposed.**
			The private roads are pre-existing and proposed to remain. Please see the discussion above for Sec. 5.3.8b(2). Furthermore, a minimum clear width of at least 22 feet will be provided. Gravel is proposed in areas where existing streets are less than 22 feet in width and would provide safe and adequate access throughout the site. A clear width of 22 feet would be sufficient per Engineering minimum recommendation.		
			Engineering Staff has provided that a clear unobstructed travelway width of 22' will be sufficient. The Site Plan exhibit sheets demonstrate that this has been met on all existing streets.		
13	Sec. 5.3.8(b)(3)(b) Improvements Required - Manufactured Home Park - General Design Notes	*Pavement shall be prime and double seal bituminous surface treatment. Base shall be six inches of 21A or 21B aggregate base.*	All pavement is existing (Adele Street, Claudia Street, Alfred Street, Agatha Street) The private roads are pre-existing and proposed to remain.	No new streets proposed	**Staff recommends approval as proposed.**
			Staff has no objections to this request.		

14	Sec. 5.3.8(b)(3)(e) Improvements Required - Manufactured Home Park - General Design Notes	*Minimum horizontal centerline curve radius is 250 feet.*	Claudia Street, Alfred Street	No new streets proposed	**Staff recommends approval as proposed.**
			Claudia Street is a private street that intersects with Agatha Street. From this intersection, Claudia Street runs approximately 480' east, before leading into a 90° turn, terminating after 150' at its intersection with Alfred Street at another 90° turn. The horizontal centerline curve radius at these two turns are less than 250'.		
			Engineering Staff has evaluated this request and has provided no objections.		
15	Sec. 5.3.8(b)(3)(g) Improvements Required - Manufactured Home Park - General Design Notes	*Minimum radius of edge of pavement at intersections is 25 feet.*	Intersection of Agatha Street and Alfred Street. Intersection of Agatha Street and Adele Street	No new streets proposed	**Staff recommends approval as proposed.**
			Nearly all radii of existing edge of pavement is 25' or more. However, at the Agatha Street/Adele Street and Agatha Street/Alfred Street intersections, the radius does not meet 25'. However, for the Agatha Street/Adele Street intersection, based on the existing road network, few vehicular trips would make the right-turn maneuver from Agatha Street to Adele Street. Very few vehicles would approach the site westbound on Park Road. Vehicles traveling from Route 250 and Interstate		
			Staff has provided no objection to this request provided that no parking signs be provided at intersections to allow for safe turns. These comments have been addressed by the Applicant.		
16	Sec. 5.3.8(b)(3)(h) Improvements Required - Manufactured Home Park - General Design Notes	*Roadside ditches shall be designed to contain the ten-year storm below the shoulder using Mannings "n" of 0.06 if lined with grass, or 0.015 if lined with concrete. Ditches may be grassed if the flow from the two-year storm does not exceed three feet per second for a Mannings "n" of 0.03. If the three foot per second velocity is exceeded, the ditches shall be paved with class A-3 concrete, four inches thick, to the depth of the ten-year storm. When the depth of the required roadside ditch (measured from the shoulder to the invert) exceeds 2.5 feet, the flow shall be piped in a storm sewer system.*	All existing streets (Adele Street, Claudia Street, Alfred Street, Agatha Street)	No new streets proposed	**Staff recommends approval with the condition that a note will be added to the plan that states "there is no known drainage issues and grading and drainage will be addressed with the VSMP Plan and will meet all state and county requirements.**
			The private roads are pre-existing and proposed to remain. The existing drainage system does not pose any flooding issues for the property.		
			Engineering Staff has provided that there is no known drainage issues and that grading and drainage will be addressed with the VSMP Plan which will meet all state and county requirements.		

17	Sec. 5.3.8(b)(3)(j) Improvements Required - Manufactured Home Park - General Design Notes	*Driveways shall be paved the same as streets to the right-of-way line. Aggregate base may be four inches thick.*	All existing lots. Most lots do not have separate driveways and will continue to park on-street.	All proposed lots. As the existing lots sufficiently park on-street, all proposed lots will similarly park on the street by their unit.	**Staff recommends approval with the condition that all new lots will have off-street parking as desribed in special exception #9 above.**
			Staff has no objections to this request.	**All proposed lots must have off-street parking, but Staff has no objection to the propsoed gravel material as mentioned above.**	
18	Sec. 5.3.8(b)(3)(k) Improvements Required - Manufactured Home Park - General Design Notes	*Curb drop inlets shall be placed along the tangent portions of the street or at the points of curve at intersections. Curb drop inlets shall be sized and located to prevent overtopping of the curb during the ten-year storm. Curb drop inlets shall be VDOT DI-3A, 3B, or 3C with a type "A" nose.*	All existing streets (Adele Street, Claudia Street, Alfred Street, Agatha Street)	No new streets proposed	**Staff recommends approval with the condition that a note will be added to the plan that states "there is no known drainage issues and grading and drainage will be addressed with the VSMP Plan and will meet all state and county requirements.**
			The private streets are pre-existing and proposed to remain. Curb drop inlets would require the installation of the curb and the existing private streets are a rural section. Any new land disturbance will comply with current VSMP regulations at the time of site plan.		
			Engineering Staff has provided that there is no known drainage issues and that grading and drainage will be addressed with the VSMP Plan which will meet all state and county requirements.		
19	Sec. 5.3.8(b)(3)(l) Improvements Required - Manufactured Home Park - General Design Notes	*Storm sewers shall be designed in accordance with VDOT criteria.*	All existing streets (Adele Street, Claudia Street, Alfred Street, Agatha Street)	No new streets proposed	**Staff recommends approval with the condition that a note will be added to the plan that states "there is no known drainage issues and grading and drainage will be addressed with the VSMP Plan and will meet all state and county requirements.**
			The private streets are pre-existing and proposed to remain. Any new land disturbance will comply with current VSMP regulations at the time of site plan.		
			Engineering Staff has provided that there is no known drainage issues and that grading and drainage will be addressed with the VSMP Plan which will meet all state and county requirements.		

20	Sec. 5.3.8(b)(3)(m) Improvements Required - Manufactured Home Park - General Design Notes	*All construction and materials shall be in accordance with current VDOT road and bridge standards and specifications.*	All existing streets (Adele Street, Claudia Street, Alfred Street, Agatha Street)	No new streets proposed	**Staff recommends approval as proposed.**
			The private streets are pre-existing and proposed to remain.		
			Since the streets are existing and no new streets are proposed Staff has no objections to this request		
21	Sec. 5.3.8(c) Recreation Requirements	*See Section 4.16.*	Recreational equipment per Sec. 4.16 is not currently present on the property. Per Sec. 4.16, 73 units would require two tot lots within a 4,000 sq. ft. fenced-in area.	Recreational equipment per Sec. 4.16 is not proposed.	**Staff does not recommend approval of this request.**
			The manufactured home park is located on Park Road and is approximately 1000' east of the Claudius Crozet Park entrance. For pedestrian access, the subject property is immediately adjacent to the Jonna Street public ROW, which intersects with the Eastern Avenue public ROW. The special use permit proposes a trail connection from the property to the Joanna Street ROW, within an access easement to ensure resident access. From Eastern Avenue, there is a public access trail easement through Glenbrook's stormwater forest and open space easement lot, which provides direct access to the rear of Claudius Crozet Park. Requiring private recreational equipment on the property would require installation, maintenance, and insurance costs to be incurred, which would ultimately create additional costs to residents. The private recreational equipment and the added costs are not necessary with the accessibility to public resources within the neighborhood walking shed.		
			Staff does not support this special exception request. It appears there is adequate land available in the common open space area to provide recreational equipment. The Applicant has cited the proximity to the Crozet Park as a reason for not providing recreational equipment, however, they have not committed to or provided a sidewalk for safe access along Park Rd. The proposed trail connection to Jonna St and to the existing public trail is a benefit, but is not a satisfactory subsitute for the recreational requirements.		
22	Sec. 5.3.8(d) Pedestrian Access	*The requirements of section 32.7.2.3 shall be met.*	All existing streets (Adele Street, Claudia Street, Alfred Street, Agatha Street)	No new streets proposed	**Staff recommnds approval with the condition in accordance with Section 32.7.2.3 that a sidewalk is provided along Park Rd.**
			Sec. 32.7.2.3 of the Albemarle County Zoning Ordinance states that the agent may require sidewalks on one or both sides of the street. The agent may require additional sidewalks or pedestrian walkways between buildings, to adjacent properties, and, where appropriate, to private areas of recreation and open space, and to offsite public areas of recreation and open space. Per Sec. 32.7.2.3, it is in the agent's discretion to determine whether sidewalks would be required on the property. As an established manufactured home park, the community has adequately facilitated pedestrian movement throughout the property without sidewalks for over 40 years. Due to the existing geometry of the private streets without separate pedestrian infrastructure, vehicles travel at significantly lower speeds upon entering the property and anticipate pedestrians within the shared space of the street. Furthermore, the private streets do not provide interparcel connectivity and vehicles traveling on these roads are slowing down to find a parking space.		
			Staff agrees that internal sidewalks within the park along existing roads may not be necessary. The proposed access and trail easement to Jonna St provides a pedestrian connection to nearby public roads and trails. Staff believes the application could be strengthened by providiing a sidewalk or dedication of frontage along Park Rd so that residents can safely walk to Crozet Park.		

23	Sec. 5.3.8(g) Landscaping and Screening	*The requirements of section 32.7.9 shall be met. In addition, screening may be required in accordance with section 32.7.9.7 around the entire perimeter of the park, or part thereof, except where adequate vegetation already exists and a conservation plan has been submitted in accordance with section 32.7.9.4 (b).*	All existing lots.	All proposed lots.	**Staff recommends approval with the condition that street trees are provided along Park Rd.**
			Screening around the perimeter of the park is not present and is not proposed with the special use permit. The property is surrounded by R-4 Residential, R-6 Residential, and Planned Residential Development; there is an R-2 Residential development across Park Road. Sec. 3.7.9.7 – Screening of the Albemarle County Zoning Ordinance describes that such landscaping is required in screening commercial and industrial development from rural areas, in screening parking areas from residential and rural areas, features that may have negative visual impacts (loading areas, refuse areas, storage yards, detention ponds, and recreational facilities), double frontage lots, and where historic properties may be impacted. As an existing manufactured home park that was established well before the development of the surrounding properties, screening of this existing community is not warranted. The manufactured home park is an existing residential development within a residential area. The existing density of the park is 5 DUA and the addition of 14 lots would bring the density to 6 DUA; where a zoning map amendment to a dissimilar zoning or a special use permit for a more intense use may necessitate screening, this proposal seeks to bring an existing use in conformance, with a proposed density within the existing zoning parameters.		
			Staff has no objection to this special exception provided that street trees are provided along Park Rd.		