

November 7, 2023

Mariah Gleason  
Senior Planner II – Urban Designer  
Department of Community Development  
401 McIntire Road, Room 227  
Charlottesville, VA 22902

**RE: Glenbrook at Foothills, Phase 4 – REQUEST FOR SPECIAL EXCEPTION**  
***Minimum Rear Yard Setback Exception Request for R-6 Non-Infill Zoning***

Dear Mariah Gleason:

Please allow this letter to serve as our official request for a special exception for the minimum rear yard setback within the R-6 zoning for the Glenbrook at Foothills Phase 4 project. The following information and attached exhibits describe why the special exception is being sought and the reason for the special exception. Also included with this information is the proposed modification to the rear yard setback that would be part of the approval if the special exception is accepted.

A special exception is being proposed for the Glenbrook at Foothills Phase 4 portion of the residential development, specifically the (14) lots, (Lot 118 & Lots 121 – 133), located along Park Ridge Drive with a rear private alley. These lots were created under the R6 zoning for the development and are located within the Phase 4 portion of the Glenbrook at Foothills development. All the proposed lots within Phase 4 have frontage on public streets, either proposed with this section of development or previously approved and constructed with Phase III development. This project utilizes the non-infill setbacks for residential lots within a development area, which includes a 10' side yard building separation, a 5' minimum and 25' maximum front yard setback, and a 20' rear yard setback. Based on the definition of a setback, the setback is defined by the Albemarle County Zoning Ordinance as the distance by which any building or structure is separated from any street, road access easement, or lot line. Even though the rear lot lines for these 14 lots along Park Ridge Drive extend past the alley, the alley is an access easement, so minimum rear yard is applied from the access easement. The building structures on these lots will all comply with the county requirement of providing a minimum 18' driveway from the access easement for parking outside of the garages. However, the design of these buildings and structures includes decks on the second floors that extend over the driveways and into this rear yard setback. Decks and porches can extend 4' into a rear yard setback, but these proposed decks and porches are 12' to 14' wide and will extend much further into the rear yard setback than currently allowed by the zoning code. Therefore, the applicant is requesting a special exception request to allow for the reduction of the rear yard setback for these 14 lots adjacent to Park Ridge Drive from 20 feet to 10 feet. All garages for these lots adjacent to the private alley shall still be minimum of 18 feet from the alley access easement, to allow for a driveway parking space. As shown in the attached exhibit, the red dashed line illustrates the 20' rear yard setback and the purple hatched line shows the proposed 10 foot rear setback from the alley access easement, represented by the blue continuous line. This exhibit shows how the structures will be a minimum of 18' from the alley and a parking space off the alley will be provided, with a minimum depth of 18 feet.

The comprehensive plan for this development area indicates a density of 3 to 6 residential units on the property. This portion of the Glenbrook Development is proposed to be developed at a density of 45 units/acre. The project was also developed with a minimum of 25% open space on the property.

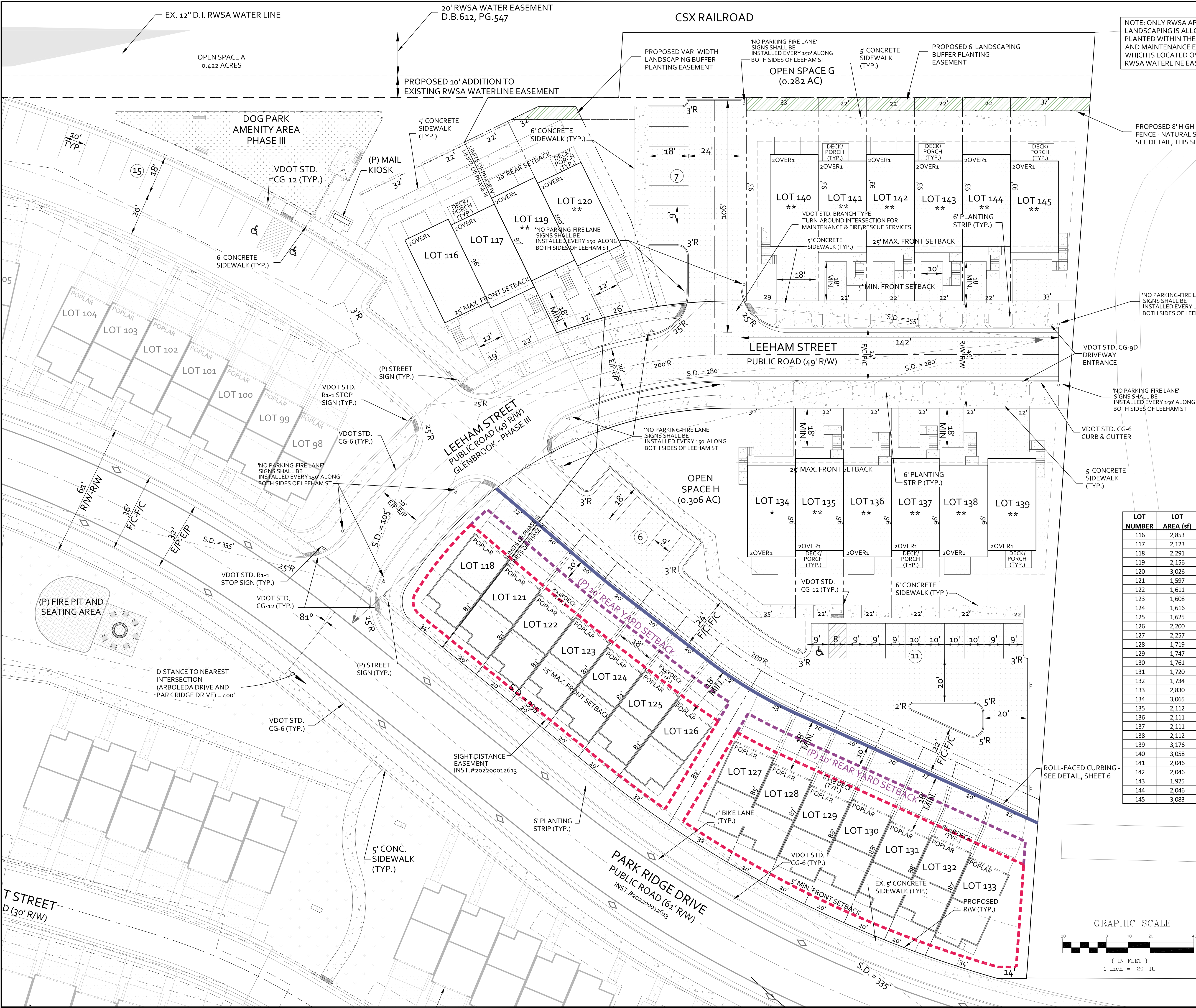
Under the Non-infill Setback requirements within section 4.19 of the Albemarle County Zoning document, a special exception may be granted for the modification of the rear yard setback for a lot within the R-6 district. With this proposed exception request, the development is meeting the design principles of the Comprehensive Plan by providing relegated parking with driveways and garages at the rear of the proposed residential structures, and restricting driveways along Park Ridge Drive.

Thank you again for the consideration of this special exception request, and please contact me if you have any questions or require any further information.

Sincerely,

Scott Collins





NOTE: ONLY RWSA APPROVED LANDSCAPING IS ALLOWED TO BE PLANTED WITHIN THE 9.5' LANDSCAPE AND MAINTENANCE EASEMENT WHICH IS LOCATED OVER AN EXISTING RWSA WATERLINE EASEMENT

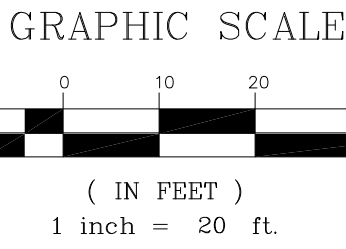
PROPOSED 8' HIGH WOODEN FENCE - NATURAL STAIN SEE DETAIL, THIS SHEET

'NO PARKING-FIRE LANE' SIGNS SHALL BE INSTALLED EVERY 150' ALONG BOTH SIDES OF LEEHAM ST

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LOT NUMBER	LOT AREA (sf)
116	2,853
117	2,123
118	2,291
119	2,156
120	3,026
121	1,597
122	1,611
123	1,608
124	1,616
125	1,625
126	2,200
127	2,257
128	1,719
129	1,747
130	1,761
131	1,720
132	1,734
133	2,830
134	3,065
135	2,112
136	2,111
137	2,111
138	2,112
139	3,176
140	3,058
141	2,046
142	2,046
143	1,925
144	2,046
145	3,083



- NOTES:
1. THE STREAM BUFFER(S) SHOWN HEREON SHALL BE MANAGED IN ACCORDANCE WITH THE ALBEMARLE COUNTY WATER PROTECTION ORDINANCE.
  2. IN ACCORDANCE WITH CURRENT COUNTY CODE, IF THE DEMARCATED AREA FOR THE CONCRETE BACKYARD PATIOS FOR EACH SINGLE FAMILY UNIT FALLS WITHIN THE REAR YARD SETBACK, IT MAY ONLY BE DEVELOPED AS A PATIO. NOTE, DECKS AND COVERED PORCHES MAY EXTEND 4' INTO THE REAR YARD SETBACK.
  3. RETAINING WALLS GREATER THAN 3' IN HEIGHT REQUIRE A SEPARATE BUILDING PERMIT. WALLS EXCEEDING 4' IN HEIGHT REQUIRE A STAMPED ENGINEER DESIGN.
  4. ALL WATERLINES, SEWER LINES, AND FIRE LINES FROM THE MAIN TO THE STRUCTURE MUST HAVE A VISUAL INSPECTION PERFORMED BY THE BUILDING DEPARTMENT.

AFFORDABLE HOUSING NOTE:  
\* THE ASTERISK SYMBOL DENOTES THE BASEMENT UNIT WITHIN THE TWO-FAMILY ATTACHED UNIT THAT WILL BE AN AFFORDABLE UNIT (FOR SALE OR FOR RENT AFFORDABLE UNIT). THE DEVELOPER WILL COMPLY WITH THE ALBEMARLE COUNTY AFFORDABLE HOUSING REQUIREMENTS FOR THE FOR RENT OR FOR SALE UNIT.  
\*\* THE DOUBLE ASTERISK SYMBOL DENOTES BOTH THE BASEMENT UNIT AND UPPER UNIT WITHIN THE TWO-FAMILY ATTACHED UNIT WILL BE AFFORDABLE UNITS (FOR SALE OR FOR RENT AFFORDABLE UNIT). THE DEVELOPER WILL COMPLY WITH THE ALBEMARLE COUNTY AFFORDABLE HOUSING REQUIREMENTS FOR THE FOR RENT OR FOR SALE UNIT.



PROPOSED 8' WOODEN PRIVACY FENCE  
COLOR: NATURAL STAIN

- CONSTRUCTION FIRE PREVENTION NOTES:
1. SMOKING SHALL BE PROHIBITED IN AREAS WHERE SMOKING MAKES CONDITIONS SUCH AS TO MAKE SMOKING A HAZARD AND THESE AREAS SHALL BE DESIGNATED WITH NO SMOKING SIGNS PER VIRGINIA STATEWIDE FIRE PREVENTION CODE.
  2. AREAS WHERE SMOKING CAN OCCUR, SHALL HAVE APPROPRIATE RECEPTACLES FOR DISCARDED SMOKING MATERIALS PER VIRGINIA STATEWIDE FIRE PREVENTION CODE.
  3. PER THE VIRGINIA STATEWIDE FIRE PREVENTION CODE, VEHICULAR ACCESS FOR FIREFIGHTING SHALL BE PROVIDED AT ALL CONSTRUCTION AND DEMOLITION SITES, PROVIDE ACCESS TO WITHIN 100 FT. OF TEMPORARY OR PERMANENT FIRE DEPARTMENT CONNECTIONS, AND HAVE NO OVERHEAD WIRING OR OTHER OVERHEAD OBSTRUCTIONS LOWER THAN 13 FT 6 INCHES; THIS ACCESS MAY BE VIA PERMANENT OR TEMPORARY ROAD, BUT SHALL BE CAPABLE OF SUPPORTING FIRE APPARATUS IN ALL WEATHER CONDITIONS.
  4. CONTRACTOR SHALL ENSURE THE STREET NUMBERS ARE ALWAYS VISIBLE FROM THE FRONTAGE STREET DURING CONSTRUCTION PER THE VIRGINIA STATEWIDE FIRE CODE.
  5. AN APPROVED WATER SUPPLY FOR FIREFIGHTING OPERATIONS SHALL BE IN PLACE AND AVAILABLE AS SOON AS COMBUSTIBLE MATERIALS ARRIVE ON SITE.
  6. WASTE AND COMBUSTIBLE DEBRIS SHALL BE REMOVED FROM THE BUILDING AT THE END OF EACH DAY AND DISPOSED OF IN ACCORDANCE WITH THE VIRGINIA STATEWIDE FIRE CODE.
  7. FIRE EXTINGUISHERS SHALL BE PROVIDED, WITH NOT LESS THAN ONE APPROVED FIRE EXTINGUISHER AT EACH STAIRWELL, ON ALL FLOOR LEVELS WHERE COMBUSTIBLE MATERIALS HAVE ACCUMULATED, IN EVERY STORAGE AND CONSTRUCTION SHED AND IN AREAS OF SPECIAL HAZARD, SUCH AS WHERE FLAMMABLE AND COMBUSTIBLE LIQUIDS ARE STORED OR USED, IN ACCORDANCE WITH THE VIRGINIA STATEWIDE FIRE CODE.
  8. OPERATIONS INVOLVING THE USE OF CUTTING AND WELDING SHALL COMPLY WITH THE VIRGINIA STATEWIDE FIRE PREVENTION CODE AND SHALL REQUIRE A PERMIT FROM THE ALBEMARLE COUNTY FIRE MARSHAL'S OFFICE.



REVISIONS	
REVISION DESCRIPTION	
INITIAL SITE PLAN AND PRELIMINARY PLAT - 1ST SUBMISSION	
DATE	10/16/23

COLLINS ENGINEERING

200 GARRETT STREET, SUITE K-CHARLOTTESVILLE, VA 22902-434.293.3719

GLENBROOK AT FOOTHILLS PHASE IV - INITIAL SITE PLAN & PRELIM. PLAT

SITE PLAN

PROJECT

JOB NO.

112066

SCALE

1" = 20'

SHEET NO.

4