



**County of Albemarle**  
Community Development Department - Planning

**Andy Reitelbach**  
[areitelbach@albemarle.org](mailto:areitelbach@albemarle.org)  
Telephone: (434) 296-5832 ext. 3261

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Kelsey Schlein  
Shimp Engineering, P.C.  
912 E High St  
Charlottesville VA 22902  
[kelsey@shimp-engineering.com](mailto:kelsey@shimp-engineering.com)

**Re: SP202300003 Mill Creek Lot 11 Action Letter**

Dear Ms. Schlein,

The Albemarle County Planning Commission at its meeting, August 22, 2023, recommended approval of the above noted Special Use Permit by a vote of 7:0, for the reasons, and with the conditions, as stated in the staff report, with an amendment to condition 2 to allow 11,000 square feet of office space in the proposed building. The conditions as recommended by the Planning Commission are listed below:

1. Development of the use must be in general accord (as determined by the Director of Planning and the Zoning Administrator) with the concept plan entitled, "Special Use Permit Concept Plan + Exhibits SP2023-00003, Mill Creek Lot 11, TMP 76M1-11," prepared by Shimp Engineering, P.C., dated April 17, 2023, last revised July 24, 2023. To be in general accord with the exhibit, development must reflect the following essential major elements:
  - Location of the proposed building
  - Location of the parking and loading areas
  - Location of the sidewalkMinor modifications to the plan which do not conflict with the elements above may be made to ensure compliance with the Zoning Ordinance.
2. The independent office use must not exceed 11,000 square feet of space in the proposed building.

Should you have any questions regarding the above-noted action, please contact me.

Sincerely,  
Andy Reitelbach  
Senior Planner II  
Planning Division

CC: Emmanuel Zunz  
180 Varick St  
New York NY 10014  
[ez@onerpm.com](mailto:ez@onerpm.com)

1205 Stoney Ridge LLC  
107 Sandra Ave  
Greenville SC 29611  
[bill.howard@re3cp.com](mailto:bill.howard@re3cp.com)