



TO: Albemarle County  
Community Development  
401 McIntire Rd., North Wing  
Charlottesville, VA 22902  
434.358.7500

FROM: Bret Flory

RE: Project Narrative – 1720 Seminole Trail Special Use Permit SP202100003

DATE: April 19, 2021

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In anticipation of our upcoming arrival to the Albemarle County please allow this letter to serve as a description of this project and Caliber Collision.

**I. PROJECT NARRATIVE:**

Site consists of platted 1.016-acres of developed land, which is part of general plan zoned Highway Commercial (HC). The parcel is within Entrance Corridor. Site has one circular drive with two access point from Seminole Trail. Traffic Engineer is currently working on to finalize vehicle circulation to meet Site Plan requirements. We are requesting a Special Use Permit to remodel an existing building to become a Caliber Collision Auto Body Repair and Paint Shop at this location. It is the intent of the owner and all consultants to construct a quality project within the standards set by the County of Albemarle for Building and Engineering Design.

**a. Details about the type of proposed operation (including hours of operation)**

All repair activities will be conducted in-doors and completely screened from public view. Public parking will located in the front drive/parking field. All vehicles received for repair will remain behind the screened wall. Vehicles that are taken in for repairs are typically admitted by tow truck which limits our customers coming to this location.

**b. Facility Information:**

- Site Area: 1.016 Acre Lot
- Bldg SF: 9,200 SF +/-
- Hours of Operation: 7:30 a.m. – 5:30 p.m. Monday through Friday
- Total Full-Time Employees on-site: approximately 18
- Yearly Salary Ranges: o Site Manager = \$90K Base (+ incentive bonuses/commissions)
- Support/Office Admin Staff: 4-5 Count @ \$25K average = \$100K to \$125K
- Junior Shop Techs = 10-12 Count @ \$50K average = \$500K to \$600K
- Senior Shop Painters = 4 Count @ \$110K average = \$440K
- Anticipated Employee Base Payout = \$1,220,000 to \$1,445,000

**c. Damage or nuisance arising from noise, smoke, odor, dust, vibration or illumination.**

• **Noise** – The type of facility proposed shall be limited to vehicle body “prep”, parts replacement and finishing work room. Typical repairs include hood replacement, fender repair, hail damage, light interior, molding and windshield replacement. Inherently, these types of repairs are not loud enough to project recognizable sound beyond the proposed property lines. Furthermore, this facility shall operate with all exterior doors closed. The shop contains a full HVAC System that shall provide climate control year-round. With all doors closed, there should be no nuisance to neighboring properties in the way of noise.

• **Dust** – Within the facility, light dust is to be expected. The amount of dust is akin to a classroom chalkboard. Regularly scheduled cleaning ensures control. All sanding performed with a filtered vacuum assist sanding machine.

o Exterior – the only dust that would be on this facility would be that which blew in from adjacent properties. This facility has adequate paving, perimeter landscaping and screening walls. Nothing that occurs within the premises this site generates dust. Any dust that enters the site would likely attach to perimeter landscaping and not pass through to the adjacent properties.

**d. Supplemental Regulations for Body Shops per section 5.1.31**

Each automobile or truck repair shop, body shop, motorcycle and off-road vehicle sales and service shop, and public garage shall be subject to the following:

- All parts, materials and equipment shall be stored within an enclosed building.

*Justification:* There will be no visible equipment, parts and materials outside the building and all repair works are conducted indoors.

- No vehicle awaiting repair shall be located on any portion of the site so as to be visible from any public street or any residential property, and shall be limited to locations designated on the approved site plan.

*Justification:* All vehicles received for repair will remain behind the screened wall. Vehicles that are taken in for repairs are typically admitted by tow truck which limits our customers coming to this location.

- All services shall be performed within an enclosed building.

*Justification:* All repair activities will be conducted in-doors and completely screened from public view.

- No buildings in which services are performed shall be located closer than 50 feet from any residential or agricultural district.

*Justification:* The parcel is located in Highway Commercial (HC) and in no circumstance is adjacent to a residential or agricultural district will

**e. Justification for factors to be considered per section 18-33. 40**

- *No substantial detriment.* Whether the proposed special use will be a substantial detriment to adjacent parcels.

*Justification:* It is the intent of the owner and all consultants to construct a quality project within the standards set by Albemarle County Planning, Building & Engineering design The project

will have no negative impact on surrounding areas but would enhance the built environment in the surrounding neighborhood, perform a function, and provide a service that is essential and beneficial to the community

- *Character of the nearby area is unchanged.* Whether the character of the adjacent parcels and the nearby area will be changed by the proposed special use.

*Justification:* The project will revitalize the existing building and site without deviating from the overall design features of the surrounding neighborhood. It will promote further success to existing businesses, re-occupancy of an existing vacant facility, provide expanded job growth and assurance of good custodial care.

- *Harmony.* Whether the proposed special use will be in harmony with the purpose and intent of this chapter, with the uses permitted by right in the district, with the regulations provided in Section 5 as applicable, and with the public health, safety, and general welfare.

*Justification:* As a multi-state/multi-operator of Body Shops, Caliber Collision is well versed in the procedures and requirements to divert any operational hazards. Prior to opening for business, Caliber Collision will secure a Business License to operate said facility. Any hazardous material shall be documented, handled and/or stored per local, state and federal requirements. The proposed facility (site and building) will be designed by licensed Architects/Engineers who are thoroughly versed in Body Shop Designs. Final interior designs shall be designed by same Architects/Engineers. Interior Lighting, HVAC Ventilation, and Storm Sewer oil/sand interceptors shall be properly placed to facility safe conditions within and outside the entire property. These designs shall receive County of Albemarle a Plans Review/Permit Approval to ensure structural, life safety, ADA and Building Code compliance for the proposed operations. Furthermore, the operator implements specific operational and safety guidelines that secure on-going daily assurance of employee, customer, property and surrounding area safety. Refer to Section 2 of the narrative.

- *Consistency with the Comprehensive Plan.* Whether the proposed special use will be consistent with the Comprehensive Plan.

*Justification:* We are requesting a Special Use Permit to remodel existing building to an Auto Body Paint and Repair shop as Rio29 Small Area Plan only permits auto service uses by exception. While the proposed use does not intend to make significant changes to the existing building's exterior, staff acknowledges that the continuation of the existing form is acceptable. The frontage design as reflected in our site plan to meet the through corridor requirement.

## **2. Operator and Safety Guidelines:**

The operator implements specific operational and safety guidelines that secure on-going daily assurance of employee, customer, property and surrounding area safety. These include:

a) **Drug Testing** – Applicants are required to pass drug screening. Once employed, Caliber reserves the right to perform both random and/or employee-specific testing. Any failure results in immediate loss of employment.

b) **Authorized Employment** – Applicants are required to provide proof of citizenship and/or verification that they are authorized to be lawfully employment in the US.

c) **Background Checks** – Applicants are required to pass a background check. This includes but is not limited to any incidents involving sexual crime, child endangerment, and other acts of violent nature.

d) **Facility Management** – Each facility is managed with adequate and competent staff to oversee and monitor the repair services and customer interface.

e) **Safety Training** – Given the nature of using automated machinery and restoration supplies, each employee is required to complete and continue ongoing safety training. All equipment used is state of the art and properly maintained. This instruction safeguards the employees, the environment, the clients, their vehicles and all neighboring facilities.

a. All training guidelines ensure prevention of the following: i. Loud noise, fumes, odors, dust, vibration, illumination

ii. Fire, explosions, flooding,

iii. Contamination of persons, property or nearby equipment

f) **Environmental Protection Agency and other Governmental Regulations** – All products used, services rendered, and disposals of waste are highly regulated to prevent unwanted affects. All products and equipment are designed to ensure compliance. Laws and limitations are monitored and enforced so that any employee, clientele and passerby may be assured of a safe environment.

### **3. COMPATIBILITY OF PROPOSED FACILITY WITH SURROUNDING:**

Applicant suggests that this facility will serve as the single-most compatible site with the types of uses permitted in the surrounding area. As such, it will promote further success to existing businesses, re-occupancy of an existing vacant facility, provide expanded job growth and assurance of good custodial care.

Finally, please note the contributions that Caliber Collision brings surrounding communities for all of their locations. Among their traditions of charity and community enrichment programs (<http://calibercollision.com/about-us/community-involvement/>), Caliber Collision actively supports:

- American Heart Association Heart Walk, American Heart Association Cotes Du Coeur, and Children's Advocacy Center of Collin County

- Assisted military service members transition out of active duty and into a collision/auto body industry career through Changing Lanes Program.

- Supplied local food banks with more than 275,000 meals for needy families in 2013

- Gifted 13 fully-refurbished vehicles to needy families through the Caliber Collision Recycled Rides program in 2012. Plan on gifting 25 in 2013

- Gifted more than 500 vehicles to veterans, active-duty service members and others in need of reliable transportation through the Caliber Collision Recycled Rides program since 2012. This year, as part of their Restoring You program, they are focusing on helping the medical workers, medical support staff and first responders battling COVID-19 who are doing so much to help all of our communities

To further endorse their commitment to excellence, USAA has identified Caliber Collision as having "an exceptionally high standard when it comes to service delivery."

### **4. SCOPE OF IMPROVEMENTS TO EXISTING SITE AND BUILDING:**

Exterior work is:

- Repaint the building

- Reseal concrete and asphalt paving, restripe parking lot

- Add 6'-0" metal fence with black mesh (opaque)

- Install vertical vision slats to existing chain link fence

- Add metal sliding gate with black mesh (opaque)

- Add metal swing gate with black mesh (opaque) for security purposes

- Cut in two (2) new overhead doors

- Update/Enhance Landscape along northern, southern, and east perimeter by providing 8'-0" separation and 14'-0" Shared path access (along Seminole Trail)
- Add dumpster enclosure
- Relocate accessible parking
- Provide RTU screen with metal panel

Interior work is:

- Renovate the existing Office
- Renovate the existing Shop
- Add one detail bay and tie into the existing sand/oil interceptor
- Add two new paint booths

Respectfully,



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