

**COUNTY OF ALBEMARLE**  
**TRANSMITTAL TO THE BOARD OF SUPERVISORS**  
**SUMMARY OF PLANNING COMMISSION ACTION**

<b>AGENDA TITLE:</b> SP202400012 and SE202400018 City Church Multi-Use Space Addition	<b>AGENDA DATE:</b> February 5, 2025
<b>SUBJECT/PROPOSAL/REQUEST:</b> <u>SP202400012:</u> Special use permit (SP) to amend previously approved SP, to allow a 13,100 square foot multi-use building and a parking lot expansion for up to 87 additional spaces.  <u>SE202400018:</u> Special exception request to modify the limitation on the maximum number of parking spaces.	<b>STAFF CONTACT(S):</b> Filardo, Herrick, Barnes, McDermott, Ragsdale, Shoaf  <b>PRESENTER (S):</b> Syd Shoaf, Senior Planner II
<b>SCHOOL DISTRICT:</b> Agnor Hurt Elementary, Burley Middle, and Albemarle High School	

**BACKGROUND:**

At its meeting on December 10, 2024, the Planning Commission (PC) voted 4:0 to recommend approval of SP202400012 with the conditions listed in the staff report. The Planning Commission did not act on SE202400018 because the PC is not required to act on special exceptions. No members of the public spoke during the public hearing.

Attachments A, B, and C are the PC staff report, action letter, and meeting minutes.

**DISCUSSION:**

Though staff recommended approval, the PC report noted that the parking lot expansion would result in a significantly larger parking area along the Entrance Corridor. The PC discussed that issue, encouraged the applicant to look for ways to adjust the design of the parking lot, allow for ARB landscaping requirements, and reduce impervious area.

Following the PC meeting, the applicant provided a revised Concept Plan (Attachment D) that illustrates a landscaping plan, and is an example of what the landscaping on the site could look like if the special use permit were to be approved by the Board. However, this revised plan has not been fully reviewed by staff nor have comments been provided to the applicant. If the special use permit is approved, parking locations and the quantity of parking spaces may need to be adjusted or reduced to satisfy requirements.

**RECOMMENDATIONS:**

Staff recommends that the Board adopt the attached resolutions (Attachment E and F) to approve both special use permit SP202400012 City Church Multi-Use Space Addition, with conditions, and special exception SE202400018.

**ATTACHMENTS:**

- A – December 10, 2024 Planning Commission Staff Report
  - A1: Existing Conditions Map
  - A2: Zoning Map
  - A3: Applicant Narrative
  - A4: Applicant Conceptual Plan
  - A5: Public Comment Received via Email
  - A6: SE202400018 Special Exception Request
- B – December 10, 2024 Planning Commission Action Letter
- C – December 10, 2024 Planning Commission Minutes

D – Revised Applicant Conceptual Plan  
E – SP202400012 Resolution  
F – SE202400018 Resolution