

August 28, 2026

Meg Rupkey, CZO  
Department of Community Development  
409 South Main Street  
Harrisonburg, VA 22801

**RE: Eastern Mennonite School Master Plan 2026**

Meg,

We're writing to request approval of the attached Eastern Mennonite School Master Plan. The purpose of this plan is to include a few proposed buildings that Eastern Mennonite School (EMS) would like to construct in the near future. In order to avoid confusion and having multiple plans to refer to, this plan will become the institutional master plan and supersedes previous plans.

The proposed buildings include:

- Services Center Building
- Gym Building
- 3-Story Elementary School Building Expansion
- Entrance Canopy
- Athletic Concessions Building

In addition to the buildings, there is also a proposed basketball court and minor reconfiguration of some parking and drives.

To satisfy the Section 10-3-25(12) requirement for Planning Commission approval of off-street parking for schools, a *Request for Planning Commission Approval of Off-Street Parking Space Requirement for Eastern Mennonite School* letter is attached.

Let us know if you have any questions or concerns.

Best Regards,



Gil Colman, PE  
Owner & President

August 28, 2026

City of Harrisonburg Planning Commission  
409 S Main Street  
Harrisonburg, VA 22801

**RE: Request for Planning Commission Approval of Off-Street Parking Space Requirement for Eastern Mennonite School**

Members of the Planning Commission,

In connection with the Eastern Mennonite School (EMS) Master Plan update, EMS requests Planning Commission approval of the proposed off-street parking supply pursuant to Section 10-3-25(12) of the Harrisonburg Zoning Ordinance.

The *Guidelines for School Facilities in Virginia's Public Schools (2021)* recommend parking for staff, an additional 10 to 20 percent for visitors, and student parking equal to one-third of enrollment. Applying the 10 percent visitor rate to EMS results in the following:

| Category              | Basis                      | Calculation            | Spaces     |
|-----------------------|----------------------------|------------------------|------------|
| Staff                 | One space per staff member | 71                     | 71         |
| Visitors              | 10% of staff parking       | $0.10 \times 71 = 7.1$ | 8          |
| Students              | One-third of enrollment    | $362 \div 3 = 120.67$  | 121        |
| <b>Total Required</b> |                            |                        | <b>200</b> |

In addition to the 200 required parking spaces, EMS parking facilities include 235 additional parking spaces to satisfy the needs of the various church groups meeting on site as well as sporting and special events.

Best Regards,



Gil Colman, PE  
Owner & President

# Eastern Mennonite School

## Master Plan Narrative

August 2026

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As described in the Harrisonburg, Virginia Code of Ordinances, Article S, Section 10-3-102 of the I-1 Institutional Overlay District Regulations: *Uses permitted by this overlay district are in addition to any use permitted by right in the underlying zoning classification. Dimensional and density regulations provided herein are intended to supplement those permitted in the underlying zoning classification, not to be more restrictive than those of the underlying zoning classification. When requirements of the underlying zoning classification and the overlay appear to be in conflict, the least restrictive shall apply.*

This Master Plan Narrative follows the guidelines of Section 10-3-106, Items 1-4 and is illustrated in the attached layout, “Eastern Mennonite School Campus Map 2026.”

### Item 1:

*The boundaries of the area involved and the ownership of properties contained therein, as well as all existing public streets and alleys within and adjacent to the site.*

The Eastern Mennonite School (EMS) campus is composed of a single 26.301-acre lot located at 801 Parkwood Drive (TM# 47-N-7) and owned by Eastern Mennonite School. The campus is zoned R-3, with B-2 along the south and east boundaries. The entire campus is covered by an I-1 institutional overlay.

The EMS campus is bounded by Eastern Mennonite University to the west, Virginia Mennonite Missions (Anabaptist Mission Partners) to the northeast, and by three public streets: Parkwood Drive to the north; Virginia Avenue (Rt. 42) to the east; and Mt. Clinton Pike to the south.

## Item 2:

*The location and use of all existing buildings on the site, as well as the approximate location, height, dimensions and general use of all proposed buildings or major additions to existing buildings.*

The EMS campus is currently composed of two buildings: the Middle and High School Building (west campus) and the Elementary School Building (east campus).

EMS facilities also host three church congregations each week: on Sunday mornings Aletheia uses the auditorium, Shalom Mennonite Church uses the Dining Hall, and Mosaic of Grace uses the Commons. These congregations also use various classroom spaces for Sunday school purposes, etc.

EMS proposes to construct the following buildings or additions, as illustrated in the attached layout, “Eastern Mennonite School Campus Map 2026.”

| Name                                         | Location                                | Use                                                                    | Dimensions         | Height                                  |
|----------------------------------------------|-----------------------------------------|------------------------------------------------------------------------|--------------------|-----------------------------------------|
| Proposed Services Center                     | South of Parking Lot 4                  | Vehicle Maintenance, Equipment Storage, and Disaster Relief Operations | Approx. 72' x 84'  | Approx. 22'                             |
| Proposed Gym Building                        | South of Parking Lot 4                  | Recreation                                                             | Approx. 100' x 65' | Approx. 30'                             |
| Proposed 3-Story Elementary School Expansion | South of Elementary School Building     | Academic                                                               | Approx. 80' x 40'  | 3 stories (to match existing structure) |
| Proposed Athletic Concessions Building       | West of Parking Lot 3                   | Recreation                                                             | Approx. 44' x 30'  | Approx. 14'                             |
| Proposed Entrance Canopy                     | East of Middle and High School Building | Covered Entrance                                                       | Approx. 24' x 12'  | Approx. 12'                             |

All proposed buildings shall meet the height regulations of the underlying zoning district or I-1 overlay district.

A 10-foot building setback shall be applied to the entire outside boundary of the campus to allow for maximum flexibility for the proposed structures as well as for future building expansions and additions.

Although it is not a building or a building addition, a proposed full-court basketball court is also included in this Master Plan, to be located southwest of the Elementary School Building.

### Item 3:

*The location of all existing parking facilities and the approximate location of all proposed parking facilities, including the approximate number of parking spaces at each location and all existing and proposed means of vehicular access to parking areas and to public streets and alleys. Any proposed changes to public streets and alleys within and adjacent to the site shall also be shown on the plan.*

According to the *Guidelines for School Facilities in Virginia's Public Schools (2021)* prepared by the Virginia Department of Education (DOE), "Adequate parking for staff and an additional 10 percent to 20 percent parking space [sic] for visitors should be provided. Student parking to accommodate one-third of the student enrollment should be provided."

Applying these guidelines to EMS at the 10 percent visitor rate:

| Category              | Basis                      | Calculation            | Spaces     |
|-----------------------|----------------------------|------------------------|------------|
| Staff                 | One space per staff member | 71                     | 71         |
| Visitors              | 10% of staff parking       | $0.10 \times 71 = 7.1$ | 8          |
| Students              | One-third of enrollment    | $362 \div 3 = 120.67$  | 121        |
| <b>Total Required</b> |                            |                        | <b>200</b> |

In addition to the 200 required parking spaces, EMS parking facilities include 235 additional parking spaces to satisfy the needs of the various church groups (per Item 2) meeting on site as well as sporting and special events.

To satisfy the Section 10-3-25(12) requirement for Planning Commission approval of off-street parking for schools, a Request for Planning Commission Approval of Off-Street Parking Space Requirement for Eastern Mennonite School letter has been included as part of the Master Plan submittal.

EMS plans to reconfigure its existing parking lots and drives, creating a defined traffic pattern, including a one-way drive to the south of the current Middle and High School building that will facilitate traffic flow around the campus and also serve as the Elementary School's queueing lane for student pick up and drop off, as illustrated in the attached layout, "Eastern Mennonite School Campus Map 2026."

| Name                                        | Location                                            | Access Via                                                                                     | Current # of Spaces* | Proposed # of Spaces |
|---------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------|----------------------|----------------------|
| Front Lot (Parking Lot 1)                   | In the front of the Middle and High School building | Parkwood Drive                                                                                 | 28 (2 ADA)           | 39 (2 ADA)           |
| Dining Hall Lot (Parking Lot 2)             | Northwest of the Middle and High School building    | Parkwood Drive                                                                                 | 69                   | 69                   |
| Auditorium Lot (Parking Lot 3)              | Southwest of the Middle and High School building    | Parkwood Drive, passing through Parking Lot 2 and via the future Mt. Clinton Pike access drive | 200 (8 ADA)          | 195 (8 ADA)          |
| Gym Lot (Parking Lot 4)                     | East of the Middle and High School building         | Parkwood Drive                                                                                 | 84 (4 ADA)           | 96 (4 ADA)           |
| Bus Parking Lot (Parking Lot 5)             | Southeast of the Middle and High School building    | Parkwood Drive, passing through Parking Lot 4                                                  | 23 (11 Bus Spaces)   | 31 (6 Bus Spaces)    |
| Small Elementary School Lot (Parking Lot 6) | North of the Elementary School building             | Rt. 42 - Virginia Avenue                                                                       | 6 (2 ADA)            | 5 (2 ADA)            |
| <b>TOTAL</b>                                |                                                     |                                                                                                | <b>410 (16 ADA)</b>  | <b>435 (16 ADA)</b>  |

\* Refers to the number of spaces in the approved 2016 Master Plan.

All new parking areas shall meet the regulations of the underlying zoning district or I-1 overlay district, except as listed below:

- Section 10-3-30.1 of the Zoning Ordinance shall apply with exceptions to 10-3-30.1 (5) and (6). Landscaping islands (i.e., trees and shrubs) that are required by Sections 10-3-30.1 (5) and (6), may be planted either internal to the parking lot or within 15 feet of the parking lot.
- Section 10-3-25.4 of the Zoning Ordinance shall apply with exceptions to 10-3-25.4 (a). The required five-foot landscaped or screened separation between EMS parking and adjoining residential property (EMU, which is zoned R-3/I-1) shall not apply.

## Access Easements

- **Virginia Mennonite Missions (Anabaptist Mission Partners):** An existing 3,187-sf private access easement through EMS property provides Virginia Mennonite Missions (Anabaptist Mission Partners) with access to their property from Rt. 42 – Virginia Avenue.
- **Virginia Mennonite Missions (Anabaptist Mission Partners):** EMS will obtain a private access easement from VMM/AMP to allow for the existing drive that encroaches on the southwest corner of the VMM/AMP property.
- **Eastern Mennonite University:** An access easement and/or shared use parking agreement will be provided for Eastern Mennonite University, upon their request, to allow access to their parking lot, located adjacent to the west of the EMS property (i.e., the easement will be generally located in the northwest corner of the EMS property.)

## Item 4:

*The general use of major existing and proposed open spaces within the site and specific features of the plan such as screening, buffering or retention of natural areas, which are intended to enhance compatibility with adjacent and nearby properties.*

EMS has a reserved open space in the east-southeast portion of the property, along the existing drainage channel. And, although it does not qualify as “open space,” a large portion of the EMS property is occupied by athletic fields and related educational spaces.

# EASTERN MENNONITE SCHOOL CAMPUS MAP 2026



| PARKING INFORMATION |                   |
|---------------------|-------------------|
| PARKING LOT         | SPACES            |
| LOT 1               | 39 (2 ADA)        |
| LOT 2               | 69                |
| LOT 3               | 195 (8 ADA)       |
| LOT 4               | 96 (4 ADA)        |
| LOT 5               | 31 (6 BUS SPACES) |
| LOT 6               | 5 (2 ADA)         |
| TOTAL               | 435 (16 ADA)      |





City of Harrisonburg, VA  
Department of Public Works

**Determination of Need for a  
Traffic Impact Analysis (TIA)**  
www.harrisonburgva.gov/traffic-impact-analysis

For inclusion in an application for Planning Commission review (for Special Use Permit, Rezoning or Preliminary Plat), this form must be submitted to the Public Works Department at least 5 business days prior to the Planning Commission application deadline.

|                                                                                                                                                |                                                                                                                                                                                                                                                                                                   |                                             |                                           |                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------|-------------------------------------------|
| <b>Contact Information</b>                                                                                                                     |                                                                                                                                                                                                                                                                                                   |                                             |                                           |                                           |
| Consultant Name:                                                                                                                               | Colman Engineering                                                                                                                                                                                                                                                                                |                                             |                                           |                                           |
| Telephone:                                                                                                                                     | [REDACTED]                                                                                                                                                                                                                                                                                        |                                             |                                           |                                           |
| E-mail:                                                                                                                                        | [REDACTED]                                                                                                                                                                                                                                                                                        |                                             |                                           |                                           |
| Owner Name:                                                                                                                                    | Eastern Mennonite School                                                                                                                                                                                                                                                                          |                                             |                                           |                                           |
| Telephone:                                                                                                                                     | [REDACTED]                                                                                                                                                                                                                                                                                        |                                             |                                           |                                           |
| E-mail:                                                                                                                                        | [REDACTED]                                                                                                                                                                                                                                                                                        |                                             |                                           |                                           |
| <b>Project Information</b>                                                                                                                     |                                                                                                                                                                                                                                                                                                   |                                             |                                           |                                           |
| Project Name:                                                                                                                                  | Eastern Mennonite School Master Plan Update                                                                                                                                                                                                                                                       |                                             |                                           |                                           |
| Project Address:<br>TM #:                                                                                                                      | 801 Parkwood Drive<br>47-N-7                                                                                                                                                                                                                                                                      |                                             |                                           |                                           |
| Existing Land Use(s):                                                                                                                          | R-3 with I-1 Institutional Overlay                                                                                                                                                                                                                                                                |                                             |                                           |                                           |
| Proposed Land Use(s):<br>(if applicable)                                                                                                       | No change                                                                                                                                                                                                                                                                                         |                                             |                                           |                                           |
| Submission Type:                                                                                                                               | Comprehensive<br>Site Plan <input type="radio"/>                                                                                                                                                                                                                                                  | Special Use<br>Permit <input type="radio"/> | Rezoning <input checked="" type="radio"/> | Preliminary<br>Plat <input type="radio"/> |
| Project Description:<br>(Include site plan or<br>preliminary sketch and<br>additional details on<br>land use, acreage,<br>access to site, etc) | EMS will be adding several proposed structures to its master plan, including: Proposed Services Center Building; Proposed Gym Building; Proposed 3-Story Elementary School Building Expansion; Proposed Entrance Canopy; Proposed Basketball Court; and a Proposed Athletic Concessions Building. |                                             |                                           |                                           |
| <b>Peak Hour Trip Generation (from row 15 on the second page)</b>                                                                              |                                                                                                                                                                                                                                                                                                   |                                             |                                           |                                           |
| AM Peak Hour Trips:                                                                                                                            | 44                                                                                                                                                                                                                                                                                                |                                             |                                           |                                           |
| PM Peak Hour Trips:                                                                                                                            | 22                                                                                                                                                                                                                                                                                                |                                             |                                           |                                           |

**(reserved for City staff)**

TIA required? Yes \_\_\_\_\_ No ☒

**Comments:**

Total livable area for the school is expected to raise by approx. 12%. For trip generation purposes, 12% was added to the the existing student enrollment / population.

Accepted by: Terethy Mason

Date: 08/04/2026

### Peak Hour Trip Generation by Land Use

| Row | ITE Land Use                             |                       | ITE Land Use Code | Unit       | Quantity | AM Peak Hour of Adjacent Street Traffic | PM Peak Hour of Adjacent Street Traffic |
|-----|------------------------------------------|-----------------------|-------------------|------------|----------|-----------------------------------------|-----------------------------------------|
| 1   | Proposed #1                              | Private School (K-12) | 532               | Student    | 409      | 311                                     | 78                                      |
| 2   | Proposed #2                              | Office                | 712               | 1000 Sq Ft | 6        | 10                                      | 13                                      |
| 3   | Proposed #3                              |                       |                   |            |          |                                         |                                         |
| 4   | Proposed #4                              |                       |                   |            |          |                                         |                                         |
| 5   | Proposed #5                              |                       |                   |            |          |                                         |                                         |
| 6   | Proposed #6                              |                       |                   |            |          |                                         |                                         |
| 7   | Total New Trips                          |                       |                   |            |          | 321                                     | 91                                      |
| 8   | Existing #1                              | Private School (K-12) | 532               | Student    | 365      | 277                                     | 69                                      |
| 9   | Existing #2                              |                       |                   |            |          |                                         |                                         |
| 10  | Existing #3                              |                       |                   |            |          |                                         |                                         |
| 11  | Existing #4                              |                       |                   |            |          |                                         |                                         |
| 12  | Existing #5                              |                       |                   |            |          |                                         |                                         |
| 13  | Existing #6                              |                       |                   |            |          |                                         |                                         |
| 14  | Total Existing Trips                     |                       |                   |            |          | 277                                     | 69                                      |
| 15  | Final Total (Total New – Total Existing) |                       |                   |            |          | 44                                      | 22                                      |

#### Instructions

Determination of trip generation rates shall be in conformance with ITE guidelines.

- Based on the intended use(s), calculate the AM Peak and PM Peak trip generation using the AM and PM Peak Hour of Adjacent Street Traffic rates from the most current version of the ITE Trip Generation Manual (rows 1-6). Attach additional sheets as necessary for more uses.
- Sum up all of the trips generated for the new uses in the Total New Trips row (row 7).
- If the development has any existing uses, calculate the AM Peak and PM Peak trip generations using the AM and PM Peak Hour of Adjacent Street Traffic rates from the most current version of the ITE Trip Generation Manual (rows 8-13). Attach additional sheets as necessary for more uses.
- Sum up all of the trips generated for the existing uses in the Total Existing Trips row (row 14).
- Subtract the total existing trips from the total new trips to get the final total number of trips generated by the development (row 15). Enter these numbers on the first page.