



**COUNTY OF ALBEMARLE**  
**Department of Community Development**  
**401 McIntire Road, North Wing**  
**Charlottesville, Virginia 22902-4596**

**Phone (434) 296-5832**

**Fax (434) 972-4126**

December 12, 2018  
Steven W. Blaine  
123 East Main St, Suite 800  
Charlottesville, VA 22902

**RE: Parking Determination – Parcel ID 07800-00-00-055A1 (Commonwealth Senior Living)**  
**Rivanna Magisterial District**

Dear Mr. Blaine:

This letter is in response to your request for a parking determination for Commonwealth Senior Living. The Zoning Administrator has the authority to determine the minimum required parking spaces for the current use and the expanded use of the property.

Presently, Commonwealth Senior Living operates as a Senior Living facility that contains 43 occupied independent living units, 48 assisted living beds, and 29 memory care beds. The new proposal for the site involves repurposing the existing structured parking area, located on the lower level of the building, into office space for the corporate office of the parent company, Commonwealth Senior Living. The new offices will not expand the building size, but will be built in the existing structured parking area and will contain 13,500 gross square feet and approximately, but not limited to, 5,750 square feet of office space.

Presently, there are a total of 131 total parking spaces on site. There are 98 surface parking spaces and 33 garage spaces. These parking requirements were determined using a much higher intensity of use than what is existing today. Based on the numbers above, a more appropriate parking schedule for the existing use would read as follows:

48 assisted living units (1 space/3 beds): 16 spaces  
43 independent living units (1.25 spaces/unit): 54 spaces  
19 employees: 19 spaces  
Total required number of spaces: 89 spaces

As memory care beds are not a specifically identified use per Section 4.12.6 of the Albemarle County Zoning Ordinance, the Zoning Administrator is permitted to determine the minimum number of required spaces for these unscheduled uses. In previous calculations, memory care beds were lumped together with assisted living spaces, but after further consideration, it is my determination that the memory care units do not require any additional parking spaces, and should not appear on the parking schedule.

With the addition of approximately 5,750 net square feet of office space there would be an additional parking requirement of 29 spaces (1 space/200 square feet of net office space), bringing the total number of required parking spaces to 118. An updated parking schedule that accounts for the current uses would read:

48 assisted living units (1 space/3 beds): 16 spaces  
43 independent living units (1.25 spaces/unit): 54 spaces  
19 employees (1 space/employee): 19 spaces  
5,750 square feet of office space (1 space/200 sq. ft.): 29  
Total required number of spaces: 118 spaces

With the elimination of all 33 underground parking spaces for the addition of the office space, the aggregate number of parking spaces on the site will be 98 surface spaces. Given the parking schedule above that accounts for the additional office space use and the current use of the property, you are essentially asking for a reduction of 17% in your parking requirements and a confirmation that the 98 spaces should be sufficient for the expanded use of the property.

It is my determination that the parking study, attached, has provided sufficient evidence to reflect what the existing and future demand for parking will be on the site by providing 174 data points, taken over the course of 39 days. The parking study suggests that the total average demand for parking is 44 (33 surface, 11 reserved garage spaces) for the existing use and 35 for the office use, meaning that the average daily demand for parking spaces with the expanded use on the site will be 79 spaces. Based on these numbers and the existing 98 spaces available on site, this site meets the average parking demand of 79 spaces as described in your parking study.

In some instances, the peak numbers in the study are higher than the total amount of spaces. Because the peak demand for the office use is 42 spaces, and there are 11 reserved spots on the site currently, any existing demand over 45 spaces could make the total demand higher than the given 98 spaces. In your parking study there are 9 instances out of the 174 data points of this occurring, specifically between the hours of 10am and 2pm. However, we understand that these are peak numbers and on average the parking demand is 79 which allows for 19 additional spaces. Additionally, the facility is within a  $\frac{1}{4}$  mile walking distance to a transit stop so it is reasonable to believe that this transportation alternative could limit some of the parking demand on site. Therefore, it is my determination based on the parking study and the transportation alternatives that there is sufficient evidence to support a 17% reduction in the minimum number of parking spaces needed from 118 to 98, with conditions.

**Given the nature of the current use, the proposed expansion, and the demonstrated existing parking demands shown in your study, it is my official determination that the existing 98 surface parking lot spaces are sufficient to adequately support the existing senior living facility and proposed office space use subject to the following conditions.**

**Conditions:**

- 1. Any further changes to the use of the building or its expansion will require a new parking analysis and determination. For this determination the net amount of office space is limited to 5,750 square feet. If the net office floor area of the proposed use expands beyond this the applicant shall request a modification of this determination, pending approval and analysis of the impacts of the expanded size of the office space.**
- 2. The owner shall know of and inform residents and employees of parking alternatives that are available to them. There shall be parking strategies for how to deal with exceptionally high peak parking demand, especially between the lunchtime hours.**
- 3. We recommend that parking spaces should be allotted for the different uses. For example, the parking to the rear of the building is reserved for the office use, and the parking towards the entrance and front of the building is reserved for the existing use.**
- 4. We recommend that the applicant consider areas on this property or offsite, where additional parking could be provided in the future if needed.**

If you are aggrieved by this determination, you have a right to appeal it within thirty (30) days of this notice, in accordance with *Virginia Code* § 15.2-2311. If you do not file a timely appeal, this determination shall be final and unappealable.

An appeal may be taken only by filing an appeal application with the Zoning Administrator and the Board of Zoning Appeals, in accordance with § 34.3 of the Zoning Ordinance, along with a fee of \$258 plus the actual cost of advertising the appeal for public hearing.

Applications for Appeal of the Zoning Administrator's Determination are available at the Department of Community Development located at 401 McIntire Road, Charlottesville, Virginia 22902 or online at [www.albemarle.org/cdapps](http://www.albemarle.org/cdapps). This form applies to the appeal of a decision of the zoning administrator or any other administrative officer pertaining to the Zoning Ordinance.

Regulations pertaining to the filing of an appeal to the Board of Zoning Appeals are located in Chapter 18, Section 34.3 of the Zoning Ordinance. They may be reviewed online at [www.albemarle.org/countycodebza](http://www.albemarle.org/countycodebza).

(Please note that our online documents are in Adobe Acrobat PDF format and must be viewed with the Adobe Acrobat Reader or an equivalent. A link to download the free plug-in is available at the bottom of [www.albemarle.org/cdapps](http://www.albemarle.org/cdapps).)

Please contact me if you have questions or require additional information.

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Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin McCollum", followed by a long horizontal flourish line.

Kevin McCollum  
Planner  
Designee to the Zoning Administrator



October 26, 2018

Mr. M. Andrew Reitelbach, Senior Planner  
County of Albemarle  
Department of Community Development  
401 McIntire Road, North Wing  
Charlottesville, Virginia 22902  
Via Hand Delivery

**Re: ZMA2018-00008 and SP 2018-00017 Commonwealth Senior Living**

Dear Mr. Reitelbach:

This letter is intended to provide the Applicant's responses to comments relayed by your letter dated October 5, 2018.

**Zoning Map Amendment and Special Use Permit:**

1. More data on existing parking use. The Applicant has provided a supplement to its parking study originally submitted prior to submitting the ZMA application. The updated parking study, enclosed with this letter, now includes 174 data points, taken over the course of 39 days. Based on this data, the existing use at the facility [1550 Pantops Mountain Place] reveals an average of 33 surface lot spaces being used, with the highest daily average usage (excluding an event day) at 41. There are currently 11 spaces leased to residents in the underground garage. Thus the average use is 44 total spaces, with a peak, based on the highest daily average, of 52 spaces.

The Applicant has also conducted an analysis of its parking use for the corporate office location on the Downtown Mall in Charlottesville. That analysis shows daily demand for 35 spaces and peak demand of 42 spaces.

The Zoning Department has requested this analysis and has indicated that a waiver can be supported by the actual parking demand rather than applying the ordinance formula for office as a single use. The Pantops site, with the office buildout complete, supports 98 spaces. Even with peak demand, the proposed use of 94 spaces should be sufficient. In addition, the Applicant has reached an agreement with a neighboring landowner to provide overflow parking and is presently working to formalize this agreement.

2. Removed spaces. The project would remove 33 spaces in the structured parking area. Parking spaces required for new office space are addressed above. The analysis of

E-mail: Steven.Blaine@leclairryan.com  
Direct Phone: (434) 245-3423  
Direct Fax: (434) 296-0905

123 East Main Street, Suite 800  
Charlottesville, Virginia 22902  
Phone: (434) 245-3444 \ Fax: (434) 296-0905

parking use for the corporate office location on the Downtown Mall in Charlottesville shows a daily demand for 35 spaces and a peak demand of 42 spaces.

3. Square Footage of the Building When Finalized. The building is presently 106,350 square feet, not including the 13,500 square foot structured parking area, for a total of 119,850 square feet. Upon completion of the proposed interior renovations, the commercial space will occupy approximately 13,500 square feet. Final total square footage will remain unchanged at 119,850.
4. Employees; Training Sessions. It is anticipated that 35 “day-to-day” employees will work in the new office space. The number of “additional employees” that may come, on occasion, for training purposes, will be de minimis, with 1 or 2 persons attending from time-to-time.
5. Independent Living Units Ratio. The property is limited to 140 units by proffer. The reference to 70 independent living (IL) units was simply illustrative of the maximum amount of IL given the current configuration. This ratio was not based on any County mandated limit on IL units for the property, and was not intended to be in any way self-limiting.

#### **Zoning Map Amendment.**

1. Revised Proffers. The revised proffers do not intend to change the conditions of the Previous Proffers. Proffers 3 and 4 are verbatim from the 2015, and the 2001 Proffers.
2. Revised Application Plan. Enclosed with this letter is an updated Application Plan.

#### **Special Use Permit**

1. Parking Waiver. Information regarding the parking waiver is provided above.
2. Handicapped-accessible Parking Spaces. No required handicapped-accessible spaces are being lost. There are 10 handicapped-accessible spaces in the surface parking lot, which are not impacted by the proposed plan. The remaining 98 space lot requires just 4 handicapped-accessible spaces, and, the original 131 space configuration required 5, so the number of handicapped-accessible spaces remains well in excess of the requirement.

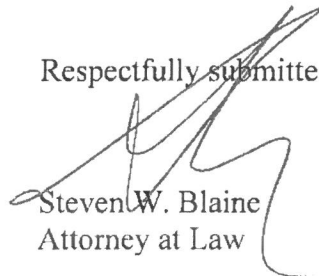
#### **Planning comments**

1. Parking Waiver. Information regarding the parking waiver is provided above.

2. Handicapped-accessible Parking Spaces. No required handicapped-accessible spaces are being lost. There are 10 handicapped-accessible spaces in the surface parking lot, which are not impacted by the proposed plan. The remaining 98 space lot requires just 4 handicapped-accessible spaces, and, the original 131 space configuration required 5, so the number of handicapped-accessible spaces remains well in excess of the requirement.
3. Changes to Site. Potential need for a site plan amendment is acknowledged.
4. Event Parking. The Applicant has reached an agreement with a neighboring landowner to provide overflow parking and is presently working to formalize this agreement.
5. Monticello viewshed. The Applicant intends to brief Ms. Russell at Monticello.
6. CSL Residents and Cottage at Jefferson Heights. The Applicant will be holding meetings with the residents, as well as with the neighboring property Owners.

Attached are executed forms to accompany this submittal, as well as a red-line showing the changes from the 2015 proffers, revised parking study, and an updated Application Plan.

Respectfully submitted,



Steven W. Blaine  
Attorney at Law

# Occupied Spaces

| Date                               | Time           | 7:00 AM | 10:00 AM | 2:00 PM | 6:00 PM | 9:00 PM | Daily Avg |
|------------------------------------|----------------|---------|----------|---------|---------|---------|-----------|
| 19-Jul                             |                | 44      | 42       | 36      | 37      | 27      | 37        |
| 20-Jul                             |                | 38      | 34       | 35      | 37      | 39      | 37        |
| 21-Jul                             |                | 33      | 48       | 45      | 27      | 25      | 36        |
| 22-Jul                             |                | 44      | 35       | 38      | 26      | 30      | 35        |
| 23-Jul                             |                | 42      | 38       | 34      | 33      | 29      | 35        |
| 24-Jul                             |                | 34      | 38       |         |         |         | 36        |
| 20-Sep                             |                | 24      | 26       | 20      | 30      | 15      | 23        |
| 21-Sep                             |                | 28      | 33       | 35      | 31      | 21      | 30        |
| 22-Sep                             |                | 25      | 35       | 40      | 39      | 47      | 37        |
| 23-Sep                             |                | 20      |          |         |         |         | 20        |
| 24-Sep                             |                |         |          |         |         |         |           |
| 25-Sep                             |                | 96      | 46       | 40      | 32      | 49      | 41        |
| 26-Sep                             |                | 31      | 42       | 37      | 34      | 25      | 34        |
| 27-Sep                             |                | 25      | 38       | 41      | 40      | 23      | 33        |
| 28-Sep                             |                | 28      | 27       | 27      | 36      | 21      | 28        |
| 29-Sep                             |                | 28      | 39       | 41      | 38      | 26      | 34        |
| 30-Sep                             |                | 21      | 30       |         |         | 24      | 25        |
| 1-Oct                              |                | 20      | 47       | 37      | 38      | 32      | 35        |
| 2-Oct                              |                | 19      | 28       | 40      | 35      | 23      | 29        |
| 3-Oct                              |                | 22      | 34       | 39      |         |         | 32        |
| 4-Oct                              |                | 17      | 40       | 32      | 32      | 22      | 29        |
| 5-Oct                              |                | 24      | 35       | 29      | 45      | 28      | 32        |
| 6-Oct                              |                | 31      | 47       | 53      | 42      | 27      | 40        |
| 7-Oct                              |                | 35      | 44       | 41      | 34      | 30      | 37        |
| 8-Oct                              |                | 37      | 32       | 40      | 36      | 24      | 34        |
| 9-Oct                              |                | 39      | 47       | 31      | 37      | 26      | 36        |
| 10-Oct                             |                | 42      | 32       | 36      | 40      | 22      | 34        |
| 11-Oct                             |                |         | 25       | 30      | 32      | 23      | 28        |
| 12-Oct                             |                |         | 26       | 26      | 37      | 26      | 29        |
| 13-Oct                             |                | 24      | 26       | 26      | 35      | 26      | 27        |
| 14-Oct                             |                | 17      |          |         | 37      | 25      | 26        |
| 15-Oct                             |                | 20      | 31       | 39      | 30      | 22      | 28        |
| 16-Oct                             |                | 32      | 46       | 41      | 31      | 22      | 34        |
| 17-Oct                             |                | 29      | 44       | 50      | 36      | 25      | 37        |
| 18-Oct                             |                | 26      |          | 62      | 65      | 21      | 44        |
| 19-Oct                             |                | 24      | 35       | 40      | 33      | 24      | 31        |
| 20-Oct                             |                | 28      | 47       | 53      | 30      | 20      | 36        |
| 21-Oct                             |                | 29      | 27       | 51      | 35      | 21      | 33        |
| 22-Oct                             |                | 31      | 45       | 47      |         |         | 41        |
| 23-Oct                             |                | 28      | 32       |         |         |         | 30        |
| event day                          |                |         |          |         |         |         |           |
| Average (at given time)            |                | 29      | 37       | 39      | 36      | 26      | 33        |
| # of Data Points                   | 174            |         |          |         |         |         |           |
| # of Data Points >50               | 5              |         |          |         |         |         |           |
| # of Days w/ Data Points >50       | 4              |         |          |         |         |         |           |
| Overall Average (Mean)             | 33             |         |          |         |         |         |           |
| Median                             | 33             |         |          |         |         |         |           |
| Mode                               | 35             |         |          |         |         |         |           |
| Peak Number                        | 65             |         |          |         |         |         |           |
| Max Daily Average                  | 44 (event day) |         |          |         |         |         |           |
| Max Daily Average (excl event day) | 41             |         |          |         |         |         |           |
| Max Average (at any given time)    | 39             |         |          |         |         |         |           |
| Garage Parking                     | 11             |         |          |         |         |         |           |

$$\begin{array}{r} 42 \\ 11 \\ \hline 53 \end{array}$$