

COUNTY OF ALBEMARLE

TRANSMITTAL TO THE BOARD OF SUPERVISORS

SUMMARY OF PLANNING COMMISSION ACTION

AGENDA TITLE: SP201500023 5 th Street Station, Request for Drive-Through Windows	AGENDA DATE: November 11, 2015
SUBJECT/PROPOSAL/REQUEST: Request for a special use permit to establish drive-through windows	STAFF CONTACT(S): Sarah Baldwin, Senior Planner
	PRESENTER (S): Sarah Baldwin

BACKGROUND:

On October 6, 2015, the Planning Commission recommended approval of SP201500023 by a vote of 7:0 with the conditions and two special exceptions as recommended by staff. The Planning Commission's Action letter, Staff Report and Minutes from the meeting are attached (Attachments C-E).

DISCUSSION:

Staff has utilized a different approach in reviewing this application for drive-through windows. Typically an application for a drive-through window involves the submittal of a detailed plan for the drive-through window and the approval is tied to the specific plan submitted. The applicant in this case wants to establish multiple drive-through windows, but has not finished negotiations with all users. Additionally, the applicant is seeking flexibility in the event that users change or that there are new proposals for drive-through windows. For this project staff has utilized an approach that relies on the conditions to assure that the site provides for pedestrian safety and circulation that far exceed the current Albemarle County Code requirements. The Planning Commission complimented this approach and requested that standard conditions be used for all drive-through windows in the future. Since the Planning Commission meeting, technical changes have been made to clarify the conditions.

RECOMMENDATIONS:

Staff recommends that the Board: 1) adopt the attached Resolution (Attachment A) approving the Special Use Permit subject to the conditions listed therein and 2) adopt the attached Resolution (Attachment B) approving the Special Exceptions to allow an 11 foot-wide, 100 foot-long one-way access aisle for the drive-through windows.

ATTACHMENTS:

- A – Resolution approving the Special Use Permit
- B – Resolution approving the Special Exceptions
- C - Planning Commission action letter
- D - Planning Commission staff report
- E - Planning Commission minutes